



City of Gloucester

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930

CITY COUNCIL
AND
CITY COUNCIL STANDING COMMITTEE
Budget and Finance
Thursday, August 6, 2009 – 7:00 p.m.
Council Conference Room – City Hall

1. Memo from Asst. Superintendent re: Permission to pay invoice – Triumph Modular
2. Memo from Fire Chief re: Acceptance of grant from MEMA
3. Memo from City Engineer re: Special Budgetary Request-Supplemental Appropriation
4. Memo from DPW Director re: Loan Authorization for Wastewater Plan Improvements
5. Draft Request for Proposal re: Disposition by Sale – Maplewood Ave. School
6. Memo from Police Chief re: Permission to apply for grant, \$58,730
7. Memo from Police Chief re: Permission to apply for grant, \$10,985
8. Memo from Police Chief re: Permission to apply for grant from EOPS
9. Memo from Police Chief re: Establish new special revenue account
10. Memo from Police Chief re: Acceptance of grant & establish new special revenue acct.
11. COM 09-028 (City Auditor) Patrolmen's MOU

COMMITTEE
Councilor Jason Grow, Chair
Councilor Joe Ciolino, Vice Chair
Councilor Steve Curcuru

Committee members – Please bring relevant documentation

Cc: Mayor, Jim Duggan,
Marcia McInnis
Jeff Towne
Chief Lane
Chief Dench
Brian Tarr
Frank Ventimiglia
Mike Hale
Donna Compton

Gloucester Public Schools

Our mission is for all students to be successful, engaged, lifelong learners

Brian C. Tarr

Assistant Superintendent of Schools

6 School House Road

Gloucester, MA 01930

Phone: (978) 281-9810/Fax: (978) 281-9899

Email: cfarmer@gloucester.k12.ma.us

RECEIVED

JUL 21 2009

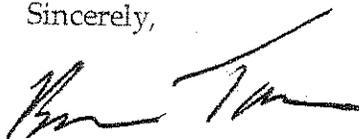
July 21, 2009

Mayor's Office

Members of the City Council:

The attached invoice is for installation of pavement at the Beeman Memorial School to create additional parking for staff, parents, and visitors to the school. The building committee for the modular project reviewed and authorized the work to be done. The Mayor's office also approved the paving — Unfortunately, proper paperwork was not put in place.

Sincerely,



BRIAN C. TARR
Assistant Superintendent of Schools

BCT/smd



Modular Buildings, Modular Offices, Group Offices

Triumph Modular
194 Ayer Road
Littleton, MA 01460
Phone No.: 978-486-0120
Fax No.: 978-486-0347
Home Page: www.triumphmodular.co
E-Mail: sales@triumphmodular.com

RENTAL INVOICE

Invoice Number: R177987
Invoice Date: 07/19/09
Page: 1

Customer ID C11210
Ship Via
Terms Net 30 Days
Due Date 07/19/09

P.O. Number
P.O. Date 08/19/09
Our Order No. R177987
Salesperson House Account

RECEIVED

JUL 19 2009

Mayor's Office

Bill
To: City of Gloucester
Nine Dale Ave
Gloucester, MA 01930

Ship
To: City of Gloucester
Nine Dale Ave
Beeman School
Gloucester, MA 01930

Items Sold
Item / Description

Quantity

Sale Date

Total Price

Item / Description	Quantity	Sale Date		Total Price
MT-1X Installation of Pavement	1 Each	06/19/09	16,125.00	16,125.00
Includes all prep work, binder, and final coat of asphalt.				
MT-1X Extra Pavement Install	1 Each	06/19/09	1,000.00	1,000.00
			Total:	17,125.00

Total: 17,125.00



FACSIMILE TRANSMITTAL SHEET

TO:

Brian Tarr

FROM:

Roberta Yeaton

COMPANY:

City of Gloucester

ryeaton@triumphmodular.com

DATE:

7/16/09

FAX NUMBER:

978-281-9899

TOTAL # OF PAGES INCLUDING COVER

2

PHONE NUMBER:

RE:

Copy of Inv # R177987

- URGENT
- FOR REVIEW
- PLEASE COMMENT
- PLEASE LEAVE
- PLEASE RECYCLE

Hi Brian,

Copy of Invoice # R177987 & follow

Please call with program status

Copy was mailed to you in attn.

Thanks

Roberta

978-431-1024

Office of the Fire Chief
Philip S. Dench
8 School Street
Gloucester, MA 01930



TEL 978-281-9780
FAX 978-281-9822
pdench@gloucester-ma.gov

CITY OF GLOUCESTER
FIRE DEPARTMENT

MEMORANDUM

RECEIVED

JUL 9 2009

Mayor's Office

Date: July 9, 2009
To: Mayor Carolyn Kirk
From: Phillip S. Dench, Fire Chief *PSD*
Subject: Grant Award
Re:

Mayor,

I have just been notified that MEMA has awarded us a \$2,500.00 fy2009 Emergency Management Performance Grant (EMPG). Would you please include in your next Mayor's Report a request to the City Council to accept the Grant in the amount of \$2,500.00.

City of Gloucester **Memo**

Date: 20 July 2009
To: Carolyn Kirk, Mayor
City of Gloucester
From: Frank Ventimiglia
City of Gloucester Engineering Department
Re: Transfer of \$14,500.00 from Highway Force Account #
294015.10.422.35900.0000.00.000.00.000

RECEIVED
JUL 21 2009
Mayor's Office

This memo is to request the transfer of \$14,500.00 from Highway Force Account #294015.10.442.35900.0000.00.000.00.000 to be transferred to two different accounts for the purpose of paving work and paving materials. F.V.

This transfer is to be transferred to existing Contract # 99078 for additional pothole repairs throughout the City through Account #101000.10.422.52490.0000.00.000.00.052. Contract Number 99078 is with Allied Paving Corporation and was awarded with the money transferred out of Account # 294015.10.442.35900.0000.00.000.00.000 in October 2008.

RECEIVED

JUL 21 2009

Mayor's Office

CITY OF GLOUCESTER

SPECIAL BUDGETARY REQUEST- SUPPLEMENTAL APPROPRIATION
FISCAL YEAR 2009

****CITY COUNCIL APPROVAL- VOTES NEEDED 5 ****

AUDITOR'S INSPECTION _____

DEPARTMENT REQUESTING APPROPRIATION: Department of Public Works

Account to appropriate from : Res/Approp - Highway Force Account

294015.10.991.59600.0000.00.000.00.000 \$ 14,500.

Balance Before Appropriation [42,434.]

Balance After Appropriation [27,934.]

Accounts in need of Appropriation:

Highway Paving Account for Allied Paving

101000.10.422.52490.0000.00.000.00.052 \$ 14,500.

Purpose: To Fund Small Pavement Contract - Potholes and Trenches

APPROPRIATION AMOUNT: \$ 14,500.

APPROVALS:

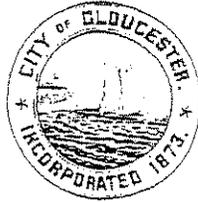
DEPT. HEAD _____ DATE _____

ADMINISTRATION *[Signature]* DATE 7/22/09

BUDGET & FINANCE _____ DATE _____

CITY COUNCIL _____ DATE _____

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mhale@ci.gloucester.ma.us

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: 21 July 2009

To: Mayor Carolyn Kirk
CAO, James Duggan

From: Michael B. Hale, Director of Public Works *M.B.H.*

RE: Waste Water Plant Improvements (Phase I WWTP)
ACOP-NE-09-1N002

This memo is to request a loan authorization of \$3.0 million from the City Council to fund improvements to the City's George P. Riley, Wastewater Treatment Plant (WWTP). The improvements were identified as part of the Comprehensive Plant Evaluation (CPE) study. The study revealed that many of the twenty-four year old plants basic functions are in need of replacement or upgrade. The Phase I improvements will provide a safe work environment to staff and contract operators, while also protecting the facility and the surrounding natural environment. The Massachusetts Department of Environmental Protection has issued a consent order (ACOP-NE-09-1N002) requiring the plant improvements. The project is currently on the 2009 Clean Water State Revolving Fund Final Intended Use Plan (IUP).

Phase 1 Improvements:

- o Installation of three new primary sludge pumps.
- o Replacement of scum and sludge collection mechanisms in both gravity thickeners.
- o Installation of two new thickened sludge pumps and grinders.
- o Resetting of scum trough elevations in primary clarifier # 2.
- o Installation of two new primary scum pumps and grinders.
- o Installation of two new gravity thickener scum pumps.
- o Structural repair of the Sludge Holding Tank.

- Installation of two new dewatering feed pumps with a common grinder.
- Installation of a new two-pump mixing system for the Sludge Holding Tank.
- Installation of a new rotary press and screw conveyor system.
- Modification of dewatering area piping to enable emergency liquid sludge hauling.
- Installation of three new effluent pumps with extended head and motor supports.
- Installation of two new septage pumps.
- Installation of new (double-ended) MCC equipment in the Control Building Control Room.
- New (double-ended) MCCs for the Primary Sludge Pump Room and the Thickened Sludge Pump Room.
- Electrical system upgrades: new fire alarm system (all buildings) and new life safety systems (all buildings).
- Installation of new instrumentation throughout the plant.
- Plumbing renovations: replacement of non-Code-compliant backflow preventers and replacement of cross-connected piping.

The Department of Public Works staff will be available to answer questions from the City Council and subcommittees. If additional information is required, please contact my office.

City of Gloucester
Office of the Mayor

Review and Recommendations for the Disposition of Real Property

TO THE CITY COUNCIL FOR REVIEW, RESTRICTIONS AND APPROVAL

Overview:

Property Location: **Maplewood School, 120 Maplewood Avenue, Gloucester, MA.** RFP Number: 99175
Property Description: **Former School, Map 39, Lot 4 Lot: 20,000 SF Gross Building Area: 27,420 SF**
Method of Disposition: **Sale Land Area: 20,000 SF; Gross Building Area: 27,420 SF Public Purpose: None**
Minimum Bid Requested: **\$350,000 Appraised Value: \$324,000 Assessed Value: \$1,074,700**

Highlights:

1. **The City's Responsibility:**

- a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s).
- b. Provide the required curb-cut permits within the confines of all City and State Regulations.

2. **The Successful Proposer's Responsibility:**

- a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
- b. The Successful Proposer agrees to purchase the property **"AS-IS"**.
- c. The Successful Proposer agrees to be solely responsible for obtaining any and all construction permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
- d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
- e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **Thirty (30)** days of the Notice of Award. The deposit of the successful proposer will be credited against the bid price.
- f. The Successful Proposer agrees to remit the full bid price minus the **\$5,000** deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award.
- g. The Successful Proposer understands that if they fail to complete the Purchase and Sales Agreement within **Thirty (30)** days or fails to complete the sales agreement and closing within **Ninety (90)** days, the City shall revoke the notice of award and retain all moneys received as liquid damages.

DPW Director:

At the request of the Mayor, I have reviewed the possible disposition of the above named property. My recommendations have been submitted to the Mayor for consideration and possible inclusion in the RFP.

NAME Michael B. Hebb DPW Director DATE 23 June 09

Purchasing Department:

At the request of the Mayor, the Purchasing Department has prepared a Request for Proposals for the disposition of the above property.

NAME John Condon Purchasing Agent DATE 6/18/09

Office of the Assessor:

At the request of the Mayor, I have reviewed the possible disposition of the above named property and submitted the Property Record.

NAME [Signature] City Assessor DATE 6/18/09

Legal Department:

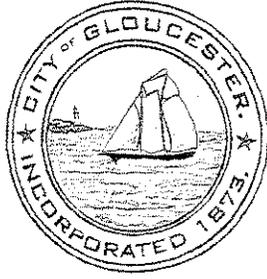
At the request of the Mayor, the Legal Department has reviewed the attached recommended RFP.

NAME [Signature] General Counsel DATE 7/13/09

Office of the Mayor:

As required by the Gloucester Code of Ordinance, I am submitting my recommendation to the City Council for their approval to dispose of the above property in a Request for Proposal format.

NAME [Signature] Mayor DATE 7/22/09



City of Gloucester

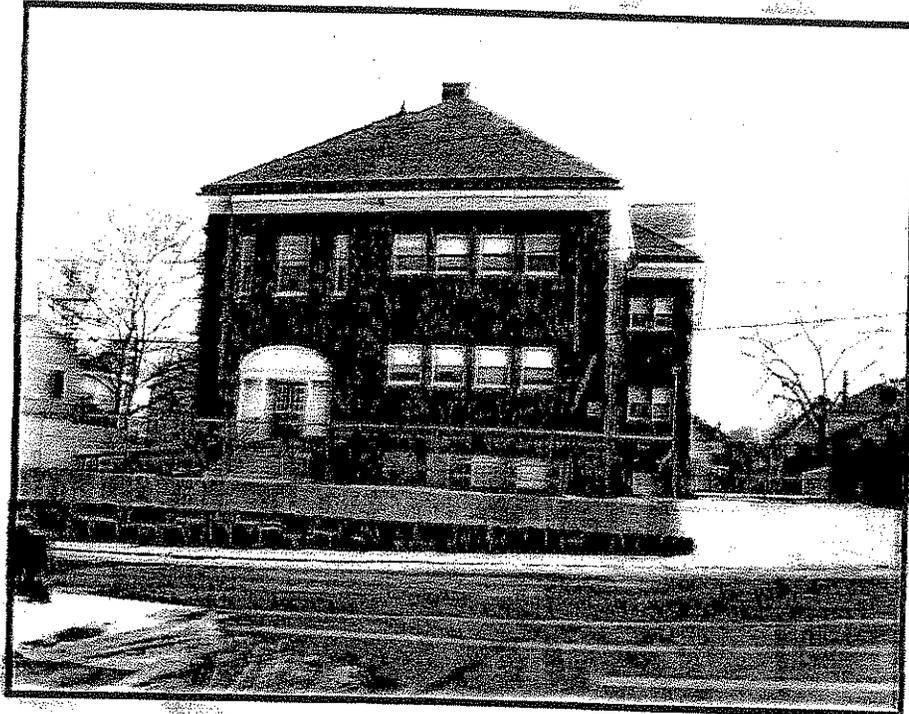
Office of the Purchasing Agent

City Hall, 9 Dale Avenue

Gloucester, MA 01930

Telephone 978 281 9710 Fax 978 281 8763

www.gloucester-ma.gov



DRAFT FOR MAYOR & CITY COUNCIL APPROVAL
Request for Proposals #99175

Disposition by Sale
of the
Maplewood Avenue School

RFP Available to Proposers:

Date of Property Open House:

RFP Deadline for Submission
and Opening Date:

RECEIVED

JUL 13 2009

Mayor's Office



PART I NEWSPAPER ADVERTISING

To: Cape Ann Beacon
From: Donna Compton, Purchasing Agent
Date:

Re: Please run this ad as small as possible on
Friday, and again on Friday

**CITY OF GLOUCESTER
REQUEST FOR PROPOSALS #99175**

The City of Gloucester is seeking proposals for the purchase of City owned land and building located at 120 Maplewood Ave., shown on assessor's map 39, lot 4. The property is listed as 20,000 SF lot area and 27,420 SF gross building area. The Mayor and the City Council have declared this property available for disposition by sale. Sale of the property is subject to the terms and conditions contained in the RFP. The RFP will be available at the Office of the Purchasing Agent upon receipt of a non refundable \$15 fee payable by check. Proposals must be received at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than @ 11 a.m.. An Open House is scheduled on from 10 a.m. to 12 p.m. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, MA.



PART II
REQUEST FOR PROPOSALS

SUMMARY INFORMATION

1. The City of Gloucester will receive sealed proposals for the purchase of the Maplewood Avenue School located at 120 Maplewood Avenue, shown on assessor's map 39, lot 4. at the

Office of the Purchasing Agent
Attn: Donna Compton, Purchasing Agent
9 Dale Avenue, Gloucester, MA 01930

2. On-site Open House Inspection will be held: **from 10:00 - 12:00 p.m.**
3. Property descriptions and other pertinent information is available in Exhibit G, City Assessor's information. All proposals require a bid deposit in the form of a certified check, made payable to the City of Gloucester in an amount of \$5,000. All proposals must be sealed and submitted to the Purchasing Director at the address above no later than _____ at which time the proposals will be publicly opened. *Late proposals will not be accepted for any reason.* All proposals must be complete and in compliance with the submission requirements outlined in the RFP.
4. The City of Gloucester reserves the right to reject any and all proposals that do not meet the minimum requirements set forth in the RFP. The City of Gloucester has established a minimum bid price of \$350,000 for the Maplewood Avenue School.

PART III
PROPERTY DESCRIPTION

The surplus property is located at 120 Maplewood Ave in Gloucester, MA.
The building was built in the 1890's of brick exterior/ wood frame construction with a slate roof.

The property is approximately 20,000 sq ft. The building has 2 stories and a basement with above grade windows. Electricity was added in the 1920's and upgraded as needed since. Windows were replaced in the 1980's. An access ramp was provided for the first floor for a previous tenant. Rest facilities for both sexes are located on the basement level.

The City has obtained variances and a special permit from the Zoning Board of Appeals to permit 8 studio apartments, also described as "live/work" spaces. The approved Site Plan contains 12 off street parking spaces and landscape requirements. The units will be approximately 1000 sq ft each and contain a kitchen area and bath. There will be 4 units on each of the first and second floors. Zoning variances and approvals have been granted and a City Council Special permit for the change-of-use from educational to multi-residential is pending before the city council.

The successful purchaser/developer will need to provide architectural and engineering plans and services for the procurement of a building permit. The site plans and schematics are public record on file with the City of Gloucester.

1. **Description of Property:**
The property available for disposition is identified as **Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, Massachusetts 01930, Map 39, Lot 4.** For greater detail, please see the assessor's information (Exhibit G).
2. **Conditions of Property**
The property is available for disposition "**AS-IS**" and the City of Gloucester will not make any improvements or changes to the property as a condition of the sale. Conveyance to the successful Proposer shall be subject to all restrictions and conditions of record, insofar as they may be in-force and applicable to said parcels.
3. **MGL, Chapter 21E**
The City of Gloucester does not warrant that the land parcel available for disposition is free and clear of any contamination as defined by MGL Chapter 21E. The Successful Proposer will assume all costs and responsibilities for any testing and/or removal of any contamination that may be present on the property, and will hold the City harmless for any costs to clean the property of any contamination. The results from such testing shall not be considered grounds to rescind the agreement.
4. **Permits and Approvals**
All costs and responsibilities for obtaining construction permit approval, and releases for any easements, covenants, or any other restriction that may be present on the property will be the responsibility of the Successful Proposer.
5. **Massachusetts Historical Commission:** The Maplewood Avenue School is an MHC listed property and as such any new construction projects or renovations to existing buildings that require funding, licenses, or permits from any state or federal governmental agencies must be reviewed by the Massachusetts Historical Commission (MHC) for impacts to historic and archaeological properties. It is the nature of the federal or state agency involvement that triggers MHC review, not listing in the National or State Registers of Historic Places. A listing in either register does not necessarily require review and likewise, lack of listing does not eliminate the need for review. MHC review is conducted in compliance with both federal and state statutes and regulations.



PART IV MINIMUM CRITERIA/QUALITY REQUIREMENTS
MINIMUM CRITERIA

The City of Gloucester will be evaluating all Proposals to qualify them as being responsible and responsive to the requirements of the RFP. All Proposals **must include** the following elements to be considered valid for this property sale:

1. **Description of Proposer and Affiliates** *(Insert information on Exhibit F)*
 A description of the Proposer Buyer whether an individual, Corporation, Partnership, Trust, etc. If the Proposer is a team, include a list of members.
2. **Proposer Contact Information** *(Insert information on Exhibit F)*
 Include the primary contact name, address, phone and fax number. Provide the address, contact name and phone number for each member of the Proposer's team.
3. **Bid Price Sheet** *(Insert information on Exhibit H)*
 The Proposal must clearly state in written word and numerical form the amount of the bid. The City of Gloucester reserves the right to reject any and all bids. The City of Gloucester has established a **minimum bid price of Three Hundred and fifty Thousand Dollars (\$350,000)**.
4. **Deposit** *(Place in sealed envelope with proposal)*
 All Proposers must submit a **\$5,000** certified bank check, made payable to the City. The successful proposer's deposit will be credited toward the sale price; while all other proposers will have their deposit returned upon the issuance of a notice of award.
5. **Evidence of Financial Ability** *(Insert information on Exhibit F)*
 Provide information, as provided in paragraph 6, that will demonstrate to the City that the Proposer has the financial ability to purchase, develop, and financially sustain the property. Such evidence may include Financial Statements of proposer and/or its affiliates, letters of intent from lenders and lender references showing sources of funds for acquisition, construction or site development, permanent financing and any proposed real estate development/environmental cost cap insurance products. The City shall decide if the evidence is sufficient.
6. **Evidence of Proposer Experience** *(Insert information on Exhibit F)*
 The City is establishing a quality requirement that a Proposer must have a minimum of **three years** of housing development experience and have completed a minimum of **three** housing construction or renovation projects of **\$200,000 or more**.
7. **Disclosure of Beneficial Interest Form** *(Insert information on Exhibit A)*
8. **Tax Compliance and Attestation Form** *(Insert information on Exhibit B)*
9. **Certificate of Non Collusion** *(Insert information on Exhibit C)*
10. **Release Regarding Hazardous Waste** *(Insert information on Exhibit D)*
11. **Project Description:** The Proposer must provide a narrative description of the proposed use of the property. This narrative description is required so that the City can determine if the proposed use is in compliance with the terms and conditions of the RFP and other municipal laws and regulations.
12. **Schematic Plan:** A schematic (preliminary) drawing of the proposed use of the property per this RFP is attached.

PART V SUBMISSION REQUIREMENTS

All proposals must be submitted in a sealed package clearly labeled with the following:
TITLE: "Proposal for Disposition of Maplewood School #99175
FROM: Name and address of Proposer(s)
TO: City of Gloucester
 Office of the Purchasing Agent, 9 Dale Avenue, Gloucester, MA 01930
DUE:

ALL PROPOSALS MUST CONTAIN THE FOLLOWING:

1. **Exhibit A**, Disclosure of Beneficial Interest Statement
2. **Exhibit B**, Tax Compliance & Attestation Statement
3. **Exhibit C**, Certificate of Non Collusion
4. **Exhibit D**, Hazardous Material Release
5. **Exhibit F**, Qualification & Proposal Information
6. **Exhibit I**, Price Proposal Sheet
7. **Deposit:** All Proposers must submit a deposit in the form of a certified bank check in the amount of **\$5,000** as part of their proposal. The check should be made out to the City of Gloucester. If the City chooses to sell the property to the successful Proposer, the Proposer's deposit will be nonrefundable and will be applied to the purchase price. A deposit received from a Proposer that was not accepted will be returned to the Proposer within five (5) business days after the City has determined the successful Proposal.



PART VI CONTRACT TERMS AND CONDITIONS

The following terms and conditions shall apply to the sale of the property described within this RFP:

1. **The City's Responsibility:**
 - a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)
 - b. Provide the required curb-cut permits within the confines of all City and State Regulations.
2. **The Successful Proposer's Responsibility:**
 - a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
 - b. The Successful Proposer agrees to purchase the property **"AS-IS"**.
 - c. The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
 - d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
 - e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **Thirty (30)** days of the Notice of Award. The deposit of the successful proposer will be credited against the bid price.
 - f. The Successful Proposer agrees to remit the full bid price minus the **\$5,000** deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award.
 - g. The Successful Proposer understands that if they fail to complete the Purchase and Sales Agreement within **Thirty (30)** days or fails to complete the sales agreement and closing within **Ninety (90)** days, the City shall revoke the notice of award and retain all moneys received as liquid damages.

PART VII MISCELLANEOUS

1. **Amendments/Modifications to Proposals**

The Proposer may at any time prior to the deadline for submission of the Proposals, amend or modify a Proposal by submitting the amendment/modification to the address specified in Part V of the RFP, in a sealed package and clearly marked with the following information:

TITLE: "RFP 99175, Proposal for Disposition by Sale of Maplewood School"
FROM: Name and address of Proposer(s)
TO: City of Gloucester, Office of the Purchasing Agent
9 Dale Avenue, Gloucester, MA 01930

DUE:

2. **Withdrawal of Proposals**

Any Proposer may withdraw its Proposal at any time prior to the deadline established in this RFP. The Proposer wishing to withdraw a proposal must provide a written authorization and/or acknowledgment that he or she is withdrawing the Proposal and the City of Gloucester is held harmless from any responsibility as a result of the Proposal withdrawal.

3. **Rejection of Proposals**

The City of Gloucester reserves the right to reject any or all proposals. The City has established a minimum bid price of **\$350,000**.

4. **Authorization to Sell**

All proposers are hereby notified that property described herein has been declared surplus property by the Gloucester City Council with the authorization to issue a Request for Proposals with conditions.

5. **Addendum**

Any addendum to the RFP will be sent by mail or fax to those proposers who have registered with the Office of the Purchasing Director and received a copy of the RFP. The City will not be responsible for notifying anyone who received a copy of the RFP from any other source. If it is not possible to notify all parties who received an RFP prior to the deadline for submission, the City reserves the right to extend the deadline for submission through proper notice.

6. **Conditions**

Submission of a proposal in response to this RFP constitutes an agreement by Proposer and any and all grantees in any subsequent deed from the City to be bound by and comply with all provisions of the entire RFP, including the following conditions, which shall survive the execution and acceptance of a deed of the subject property.

- a. That the property in question, whether occupied or not shall be in compliance with any and applicable Building, Sanitary and Health Codes by the Successful Proposer.
- b. That upon conveyance, the deed and any other documents or plans relevant to the closing shall be recorded at the Successful Proposer expense in the Registry of Deeds.
- c. That the Successful Proposer shall also pay for any documentary tax stamps, as may be applicable to the sale of this property.
- d. That the Successful Proposer has paid all taxes as may be due in compliance with MGL, Chapter 62, Section 49A as amended. See copy attached marked as Exhibit B.



- e. That the Successful Proposer must comply with, execute, and include with the proposal the affidavit of compliance with the provisions of MGL, Chapter 7, Section 40J. *See copy attached marked Exhibit A.*
- f. That a failure by the Successful Proposer of the subject property, to comply with any provision or condition hereof shall, at the option of the City require that the Successful Proposer and any and all grantees shall re-convey the subject property to the City of Gloucester for the same price which Proposer paid for the acquisition thereof. This condition shall be applicable for four (4) years after the closing.
- g. That the Proposer has not relied upon any representations by the City regarding the presence of any hazardous materials on the property, and holds the City harmless from any and all liability for the same.
See copy hereto attached marked Exhibit D.



EXHIBIT A MGL, CH. 7, SEC. 40J, CERTIFICATION REGARDING DISCLOSURE OF BENEFICIAL INTEREST STATEMENT
SUCCESSFUL PROPOSER ONLY

SUCCESSFUL PROPOSER DISCLOSURE OF BENEFICIAL INTEREST IN REAL ESTATE

MGLc 7, S 40J, requires disclosure of all beneficial interests in real property acquired or disposed of by a public agency. The selected bidder's disclosure of beneficial interests must be filed with the Commissioner of the Division of Capital Asset Management (DCAM). No contract to lease or sell property is valid until the buyer or lessee files this form with DCAM. A form for this purpose is attached. An updated disclosure form must be filed within 30 days of any change in beneficial interests during the lease term.

Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction:
2. Complete legal description of the property:

City of Gloucester, MA
 Maplewood School
 120 Maplewood Avenue
 Gloucester, MA 01930
 Assessor's Map 39, Lot 4
 Lease: N/A

3. Type of transaction: **Sale: Yes**
4. Seller: Lessor: N/A
5. Purchaser Lessee: N/A

City of Gloucester, Ma.

6. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above.
Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name	Address

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or Position

5. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item #1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item #4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

Signature: _____ Printed name: _____
 Title: _____ Date: _____



Exhibit B TAX COMPLIANCE & ATTESTATION STATEMENT

IF A CORPORATION:

State in which Incorporated _____
 President _____
 Treasurer _____
 Secretary _____

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES ____ NO ____ . If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate to the awarding authority prior to award.

IF A PARTNERSHIP (Name All Partners):

Name	Address	City	State/Zip
_____	_____	_____	_____
_____	_____	_____	_____

IF AN INDIVIDUAL:

Name	Address	City	State/Zip
_____	_____	_____	_____

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

Name of Firm	Business Address
_____	_____

Name of Individual	Address	City	State/Zip
_____	_____	_____	_____

ATTESTATION CLAUSE

Pursuant to M.G.L. c 62C sec 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

Social Security No. Or Federal Identification No.	Signature or Individual or Corporate Name
Corporate Officer (If Applicable)	By: _____

EXHIBIT C CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: _____
 Address: _____
 By: _____
 (Signature of person authorized to sign this bid)

Title: _____
 Telephone: _____

The City reserves the right to reject any and all bids or to accept the bid deemed in the best interest of the City of Gloucester, MA.

EXHIBIT D HAZARDOUS MATERIALS RELEASE ("Hold Harmless" Agreement)

RELEASE REGARDING HAZARDOUS MATERIALS

Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, MA 01930

The City assumes no liability for any release of hazardous materials on the property. The Proposer has not relied upon any representations by the City with respect to hazardous materials, except to the extent disclosed herein.

The Proposer agrees to release and hold harmless the City of Gloucester from any liability arising out of any hazardous materials that may be present on the property.

Proposer _____ Date: _____

EXHIBIT E PURCHASE & SALE AGREEMENT - DOCUMENT WILL BE SUPPLIED TO SUCCESSFUL PROPOSER



EXHIBIT F QUALIFICATION INFORMATION QUESTIONNAIRE

RFP No: 99175 Disposition by Sale of 120 Maplewood Avenue, Gloucester, MA.

Name of Proposer - Firm/Individual: _____

Address: _____

Type of Organization
 (Proprietorship, Partnership, Corporation, etc.) _____

Year Established: _____

FID No.: _____

Tel. _____

Name & Title of Principal to contact _____

Principal contact's Tel. No. _____

Fax No. _____

Principal contact's email address _____

List of Partners

Name & Title	Telephone	Role in Proposal
_____	_____	_____
_____	_____	_____
_____	_____	_____

Key Persons, Specialists and Individuals in your firm to be assigned to this project:

Name & Title	Mass Reg. No.	Discipline/Project Role
_____	_____	_____
_____	_____	_____
_____	_____	_____

Key Persons, Specialists, individuals in consultant firm to be assigned to this project:

Name & Title	Mass Reg. No.	Discipline/Project Role
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recent Projects Best Illustrating Qualifications for this Project: (additional information may be attached).

Project Name	_____	Location	_____
Project Cost	_____	Year Comp	_____
Description	_____		
References:	_____		
Company	_____	Contact & Title	_____
Telephone	_____	Fax	_____
Project Name	_____	Location	_____
Project Cost	_____	Year Comp	_____
Description	_____		
References:	_____		
Company	_____	Contact & Title	_____
Telephone	_____	Fax	_____
Project Name	_____	Location	_____
Project Cost	_____	Year Comp	_____
Description	_____		
References:	_____		
Company	_____	Contact & Title	_____
Telephone	_____	Fax	_____



Evidence of Financial Ability (additional information or reports may be attached).

Evidence of proposed sources of funds and financing clearly demonstrates financial ability to acquire and develop the property. Proposer clearly identifies sources and uses of funds.

Financial Information (List and attach information)

Financial statements of proposed Buyer or affiliates. Letters of interest from lenders and lender references indicate level of financing proposed by each source.

Site Development Proposal (additional information or reports may be attached).

Proposed development with cost estimates.

Site Development Schedule (additional information may be attached).

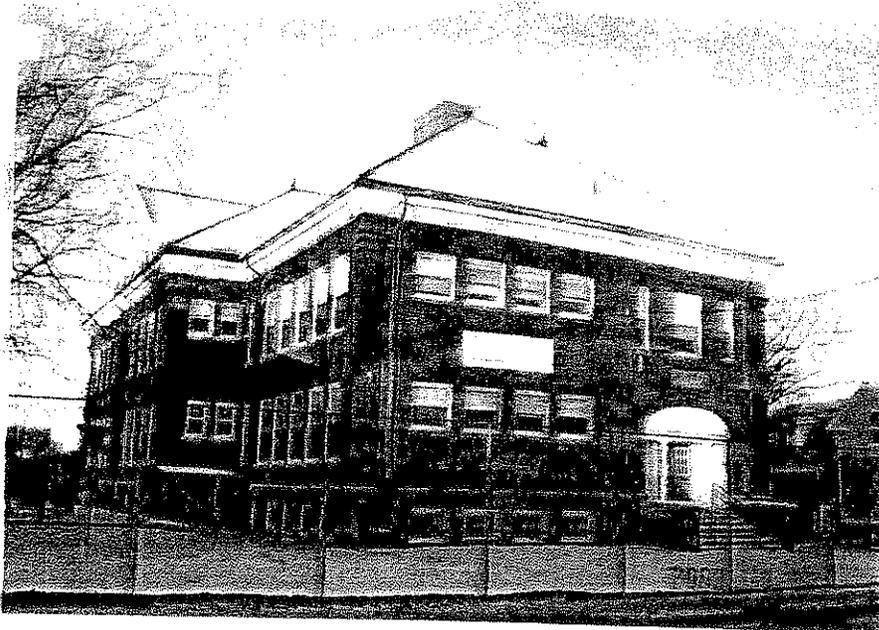
Proposed/estimated completion/schedule for development.



EXHIBIT G ASSESSOR'S INFORMATION



View from Acacia Street



View from Maplewood Avenue

CURRENT OWNER
 GLOUCESTER CITY OF
 C/O FULLER SCHOOL
 6 SCHOOL HOUSE RD
 GLOUCESTER, MA 01930 0000
 Additional Owners:

UTILITIES
 0039 0004 001

STREET/ROAD
 TRACING

LOCATION
 BAICH

EXEMPT
 EXEMPT
 EXEMPT
 EXEMPT

Code
 9340
 9340
 9340

Appraised Value
 936,500
 137,200
 1,000

Assessed Value
 936,500
 137,200
 1,000

Other ID:
 SUB-DIV
 EP ACCT
 WARD
 PREC.

GIS ID: 2530

ASSOC PID#
 01011892

SALE DATE: 01/01/1892

SALE PRICE: 0

RECORD OF OWNERSHIP
 GLOUCESTER CITY OF

EXEMPTIONS

Year	Type	Description	Amount	Code	Description	Amount	Comm. Int.
TOTAL:							
			1,074,700			1,074,700	

OTHER ASSESSMENTS

Year	Code	Description	Amount	Comm. Int.
2009	9033		936,500	
2009	9033		137,200	
2009	9033		1,000	
TOTAL:				
			1,074,700	

ASSESSING NEIGHBORHOOD
 STREET INDEX NAME: TRACING

NOTES
 LA-2403 SHED F92
 LA-2668 REMODEL F92
 MAPLEWOOD ELEMENTARY
 SCHOOL

APPRaised VALUE SUMMARY

Appraised Bldg. Value (Card)	936,500
Appraised XF (B) Value (Bldg)	1,000
Appraised OB (L) Value (Bldg)	137,200
Appraised Land Value (Bldg)	1,000
Special Land Value	
Total Appraised Parcel Value	1,074,700
Valuation Method:	
Adjustment:	
Net Total Appraised Parcel Value	1,074,700

BUILDING PERMIT RECORD

Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments
1031-877	11/14/2001	RE	Remodel	1,000		0		INTERIOR
9998-784	10/12/2000	CM	Commercial	12,000		0		REPAIR ROOF
8594-392	06/09/1999	CM	Commercial	7,000		0		REPAIR ROOF
6185-485	08/01/1996	RE	Remodel	12,000	08/25/1997	100		RENOV
LA-4278	10/12/1994	CM	Commercial	0		0		

LAND-VALUE EVALUATION SECTION

B Use #	Code	Use Description	Zone	D	Frontage	Depth	Units	Unit Price	I. Factor	S.A. Disc	C. Factor	ST. Idx	Adj.	Notes-Adj	Special Pricing	Adj. Unit Price	Land Value
1	9340	MUN EDU IMP	R-4				20,000 SF	6.86	1.00	5	1.0000	1	1.00			6.86	137,200
TOTAL CARD LAND UNITS:																	
													0.46 AC	Parcel Total Land Area:	0.46 AC	Total Land Value:	137,200

This signature acknowledges a visit by a Data Collector or Assessor

Proposed Site Plan for Maplewood School Renovation

City of Gloucester

J.S. Dugger, AIA & Associates
January 15, 2009

Scale 1"=10'-0"

Zoning Table

Min. Lot Area	Min. Lot Area per Unit	Min. Lot Width	Min. Front Yard	Min. Side Yard	Min. Rear Yard	Min. Building Height	Min. Affordable Units
10,000 Sq Ft	2,500 Sq Ft	60'	22.5'	15'	7.5'	30'	1
20,000 Sq Ft	5,000 Sq Ft	80'	32.5'	15'	7.5'	35'	1
20,000 Sq Ft	10,000 Sq Ft	100'	32.5' & 35'	15' @ 67% 1 @ 15% 1 @ 15' & 1 @ 24'	Not Applicable	45'	1

Notes: Property has 2 front yards and 2 side yards & no rear yard.

Parking Table

Number of Spaces	Concrete Spaces	Compact Spaces
1 per unit	1	1
1.5 per unit	1	1
Nov 2002	1	1

Designer's Note:

Existing Building	Proposed	Difference
110,000 Sq Ft	No Change	110,000 Sq Ft
2500 Sq Ft	2500 Sq Ft	0
750 Sq Ft	No Change	-500*
4-20'	No Change	4-20'
4-10' & 4-12.5'	No Change	4-10' & 4-12.5'
4-22' & -50%	No Change	4-22' & -50%
G & #9'	No Change	G & #9'
+15'	No Change	+15'
0	No Change	0

- EXISTING BUILDING WITH 110,000 SQ FT OF AREA TO BE DEMOLISHED AND REPLACED WITH 110,000 SQ FT OF NEW CONSTRUCTION.
- THE PLAN IS THE PRELIMINARY DESIGN ONLY.
- ALL MATERIALS AND CONSTRUCTION METHODS SHALL BE APPROVED BY THE CITY ENGINEER & SHALL BE SUBJECT TO THE CITY OF GLOUCESTER AND THE STATE OF MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS FOR REVIEW AND APPROVAL.
- ALL UNDERGROUND UTILITIES AND SERVICES ARE TO BE MAINTAINED OR RELOCATED AS NECESSARY.
- ALL EXISTING TREES SHALL BE MAINTAINED AND PROTECTED EXCEPT WHERE SHOWN OTHERWISE ON THIS PLAN. THE CITY OF GLOUCESTER SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL TREES AND SHALL BE RESPONSIBLE FOR THE REPLANTING OF ANY TREES REMOVED.

J.S. DUGGER, AIA
PROFESSIONAL ENGINEER
No. 14907
STATE OF MASSACHUSETTS

MAPLEWOOD SCHOOL RENOVATION
MAPLEWOOD AVENUE
GLOUCESTER MASSACHUSETTS 01930
(STATE CONTRACT)

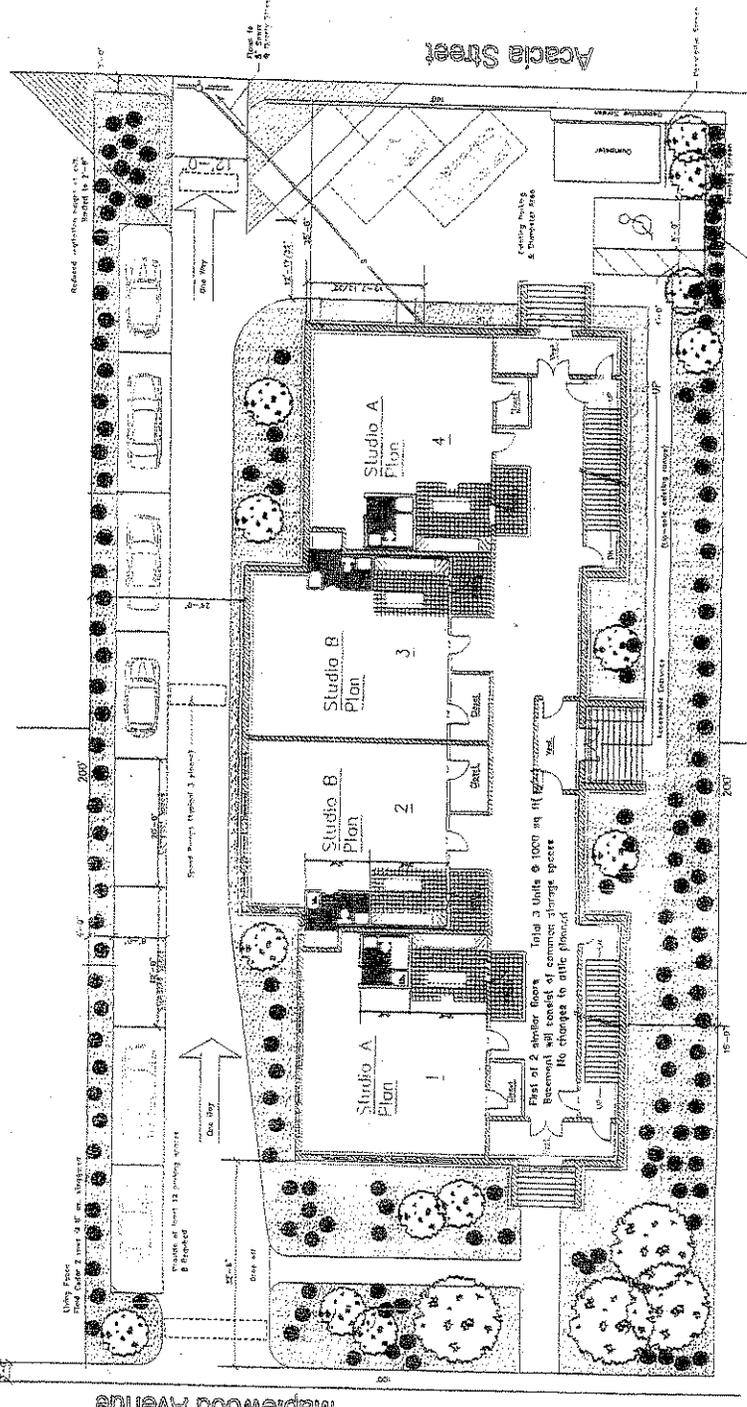
SITE PLAN
JANUARY 15, 2009

NO.	DATE	REVISION

J.S. DUGGER, AIA & ASSOC.
25 BENCH ROAD
GLOUCESTER, MA 01930

BSC GROUP
15 BILLOU STREET
BOSTON, MASSACHUSETTS 02127
617.895.4300

SCALE: 1" = 10'
DATE: 01/15/09



ISSUED FOR PERMITTING
NOT FOR CONSTRUCTION



EXHIBIT H

PRICE PROPOSAL SHEET

RFP 99175

All Proposers shall submit bids in strict accordance with the submission requirements listed below. Any Proposer failing to provide all of the following submission requirements will be considered "non-responsive" and their proposal may be rejected without further consideration

PRICE PROPOSAL

Location	Total Bid Price
Maplewood School, 120 Maplewood Avenue - AWARD LINE	

METHOD OF AWARD:

The City of Gloucester will review all proposals submitted for full compliance with the requirements contained in RFP #99175. The City's objective is to award an agreement to the responsive and responsible Proposer who is in full compliance with the requirements of the RFP and who submits the highest bid price. The highest bid must meet or exceed the minimum bid set by the City Council.

The following terms and conditions shall apply to the sale of the property described within this RFP:

3. **The City's Responsibility:**
 - a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)
 - b. Provide the required curb-cut permits within the confines of all City and State Regulations.
4. **The Successful Proposer's Responsibility:**
 - a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
 - b. The Successful Proposer agrees to purchase the property "AS-IS".
 - c. The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
 - d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
 - e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **Thirty (30)** days of the Notice of Award. The deposit of the successful proposer will be credited against the bid price.
 - f. The Successful Proposer agrees to remit the full bid price minus the \$5,000 deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award.
 - g. The Successful Proposer understands that if they fail to complete the Purchase and Sales Agreement within **Thirty (30)** days or fails to complete the sales agreement and closing within **Ninety (90)** days, the City shall revoke the notice of award and retain all moneys received as liquid damages.

BIDDERS SIGNATURE:

I understand the terms and conditions contained in RFP 99175 and in accordance submit this bid.

_____ <i>Signature of proposer or authorized agent</i>	_____ <i>Print or type name of proposer</i>	_____ <i>Title</i>
_____ <i>Name of Business</i>		_____ <i>Business Address</i>
_____ <i>Telephone</i>	_____ <i>Fax</i>	

**Gloucester Police
Department**

Memo

To: Mr. Jim Duggan, Chief Administrative Officer
From: Chief Mike Lane
CC:
Date: 7/7/2009
Re: FY2010 State 911 Support Grant

RECEIVED

JUL 8 2009

Mayor's Office

The Gloucester Police Department has been notified that it is eligible to apply for \$58,730 in non-competitive funding from the Executive Office of Public Safety and Security State 911 Department pursuant to the FY2010 Support and Incentive Grant Program. The grant will fund salaries for existing staff in Gloucester's E911 dispatch center. There is no required match by the City.

Please ask the City Council for permission to apply for this funding. The existing appropriation for dispatcher salaries will be transferred to EMT, Superior, and E911 Protocol overtime accounts which were underfunded in the FY2010 budget process.

Let me know if you have any questions or comments.



**City of Gloucester
Grant Application and Check List**

Granting Authority: State Federal Other

Name of Grant E911 Support and Incentive Grant

Department Applying for Grant: POLICE

Agency- Federal or State application is requested from: State 911 Department

Object of the application: Funds E911 Dispatcher Salaries FY2010

Any match requirements: NONE

Mayor's approval to proceed: [Signature] 7/22/09
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:

Assignment of account title and value of grant
Title Amount

Grant Budget by line item account:

Auditor's distribution to managing department: _____
Department Date sent

Note: A copy of all grant paperwork must be submitted to the Auditor's Office

**Gloucester Police
Department**

Memo

To: Mr. Jim Duggan, Chief Administrative Officer
From: Chief Mike Lane
CC:
Date: 7/7/2009
Re: FY2010 State 911 Training Grant

RECEIVED

JUL 8 2009

Mayor's Office

The Gloucester Police Department has been notified that it is eligible to apply for \$10,985 in non-competitive funding from the Executive Office of Public Safety and Security State 911 Department pursuant to the FY2010 Training Grant Program. The grant will be used to fund staff training in Gloucester's E911 Dispatch Center. There is no required match by the City.

Please ask the City Council for permission to apply for this funding. Let me know if you have any questions or comments.

Michael W. Lane

**City of Gloucester
Grant Application and Check List**

Granting Authority: State Federal Other

Name of Grant E911 Training Grant

Department Applying for Grant: Police

Agency- Federal or State application is requested from: State 911 Department

Object of the application: FUND E911 operator training

Any match requirements: NONE

Mayor's approval to proceed: [Signature] 1/22/09
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant _____
Title Amount

Grant Budget by line item account:

Auditor's distribution to managing department: _____
Department Date sent

Note: A copy of all grant paperwork must be submitted to the Auditor's Office

**Gloucester Police
Department**

Memo

To: Mayor Carolyn Kirk
From: Chief Mike Lane
CC: Mr. Jim Duggan
Date: 7/16/2009
Re: Mass. Municipal Police Services Staffing Grant

RECEIVED

JUL 16 2009

Mayor's Office

The Gloucester Police Department has been invited to apply for a Mass. Municipal Police Services Staffing Grant from the Executive Office of Public Safety (see attached description and letter of intent). The proceeds would be used to fund police overtime to offset vacant positions that currently exist within the Department. The grant is competitive in nature with no match required. If awarded, funding would be for a minimum of \$50,000 for a one year period.

Please ask the City-Council for permission to apply for this grant. Let me know if you have any questions.

**City of Gloucester
Grant Application and Check List**

Granting Authority: State Federal Other

Name of Grant Mass. Municipal Police Services Staffing

Department Applying for Grant: Police

Agency- Federal or State application is requested from: Executive Office of Public Safety

Object of the application: FOWA Police Overtime for Vacant Positions

Any match requirements: NONE

Mayor's approval to proceed:

Signature

[Signature]

Date

7/22/09

City Council's referral to Budget & Finance Standing Committee:

Vote

Date

Budget & Finance Standing Committee:

Positive or Negative Recommendation

Date

City Council's Approval or Rejection:

Vote

Date

City Clerk's Certification of Vote to City Auditor:

Certification

Date

City Auditor:

Assignment of account title and value of grant

Title

Amount

Grant Budget by line item account:

Title	Amount

Auditor's distribution to managing department:

Department

Date sent

Note: A copy of all grant paperwork must be submitted to the Auditor's Office

Commonwealth of Massachusetts
Executive Office of Public Safety and Security

Application for Grant Funding (AGF)
Edward J. Byrne Memorial Justice Assistance Grant
Recovery Act Funds

Massachusetts Municipal Police Services Staffing

Introduction

The Executive Office of Public Safety and Security (EOPSS) announces the availability of funds through the American Recovery and Reinvestment Act of 2009 (Recovery Act). The primary purposes of the Recovery Act are: (1) to preserve and create jobs and promote economic recovery; (2) to assist those most impacted by the recession; (3) to provide investments needed to increase economic efficiency by spurring technological advances in science and health; (4) to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and (5) to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Specifically under this AGF, \$5.9 million in Edward J. Byrne Memorial Justice Assistance Grant (Byrne JAG) Recovery Act funds will be awarded to local law enforcement agencies through a competitive process. The primary purpose of these funds is to help agencies address those staffing reductions incurred since July 1, 2008 that significantly impact public safety.

This is a one-time grant that will provide funding for up to 12 months. Funds from this grant program are not intended to fix current or projected local budget reductions. Local law enforcement agencies are encouraged to employ other strategies to maintain staffing.

Key Dates

Application Posted: **July 14, 2009**

Letter of Intent Due: **July 24, 2009 at 4:00p.m.**

Questions submitted electronically: **July 24, 2009 at 4:00p.m.**

Anticipated Bidder's Conference: **August 6 and August 13, 2009, Details to Be Announced**

Application Deadline: **August 21, 2009 at 4:00p.m.**

Anticipated Award Announcements: **On or about October 19, 2009**

Anticipated Grant Period: **November 15, 2009 – November 14, 2010**

Applicant Eligibility

Local law enforcement agencies are eligible if they have experienced staffing reductions from July 1, 2008 to July 1, 2009 as a direct result of budget reductions for that same time period.

Applicants may apply for a minimum of \$50,000 to:

- Restore laid off sworn officers;
- Retain officers that would otherwise be laid off during the current fiscal year if not for Recovery Act funding;
- Restore staffing levels due to attrition and other reasons;
- Restore or retain civilian employees; and/or
- Restore enforcement-related overtime staffing.

Police departments that are current EOPSS grantees must be in compliance with all current awards in order to be considered for funding through this grant opportunity.

Allowable Costs

- Salary
- Fringe (if federally approved)
- Indirect (if federally approved)
- Overtime
- Additional direct costs with a specific purpose and a specific amount associated with hiring or rehiring personnel (e.g., training, uniforms).

How to Apply

1. Participate in Bidder's Conference Call.

Interested applicants should attend a Bidder's Conference Call on either **August 6** or **August 13**. Additional details regarding the Bidder's Conference Call will be posted on the website at www.mass.gov/eopsfunding. Click on **Recovery and Reinvestment - Public Safety & Security - Funding and Contracts- Massachusetts Municipal Police Services Staffing**

2. Submit a signed Letter of Intent by July 24.

A template for the Letter of Intent can be found on the website referenced above. The Letter of Intent must be signed by the Chief of the department or an authorized official. Departments can email their letter to eopsspolicegrant@state.ma.us or fax it to 617-725-0260.

3. Submit questions by July 24.

Submit questions regarding this funding opportunity electronically to eopsspolicegrant@state.ma.us. Answers to questions will be posted on the EOPSS website and/or may be addressed during the Bidder's Conference Calls.

4. Complete Application (Attachment A)

The application and required forms are available on the website referenced above.

- **DUNS Number Required.** All sub-recipients for State Fiscal Stabilization Fund Government Services funding must include a DUNS number (Data Universal Numbering System) in their application. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Consult your city/town's accounting department to obtain your DUNS number. If necessary, you can obtain one easily by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

Applicants must include their nine-digit DUNS number on the first page of the application.

- **Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, the federal government requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Applicants must indicate CCR status on the first page of the application.

- Applicants must **answer all questions in the application** in order to qualify for funding. Applicants will be required to address the following: (1) department staffing; (2) budget information; (3) calls for service and arrest data; and (4) several narrative questions.
- Applicants must use the provided **Budget Spreadsheets (Attachment B)** to show the summary, detail, and narrative for all proposed costs for grant funds. The worksheet labeled *Budget Summary* will automatically be updated as the proposed costs are added to the second worksheet, labeled *Detailed Budget*. More detailed instructions are provided on the *Detailed Budget* worksheet. Be sure to include Attachment B with your submission.

- Applicants must complete attachments below.
 - Contractor Authorized Signatory Listing (Attachment C)
 - Commonwealth Terms and Conditions (Attachment D)
 - A-133 Reporting Form (Attachment E)
 - Certification of Compliance with Regulations (Attachment F)
 - Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment G)
 - Letter Agreeing to Not Supplant Funds (Template in Attachment H)
- Applicants must submit the additional information below.
 - Documentation of federally approved rates for fringe and indirect
 - Letter of Support from Mayor, Town Manager, or Town Administrator

Review Process

EOPSS intends to carry out a fair and transparent process for reviewing all applications. This process will be facilitated by the Office of Grants and Research. Each application will be reviewed and analyzed by a team of reviewers consisting of both internal and external reviewers. Funding recommendations will be based on the teams' analyses of data and information as presented by departments in their applications. Additionally, EOPSS will consider population and data as reported to the Uniform Crime Reporting program for each applicant. Final determinations of awards and amounts will be made by the Secretary of Public Safety and Security.

Program Requirements

Non-compliance with any aspect of the program requirements may result in the immediate termination of grant funding. This includes, but is not limited to, late submission of reports or failure to cooperate during EOPSS/OGR monitoring.

Reimbursement

This is a reimbursement grant. Requests for reimbursement and required supporting documentation must be submitted to EOPSS/OGR on a quarterly basis.

Reporting

Grantees will be required to strictly comply with federal and state reporting requirements both general and specific to the Recovery Act as determined by the Office of Management (OMB), Budget and the Bureau of Assistance (BJA), and EOPSS/OGR. Reports are described generally below. More detailed information will be provided by OMB and BJA and will be conveyed by EOPSS to all grantees. **Failure to submit complete and accurate reports by established due dates (to be announced) will result in termination of contracts.**

All reporting forms will be made available at www.mass.gov/eopssfunding. Click on **Recovery and Reinvestment - Public Safety & Security - Funding and Contracts-Massachusetts Municipal Police Services Staffing**

Reporting forms must be signed in blue ink by an authorized signatory. Additional details about the reporting requirements will be addressed after the grants are awarded.

Recovery Act Sec. 1512 Report

These reports must include: (1) the number of jobs retained by type and (2) the number of jobs created by type as a result of Byrne Justice Assistance Grant Recovery Act funding; (3) a detailed list of projects or activities; (4) a description of the activities; and (5) an evaluation of the completion status of the project or activity. As soon as the Office of Management and Budget (OMB) defines how the first two elements are to be measured, EOPSS will convey this information to its grantees. Grantees will **submit reports to EOPSS within five days of the close of each quarter** for the duration of the contract.

Performance Metrics

These reports will include numerous applicable performance metrics as defined by OMB and to be provided to grantees. Grantees will submit the performance metrics to EOPSS within fifteen days of the close of each quarter for the duration of the contract.

Financial Reports

These reports must include the following forms: (1) summary sheet; (2) expenditure detail; and (3) required back-up documentation per instructions provided by EOPSS. These reports must be submitted to EOPSS within fifteen days of the close of each quarter for the duration of the contract.

Cooperation with All EOPSS/OGR and Federal Monitoring and Inquiries

Sub-grantees agree to cooperate with all additional EOPSS/OGR and federal monitoring endeavors including, but not limited to, site visits, desk reviews, and requests for information in writing.

No Commingling Funds

Grant funds are subject to federal accounting and audit requirements including prohibitions on co-mingling funds. Police departments that receive Recovery Act funds must treat the funds completely independently with separate cost and reporting centers.

Non-Supplanting

Supplanting of funds is prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other federal, state, or local funding sources.

Non-Lobbying

The Anti-Lobbying Act 18 U.S. Code § 1913 prohibits the use of appropriated funds, directly or indirectly, to pay for:

...any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation.

The Act prohibits the use of Federal funds for "grassroots" lobbying campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.

Single Program Audits

Local units of government that receive \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133 (<http://www.whitehouse.gov/omb/circulars/a133/a133.html>) and submit the A-133 Summary to OGR.

Civil Rights Compliance

In accordance with civil rights laws and regulations, all sub-grantees of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, sub-grantees meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEO Plan). Applicants must complete the *Certification of Compliance with Regulations* form (Attachment G) and submit it with the application.

Reporting Alleged Fraud, Waste, or Abuse

It is the responsibility of the subrecipient to report alleged fraud, waste, or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports should be made to the Office of the Massachusetts State Auditor <http://www.mass.gov/sao/> and to the Office of the Inspector General for the U.S. Department of Justice:

1. James J. Marra, Senior Special Agent
U.S. Department of Justice
Office of the Inspector General
C/O U.S. Attorney's Office
1 Courthouse Way, Suite 9200
Boston, MA 02210

617-748-3219
James.J.Marra@USDOJ.GOV

OR

2. U.S. Department of Justice
Office of the Inspector General Investigations Division
950 Pennsylvania Avenue, N.W., Room 4706
Washington, DC 20530
800-869-4499

<http://www.usdoj.gov/oig/>

Overall

In addition to the requirements set forth above, funded departments are required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of Recovery Act funding.

Submission Requirements

- One original and five copies of the application held together but separated using paper clips or binder clips.
- Do not use report covers, binders, or folders.
- No staples please.
- Incomplete responses or unsigned applications will be disqualified.
- Faxed or electronic applications will not be accepted.
- Late responses will be automatically disqualified.

Submission Checklist

Be sure your submission includes all the items below.

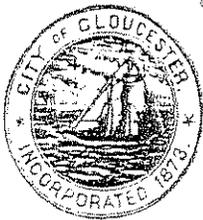
- Complete application signed by an authorized signatory (Attachment A)
- Budget Worksheets: Budget Detail and Summary Worksheet (Attachment B)
- Contractor Authorized Signatory Listing (Attachment C)
- Commonwealth Terms and Conditions (Attachment D)
- A-133 Reporting Form (Attachment E)
- Certification of Compliance with Regulations (Attachment F)
- Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment G)
- Letter Agreeing to Not Supplant Funds (Attachment H)
- Documentation of federally approved rates for fringe and indirect
- Letter of Support from Mayor, Town Manager, or Town Administrator

Applications must be received by 4:00p.m. on Friday, August 21, 2009.

Applications should be sent or delivered to:

**Executive Office of Public Safety and Security
One Ashburton Place, Suite 2133
Boston, MA 02108
Attention: BJAG Recovery Act Funds**

If you have questions regarding this AGF, please contact eoopspolicegrant@state.ma.us or call Barbara Rizzuti, Program Coordinator, at 617-725-3357.



CITY OF GLOUCESTER

POLICE DEPARTMENT
197 MAIN STREET
GLOUCESTER, MA 01930

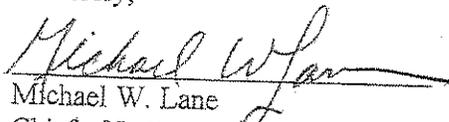
July 16, 2009

Executive Office of Public Safety and Security
Ten park Plaza, Suite 3720
Boston, MA 02116

To Whom It May Concern:

The Gloucester Police Department will be applying for the Massachusetts Municipal Police Service Staffing Grant from the Executive Office of Public Safety and Security through the Edward J. Byrne Memorial Justice Assistance Grant (Byrne JAG) Recovery Act. The purpose of this funding is to help address staffing reductions as a direct result of budget reductions from July 1, 2008-July 1, 2009.

Sincerely,


Michael W. Lane
Chief of Police

(copy)

Memo

RECEIVED

JUL 9 2009

Mayor's Office

To: Mr. Jim Duggan, Chief Administrative Officer
From: Chief Mike Lane
CC:
Date: 7/8/2009
Re: Federal Seizure Account

Please ask the City Council to establish a new special revenue account to track federal asset forfeitures. The account will be used to deposit funds received from Gloucester's share of seizures through the Department's work with the Drug Enforcement Administration, and should have line items for receipts, payroll, overtime, supplies, and equipment.

It is anticipated that federal funds will begin flowing in from existing court cases within the next few months. While the Department currently maintains an asset forfeiture account for local seizures, Federal funds are required to be segregated.

Let me know if you have any questions or comments.

Michael W. Lane

**Gloucester Police
Department**

Memo

RECEIVED

JUL 20 2009

Mayor's Office

To: Mayor Carolyn Kirk
From: Chief Mike Lane
CC: Mr. Jim Duggan
Date: 7/20/2009
Re: Byrne Grant Acceptance

The Gloucester Police Department has been awarded \$21,459 Byrne Grant from the Office of Justice Programs at the U.S. Department of Justice. The funds will be used to make physical improvements to the cell block area, including the installation of video cameras and digital imaging equipment.

Please ask the Gloucester City Council to accept the grant and establish a new special revenue account to include line items for equipment and supplies. Let me know if you have any questions.

Michael Lane

From: donot-reply@ojp.usdoj.gov
Sent: Thursday, July 16, 2009 9:28 PM
To: JBEAUDETTE@CI.GLOUCESTER.MA.US; PTERPOS@CI.GLOUCESTER.MA.US
Subject: GMS Award 2009-SB-B9-2085

Congratulations. You have been awarded a grant by the Office of Justice Programs at the Department of Justice. Accepting your award is a two step process.

The first step is to designate a Financial Point of Contact (FPOC) for your award. To designate a FPOC please follow these steps:

1. Log into GMS.
2. Click the "Awards" link on the navigation bar on the left hand side.
3. Click the "View Award Instructions" link to the right of the award you want to accept.
4. A new page displays with this message near the top: "The FPOC designation must be submitted before the Award Package can be accessed." The page contains text boxes highlighted in light yellow to capture the FPOC registration information.
 - a. If information for the FPOC of this award already exists in GMS, the first table entry will contain a box with the text "Available Financial Points of Contact." There is a box with a dropdown arrow to allow the selection of the FPOC. Select the name and click the "Load POC" box. GMS will populate the data entry fields with information from the user Profile. Click the button near the bottom of the page labeled "Submit."
 - b. If the name of the FPOC is not one of the choices using the dropdown arrow, type the appropriate information in each of the fields. Fields with an asterisk (*) are required. Click the button near the bottom of the page labeled "Submit." The FPOC will receive an email requesting them to complete the FPOC registration.
5. Click "Yes" on the confirmation page.
6. You are allowed to assign more than one FPOC to each award. You are able to change the FPOC under the "Manage Users" link on the GMS home page.

NOTE: If you come to the Financial Point of Contact designation screen and the information in the fields are already grayed out and no "Submit" button is available, then the Financial Point of Contact has already been chosen. You will have to accept your award and await confirmation before you can change this designation. If, at that time, you need instructions on how to proceed, you can review the "Creating a Financial Point of Contact instructions" or contact the GMS Helpdesk for assistance.

The second step is to click on the "Award Document" link and download the award documents. If you choose to accept the award and ALL the special conditions, please:

1. Print the Award Document and Special Conditions.
2. Have the Award Document signed by the Authorized Grantee Official (Note: In Box 18 of the Award Document, the name and the title of the authorized grantee official are preprinted. The person named as the official in Box 18 should sign the Award Document in Box 19 and enter the signature date in Box 19A).
3. Have the Authorized Grantee Official initial the bottom right corner of each page listing any Special Conditions of the Award Document.
4. Return BOTH the Award Document and the Special Conditions pages to the Office of Justice Programs, Control Desk by email to acceptance@usdoj.gov or by fax to (toll free) 1-866-388-3055 or (local) 202-354-4081. Select only ONE of these submission options to avoid duplicate submissions.

If you choose not to accept the award, or if you do not agree with the terms/conditions of the award and would like to discuss options, then please contact your OJP program manager, E. Tracey A Willis at 2023051766.

If the Authorized Grantee Official named on the Award Document is no longer authorized to accept this award on behalf of your organization, do not alter the pre-printed name in box 18. Please go to the Grant Adjustment Notice (GAN) link and request an adjustment to the name of the authorized official. This GAN must be approved before you can accept the award. Once the GAN to change the name of the authorizing official has been approved, you should:

1. Print the approved GAN;
2. Print the original award document;
3. Have the new approving official sign the acceptance next to the former official's name and initial the special conditions page(s);
4. Email or fax the signed acceptance, special conditions, and the approved GAN to the Control Desk as noted above in #4;

If you have programmatic questions, contact E. Tracey A Willis at 2023051766. For financial questions, contact OCFO Customer Service at 1-800-458-0786. For questions about retrieving or printing these documents, designating a Financial Point of Contact, or creating a Grant Adjustment, please contact the GMS Help Desk at 1-888-549-9901 option #3 or email them at gms.helpdesk@usdoj.gov.

Web link to GMS: <https://grants.ojp.usdoj.gov>

Please follow these links to access important OJP instructions:

Creating a financial point of contact instructions:
http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf

Post Award Instructions: http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf

OJP Financial Guide: <http://www.ojp.usdoj.gov/financialguide/>

Please do not reply to this message. You can contact your program manager E. Tracey A Willis at 2023051766



GLOUCESTER CITY COUNCIL 2009

COMMUNICATION

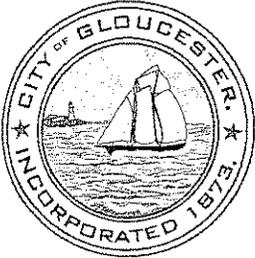
RECEIVED: 07/28/09

NUMBER: COM2009-028

NUMBER OF PAGES: 2

SUBJECT: Memo from City Auditor re: Patrolmen's MOU

ACTION: Refer B&F



CITY OF GLOUCESTER

Office of the City Auditor

CITY HALL, 9 DALE AVENUE

GLOUCESTER, MASSACHUSETTS 01930

(978)281-9730

July 26, 2009

To : Gloucester City Councilors

From : Marcia McInnis, City Auditor

RE: Gloucester Police Department Patrolmen's Union Collective Bargaining Agreement

Recently the Mayor has negotiated a Collective Bargaining Agreement with the Gloucester Police Department's Patrolmen's Union. To determine whether council approval of this Agreement is required under the law, I have attempted to resolve several questions regarding its contents and meaning, but the needed information has not been forthcoming. So this matter can be fully reviewed, I propose that it be referred to the Budget and Finance Committee for resolution.

- 1.) What is the effective date and the expiration date for the Collective Bargaining Agreement negotiated by the Mayor with the GPD Patrolmen's union?
- 2.) What are the effective dates and the fiscal years that salary stipends merge into the base salary of police officers as agreed in the Collective Bargaining Unit with the GPD Patrolmen's union?
- 3.) What are the base salaries of the police officers for each fiscal year of the Collective Bargaining Agreement with the union before and after the merging of stipends into their base salaries?
- 4.) What is the total cost of the Police Career Incentive (Quinn Bill) for each fiscal year of the Collective Bargaining Agreement with the GPD Patrolmen's union?
- 5.) What are the overtime rates for the GPD Patrolmen before the Collective Bargaining Agreement, and after the Collective Bargaining Agreement?
- 6.) What are the effective dates for any new overtime rates for the GPD Patrolmen?

Marcia McInnis

From: Phil Terpos [pterpos@ci.gloucester.ma.us]
Sent: Wednesday, July 22, 2009 9:00 AM
To: 'McInnis Marcia'
Cc: mlane@ci.gloucester.ma.us; 'Jeff Towne'; 'Jim Duggan'
Subject: Police Contract

Marcia,

This is just a note to follow up on our telephone conversation yesterday afternoon concerning your request for cost information about the new labor agreement with the police patrolmen. As I explained to you on the phone, I have not been involved in the bargaining process, nor have I seen a copy of the contract at this time. Chief Lane informs me that he does not have a copy of the final agreement either as it was concluded about the time he assumed command. Please direct your questions to the Mayor's office, and we will work with them to address your concerns.

Sincerely,

Phil Terpos
Financial Coordinator
Gloucester Police Department
Voice: 978-281-9775
FAX: 978-282-3026
Email: pterpos@gloucester-ma.gov

7/27/2009