



# *The Commonwealth of Massachusetts*

*Executive Office for Administration and Finance  
Division of Capital Asset Management and Maintenance  
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## **MEMORANDUM**

TO: Interested Parties

FROM: Martha Goldsmith, Director  
Office of Leasing and State Office Planning

RE: Request for Proposals to Lease Space

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We are pleased to send you this Request for Proposals (RFP). The Division of Capital Asset Management and Maintenance (DCAMM) has designed this RFP to assist proposers in understanding the Commonwealth's needs for leased space and to insure fair and open competition in leasing space. The RFP contains the following information and attachments.

Section A contains:

- Summary of the Commonwealth's needs;
- Procedures used by DCAMM to evaluate proposals, notify proposers of a selection decision, and execute a lease;
- Requirements that proposals must meet to be considered and criteria used to evaluate qualifying proposals.

Section B contains:

- Description of the Landlord's Services sought;
- Description of Landlord's Improvements sought, including the Space Allocation and Finish Schedule and any applicable technical exhibits.

Section C contains the following attachments:

- Commonwealth Office Lease, Commonwealth Tenant Estoppel Certificate, and Commonwealth Subordination, Non-Disturbance and Attornment Agreement;
- Lease Proposal and Instructions for completing the proposal and submitting it to DCAMM by the submission deadline.

Senior Project Manager Peter Woodford is the sole point of contact for all matters relating to this RFP and can be reached by telephone at 857-204-1347.

Thank you for your interest in leasing space to the Commonwealth.

Date Posted: February 6, 2019

Approval:  \_\_\_\_\_

**PROJECT NUMBER: 201804200.1**

**PROPOSAL SUBMISSION DEADLINE: March 21, 2019 at 2:00 P.M.**

**Late proposals will not be considered.**

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**COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE  
OFFICE OF LEASING AND STATE OFFICE PLANNING  
REQUEST FOR PROPOSALS (RFP)**

**A. GENERAL INFORMATION**

**1. SUMMARY**

The Office of Leasing and State Office Planning of the Division of Capital Asset Management and Maintenance (DCAMM) invites proposals to lease space for use by the state agency listed below (the User Agency), in accordance with the terms, conditions, and specifications identified in this RFP.

1.1. **User Agency:** The Department of Transitional Assistance (DTA)

1.2. **Program Description:** The premises sought through this RFP will house storage space for surplus furniture and office equipment.

1.3. **Summary of Space Needs:**

**Location:** Avon, Boston in Zip Codes 02126, 02131, or 02129, Braintree, Bridgewater, Brockton, Easton, Holbrook, Randolph, Raynham, Taunton, or West Bridgewater.

**Amount of Space:** Approximately 5,000 square feet of Usable Area (as defined in § A-4.5)

**Type of Space:** Storage

**Type of Agreement:** Commonwealth Office Lease (Attachment C-2)

**Term:** 5 Years

**Desired Date of Occupancy:** July 1, 2019

**Public Parking:** Estimated demand of 2 spaces at or as close to the proposed Building as possible

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### 3. INTRODUCTION

The Office of Leasing and State Office Planning of the Division of Capital Asset Management and Maintenance (DCAMM) invites proposals to lease space for use by the User Agency in accordance with the Commonwealth Office Lease (Attachment C-2) and General Specifications in § B.

As leasing representative for all Massachusetts state agencies, DCAMM has designed this RFP to provide for an open and competitive process for selecting lease space, as contemplated by chapter 7C of the Massachusetts General Laws (G. L. c. 7C), by informing all potential proposers of: the steps proposers must take in order to have their proposals considered, the procedure followed by DCAMM to evaluate proposals and select the proposal most advantageous to the Commonwealth's needs, the criteria for such evaluation and selection, and the Lease agreement to be executed between the selected proposer and the Commonwealth of Massachusetts acting by and through DCAMM on behalf of the User Agency, including the Landlord's Improvements and Landlord's Services.

Attachment C-1 of this RFP contains the Lease Proposal form to be used to submit a proposal. Please read the accompanying instructions before completing the form. Contact the DCAMM Project Manager for this project if you have questions about this RFP, its subject matter, or both.

### 4. DEFINITIONS

For the purposes of this RFP and the Lease, the following definitions apply:

- 4.1. **DCAMM:** The state agency that issues the RFP, makes the final selection of the successful proposal, and, through the Commissioner of DCAMM, has authority to bind the Commonwealth by signing a Lease contract. Within DCAMM, the Office of Leasing and State Office Planning is responsible for handling all matters related to leasing.
- 4.2. **User Agency:** The state agency, as identified in § A-1.1, that will occupy the space being sought.
- 4.3. **Eligible Proposers:** The record owner(s) of the proposed property; the tenant(s) of the proposed property whose lease permits subleasing; a prospective purchaser or a prospective ground tenant of the proposed property whose lease will permit subleasing, provided that such prospective purchaser or prospective ground tenant must attach to the proposal a copy of a fully executed (i.e., by the proposer, the prospective seller or the prospective ground landlord, and any other identified party) purchase-and-sale agreement, letter of intent, or other evidence of the proposer's control of the property, and further provided that no Lease will be signed until such prospective purchaser or prospective ground tenant becomes either the record owner or the ground tenant of the proposed property whose lease permits subleasing; and a broker or an agent of any such party with the authority to bind such party to an agreement with the Commonwealth of Massachusetts regarding the subject matter of the proposal, provided that the record owner(s) or the tenant(s) of the proposed property must execute the Lease as Landlord. A proposal for different properties that is jointly submitted by or for different owners or tenants or prospective ground tenants of the proposed properties will not be eligible for consideration.

- 4.4. **Qualifying Proposals:** Proposals that meet the requirements identified in § A-6 of the RFP. Proposals that are determined not to meet one or more of these requirements are non-qualifying proposals.
- 4.5. **Usable Area:** For the purposes of this Lease, "Usable Area" means, with respect to the Premises or any space removed from or added to the Premises, the square footage determined by measuring the entire floor area of the Premises (or such other space) bounded by a line established by the predominant inside finish of the permanent outside Building walls that abuts the floor (not from the inside face of the windows) and by the interior surface of corridor walls or other demising walls. Deductions are not made for columns or other structural elements, or for partitions subdividing the Premises. Notwithstanding the foregoing, under no circumstances does the Usable Area include major vertical penetrations such as ventilation shafts, elevator shafts, stairwells, atria, or lightwells, and their respective enclosing walls, and it does not include vestibules, elevator-machine rooms, and other building-equipment areas, janitorial, electrical, and mechanical closets, loading platforms, restrooms, and their respective enclosing walls, irrespective of whether Tenant occupies a portion of a floor, an entire floor, or an entire Building.
- 4.6. **Public Parking:** Parking spaces readily available for use by the User Agency staff, clients, and visitors at their own cost. This may include on-street parking as well as spaces in public parking lots or garages.
- 4.7. **Capitalized Terms-of-Art:** Capitalized terms-of-art in this RFP have the respective meanings given to them in the Commonwealth Office Lease attached to this RFP unless otherwise defined in this RFP.
- 4.8. **Gateway Cities:** A Gateway City, as defined by s. 17 of c. 240 of the Acts of 2010, is "a municipality with a population greater than 35,000 and less than 250,000, a median household income below the commonwealth's average and a rate of educational attainment of a bachelor's degree or above that is below the commonwealth's average." The following is the current list of municipalities that are Gateway Cities: Attleboro, Barnstable, Brockton, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, New Bedford, Peabody, Pittsfield, Quincy, Revere, Salem, Springfield, Taunton, Westfield, and Worcester.

## 5. PROCEDURES FOR EVALUATION, SELECTION AND LEASE EXECUTION

The Commonwealth's objective is to obtain the space most advantageous to the Commonwealth's needs for the best value. In determining best value, preference will be given to proposals that support the Commonwealth's objective of promoting private investment in Gateway Cities for the construction or substantial rehabilitation of commercial and/or multi-family residential developments that are located within Gateway Cities and within the downtown area or proximate to public transit. DCAMM will evaluate each proposal for conformity to the requirements of this RFP and the degree to which it satisfies the qualitative and other criteria of this RFP. DCAMM will consider the components of evaluation in combination, not in isolation.

Evaluation of proposals will be based on information in the proposals, obtained on site visits, clarified by DCAMM, provided by proposers at DCAMM's request, and provided by references identified in the proposals. In addition, evaluation of proposals may include consideration of information from state agencies, individuals, and entities with knowledge of any element of any proposal, from DCAMM and other Commonwealth files, and from other available and verifiable

information. DCAMM may consider the Commonwealth's experience with a proposer and with the proposed property.

DCAMM reserves the right to, if deemed to be in the best interest of the Commonwealth, (i) waive portions of the RFP for all proposers, (ii) excuse minor informalities in any proposal, (iii) discuss any provision of any proposal with the proposer of that proposal in order to clarify the proposal, (iv) request all proposers who submitted qualifying proposals to submit best-and-final offers, (v) reject any part of any proposal, and (vi) reject all proposals.

5.1. **Initial Review:** DCAMM will accept for consideration only those proposals that meet the submission requirements in § A-6.1.1, subject to DCAMM's right to waive portions of the RFP for all proposers. Any proposals not received by the Proposal Submission Deadline will be rejected and returned to the sender, and this requirement is not subject to waiver by DCAMM.

DCAMM will prepare a list of the names and addresses of proposers whose proposals are accepted for consideration and will mail this list to the User Agency and to each such proposer.

DCAMM and the User Agency will review each proposal accepted for consideration to determine whether it meets the requirements of this RFP. If DCAMM is unable to determine whether a proposal meets one or more of the requirements, DCAMM will attempt to clarify the proposal.

Proposals that do not meet one or more of these requirements will be rejected as non-qualifying, subject to DCAMM's right to waive portions of the RFP for all proposers. DCAMM reserves the right to eliminate from further consideration any proposals that are found to be excessively priced in relation to the majority of the proposals received. Such excessively priced proposals will be considered non-qualifying.

5.2. **Site Visits:** DCAMM and the User Agency will conduct site visits promptly for each competitive proposal to verify the information in the proposal and to facilitate detailed evaluation of the proposal. The proposers or knowledgeable and authorized representatives of the proposers must be present at the site visits. DCAMM will contact proposers to confirm the date and time of the site visits. After completion of a site visit, DCAMM may determine that a proposal does not meet one or more of the requirements of this RFP, subject to DCAMM's right to waive portions of the RFP for all proposers.

5.3. **Evaluation of Proposals:** DCAMM will notify in writing each proposer whose proposal has been determined to be non-qualifying and the reason for such determination. All qualifying proposals will be evaluated based on the qualitative and other criteria of the RFP. DCAMM will prepare a cost analysis that estimates and compares the total costs of occupancy for all proposals evaluated. DCAMM will make a conditional selection of a proposal, taking into account the analysis of proposals and the recommendation of the User Agency.

5.4. **Notification of Proposers:** Upon the conditional selection of a proposal, DCAMM will notify other proposers in writing that a conditional selection has been made. Such conditional selection does not represent a contract and does not commit the Commonwealth to enter into a Lease. In addition to the general condition for the reaching of an agreement, the selection of a proposal may be conditioned upon the prospective landlord satisfying

specific conditions established by DCAMM and the User Agency. It is assumed that the parties will make a good-faith effort to negotiate a Lease acceptable to the User Agency, DCAMM, and the conditionally selected proposer, but if agreement is not reached, the Commonwealth reserves the right to terminate the conditional selection and either conditionally select another proposal or re-advertise, or to terminate the conditional selection without taking further action.

- 5.5. **Preparation of the Lease:** DCAMM, the User Agency, and the conditionally selected proposer will work together to finalize a Lease. The provisions of this Lease must be consistent with the RFP and the conditionally selected proposal, and must be substantially in the form of the Commonwealth Office Lease attached to this RFP.

DCAMM will prepare the Lease in conformance with the RFP, the conditionally selected proposal, and the successful conclusion of negotiation by DCAMM, the User Agency, and the conditionally selected proposer. DCAMM will confirm that each lease exhibit and attachment is complete and correct and that the Lease is complete and ready for signatures, and will send it to Landlord.

- 5.6. **Review and Execution of the Lease by DCAMM Commissioner:** Landlord will sign the Lease and submit it to the User Agency. The User Agency will sign the Lease and submit it to DCAMM for approval as-to-matters-of-form and execution by the Commissioner of DCAMM. Please note that Tenant under the Lease is the Commonwealth of Massachusetts acting by and through the Commissioner of DCAMM on behalf of the User Agency. **No lease is binding until the DCAMM Commissioner has executed it.**

- 5.7. **Design and Build-out of the Landlord's Improvements:** Following execution of the Lease, it is Landlord's responsibility to deliver the Premises to Tenant in conformance with the Lease, including Exhibit B (Schematic Space Plan of the Premises) Exhibit C (Specifications for the Premises), Exhibit D (Project Schedule), and the Working Drawings that Landlord prepares after execution of the Lease. Please note that, in accordance with § 4 of the Commonwealth Office Lease, Landlord is responsible for the completion of Working Drawings prepared by licensed professionals, furnishing all labor and materials, and securing all permits necessary to complete the Landlord's Improvements, and for achieving substantial completion in accordance with the provisions of the Lease.

- 5.8. **Occupancy:** The User Agency will take occupancy of the Premises only after the Premises are deemed available for Tenant's occupancy in accordance with § 3.2 of the Lease. DCAMM will confirm the Date of Occupancy, which will be the commencement date of Tenant's obligation to pay Rent and the commencement date of the Term.

## 6. REQUIREMENTS

A proposal must meet the following requirements in order to be considered qualifying and undergo further evaluation.

### 6.1. General Requirements

- 6.1.1. **Submission:** Proposals must be submitted to DCAMM as follows:

- 6.1.1.1. The proposal must be submitted on the DCAMM Lease Proposal form included with this RFP.

- 6.1.1.2. Lease Proposals must be substantially completed. Proposals that contain material omissions will be deemed non-qualifying if allowing the missing information to be supplied after the opening of proposals would be prejudicial to fair competition.
- 6.1.1.3. Proposals must be submitted in sealed envelopes labeled as required by paragraph B of the instructions for submitting lease proposals.
- 6.1.1.4. Proposals must be received in the DCAMM Office of Leasing and State Office Planning, One Ashburton Place, 14<sup>th</sup> Floor – Room 1411, Boston, Massachusetts 02108, on or before the Proposal Submission Deadline stated on page A-1 of this RFP. The time-stamp clock located in the reception area of the DCAMM Office of Leasing and State Office Planning establishes the official date and time of receipt of each proposal.
- 6.1.2. **Eligible Proposer:** The proposal must be submitted by an eligible proposer, as defined in § A-4.3.
- 6.1.3. **Type of Agreement and Term:** The proposal must represent that the proposed Landlord agrees to sign a Lease for the Term identified in § A-1.3 and substantially in the form of the Commonwealth Office Lease (Attachment C-2 of this RFP) without material modification, and the proposal must include requested modifications of standard provisions. DCAMM reserves the right to decline to consider modifications requested after the Proposal Submission Deadline.
- 6.1.4. **Contact During the RFP Process:** From the Date of this RFP through the date on which a conditional selection is made, the DCAMM Project Manager for this project is the only authorized point of contact of the Commonwealth regarding this RFP and its subject matter. If a proposer or a proposer’s representative engages in unauthorized contact, the proposal may be deemed non-qualifying. Unauthorized contact includes, by way of example and not limitation, contact by the proposer or the proposer’s representative with the User Agency regarding the subject matter of this RFP.

## 6.2. Location

- 6.2.1. **Search Area:** The proposed Building must be located within the search area identified in § A-1.3, Location.
- 6.2.2. **Parking:** There must be a sufficient number of Public Parking spaces to meet the estimated demand stated in § A-1.3. If Public Parking is insufficient to meet the estimated demand during the Hours of Operation, the proposer must indicate in the proposal how the estimated demand for parking will otherwise be met.

## 6.3. Building Conditions: Building Codes, Barrier-Free Access, and Hazardous Substances

- 6.3.1. **Building Codes:** The proposed Building must comply with all applicable federal, state, and local code requirements, or DCAMM must be satisfied that it can and will be brought into substantial compliance by the desired Date of Occupancy.

Such codes include, but are not limited to, the Massachusetts State Building Code, Massachusetts Architectural Access Board (MAAB) Regulations, and other applicable provisions of the Code of Massachusetts Regulations (CMR). If a proposal is accepted subject to Landlord meeting certain code requirements, the Commonwealth will not take occupancy of the space until all code deficiencies have been fully corrected.

- 6.3.2. **Hazardous Substance:** The proposer must warrant and represent that each Hazardous Substance, whether presently known or subsequently discovered, has been or will be remediated in accordance with the provisions of § 5.6 of the Lease and all applicable laws and regulations before the Commonwealth takes occupancy of the proposed Premises and the Building.

#### 6.4. **Building Conditions: Proposed Premises**

- 6.4.1. **Contiguous Space and Demised Premises:** The proposed premises must consist of a contiguous block of space that must be demised from any other tenant of the building or proposed building, or the proposer must confirm that the proposed premises will be demised by the Date of Occupancy

The proposal must offer the type of space sought and DCAMM must be satisfied that the proposed space is, or will be made, functional for and compatible with the Program Description in § A-1.3.

- 6.4.2. **Ceiling-Height in the Warehouse:** The floor-to-ceiling height in the proposed premises must have a clear height of not less than 9'-6" from the surface of the finished floor to the lowest element hanging from the ceiling or roof structure, or the Proposal must state that by the Date of Occupancy the clear ceiling height in the proposed premises will not be less than 9'-6" from the surface of the finished floor to the lowest element hanging from the ceiling.

- 6.4.2. **Loading Dock:** The proposed Building must offer access to at least one loading dock for Tenant's use either in common with other occupants of the Building, or for Tenant's exclusive use. At a minimum the loading dock must be 36" to 54" above the finished grade and must be equipped with an adjustable dock leveler.

- 6.4.3. **Floor Loading:** The proposer must confirm that the live load capacity of the floor of the proposed premises is not less than 125 lbs/square foot.

- 6.4.4. **Usable Area and Type of Space:** The proposal must offer the amount of space in usable square feet (see § A-4.5 for definition of Usable Area) stated in § A-1.3 of the RFP. DCAMM reserves the right to accept proposals for an amount of space that varies from this amount, provided that it meets the User Agency's needs.

- 6.4.5. **Landlord's Improvements:** The proposer must agree to substantially meet the General Specifications in § B, or must suggest, within the proposal, alternatives acceptable to DCAMM and the User Agency.

- 6.5. **Landlord Capacity:** The proposer must agree to substantially meet the Landlord's Services in the General Specifications in § B or must propose alternatives acceptable to DCAMM and the User Agency.

## 7. QUALITATIVE CRITERIA

The following criteria will be used to evaluate qualifying proposals.

- 7.1. **Execution of the Commonwealth Office Lease:** The proposed Landlord's willingness to enter into the Commonwealth Office Lease, as evidenced by the extent and nature of any modification to the standard provisions that is requested by the proposer.
- 7.2. **Location:** The suitability of the proposed location for the operations of the warehouse, including:
  - 7.2.1. **Access:** Ease of access to the proposed Building by car and truck. DCAMM will consider the ease of vehicular access and the degree of congestion on streets and roadways in proximity of the Building, and turning radii and access to the proposed loading and unloading areas.
  - 7.2.2. **Parking:** Proximity of the proposed Building to major roadways. DCAMM will consider the distance and travel time from the on- and off-ramps of the major roadway or roadways serving the proposed Building.
  - 7.2.3. **Parking:** Proximity, accessibility, and availability of parking identified in § A-1.3. DCAMM will consider the availability of parking spaces during the Hours of Operation and whether parking areas and the walkways between them and the proposed Building are well-lit and the walkways easily traversed.
  - 7.2.4. **Neighborhood Characteristics:** The characteristics of the surrounding neighborhood, including compatibility of adjacent uses with the Commonwealth's proposed use, the safety and security for persons and property, and the availability of basic services and amenities during the Hours of Operation.
- 7.3. **Building Conditions: Exterior Envelope, Systems, and Common Areas:** Quality, condition, and functional efficiency of the proposed Building with the Landlord's Improvements proposed. This includes specific consideration of:
  - 7.3.1. **Building Envelope and Systems:** The existing and proposed condition of the Building envelope (including the roof, foundation, walls, and exterior windows and doors), and of the heating, ventilation, plumbing, and electrical systems and their capacity to meet the Commonwealth's needs throughout the Term in a reliable and efficient manner.
  - 7.3.2. **Life Safety:** The existing and proposed condition of fire-protection equipment including, but not limited to, fire doors, fire walls, fire stops, fire extinguishers, exit-route diagrams, exit signs, and alarm systems, and the existing and proposed condition of emergency lighting, including such lighting in the proposed Premises, restrooms and along paths of egress.
  - 7.3.3. **Building Common Areas:** The existing and proposed location, accessibility, and condition of public or common areas, including the condition and location of the loading dock, freight elevator if applicable, and restrooms. DCAMM will consider the type, size, and condition of the loading dock, the capacity of the freight elevator(s), and their adequacy to meet the needs of the User Agency.

- 7.3.4. **Compatibility of Use:** The compatibility of current and proposed activities and uses in the proposed Building or complex with the Commonwealth's proposed use. The evaluation of proposals will consider whether the existing and proposed uses are compatible with furniture and equipment storage.
- 7.4. **Building Conditions: Proposed Premises:** The suitability of the proposed Premises for the space needs of the facility, including specific consideration of:
- 7.4.1. **Configuration:** The degree to which the configuration of the Premises meets the User Agency's programmatic needs taking into account the size and shape of the space proposed space and any internal barriers to the efficient storage of furniture and equipment.
- 7.4.2. **Building Module and Column Spacing:** A regular, consistent building module that allows for open storage and the efficient utilization of space is desired, as is wide column-bay spacing.
- 7.4.3. **Access to the Proposed Loading Dock(s):** Proximity and access from the proposed Premises to the proposed loading dock(s). The evaluation of proposals will include specific consideration of whether the User Agency will have convenient access to loading dock facilities. The location, size and capacity of the loading dock, the degree of congestion at the loading dock, the availability of an enclosed, heated staging area available for use by the User Agency, and the width and height of doors and corridors from the proposed loading dock(s) to the proposed premises will be considered.
- 7.4.4. **Location and Distribution of Space:** Ground level space is preferred.
- 7.4.5. **Finished Ceiling Heights:** Ceiling heights of 10' or more are preferred.
- 7.5. **Landlord Capacity:** The demonstrated capacity of the proposed Landlord to prepare the proposed space for occupancy by the Commonwealth and to provide the Landlord's Services and the Landlord's Improvements specified in the RFP and in accordance with the provisions of the Lease. Consideration will be given to the extent to which the proposed build-out meets the needs of the User Agency described in the RFP. The qualifications and experience of the proposed Landlord, design team, contractor, and property manager will also be considered.

If the User Agency occupies the proposed Premises and the proposal includes Landlord's Improvements, DCAMM will consider whether the proposed plan for completing such improvements will enable the User Agency to conduct business without unreasonable interference or interruption and whether the proposed plan will be implemented without additional cost to the User Agency.

- 7.5.1. **Timely Completion of Work:** The demonstrated capacity of the proposed Landlord, the design team, and contractor to substantially complete the design and construction of all improvements to the property required for the Commonwealth's occupancy by the desired Date of Occupancy identified in § A-1 of the RFP.

- 7.5.2. **Capacity to Complete the Project:** The demonstrated capacity of the proposed Landlord to finance the required improvements, and the demonstrated capacity of the proposed Landlord, design team, and contractor to design and construct the proposed space to meet the Commonwealth's needs.

Evaluation will consider the experience of the proposed Landlord in completing projects of similar cost and complexity and the experience of the proposed design team, contractor and property manager in designing, constructing, and managing projects and properties of a similar complexity, type, and size.

- 7.5.3. **Capacity to Operate and Maintain the Property:** The demonstrated capacity of the proposed Landlord, either directly or through contract, to provide the Landlord's Services specified in the RFP in a professional and timely manner and in accordance with the provisions of the Lease.

## 8. COMMONWEALTH POLICY OBJECTIVES; COST

- 8.1. **Commonwealth Policy Objectives:** Whenever feasible, it is DCAMM's policy to acquire leased space in a manner that supports:

- 8.1.1. **Historic Properties:** G. L. c. 7C, § 33 mandates that whenever space in buildings is to be acquired for the use of state agencies, first consideration must be given to structures that have been certified as historic landmarks as provided by G. L. c. 9, §§ 26 through 27C, listed in the National Register of Historic Places as provided by 16 USC § 470a (1974), or designated historic landmarks by local historic commissions "unless use of such buildings would not be feasible in terms of costs and requirements when compared with other available properties."

- 8.1.2. **Leading by Example – Clean Energy and Efficient Buildings:** Executive Order No. 484 (EO-484) calls for the establishment of a *Leading by Example Program* to oversee and coordinate efforts at state agencies to "reduce their environmental impact." Examples of such efforts include, by way of example only and not limitation, promotion of energy conservation and clean-energy practices, waste reduction and recycling, environmentally preferable procurement, toxics-use reduction, water conservation, sustainable transportation, open-space and natural-resource protection, and improved compliance practices. EO-484 directs agencies to reduce overall energy consumption at owned and leased (at which the state pays directly for energy) buildings 20% by fiscal year 2012 and 35% by 2020.

- 8.1.3. **South Coast Rail Economic Development and Land Use Corridor Plan (the Corridor Plan):** The Corridor Plan was released in 2009 and is available at <http://www.mass.gov/southcoastrail>. Executive Order No. 525 (EO-525) declares that the Corridor Plan, "through an unprecedented civic engagement process, identifies priority areas for additional growth and for land preservation, thereby creating a long-term vision for the sustainable development of this region." EO-525 further declares that "the Corridor Plan's smart growth framework calls for the clustering of jobs and homes around new stations, in downtowns and village centers, and for the permanent protection of the South Coast's environmentally sensitive forests, wetlands, farms, and habitat areas." EO-525 directs agencies of the Commonwealth to "review their policies, actions and investments to support and implement the recommendations of the Corridor Plan." The South Coast

region is comprised of the following cities and towns: Acushnet, Attleboro, Berkley, Bridgewater, Canton, Dartmouth, Dighton, Easton, Fairhaven, Fall River, Foxborough, Freetown, Lakeville, Mansfield, Marion, Mattapoisett, Middleborough, New Bedford, North Attleborough, Norton, Raynham, Rehoboth, Rochester, Seekonk, Sharon, Somerset, Stoughton, Swansea, Taunton, Wareham, and Westport. In those instances when DCAMM seeks to lease space in the South Coast region, proposers are invited to demonstrate, within their proposals, how their proposals are consistent with implementation of the recommendations of the Corridor Plan.

- 8.2. **Cost:** DCAMM will evaluate costs based on the present value of the total costs that will be incurred by the Commonwealth to use and occupy the proposed Premises under the provisions of the proposal throughout the Term. These costs include the Rent, any Additional Rent and other sums paid to Landlord, operating expenses paid directly by Tenant, such as separately metered utilities, and all other costs directly associated with the use of the Premises, such as the cost of shuttle service required to compensate for the proposed Building's location. Costs not contained in the proposal will be estimated based on information provided by the User Agency or other state leases, or obtained from market data.

Proposers are urged to read § 2 of the Lease Proposal (Attachment C-1 of the RFP) carefully. All cost information, including offers of free Rent, alternative reduced Rent schedules, etc., must be included in the proposal.

**B. GENERAL SPECIFICATIONS**

The Landlord's Services in § B-1 describe the services that the Landlord must provide to the Tenant under the Commonwealth Office Lease. The Landlord's Services, with any modifications agreed to by the Commonwealth based on the selected proposal, will be incorporated into the Lease. The proposer must clearly identify in the proposal each proposed modification so that DCAMM, in consultation with the User Agency, can take this into account in evaluating the proposal. A condition of conditionally selecting the proposal may include a requirement that the proposer withdraw a proposed modification.

The Landlord's Improvements in § B-2 describe the improvements that Landlord must provide to Tenant under the Commonwealth Office Lease. The Landlord's Improvements, with any modifications agreed to by the Commonwealth based on the selected proposal, will be incorporated into the Lease. The proposer must clearly identify in the proposal each proposed modification so that DCAMM, in consultation with the User Agency, can take this into account in evaluating the proposal. A condition of conditionally selecting the proposal may include a requirement that the proposer withdraw a proposed modification.

DCAMM encourages proposers to suggest ways to use existing or less costly improvements to meet the needs of the User Agency and to submit alternative proposals that meet the needs of the User Agency in a better or more cost-effective manner. DCAMM's intention is to provide a clear basis for determining whether proposals are acceptable and comparable while also making it possible to take advantage of useful and cost-effective alternatives.

1. **LANDLORD’S SERVICES**

- 1.1. **Hours of Operation:** Hours of Operation are from 7:00 a.m. to 6:00 p.m. Monday through Saturday except state holidays.
- 1.2. **Utilities:** Landlord must ensure the delivery of the following utility services to the Building and Premises: (1) water, sewer, gas, fuel, and electricity, (2) heating and ventilation, (3) all common-area lighting, and (4) power and lighting within the Premises.

During the Hours of Operation, Landlord must ensure that heat and ventilation is available and properly operating and functioning throughout the Premises and must maintain the temperature within 45° and 55° Fahrenheit in the wintertime.

- 1.3. **Maintenance of Premises, Appurtenant Areas, and Building:** Landlord must provide the continuous maintenance and repair services needed to maintain the Premises, appurtenant areas, systems, equipment, and the Building in good repair and tenantable condition.

Landlord must keep the Building and appurtenant areas clean and free from litter and from pests, through implementation of an Integrated Pest Management program. Landlord must maintain common pedestrian walkways and landscaped areas. Landlord must remove snow and ice from all entrances, exits, sidewalks, and parking areas before the Hours of Operation and during such hours if snow, ice, or both accumulate. Landlord must use environmentally preferable ice-melt and sand as necessary to ensure safety.

Landlord must maintain and repair the Building envelope and systems including, by way of example and not limitation, roofs, windows, floors and floor covering, walls and wall coverings, ceilings, locks, life-safety systems and fire-protection equipment, lighting fixtures and lamps, and all mechanical, electrical, and plumbing systems serving the Building and the Premises. Landlord must service heating and ventilating equipment in accordance with the manufacturer’s recommendations and must replace filters quarterly or more often if indicated or dictated by local conditions or by the manufacturer’s recommendations.

- 1.4. **Building Security and Access:** Landlord must enable authorized employees of the User Agency to access the Premises at any time (24/7). Landlord may enable such access via security guards, a master key, an electronic card, or a similar restrictive entry system.

Landlord must maintain and service, at Landlord’s sole cost and expense the security system described in § B-2. For the intrusion alarm system, Landlord must provide a 24/7 alarm monitoring service to alert Landlord’s property manager and User Agency of an alarm. All service fees, including the cost of the telephone line(s) required to operate the system, are at Landlord’s sole cost and expense.

- 1.5. **Janitorial Services:** Landlord must provide janitorial services within the common areas serving the Premises and must provide trash removal and recycling services to the Premises. The User Agency will provide janitorial services within its Premises.
  
- 1.6. **Professional Design Services:** Promptly following selection of its proposal, the selected proposer must provide professional design services to the User Agency to complete the Schematic Space Plan of the Premises that will be incorporated into and made part of the Lease as Exhibit B. These services must be provided at no additional cost to the User Agency.

## 2. LANDLORD'S IMPROVEMENTS

### 2.1. Introduction

2.1.1. **Code and Regulatory Requirements:** All Building improvements must comply with the Massachusetts State Building Code, regulations of the Massachusetts Architectural Access Board (MAAB), the Americans with Disabilities Act (ADA) including the 2010 ADA Standards for Accessible Design, and applicable CMR provisions. Where federal or local codes, or regulations, ordinances, or zoning laws apply, the more restrictive provision must be followed.

2.1.2. **Access for Persons with Disabilities:** The portions of the Building to be used by Tenant must be free of barriers preventing access by persons with disabilities in accordance with applicable state and federal accessibility regulations.

2.1.3. **Project Schedule:** The project schedule in Lease Exhibit D identifies the work to be performed by Landlord and Tenant and highlights the critical-path items and dates for the completion of Landlord's Improvements (including the installation of all equipment) and the availability of the Premises for Tenant's Occupancy.

2.1.4. **Working Drawings:** All improvements to the Premises and related areas (the Landlord's Improvements, as defined in the Lease) must be provided and installed by Landlord and must be completed in accordance with the approved Working Drawings (as defined in the Lease) that are based on these General Specifications, including the Space Allocation and Finish Schedule in § B-2.

2.1.5. **Submittals:** Landlord must submit three full sets of the Working Drawings to Tenant and one full set in AutoCAD DWG format, on a disk.

2.1.6. **Materials:** Whenever feasible, Landlord must use environmentally preferable materials such as materials with low emissions of volatile organic compounds (VOCs), materials with recycled content, or materials that are recyclable.

2.2. **Walls:** Walls must be located as shown on approved Working Drawings.

2.2.1. **Demising Wall:** Demising walls separating the proposed Premises from other tenants and Building common areas must meet code requirements for fire separation. Demising walls must extend tight to the structural ceiling above. Demising walls may be concrete block, or brick, or Gypsum Wallboard (GWB) partitions.

2.3. **Doors:** Doors and frames must match the acoustical, fire code, and/or security qualities of the surrounding walls.

- 2.3.1. **Loading Dock Door:** The loading dock door(s) to be used by the User Agency must be equipped with a motorized opener.
- 2.3.2. **Tenant Entry Door:** Landlord must provide and install a 6-foot wide two-leaf entryway, each leaf 1¾" thick x 3'-0" wide x 6'-8" to 7'-0" high or higher.
- 2.4. **Hardware**
- 2.4.1. **Locks:** Landlord must provide and install cylinder locksets with interchangeable core cylinders to allow for the immediate re-keying of locks, keyed to the User Agency master.
- 2.5. **Finishes and Specialties:** The following finishes and specialties are minimum standards; all finishes are subject to approval.
- 2.5.1. **Floors:** Floor finishes for all rooms/areas are specified on the Space Allocation and Finish Schedule in § B-2, and must comply with all applicable accessibility requirements.
- 2.5.3. **Wall Finish**
- 2.5.3.1. **Paint:** Landlord must provide and install one coat of appropriate primer/sealer and two coats of egg-shell or semi-gloss acrylic-latex enamel paint.
- 2.6. **Heating and Ventilation:** DCAMM encourages the installation of high efficiency heating equipment and installation of an energy management system.
- 2.6.1. **Certification and Balancing:** Before the Premises are deemed available for occupancy, Landlord must furnish the following certification:
- a registered engineer's certification that the Building Heating and Ventilation systems serving the Premises as designed and constructed will satisfy the requirements of the Lease.
- Any deficiencies must be corrected by Landlord at Landlord's sole expense.
- 2.6.2. **Heating System:** The distribution systems must be designed to maintain the temperature throughout the Premises within 45° to 55° Fahrenheit in the wintertime.
- 2.6.3. **Ventilation:** The storage areas must be ventilated in compliance with the more restrictive requirements of the latest versions of the Massachusetts State Building Code, the Building Officials & Code Administrators International, Inc. (BOCA) National Mechanical Code or the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) standards. Ventilation equipment must be installed and maintained in accordance with the manufacturer's recommendations.

2.6.4. **Zone Control and Thermostats:** The Premises must be zoned separately from other Building areas and must be controlled by thermostats that are located solely within the Premises.

2.6.5. **Carbon Monoxide Detectors:** Landlord must install, maintain, and service carbon monoxide detectors throughout the Premises for all buildings that rely on the combustion of fossil fuel as a source of energy for the HVAC system, for hot water, or for any other purpose, or for buildings connected to parking garages or to areas used for the storage of vehicles or equipment that use fossil fuel. The detectors must be hard-wired units with battery back-up, meet UL standard 2034, and be installed in accordance with the manufacturer's recommendations. Landlord must install at least one detector per 3,000 square feet or portion thereof. The detectors must be installed in open areas with no barriers to airflow. Landlord must replace batteries in each detector as needed, but not less than once a year.

2.7. **Electrical:**

2.7.1. **Outlets:** Landlord must provide and install ten 20-amp, 120-volt floor or wall-mounted duplex outlets with independent ground Landlord must not connect more than eight standard duplex receptacles per circuit.

2.7.2. **Lighting and Switches:**

Lighting fixtures must be spaced to maintain a uniform lighting level of 30-foot candles at desk-top height. All switches to control the lights within the Premises must be located within the Premises.

2.8 **Security System:**

2.8.1.1. **Intrusion Alarm:** Landlord must provide and install an intrusion alarm system to serve the Premises. This system must, at a minimum, include motion detectors and contact alarms for all doors and operable windows, all of which must be connected to a security monitoring service staffed 24/7 to alert Landlord's property manager and User Agency. The system must be approved by the User Agency before Landlord installs the system.

**Space Allocation and Finish Schedule (SAFS)**

Department of Transitional Assistance (DTA)

Avon, Boston in Zip Codes 02126, 02131, or 02129, Braintree, Bridgewater, Brockton, Easton, Holbrook, Randolph, Raynham, Taunton, or West Bridgewater.

Project Number 201804200.1

SECTION B-2  
SPACE ALLOCATION AND FINISH SCHEDULE

A TOTAL OF APPROXIMATELY 5,000 USABLE SQUARE FEET

January 2019

**B-2. SPACE ALLOCATION AND FINISH SCHEDULE: Department of Transitional Assistance**

Avon, Boston in Zip Codes 02126, 02131, or 02129, Braintree, Bridgewater, Brockton, Easton, Holbrook, Randolph, Raynham, Taunton, or West Bridgewater.

**DCAMM PROJECT NO: 201804200.1**

TYPE OF ROOM OR AREA	PERSONNEL SPACE		SUPPORT SPACE		TOTAL SF	PARTI-TIONS	FLOOR COVER	NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2)
	STAFF	SF	UNITS	SF				
Storage Space				5,000	5,000	Open	CONC, WOOD, or RSF/RTF	Floor Load Capacity of not less than 125 lbs/sq.ft., access to a loading dock
Subtotal				5,000	5,000	<b>List of Abbreviations</b>		
<b>TOTAL USABLE AREA</b>					<b>5,000</b>	SF	Usable Square Feet	
						Open	Open area with no partitions	
						CONC	Concrete	
						RTF	Resilient Tile Flooring	
						RSF	Resilient Sheet Flooring	

**C. ATTACHMENTS**

**C. ATTACHMENTS**

**1. LEASE PROPOSAL AND INSTRUCTIONS**

**INSTRUCTIONS FOR PREPARATION, LABELING AND SUBMISSION OF LEASE PROPOSALS**

**A. Preparation of Proposals**

Proposals must be submitted on the Division of Capital Asset Management and Maintenance (DCAMM) Lease Proposal form included with this RFP. A proposal consists of the Lease Proposal form and required attachments. Please submit three copies of the Lease Proposal, each signed by the proposer.

Please note, a Microsoft Word format of the Lease Proposal is available for downloading at <http://www.commbuys.com>. Click on **Contract & Bid Search**. Click the circular button to the left of **Bids**. Ignore Bid #, find **Bid Description** and enter the RFP or IFP Project Number in the white text box to the right. Click the **Find It** button. Under **Results**, click the link listed under the first column (Bid #). The **Bid Solicitation** details will be shown. Find the **File Attachments** row and click on the "Lease Proposal and Instructions" document to save or open it. It can be filled out electronically and printed for submission consistent with the instructions below for labeling and submission of proposals. When filling out the Lease Proposal electronically, use the tab key or mouse to move from field to field and the mouse to check or uncheck a box.

**B. Sealing and Labeling of Proposals**

Proposals must be submitted in a sealed envelope on which the following information is clearly marked: the name of the User Agency, the Project Number, and the Proposal Submission Deadline. This information is contained on Page A-1 of the RFP. In addition, the name and address of the proposer must be on the envelope. If you plan to use a courier service or agent, enclose the proposal in a separately-labeled sealed envelope to prevent it from being opened before the deadline.

**C. Submission of Proposals**

Proposals must be received at the following address on or before the proposal submission deadline specified on Page A-1 of this RFP:

Division of Capital Asset Management and Maintenance  
Office of Leasing and State Office Planning  
One Ashburton Place  
14<sup>th</sup> Floor – Room 1411  
Boston, Massachusetts 02108

The time clock located in the reception area of the DCAMM Office of Leasing and State Office Planning is used to establish the official time for receipt of proposals. If proposals are mailed, be sure to allow sufficient time for delivery to DCAMM and distribution to the Leasing Office. Proposals may not be submitted via e-mail or fax.

Proposals received by DCAMM after the submission deadline will be returned unopened to the sender. A firm proposal submission deadline is necessary to insure fairness to all proposers.

**D. Submission of Multiple Proposals**

Proposers may submit separate proposals for premises in different buildings or for different premises within the same building. Proposers may also submit alternative proposals for the same premises.

**E. Withdrawal of Proposals**

Proposers may withdraw their proposals only by written notice to DCAMM at the above address.

**THIS OFFICIAL FORM MAY NOT BE ALTERED. ANY CHANGES OR ALTERATIONS  
MADE TO THIS FORM MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

**LEASE PROPOSAL**

User Agency: **Department of Transitional Assistance**

Project No: **201804200.1**

To: Director, Office of Leasing and State Office Planning  
Division of Capital Asset Management and Maintenance  
One Ashburton Place, 14<sup>th</sup> Floor – Room 1411  
Boston, Massachusetts 02108

The undersigned has read the Request for Proposals (RFP), including the Commonwealth of Massachusetts Office Lease (the Lease) in § C. Attachments, and the specifications in § B. General Specifications. The undersigned acknowledges that the proposed property must comply with all RFP specifications before occupancy by the User Agency unless unambiguously stated otherwise in this Proposal, the undersigned is an eligible proposer as defined in the RFP and there are no known obstacles to prevent the owner from executing a lease or that could invalidate such lease. The undersigned confirms that the owner of the proposed property will 1) enter into a lease substantially in the form of the Lease, 2) provide a statement under oath listing the names and addresses of all persons having a direct or indirect beneficial interest in the property, as required by G. L. chapter 7C, § 38, 3) provide a certification that all state taxes and employment-security contributions have been paid by the owner in accordance with G. L. chapter 62C, § 49A and chapter 151A, § 19A (b), and 4) execute under oath a Certificate of Compliance with Executive Order No. 481. The official forms for items 2), 3), and 4) immediately follow the Lease that is referenced in item 1). The undersigned acknowledges that DCAMM may reject all proposals, or waive portions of the RFP for all proposals if DCAMM deems such rejection, waiver, or both to be in the Commonwealth's best interests. The undersigned proposes to lease property to the Commonwealth of Massachusetts as follows:

**1. Proposal Summary**

1.1 Location and Search Area:

Address of Proposed Building:

Floor Number:

City State Zip:

Confirm that the proposed Building is located within the search area defined in the RFP:  Yes  No

1.2 Usable Area

Proposed Usable Area: USF (see RFP § A-4.5 for definition of "Usable Area")

1.3 Commonwealth Lease and Term

Proposed Term of Lease: Years (see RFP § A-1.3)

Confirm that the proposed landlord has reviewed the Lease and agrees to enter into a lease substantially in the form of the Lease attached to the RFP without material modification:  Yes  No

*Please attach a separate sheet identifying all proposed revisions.*

1.4 Proposer

Name of Proposer:

Contact:

Company Name:

Address:

City State Zip:

Office Phone:

Cell Phone:

Fax:

Email:

Proposer is submitting this proposal as (see RFP § A-4.3 for definition of "Eligible Proposer"):

Record Owner  Broker or Agent  Prospective Purchaser  Tenant whose lease permits subleasing

Proposer represents and warrants that 1) the information and statements in this Proposal are complete and accurate to the best of the Proposer's ability to make them so, and 2) the Proposer has not communicated with any representative of the Commonwealth of Massachusetts regarding preparation of this Proposal other than the DCAMM Project Manager.

**Proposer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1.5 Property Owner

Name:

Name of Principal(s):

Address:

City State Zip:

Office Phone:

Cell Phone:

Email:

## 2. Cost

Include all cost and rent information for the proposal on this page, including offers of free Rent and alternative reduced Rent schedules.

DCAMM encourages submission of gross flat-rent proposals that include the cost of all Landlord's Improvements and Landlord's Services.

Complete the table below by filling in the components of the proposed Total Annual Rent for each year of the lease term. Enter total dollars per year; DCAMM will confirm the usable area of the proposed premises (Premises) and will calculate the proposed rental rate per usable square foot.

The far-left column identifies components of Annual Rent. If a component is excluded from the proposed Total Annual Rent, write "EXCL" in the appropriate boxes in that row. If a component is included within another component, write "INCL" in the appropriate boxes in that row. Confirm that amounts are entered in the appropriate box so that the Total Annual Rent for each year equals the sum of the amounts entered.

Identify the "Estimated amount for Landlord's Improvements included in the Total Annual Rent."

Use the "Comments" section to provide information about excluded costs, the cost of Landlord's Improvements, and any other costs that may require explanation.

<b>Annual Rent (\$/yr)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Base Amount for Rent:					
Amount for Janitorial Services:					
Amount for Lights and Plugs:					
Amount for Reserved Parking:					
Amount for Other:					
Amount for Other:					
Amount for Other:					
<b>Total Annual Rent:</b>					

Estimated amount for Landlord's Improvements (see RFP § B-2) included in the Total Annual Rent: \$

Comments:

### 3. Location

#### 3.1 Parking

See RFP § A-1.3 for the number of parking spaces identified, and parking definitions in § A-4.6, § A-4.7, § A-4.8, and § A-4.9.

#### **Public Parking**

Identify the number of public parking spaces within one-quarter mile of the proposed Building:

Identify the number of accessible space(s) for the disabled public within one-quarter mile of the proposed Building:

**Reserved Parking:** List the location and number of reserved parking spaces included in this proposal:

<u>Address/Location</u>	<u># Standard</u>	<u># Accessible</u>	<u>Total #</u>
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**Drop-Off Parking:** List the location and number of drop-off spaces included in this proposal:

<u>Address/Location</u>	<u># Standard</u>	<u># Accessible</u>	<u>Total #</u>
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#### 3.2 Access

List closest highway exits and major arterial roads and estimate their distance from the proposed Building:

List public transportation serving the Building, identify nearby stops and stations and estimate their distance from the proposed Building:

Identify any existing or proposed shuttle serving the Building, noting its route, hours of service, and schedule:

Is the cost of this shuttle service included in the proposed rent?

Attach a map identifying the location of the proposed Building, parking facilities within one-quarter mile of the Building, public transit stops serving the Building, and major roadways.

---

#### 3.3 Proximity

If the RFP § A-1 or § A-7 identifies a site that the User Agency needs to be near, estimate the distance and travel time between the proposed Building and the identified site:

---

#### 3.4 Neighborhood Characteristics

Identify all uses within one-quarter mile of the proposed Building.

- |                                      |   |  |  |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Office      | <input type="checkbox"/> Retail           | <input type="checkbox"/> Residential   | <input type="checkbox"/> Restaurant/Food |
| <input type="checkbox"/> R&D         | <input type="checkbox"/> Warehouse        | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Industrial      |
| <input type="checkbox"/> Vacant Land | <input type="checkbox"/> Other (specify): |  |  |

List amenities (banks, restaurants, shops, etc.) within a one-quarter mile walk of the Building:

Describe neighborhood characteristics relating to safety and security:

---

#### 3.5 Flood Plain

Is the property located in a flood plain?

Yes  No

*If you answered Yes, identify all conditions and limitations relating to the property and the proposed Premises, and attach the current FEMA flood plain map.*

### 4. Building Conditions: Exterior Envelope, Systems and Common Areas

#### 4.1 Barrier-Free Access

Confirm that the Building does or will comply with the requirements for access for individuals with disabilities.

Yes  No

Check **E** for those that are accessible now, and **P** for those that are not but will be made accessible prior to occupancy.

<b>E</b>	<b>P</b>		<b>E</b>	<b>P</b>		<b>E</b>	<b>P</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Site	<input type="checkbox"/>	<input type="checkbox"/>	Building Entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	Common Area Restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Parking	<input type="checkbox"/>	<input type="checkbox"/>	Common Area Hallways	<input type="checkbox"/>	<input type="checkbox"/>	Elevators
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Premises						

**4.2 Hazardous Substance** (see § 5.6 of the Lease)

Owner has no knowledge of, and has not received any notice of, the current or past existence of any material, currently considered to be a Hazardous Substance, that is existing, deposited, or discharged on or from, or across, or migrating toward or across the Premises, the Building, or the land upon which the Building is located.  Yes  No  
 If you answered No, identify all conditions about which there is knowledge or notice. DCAMM may request a copy of all reports on such conditions.

Owner represents that each Hazardous Substance, whether presently known or subsequently discovered, has been or will be remediated in accordance with the provisions of § 5.6 of the Lease and all applicable laws and regulations before the Commonwealth takes occupancy of the proposed Premises and the Building.  Yes  No

**4.3 Building Statistics**

Building gross sf:	Building rentable sf:	Building usable sf:
Year of initial construction:	Original use:	
# of Floors Above Grade:	Below Grade:	Floor Load lb/sf:
# of Elevators:	Passenger:	Freight:

Year and scope of latest renovations; if applicable, year and scope of renovations to convert the Building to its current use:

Building use: Identify all existing uses in the Building and the amount of space for each use:

sf Office	sf Retail	sf Residential	sf Restaurant/Food
sf R&D	sf Warehouse	sf Manufacturing	sf Industrial
sf Vacant	sf Other (specify):		

Existing Use of proposed Premises:

List the company name and type of use for each current Building tenant:

Describe all planned changes in Building use:

**4.4 Building Envelope**

Type of Construction:	<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Other (specify):
Type of Exterior Walls:	<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel	<input type="checkbox"/> Wood	<input type="checkbox"/> Other (specify):
Windows:	Type:	Year of Installation:	Operable:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roof:	Type:	Year of Installation:			

Describe all proposed improvements to Building envelope:

**4.5 Building Systems**

**Life Safety Systems**

Check **E** for those that exist and meet current code requirements, and **P** for those that do not exist but that will be provided as required by current codes prior to occupancy.

<b>E</b>	<b>P</b>	<b>E</b>	<b>P</b>	<b>E</b>	<b>P</b>
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Describe all proposed improvements to life safety systems:

**Electrical System**

- Type of service:
- Date and scope of latest improvements:
- Available capacity for the proposed space:
- Is the electrical distribution for the proposed Premises separately metered?  Yes  No

**Heating System**

- Type of system, fuel source, date of installation:
- Date and scope of latest improvements:
- Available capacity for the proposed space:
- Is the system serving the proposed Premises separately metered?  Yes  No

**Air-Conditioning and Ventilation System**

- Type of system, fuel source, date of installation:
- Date and scope of latest improvements:
- Available capacity for the proposed space:
- Is the supply air distribution system ducted?  Yes  No
- Is the return air system ducted?  Yes  No
- Is the system serving the proposed Premises separately metered?  Yes  No

Is there an existing energy management system?  Yes  No  
 If you answered Yes, describe the system:

Describe all proposed improvements to Building systems:

**4.6 Building Common Areas**

Identify the existing condition of the following common areas and describe all proposed improvements:

- Lobby/Entrance:
- Stairwells:
- Elevators:
- Hallways:
- Restrooms:

**5. Sustainability**

Does the proposal support the User Agency’s efforts to reduce its environmental impact as described in Executive Order 484? (Refer to RFP § A-8.1.2)  Yes  No

If you answered Yes, identify all environmental impact practices using the list below.

	CURRENT	PLANNED
Energy Star Building:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Energy conservation and efficiency:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Clean energy practices:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Energy procurement:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
LEED Certified Building:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Water conservation:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Waste reduction and recycling:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Environmentally preferable procurement:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Toxics-use reduction:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Sustainable transportation:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Other:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Identify all other practices to reduce environmental impact, and comment on current and planned practices identified above:

## 6. Building Conditions: Proposed Premises

### 6.1 Characteristics of the Proposed Premises:

Floor Number(s): \_\_\_\_\_ Contiguous block of space:  Yes  No  
Column Spacing: \_\_\_\_\_ feet on-center by \_\_\_\_\_ feet on-center  
Ceiling Height: \_\_\_\_\_ feet from the finished floor to underside of slab above  
\_\_\_\_\_ feet from finished floor to finished ceiling  
Window Area: \_\_\_\_\_ percent of total exterior wall area  
# of Means of Egress: \_\_\_\_\_

Describe the existing conditions:

Date and scope of latest improvements:

Attach plans in CAD for each floor included in the proposed Premises, as further described in § 10.

## 7. Landlord Information and Landlord Capacity

### 7.1 Landlord Information

Does Landlord entity have any employees?  Yes  No

### 7.2 Landlord's Services

Does the Proposal comply precisely with the Landlord's Services in § B-1 of the RFP?  Yes  No  
*If you answered No, identify and describe all proposed modifications.*

Does the Proposal include any additional Landlord's Services in support of Executive Order 484 (Refer to RFP § 8.1.2)?  Yes  No  
*If you answered Yes, identify and describe these services.*

### 7.3 Landlord's Improvements

Does the Proposal include all work necessary to comply precisely with the Landlord's Improvements in § B-2 of the RFP?  Yes  No  
*If you answered No, identify and describe all proposed exceptions.*

Does the Proposal include reconfiguration of the proposed Premises to meet the Space Allocation in § B-2 of the RFP?  Yes  No  
*If you answered No, describe all proposed modifications to the proposed Premises.*

### 7.4 Availability of Space

Is the proposed space vacant?  Yes  No  
Date when the space will be vacant and construction of Landlord's Improvements can commence: \_\_\_\_\_

Identify existing tenants who currently occupy, or have the option to occupy, the proposed space, and the term of any rental agreement:

### 7.5 Design and Construction

Attach a project timeline, as further described in § 10, that includes the estimated time to 1) prepare the Schematic Space Plan, 2) prepare Working Drawings for Tenant's review and approval, and 3) complete Landlord's Improvements and any required base Building improvements.

If the space proposed is currently occupied by the User Agency, incorporate into the project timeline the plan for completing Landlord's Improvements with minimal disruption to the User Agency's operations. Identify swing-space, if necessary, for accomplishing this plan.

Names of firms and persons (e.g., architect and engineer) expected to prepare Working Drawings:

Name of company (e.g., general contractor) expected to complete Landlord's Improvements:

---

**7.6 Financing**

List the financing source(s) you have identified in connection with the lease.

*If applicable, attach 1) documentation stating that the provision of adequate financing will not be conditioned on any material modifications to the Lease, or 2) documentation identifying requested modifications to the Lease.*

---

**7.7 Property Management**

Name of company and person expected to provide property management services. State for how long this person or entity has managed the Building.

**8. References**

**8.1 Current Tenants of Building Owner**

List company, address, name of contact person, and telephone number of at least three current tenants of the Building owner, preferably at least one of whom is a current tenant of the proposed Building.

<u>Company</u>	<u>Address</u>	<u>Name</u>	<u>Phone</u>
----------------	----------------	-------------	--------------

DCAMM reserves the right to contact other parties who may be familiar with the Building and/or the landlord.

---

**8.2 Rental Agreements with the Commonwealth of Massachusetts**

List all rental agreements between the owner and the Commonwealth of Massachusetts which were in effect within the last five years.

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
---------------	----------------	--------------

**9. Historic Properties; South Coast Rail Economic Development and Land Use Corridor Plan**

Refer to RFP § 8 when responding to the questions below.

Is the proposed space in a Building listed on the National Register of Historic Places as provided by 16 USC § 470a (1974)?  Yes  No

Is the proposed space in a Building certified as an historic landmark as provided by G. L. c. 9, § § 26 through 27C?  Yes  No

Is the proposed space in a Building designated as an historic landmark by the local historic commission?  Yes  No

*If you answered Yes to one or more of these questions, attach evidence of historic building status.*

Is the Building within the area of South Coast Rail Economic Development and Land Use Corridor Plan?  Yes  No  
*If you answered Yes, explain how the proposal is consistent with implementation of the recommendations of the Corridor Plan.*

**10. Requested Documents**

Attach the applicable documents listed below with the Lease Proposal. Attach additional information that may assist the Commonwealth in evaluating the Proposal.

- 10.1 Verified floor plans to scale (1/8" = 1'0" or greater) in CAD for each floor included in the proposed Premises. These drawings should identify the following:
  - a) The proposed Premises;
  - b) All structural elements and limitations;
  - c) All entrances and exits;
  - d) All existing non-structural partitions, including demising walls;
  - e) All existing windows, with head and sill heights;
  - f) All existing restrooms, and mechanical, electrical, and telephone rooms;
  - g) All existing heating, ventilation, and air-conditioning equipment;
  - h) Calculation of usable area.
- 10.2 If applicable, all proposed revisions to the Lease.
- 10.3 Project timeline, including all milestones from proposal selection to the date the Premises will be available for occupancy. (Refer to § 7.5 above and Lease § 3.2)
- 10.4 Map indicating the location of: 1) the proposed Building, 2) parking facilities within one-quarter mile of the Building, 3) public transit stops serving the Building, and 4) major roadways.
- 10.5 Photograph of the exterior of the Building.
- 10.6 If the proposer is, or represents, a prospective Building purchaser, a copy of the executed purchase and sale agreement or other evidence of control of the property.
- 10.7 If the property is located in a flood plain, attach the current FEMA flood plain map and all other relevant documentation.
- 10.8 If the proposer is seeking financing, documentation that financing is not conditioned on material modifications to the Lease or identification of modifications sought.
- 10.9 If applicable, evidence that the Building is listed on the National Register of Historic Places and/or is certified as a Historic Landmark.
- 10.10 If applicable, evidence that the Building is designated an Energy Star or LEED Certified building.

**C. ATTACHMENTS**

**2. COMMONWEALTH OFFICE LEASE**

**THIS OFFICIAL FORM MUST NOT BE ALTERED.**  
**ALL MODIFICATIONS MUST BE MADE BY SEPARATE RIDER.**

**COMMONWEALTH OF MASSACHUSETTS  
OFFICE LEASE**

**1. SUBJECT MATTER AND TABLE OF CONTENTS**

**1.1 Subject Matter**

Each of the references in this Lease to any of the following subjects incorporates the data stated for that subject in this § 1.1 and, unless defined elsewhere in this Lease, constitutes the definition of the listed subject.

DATE OF LEASE:

LANDLORD:

ADDRESS OF LANDLORD:

LANDLORD'S REPRESENTATIVE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
and/or such other persons as Landlord  
designates from time-to-time

TENANT:

The Commonwealth of Massachusetts acting by and through the Commissioner of its Division of Capital Asset Management and Maintenance (DCAMM) of the Executive Office for Administration and Finance on behalf of the User Agency, the [USER AGENCY]

ADDRESS OF TENANT:

Division of Capital Asset Management and  
Maintenance  
One Ashburton Place, 15th Floor  
Boston, Massachusetts 02108-1518

TENANT'S REPRESENTATIVE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
and/or such other persons as Tenant designates from time-to-time, as set forth in § 4.4

USER AGENCY:

ADDRESS OF  
USER AGENCY:

USER AGENCY'S REPRESENTATIVE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
and/or such other persons as User Agency designates from time-to-time, as set forth in § 4.4

BUILDING (ADDRESS):

PREMISES:

Floor(s): \_\_\_\_\_

Room(s)/Suite: \_\_\_\_\_

within the Building as shown in Exhibit \_\_\_\_, together with all of the Landlord's Improvements (as defined in § 4.1) made within the Premises pursuant to the provisions of this Lease

USABLE AREA OF PREMISES:

Office Space: \_\_\_\_\_ square feet

Storage Space: \_\_\_\_\_ square feet

RESERVED PARKING SPACES:

Number: \_\_\_\_\_

Location: \_\_\_\_\_

PERMITTED USES:

Subject to the provisions of § 6.1, Tenant must use the Premises for the following purposes:

INITIAL TERM:

The Initial Term begins on the Date of Occupancy, as defined in § 3.2, at 12:01 a.m.,

and continues until 11:59 p.m. of the date immediately preceding the fifth anniversary of the Date of Occupancy.

“Term” includes the Initial Term and any extension term (Extension Term) unless otherwise expressly stated. “Expiration Date” means the last day of the Initial Term or of the then applicable Extension Term, and includes any effective date of termination of this Lease, unless otherwise indicated.

**BUSINESS DAY:**

Unless otherwise provided by this Lease, “business day” means any day other than Saturday, Sunday, or a designated holiday of the Commonwealth of Massachusetts on which the offices of the Commonwealth of Massachusetts are closed, whether throughout the Commonwealth of Massachusetts or only in Suffolk County.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

BASE RENT FOR INITIAL TERM:

Year One:           \$ \_\_\_\_\_ per year in monthly installments of \$ \_\_\_\_\_  
                          \$ \_\_\_\_\_ per square foot for office space  
                          \$ \_\_\_\_\_ per square foot for storage space  
                          \$ \_\_\_\_\_ per parking space per year

Year Two:           \$ \_\_\_\_\_ per year in monthly installments of \$ \_\_\_\_\_  
                          \$ \_\_\_\_\_ per square foot for office space  
                          \$ \_\_\_\_\_ per square foot for storage space  
                          \$ \_\_\_\_\_ per parking space per year

Year Three:         \$ \_\_\_\_\_ per year in monthly installments of \$ \_\_\_\_\_  
                          \$ \_\_\_\_\_ per square foot for office space  
                          \$ \_\_\_\_\_ per square foot for storage space  
                          \$ \_\_\_\_\_ per parking space per year

Year Four:          \$ \_\_\_\_\_ per year in monthly installments of \$ \_\_\_\_\_  
                          \$ \_\_\_\_\_ per square foot for office space  
                          \$ \_\_\_\_\_ per square foot for storage space  
                          \$ \_\_\_\_\_ per parking space per year

Year Five:          \$ \_\_\_\_\_ per year in monthly installments of \$ \_\_\_\_\_  
                          \$ \_\_\_\_\_ per square foot for office space  
                          \$ \_\_\_\_\_ per square foot for storage space  
                          \$ \_\_\_\_\_ per parking space per year

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RIDER, EXHIBITS, AND OTHER ACCOMPANYING DOCUMENTS

Rider to Lease

Certificate of Compliance with Executive Order No. 481

- Exhibit A: Plan Showing Location of Premises within the Building
- Exhibit A-1: Landlord's Measured Drawing of the Premises
- Exhibit A-2: Site Plan Showing Location of Reserved Parking Spaces
- Exhibit B: Schematic Space Plan of the Premises
- Exhibit C: Specifications for Premises (as appearing in the Request for Proposals, as revised by agreement of the parties based on Landlord's Proposal and subsequent negotiations)
- Exhibit D: Project Schedule

Landlord's Beneficial-Interest-Disclosure Statement

Certificate of Tax-and-Employment-Security Compliance

## 2. PREMISES; USABLE AREA

### 2.1 Premises; Appurtenant Rights

- (a) Landlord leases the Premises to Tenant, and Tenant leases the Premises from Landlord.
- (b) As appurtenant to the Premises, Tenant, in common with other tenants of the Building (and subject to the rules of the Building, as set forth in § 6.4), has the right to use: (i) the common lobbies, malls, corridors, stairways, elevators, service areas, and loading platform of the Building; (ii) the pipes, ducts, conduits, wires, and appurtenant meters and equipment serving the Premises in common with other premises within the Building; (iii) common pedestrian walkways and landscaped areas; (iv) if the Premises include less than the entire floor area of any floor of the Building, the common restrooms, corridors, and elevator lobbies located on such floor and serving the Premises; and (v) all other areas in or about the Building from time-to-time intended for general use by Tenant and other tenants of the Building.

### 2.2 Usable Area

- (a) For the purposes of this Lease, "Usable Area" means, with respect to the Premises or any space removed from or added to the Premises, the square footage determined by measuring the entire floor area of the Premises (or such other space) bounded by a line established by the predominant inside finish of the permanent outside Building walls that abuts the floor (not from the inside face of the windows) and by the interior surface of corridor walls or other demising walls. Deductions are not made for columns or other structural elements, or for partitions subdividing the Premises. Notwithstanding the foregoing, under no circumstances does the Usable Area include major vertical penetrations such as ventilation shafts, elevator shafts, stairwells, atria, or lightwells, and their respective enclosing walls, and it does not include vestibules, elevator-machine rooms, and other building-equipment areas, janitorial, electrical, and mechanical closets, loading platforms, restrooms, and their respective enclosing walls, irrespective of whether Tenant occupies a portion of a floor, an entire floor, or an entire Building.
- (b) Landlord acknowledges that Tenant has relied upon Exhibit A-1 in establishing the Usable Area and that Rent is predicated upon the Premises having a Usable Area equal to or exceeding the Usable Area of the Premises set forth in § 1.1. Landlord warrants and represents to Tenant that Exhibit A-1 is complete and accurate in all respects. If it is determined that Exhibit A-1 is not accurate and that the Usable Area of the Premises is smaller than depicted in Exhibit A-1 by a factor of 1% or more, then, at the option of Tenant, Landlord and Tenant must modify this Lease to state the actual Usable Area of the Premises and to adjust Rent downward to reflect the actual Usable Area.

## 3. RENT; DATE OF OCCUPANCY

### 3.1 Rent Payment

- (a) Tenant agrees to pay, and Landlord agrees to accept, Rent described in § 1.1. Equal monthly installments of Rent are payable on or before the tenth day of the calendar month for which Rent is due. If the Initial Term commences other than on the first day of a calendar month or ends other than on the last day of a calendar month, Rent for such

fractional month is prorated. Notwithstanding the second sentence of this paragraph, if the Initial Term commences other than on the first day of a calendar month, Tenant pays the prorated Rent for such partial calendar month concurrently with the payment of the installment for the first full calendar month of the Initial Term.

- (b) If any installment of Rent is not paid when due, Landlord is entitled to late-payment interest on the overdue amount in accordance with and subject to G. L. c. 29, § 29C, and any regulations or administrative bulletins promulgated under said statute.

### 3.2 Date of Occupancy; Commencement of Rent Obligation

- (a) The obligation of Tenant to pay Rent begins on the Date of Occupancy. The Date of Occupancy is the earlier of (a) the 15<sup>th</sup> day after the Premises are available for Tenant's occupancy, or (b) the day Tenant actually takes possession of the Premises and begins to use the Premises for any or all of the Permitted Uses. The Premises are deemed available for Tenant's occupancy only when (i) Landlord substantially completes all of the Landlord's Improvements (as defined in § 4.1) in accordance with the provisions of this Lease, with only Punchlist Items (as defined in § 4.3) excepted, (ii) Landlord provides Tenant with a copy of a Certificate of Completion issued by the project architect confirming that the Landlord's Improvements are substantially completed in accordance with the Working Drawings approved by Tenant, (iii) Landlord provides Tenant with a copy of the Certificate of Occupancy for the Premises issued by the appropriate municipal authority, (iv) Landlord provides Tenant with a written certification of a registered engineer certifying that the Building HVAC system, as designed and constructed, satisfies the requirements of Exhibit C and that the air distribution system serving the Premises is properly balanced in accordance with the design intent, as set forth in Exhibit C and the Working Drawings, (v) Landlord provides Tenant with a copy of each other report, drawing, and record that is identified in Exhibit C and required before occupancy, and (vi) Landlord provides Tenant with the certificates of insurance that are required by § 8.2.
- (b) Notwithstanding that Landlord meets all of the requirements set forth in the preceding paragraph for establishing the Date of Occupancy, the Date of Occupancy is not deemed to occur before the Completion Date set forth in § 4.3 unless Tenant actually takes possession of the Premises and begins to use the Premises for any or all of the Permitted Uses before the Completion Date. Tenant agrees to execute a letter to Landlord confirming the Date of Occupancy within ten business days after the Date of Occupancy has occurred.

### 3.3 Tenant's Entry before Term without Charge

- (a) With the prior approval of Landlord, Tenant may enter the Building and Premises before the Date of Occupancy without payment of any additional sums in order to install telephone equipment, cabling, furniture, and fixtures, and otherwise to prepare the Premises for occupancy by Tenant. Landlord must not withhold or delay such approval, provided that Tenant coordinates Tenant's work with the construction of the Landlord's Improvements and any other work being performed by Landlord in the Building so as not to interfere with or increase the cost of such work of Landlord or delay the Completion Date. As a condition of granting such approval, Landlord has the right to require that a representative of Landlord accompany Tenant and Tenant's contractors, and Tenant agrees, on behalf of Tenant and Tenant's contractors, to comply with any and all reasonable directions given by said representative of Landlord.

- (b) In order to assist Tenant with Tenant's preparation, move into, and occupancy of the Premises, Landlord must provide Tenant and Tenant's agents and contractors with all information concerning the Building's structure, systems, utilities, equipment, and services that Tenant reasonably requests. Landlord must provide such information with reasonable promptness, whether before or after commencement of the Term.

#### 4. IMPROVEMENTS BY LANDLORD

##### 4.1 Landlord's Improvements

Landlord, at Landlord's sole cost and expense (except as otherwise specifically provided in this Lease), must furnish all labor and materials necessary to construct the Premises and to make any and all improvements or alterations to the Building and exterior areas that the Schematic Space Plan attached as Exhibit B, the Specifications for the Premises attached as Exhibit C, and all other provisions of this Lease require. All alterations and improvements that Landlord makes in or about the Premises are the "Landlord's Improvements."

##### 4.2 Working Drawings

- (a) Landlord must cause to be prepared, at Landlord's sole cost and expense, working drawings (the Working Drawings) for the Premises in their entirety, including, without limitation, all of the existing conditions and all of the Landlord's Improvements. The Working Drawings must fix and describe the location, dimensions, and character of the existing conditions and of the Landlord's Improvements, and conform in all respects to Exhibit B, Exhibit C, and all other provisions of this Lease. Without limiting the foregoing, each of the requirements designated "[x]" applies to the Working Drawings:

- An architect, an engineer, or both, licensed in the Commonwealth of Massachusetts, as the applicable code requires or the applicable codes require, must prepare and stamp the Working Drawings.

- (b) The Working Drawings must specifically include, at a minimum:

- Floor plans identifying room and corridor locations, column locations, partition layout, door and window locations, and structural modifications.

- Electrical plans identifying all panels, devices, and power outlets, and showing locations with reference to walls, closets, columns, and User Agency's systems furniture, telephone system, servers, and photocopiers.

- Voice/data cabling plans identifying the location of all panels, devices, and voice/data outlets, and showing locations with reference to walls, closets, columns, and User Agency's systems furniture, telephone system, servers, printers, and photocopiers.

- Security-system plans identifying the location of all system control panels, system entry-control devices, and all other devices and contacts.

- Reflected ceiling plans identifying lighting, HVAC supply and return grilles, and fire-protection devices.

- HVAC plans identifying the size and location of all equipment, piping, ductwork, supply and return grilles, convectors, and radiators.
  - Finish schedules and legend of materials, abbreviations, and symbols.
  - Fire-protection plans.
  - Plumbing plans.
  - Furniture plans identifying the location of User Agency's systems furniture with sufficient detail to enable identification of primary and secondary egress corridors.
- (c) The Working Drawings are subject to the prior written approval of Tenant. Within \_\_\_\_\_ weeks after Tenant delivers a fully executed copy of this Lease to Landlord, Landlord must submit the Working Drawings to Tenant with a transmittal letter (i) identifying the Premises and the User Agency, (ii) listing each document included in the Working Drawings that Landlord submits, and (iii) requesting Tenant's approval of the Working Drawings. Within ten business days after receipt of the Working Drawings, Tenant must either approve the Working Drawings in writing or notify Landlord in writing of disapproval, specifying in what respects the Working Drawings are not in conformity with the requirements of this Lease. If Tenant fails to notify Landlord of disapproval within said time period, Tenant must be deemed to have approved the Working Drawings.
- (d) If Tenant disapproves the Working Drawings, Landlord, within ten business days after notice of disapproval is given, must submit new or corrected Working Drawings to Tenant. Any resubmission is subject to Tenant's review and approval in accordance with the procedure provided in this § 4.2 for an original submission until Tenant fully approves the Working Drawings. Upon Tenant's written full approval of the Working Drawings, the Working Drawings are deemed incorporated into and made a part of this Lease for all purposes.
- (e) At all times, the Working Drawings must conform to good design practice, the requirements of Exhibits B and C, and all other provisions of this Lease. Without limiting the foregoing, Landlord must not make any change in the Working Drawings after Tenant approves the Working Drawings that in any manner reduces the utility, lowers the quality, or affects the appearance of all or any part of the Landlord's Improvements, increases Tenant's cost to use and occupy the Premises, or interferes with Tenant's ability to use and occupy the Premises. Landlord must submit any proposed change in the Working Drawings to Tenant at least three business days before implementing such change. Any material change in the Working Drawings requires Tenant's written approval, which approval is given only if the Working Drawings, as changed, remain in conformity with Exhibits B and C, good design practice, and all other provisions of this Lease. Landlord requests, and Tenant approves, any proposed change in the Working Drawings in accordance with the procedure provided in this § 4.2 for an original submission.
- (f) Notwithstanding any other provision of this Lease, if Tenant requests any change to the Working Drawings or to the Landlord's Improvements that causes an increase in Rent or requires Tenant to pay any additional sum to Landlord or to Landlord's contractors, Landlord must not make such change, and Tenant has no liability for any cost that Landlord or any other party incurs in connection with such change, unless and until Landlord and

Tenant execute a written modification of this Lease, specifying such change and the additional rent or other payment that Tenant must make.

- (g) It is understood and agreed that Landlord and Landlord's architects and engineers are fully and completely responsible for all aspects of the design, engineering, and construction of the Landlord's Improvements. No comments on or approval by Tenant of the Working Drawings or any other advice or opinions provided by Tenant concerning the design or construction of the Landlord's Improvements renders Tenant responsible for the design, engineering, or construction of the Landlord's Improvements, or invests Tenant with any responsibility for defects or other Building conditions.

#### 4.3 Completion Date; Tenant Delays; Standard for Substantial Completion

- (a) Subject to Tenant Delays and any Force Majeure Event (as defined in § 15), Landlord must substantially complete all of the Landlord's Improvements and make the Premises available for Tenant's occupancy within \_\_\_\_\_ weeks after delivery of a fully executed counterpart of this Lease to Landlord (the Completion Date). If, at any time, it appears that this deadline will not be met, Landlord must notify Tenant immediately, in writing. Such notice must advise Tenant of each reason for delay and of the new projected Completion Date.
- (b) If a Force Majeure Event delays the Completion Date, then the Completion Date, as modified from time to time, must be extended by the actual number of days that a Force Majeure Event delays the Completion Date, but in no event can such extension of the Completion Date for Force Majeure Events exceed 150 days in the aggregate without Tenant's written consent, which Tenant has the right to withhold for any reason or for no reason, in Tenant's sole discretion.
- (c) If the Completion Date is delayed due to a Tenant Delay, then the Completion Date, as extended from time to time, must be extended by the actual number of days that such Tenant Delay delays the Completion Date. For the purposes of this Lease, "Tenant Delay" means any delay in the Completion Date that is directly and primarily caused by any of the following acts or omissions of Tenant, provided such act or omission continues for a period of more than two business days after receipt of notice from Landlord that such act or omission is likely to cause a delay in the Completion Date:
  - (i) Tenant's request for special work not included in the Working Drawings that Tenant previously approved or that this Lease otherwise requires; or
  - (ii) Tenant's request for a change in the Working Drawings that Tenant previously approved; or
  - (iii) Delays in the delivery, installation, or completion of any work that Tenant or Tenant's contractors perform; or
  - (iv) Any failure by Tenant to perform any of Tenant's obligations under this Lease.
- (d) Such notice must be sent to Tenant in an envelope bearing the following notice printed in bold-face all-uppercase type at least one-quarter inch high (28-point font):

# NOTICE OF TENANT DELAY – OPEN IMMEDIATELY

- (e) The extension of the Completion Date for Tenant Delays is Landlord's sole and exclusive remedy for Tenant Delays, notwithstanding the provisions of § 16.8 or any other provision of this Lease.
- (f) The Landlord's Improvements are substantially complete for the purposes of this Lease only when (i) Landlord performs the work in the Working Drawings approved by Tenant that Landlord is required to perform, including complete installation of all structural and mechanical elements, walls, partitions, windows, floor and ceiling coverings, wiring, fixtures, life-safety systems, decorations, paint, and exterior improvements, with only Punchlist Items excepted, (ii) Landlord makes the water supply, sewage, heating, ventilating, air conditioning, and electric facilities available to Tenant in accordance with the obligations that Landlord assumes under this Lease, and (iii) Landlord has caused the Premises to be free of debris and construction materials, in a usable and tenantable condition, and cleaned.
- (g) Subject to Tenant Delays and Force Majeure Events only, Landlord must cause the Landlord's Improvements to be completed in accordance with the Project Schedule annexed as Exhibit D. Landlord must keep Tenant apprised of the progress of the work that Landlord performs under this Lease. If there is any delay in the progress of the work of five days or more, Landlord must notify Tenant of such delay immediately, regardless of whether Landlord anticipates that such delay causes a delay in the Completion Date. Said notice must advise Tenant of all changes or adjustments in the Project Schedule, the cause of each change or adjustment, and the corrective efforts, if any, that Landlord has made, proposes to make, or both.
- (h) If, for reasons other than Tenant Delays or a Force Majeure Event, Landlord does not substantially complete the Landlord's Improvements and make the Premises available for Tenant's occupancy by the Completion Date, as extended, and, notwithstanding Tenant's termination of this Lease as provided in this § 4.3, Landlord must pay any and all costs, fees, and expenses that Tenant incurs as a result of such delay, including, without limitation, necessary additional moving and storage costs, expenses incurred to find other temporary space, and any cost difference between Tenant's Rent under this Lease and the rent that Tenant incurs during the period of delay by Landlord.
- (i) If the Landlord's Improvements are not substantially completed within 60 days after the Completion Date, as extended for Tenant Delays, a Force Majeure Event, or otherwise by agreement of Landlord and Tenant, Tenant has, in addition to any other remedies available to Tenant under this Lease, at law, or in equity, the right to terminate this Lease by giving Landlord a written Notice of Termination, which right Tenant can exercise immediately or at any time after the expiration of said 60 days and without further notice. Such termination of this Lease by Tenant does not relieve Landlord of Landlord's obligation to pay Tenant any and all costs, fees, and expenses that Tenant incurs as a result of Landlord's delay in making the Premises available for occupancy by Tenant, as provided in the preceding paragraph, and such termination does not limit any claim for damages to which

Tenant is lawfully entitled by reason of Landlord's failure to perform Landlord's obligations.

- (j) Notwithstanding Tenant's consent to any extension of the Completion Date, Landlord must promptly complete all Punchlist Items, and in every event, Landlord must complete Punchlist Items no later than 30 days after the Date of Occupancy. For the purposes of this Lease, "Punchlist Items" means only minor and insubstantial details of decoration or mechanical adjustment that do not impair Tenant's ability to use and occupy the Premises in accordance with the provisions of this Lease. On or before the Date of Occupancy, Landlord and Tenant must conduct a walk-through of the Premises and must identify, in writing, all Punchlist Items that Landlord must complete.
- (k) The construction of the Landlord's Improvements must be (i) coordinated with any work being performed by Tenant, provided that such coordination does not materially interfere with Landlord's construction schedule, delay the Completion Date, or increase the cost of the Landlord's Improvements, (ii) completed in accordance with the approved Working Drawings and in a good and workmanlike manner, (iii) performed and completed in compliance with all applicable laws, ordinances, codes, and regulations, and (iv) performed and completed at Landlord's sole expense, including the cost of all design work, materials, labor, and state and local permits. Approval by Tenant of any Working Drawings or changes in Working Drawings, whether expressly given or resulting from Tenant's inaction, must never be construed as a waiver of any of the requirements of this paragraph.

#### 4.4 Tenant's Representative, User Agency's Representative, and Authorized Representative

Tenant designates the individuals named in § 1.1 respectively as Tenant's Representative and as User Agency's Representative. Tenant designates \_\_\_\_\_'s Representative as Authorized Representative, who has full power and authority to make decisions on behalf of Tenant with respect to matters pertaining to the design and construction of the Landlord's Improvements, except that Authorized Representative has no authority whatsoever to alter, waive, or modify any provision of this Lease, which must only be done in accordance with the provisions of § 16.3. Landlord must deliver the Working Drawings and any requests for changes or modifications to the Working Drawings to both Tenant's Representative and User Agency's Representative. Authorized Representative or Authorized Representative's successor must communicate to Landlord, in writing, Tenant's approval or disapproval of the Working Drawings and all other decisions relating to the Landlord's Improvements, and Landlord must rely only upon written communications received from such individuals unless Tenant otherwise notifies Landlord in writing.

## 5. LANDLORD'S COVENANTS

### 5.1 Ownership; Signatory Authority; Debarment; Pending Proceedings; Changes

Landlord warrants and represents:

- (a) Landlord has record title to the premises (or if this Lease is a sublease, Landlord warrants and represents that Landlord holds a current and valid lease of the premises) of which the Premises are a part, and that there are no encumbrances affecting the Premises or Building that would prohibit or interfere with the construction of the Landlord's Improvements or

the use of the Premises for the Permitted Uses (or the sublease of the Premises if this Lease is a sublease).

- (b) Landlord's name appears in this Lease exactly as Landlord's name appears on Landlord's record title to the Premises if Landlord owns the Premises, or exactly as Landlord's name appears in Landlord's lease if this Lease is a sublease.
- (c) Landlord has full legal capacity to enter into this Lease.
- (d) If Landlord is not a natural person or natural persons, but Landlord is, rather, a so-called "creature of the law" (e.g., a corporation, a general or limited partnership, a trust, a limited liability company, etc.), Landlord is validly organized and existing, Landlord is in good standing in the state, commonwealth, province, territory, or jurisdiction of Landlord's organization, and Landlord is authorized and qualified to do business in the state, commonwealth, province, territory, or jurisdiction in which the Premises are located.
- (e) The execution of this Lease is duly authorized, and each person executing this Lease on behalf of Landlord has full authority to do so and to fully bind Landlord.
- (f) Landlord is not debarred or suspended from contracting with the Commonwealth of Massachusetts under any applicable debarment statute or regulation.
- (g) Landlord knows of no pending or threatened action, suit, proceeding, inquiry, or investigation before or by any judicial court or administrative or law-enforcement agency against or affecting Landlord or Landlord's properties wherein any unfavorable decision, ruling, or finding would materially and adversely affect the validity or enforceability of this Lease or Landlord's ability to carry out Landlord's obligations.
- (h) If the status of any warranty and representation by Landlord in this § 5.1 changes or ceases to be accurate during the Term, Landlord must notify Tenant in writing of each such change or cessation within ten business days after the occurrence of such change or cessation and must thereafter, within an additional ten business days, complete and submit to Tenant all commercially reasonable documentation that is necessary and appropriate to such change or cessation, all at no cost or expense to Tenant.

## 5.2 Delivery of Premises; Compliance with Law

Landlord warrants and represents:

- (a) Landlord must deliver the Premises to Tenant in good, clean, safe, and occupiable condition, and otherwise in accordance with the provisions of this Lease, and that the construction of the Landlord's Improvements and Building common areas to which Tenant has appurtenant rights, and the use of the Premises by Tenant for the Permitted Uses must be in full compliance with (i) all applicable overleases, (ii) all requirements of Landlord's mortgages and insurance policies, (iii) all laws, ordinances, codes, and regulations (including, without limitation, those pertaining to accessibility for disabled persons) of governmental authorities with jurisdiction, and (iv) all regulations of the Board of Fire Underwriters or any similar insurance-rating body or bodies.
- (b) Throughout the Term, Landlord must maintain the Premises in good, clean, safe, and occupiable condition, and otherwise in accordance with the provisions of this Lease, and

the Landlord's Improvements and Building common areas to which Tenant has appurtenant rights, and the use of the Premises by Tenant for the Permitted Uses must be in full compliance with (i) all applicable overleases, (ii) all requirements of Landlord's mortgages and insurance policies, (iii) all laws, ordinances, codes, and regulations (including, without limitation, those pertaining to accessibility for disabled persons) of governmental authorities with jurisdiction, and (iv) all regulations of the Board of Fire Underwriters or any similar insurance-rating body or bodies.

- (c) If, at any time, any governmental authority with jurisdiction or the Board of Fire Underwriters or any similar insurance-rating body notifies Landlord or Tenant that all or any part of the Premises or Building is not constructed or maintained in compliance with any applicable law, ordinance, code, or regulation, and demands compliance, then Landlord, upon receipt of such notification, promptly must cause such repairs, alterations, or other work to be done so as to bring about the compliance demanded. Landlord has the right to defer compliance so long as Landlord contests the validity of any such law, order, or regulation in good faith and by appropriate legal proceedings, provided that such failure to comply must not in any way interfere with Tenant's use of the Premises for the Permitted Uses, subject Tenant or Tenant's employees or invitees to any increased risk of injury to their persons or property, adversely affect any other right of Tenant under this Lease, or impose any additional obligation upon Tenant.

### 5.3 Quiet Enjoyment

- (a) Landlord warrants and covenants that as long as there is no Event of Default (as defined in § 9.1) by Tenant under this Lease, Tenant must have peaceful and quiet use and possession of the Premises without hindrance or interruption on the part of Landlord or any other person for whose actions Landlord is legally responsible, or by any person claiming by, through, or under Landlord.
- (b) At reasonable times and without unreasonably interfering with Tenant's use, occupancy, and enjoyment of the Premises, Landlord and Landlord's agents have the right to enter the Premises to make repairs or to view the Premises. Landlord must give Tenant a minimum notice of 48 hours for such visits (Landlord has the right to give such notice by telecopier (fax) in the case of minor repairs taking one day or less to complete, or in the case of viewing the Premises); provided, however, that Landlord has the right to enter the Premises at any hour and without the 48-hour notice in the case of an emergency affecting the Premises.
- (c) Landlord has the right to enter for the purpose of showing the Premises to prospective tenants only during the last six months of the Term. Landlord must notify Tenant (Landlord has the right to give such notice by telecopier (fax)) at least 24 hours before showing the Premises to prospective purchasers, tenants, or other parties.

### 5.4 Correction of Defective Work; Repair of Premises and Building

- (a) During the Term, Landlord must promptly correct, repair, or replace any defective aspects of the Landlord's Improvements of which Landlord becomes aware after the Date of Occupancy (Latent Defects).
- (b) Subject to Landlord's obligation to correct Latent Defects, Landlord must keep and maintain the Premises, including, without limitation, all equipment and fixtures that

Landlord furnishes as part of the Landlord's Improvements (whether located within or outside of the Premises) in such good repair, order, and condition as the same are in at the beginning of the Term, reasonable wear and tear, damage that fire or other casualty causes (except as provided in § 7.1), and damage that Tenant's negligence, Tenant's breach of this Lease, or Tenant's willful misuse causes excepted. Without limiting the foregoing, but subject to any additional or limiting provisions of Exhibit C, Landlord's obligations include repair of broken glass, doors, floor coverings, interior walls and partitions, ceiling tiles, plumbing and lighting fixtures, locks, fire protection equipment, heating, ventilation, and air conditioning equipment, and cabling. Landlord must make such repairs to the roof, foundation, exterior walls, floor slabs, and common areas and facilities of the Building, including finishes, as are necessary to keep them in good condition.

- (c) Landlord must make routine repairs, corrections, and replacements to the Premises, to any of the Landlord's Improvements outside of the Premises, or to any other portion of the Building within five business days after Landlord discovers or Tenant notifies Landlord or Landlord's authorized representative of the condition requiring repair, correction, or replacement, or within such shorter time period as applicable law, code, or regulation requires. A routine repair, correction, or replacement is any repair, correction, or replacement that is not an emergency repair, correction, or replacement as defined in § 5.4 (d).
- (d) Landlord must make emergency repairs, corrections, and replacements to the Premises, to any of the Landlord's Improvements outside of the Premises, or to any other portion of the Building immediately upon Landlord's discovery of or Tenant's notice to Landlord or to Landlord's authorized representative of the condition requiring repair, correction, or replacement. An emergency repair, correction, or replacement is any repair, correction, or replacement that is required to remove an immediate threat to the life, health, or safety of any person or property upon the Premises or the appurtenant areas described in § 2.1.
- (e) Landlord must complete all repairs, corrections, and replacements (i) at Landlord's sole cost and expense, except as provided by this § 5.4, (ii) in a good and workmanlike manner, (iii) with respect to repairs, corrections, and replacements of the Premises and the Landlord's Improvements only, with materials of equal or better quality than the original, and (iv) in compliance with all applicable laws, ordinances, codes, and regulations.
- (f) In (i) scheduling and carrying out the repairs that this Lease requires, (ii) making any optional repairs, alterations, or improvements to the Building or Premises, and (iii) performing routine maintenance of Building systems, fixtures, or equipment, Landlord must make all reasonable efforts to minimize interference with Tenant's access to and use of the Premises. If any such repairs or maintenance by Landlord causes Tenant to be deprived of the use or quiet enjoyment of all or a material portion of the Premises for a period of more than two consecutive business days, Rent for each succeeding day must be abated in proportion to the deprivation unless said repairs or maintenance are required due to damage caused by the negligence, breach of this Lease, or willful misconduct of Tenant or Tenant's agents or contractors.

## 5.5 Delivery of Services and Utilities

Landlord must furnish janitorial and other services, utilities, facilities, and supplies, as set forth in Exhibit C.

## 5.6 Hazardous Substance

- (a) Landlord represents that Landlord has no knowledge of, and has not received any notice of, the current or past existence of any material, currently considered to be a Hazardous Substance, that is existing, deposited, or discharged on or from, or transported to, from, or across, or migrating toward or across the Premises, the Building, or the land upon which the Building is located. For purposes of this Lease, Hazardous Substance means (i) any “hazardous substance,” “hazardous material,” “toxic substance,” “hazardous waste,” “hazardous pollutant,” or “toxic pollutant,” oil, asbestos, urea formaldehyde foam insulation, or “solid waste,” as presently defined or otherwise denominated as hazardous, toxic, or a pollutant or a special waste in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as modified from time to time (42 U.S.C. 9601 et seq.) (CERCLA), the regulations promulgated under CERCLA, and the Hazardous Materials Transportation Act (49 U.S.C. 1801 et seq.); (ii) any additional substance or material that is incorporated in or added to the definition of “hazardous substance” for the purposes of such laws; (iii) a substance listed in the United States Department of Transportation Table (49 CFR 172.101, as modified) or by the Environmental Protection Agency (or any successor agency) as a hazardous substance (40 CFR Part 302, as modified); (iv) any hazardous waste or solid waste, as defined in the Resource Conservation and Recovery Act of 1976, as modified by the Hazardous and Solid Waste Amendments of 1984 (42 U.S.C.A. 6901 et seq.); (v) any material, waste, or substance that is (A) petroleum, (B) asbestos or an asbestos-containing material, (C) polychlorinated biphenyls, (D) urea-formaldehyde (UFFI) or UFFI-containing material, (E) radon, (F) designated as a “hazardous substance” pursuant to § 311 of the Clean Water Act (33 U.S.C. 1251 et seq.), or listed pursuant to § 307 of the Clean Water Act (33 U.S.C. 1317); (G) flammable explosive; or (H) radioactive material; and (vi) any additional substance or material that is considered to be a “hazardous substance,” “hazardous material,” “toxic substance,” “hazardous waste,” “solid waste,” or regulated substance or material (including, without limitation, any asbestos-containing material) under any state, federal, or local law, rule, or regulation governing health, safety, natural resources, or the environment relating to the Premises, the Building, or the land upon which the Building is located, including, without limitation, G. L. c. 21E (being the Massachusetts Oil and Hazardous Materials Release and Prevention Act) and the definitions of oil and/or hazardous material promulgated thereunder, G. L. c. 21C, Title 5 of the State Environmental Code, G. L. c. 111, 150A, and any hazardous and inflammable substance regulated under G. L. c. 148. Each reference in this Lease to law, a rule, a regulation, etc., whether specific or general, is to law, a rule, a regulation, etc., that is currently in effect, as modified or supplemented.
- (b) Landlord agrees that Landlord must not cause or permit any Hazardous Substance to be used, generated, stored, or disposed of on, under, or about, or transported to, from, or across the Premises, the Building, or the land upon which the Building is located, or to migrate toward the Premises, the Building, or the land upon which the Building is located, provided, however, that this does not (i) prohibit Landlord from permitting other tenants of the Building from using any Hazardous Substance subject to the same provisions that are applicable to Tenant, or (ii) prohibit Landlord and Landlord’s contractors from using necessary amounts of cleaning fluids, pesticides, gasoline, solvents, or similar supplies necessary to carry out Landlord’s construction, repair, and maintenance obligations under this Lease, any of which constitutes a Hazardous Substance, provided that such use, including storage and disposal, by Landlord is in compliance with the manufacturers’ instructions and recommendations for the safe use of such products, and with all laws, rules, regulations, judgments, decrees, orders, licenses, permits, authorizations, agreements,

and other restrictions or requirements of governmental authorities relating to the environment, safety, or any Hazardous Substance.

- (c) Landlord must promptly take or cause others to take all actions that are necessary to assess, remove, and/or remediate each Hazardous Substance that is on, under, or migrating toward the Premises, Building, or land upon which the Building is located (unless generated by Tenant), as and to the extent required by all laws, rules, regulations, judgments, decrees, orders, licenses, permits, authorizations, agreements, and other restrictions or requirements of governmental authorities relating to the environment or any Hazardous Substance. Landlord must also take all actions required to prevent such Hazardous Substance from causing injury or damage to Tenant and Tenant's employees, agents, contractors, and invitees, or if injury or damage cannot be prevented, to minimize such injury or damage to the greatest extent possible.
- (d) Landlord must indemnify, save harmless, and defend, under the direction of the Attorney General of the Commonwealth of Massachusetts in accordance with G. L. c. 12, § 3, Tenant from all liability, claim, or cost (including reasonable costs of legal counsel and response costs as defined under CERCLA) resulting directly or indirectly from any Hazardous Substance (i) on or under the Premises, the Building, or the land upon which the Building is located before the Date of Occupancy, or (ii) after such date with respect to any Hazardous Substance that Landlord, Landlord's employees, agents, independent contractors, or invitees (that include, for the purposes of this § 5.6, any other tenant of the Building, but only if Landlord knowingly permits such tenant to carry out activities involving a Hazardous Substance in breach of Landlord's obligations in this § 5.6) release(s) or place(s) on or under the Premises, the Building, or the land upon which the Building is located. This indemnity survives termination of this Lease. Promptly upon discovery, Tenant must notify Landlord in writing of any facts or circumstances that give rise to any claim by Tenant.

## 6. TENANT'S COVENANTS

### 6.1 Use of Premises

- (a) Tenant must use the Premises only for the Permitted Uses set forth in § 1.1, provided, however, that Tenant has the right to use the Premises for other purposes if such use (i) is compatible with the other uses of the Building, (ii) does not materially increase the amount of visitor or employee traffic to and from the Premises, (iii) does not materially increase Landlord's cost to provide the services (including, without limitation, repairs and maintenance of the Premises and Building) that this Lease requires or any other services currently provided to tenants of the Building, and (iv) is otherwise compatible with all other obligations of Tenant under this Lease.
- (b) Tenant must not cause or permit any nuisance in the Building and must not conduct any activity within the Premises or Building that interferes with the rights of other tenants or occupants of the Building.
- (c) Tenant covenants and agrees that Tenant must not do or permit anything to be done in or upon the Premises or Building, or bring anything on the Premises or Building that increases the rate of insurance on the Premises or Building above the standard rate applicable to Premises occupied for the Permitted Uses, or that voids such insurance. Tenant further

agrees that if Tenant does any of the foregoing, Tenant must promptly pay to Landlord, on demand, any resulting increase as additional rent, or Tenant must cease all activities that cause the increase or the voiding.

## 6.2 Care of Premises

Tenant must not injure, deface, or commit waste in the Premises or any part of the Building. Tenant must exercise reasonable care to ensure that all systems, fixtures, and equipment that Landlord installs are used only for their respective intended purposes and that the electrical, mechanical, and structural systems of the Building and the Premises are not overloaded. Tenant must notify Landlord promptly of any damage to the Premises, malfunction of a system or fixture, or any other condition that requires repair by Landlord.

## 6.3 Hazardous Substance

- (a) Tenant agrees that Tenant must not cause or permit any Hazardous Substance to be used, generated, stored, or disposed of on, under, or about the Premises, or to be transported to, from, or across the Premises.
- (b) Nothing in this Lease prohibits Tenant from using minimal quantities of cleaning fluid and office or household supplies that constitute(s) a Hazardous Substance but are customarily present in and about premises used for the Permitted Uses, provided that Tenant's use, including storage and disposal of such cleaning fluid and office or household supplies, is in compliance with all applicable laws, rules, regulations, judgments, decrees, orders, licenses, permits, authorizations, agreements, and other restrictions or requirements of governmental authorities relating to the environment or any Hazardous Substance.
- (c) If Tenant or Tenant's employees, agents, independent contractors, or invitees cause(s) the release or threatened release of any Hazardous Substance from the Premises, Tenant must promptly notify Landlord and, without cost to Landlord, take such action, or cause others to take such action, as is necessary to assess, remediate, or remove any Hazardous Substance, as and to the extent required by all applicable laws, rules, regulations, judgments, decrees, orders, licenses, permits, authorizations, agreements, and other restrictions or requirements of governmental authorities relating to the environment or any Hazardous Substance.

## 6.4 Compliance with Applicable Laws and Removal of Liens

Tenant must comply with all laws, orders, and regulations of federal, state, county, and city authorities, and with any of Landlord's rules and regulations that are set forth in this Lease or that Landlord establishes, provided that they do not conflict with the provisions of this Lease, and further provided that they are delivered to Tenant and to the User Agency in the manner required for notices. Tenant has the right to defer compliance so long as Tenant contests in good faith the validity of any such law, order, or regulation by appropriate legal proceedings and first gives Landlord appropriate assurance, reasonably satisfactory to Landlord, against any loss, cost, or expense on account of such deferral, and provided that such contest must not subject Landlord to criminal penalties or civil sanctions, loss of property, liens against property, or civil liability. Tenant must not cause or allow any liens of any kind to be filed against the Premises. If any liens are filed, within 15 days after receiving written notice of such filing, Tenant, at Tenant's sole cost and expense, must take whatever action is necessary to cause such lien to be bonded off or released of record without cost to Landlord.

## 6.5 Assignment and Subletting

- (a) Tenant must not assign, sublet, mortgage, pledge, or encumber this Lease (the result of any such action being referred to as a "Transfer") without Landlord's prior written consent, which Landlord must not unreasonably withhold, condition, or delay. Without limiting the foregoing, Landlord and Tenant agree that Landlord has the right to withhold Landlord's consent to any proposed Transfer to a transferee who, by reputation, financial strength, or expected use, is not compatible with the other tenants in the Building, or whom Landlord, in Landlord's reasonable business judgment, does not deem to be an acceptable credit risk. By valid written instrument, any transferee must expressly assume, for the transferee and the transferee's successors and assigns, and for the benefit of Landlord, all of the obligations of Tenant under this Lease. Following such transfer, Tenant has no further obligations of Tenant under this Lease.
- (b) Any request by Tenant for Landlord's consent to a Transfer must include (i) the name of the proposed transferee; (ii) the nature of the transferee's business and proposed use of the Premises; (iii) complete information as to the financial conditions and standing of the proposed transferee; and (iv) the provisions of the proposed Transfer. Tenant must promptly supply such additional information about the proposed Transfer and transferee as Landlord reasonably requests. Landlord also has the right to meet and interview the proposed transferee.
- (c) Landlord must advise Tenant in writing whether or not Landlord consents to a proposed Transfer within 30 days of receiving Tenant's request for such consent. If such consent is withheld, Landlord must specify the reasons, in writing, to Tenant. If Landlord fails to so notify Tenant within said time period, Landlord is deemed to have given Landlord's consent to the proposed Transfer.
- (d) The express or implied consent by Landlord to any Transfer does not constitute a waiver of Landlord's right to prohibit any subsequent Transfer.
- (e) As used in this Lease, "assign" or "assignment" includes, without limitation, any transfer of Tenant's interest in the Lease by operation of law.
- (f) Notwithstanding any contrary provisions of this § 6.5, in connection with any proposed Transfer, Landlord has the right to cancel and terminate this Lease if Tenant's request is to assign the Lease or to sublet more than 80% of the Premises; or, if Tenant's request is to sublet a portion of the Premises only, to cancel and terminate this Lease with respect to such portion of the Premises for the proposed duration of the sublease. Landlord must exercise this right in writing within 30 days of receiving Tenant's request for Landlord's consent to a proposed Transfer, and in each case, such cancellation or termination must occur as of the effective date of the proposed Transfer. In such event, Tenant must permit Landlord to enter into a direct lease with the proposed transferee.
- (g) Landlord acknowledges and agrees that the use or occupation of all or part of the Premises by an agency of state government other than the User Agency named in § 1.1, or the substitution of another agency of state government for the User Agency named in § 1.1, is not a Transfer, provided that the Premises continue to be used for the Permitted Uses. Nevertheless, Tenant must advise Landlord, in writing, if any agency of state government other than the User Agency named in § 1.1 uses or occupies all or any portion of the

Premises, or if there is a substitution of any agency of state government for the User Agency named in § 1.1.

## 6.6 Alterations and Additions

- (a) Tenant has the right to make non-structural alterations or additions to the Premises (Tenant Alterations), provided that Tenant must first obtain Landlord's prior written consent, which Landlord must not unreasonably withhold, condition, or delay. Without limiting the foregoing, Landlord has the right to withhold Landlord's consent to any proposed Tenant Alterations that would violate any law, ordinance, code, or regulation of governmental authorities with jurisdiction, or any regulation of the Board of Fire Underwriters or any similar insurance rating body or bodies, or that would materially and adversely affect the appearance or value of the Building, or the mechanical, electrical, sanitary, or any other system of the Building.
- (b) As a condition to giving Landlord's consent to Tenant Alterations, Landlord has the right to require that Tenant remove all or a portion of Tenant Alterations at the expiration or earlier termination of this Lease, provided that Landlord must designate all such items to be removed at the time Landlord gives Landlord's consent.
- (c) As a further condition for Landlord's consent, Landlord has the right to require that, before the commencement of the work, Tenant submit to Landlord, for Landlord's approval, plans and specifications that reasonably identify and describe proposed Tenant Alterations. Landlord must review Tenant's plans and specifications, and inform Tenant, in writing, of Landlord's approval or disapproval within ten business days after submission by Tenant. If Landlord disapproves, Landlord must identify, in writing, each reason for disapproval and identify, in writing, each modification that must be made by Tenant in order to obtain Landlord's approval. If Landlord fails to so inform Tenant of disapproval within ten business days after submission by Tenant or fails to so identify each modification that is necessary to obtain Landlord's approval, Tenant's plans and specifications are deemed approved.
- (d) Tenant must (i) do all such Tenant Alterations at reasonable times and in such manner so as not to unreasonably disturb other tenants of the Building, (ii) complete all such Tenant Alterations in accordance with any plans and specifications that Landlord approves and in a good and workmanlike manner, with materials in quality at least equal to the then-present construction, (iii) cause contractors that Landlord approves to perform all such Tenant Alterations, provided that Landlord's approval is not required for any contractor that Tenant selects pursuant to applicable public bidding laws of the Commonwealth of Massachusetts, (iv) perform and complete all such Tenant Alterations in compliance with all applicable laws, ordinances, codes, and regulations of governmental authorities, and with regulations of the Board of Fire Underwriters or any similar insurance body or bodies, and (v) perform and complete all such Tenant Alterations at Tenant's sole expense, including the cost of all design work, materials, labor, and state and local permits. Landlord's approval of any plans and specifications, or changes in plans and specifications, whether expressly given or resulting from Landlord's inaction, must never be construed as a waiver of any of the requirements of this paragraph.
- (e) At all times during the construction of any Tenant Alterations, Tenant must cause Tenant's contractors and any subcontractors to maintain Workers' Compensation insurance covering the persons employed in connection with such Tenant Alterations as

required by law and, if the estimated construction cost of such Tenant Alterations exceeds \$25,000, to secure and maintain (i) commercial general liability insurance for the mutual benefit of Landlord and Tenant, with limits that Landlord reasonably establishes, to protect against the risks or nature of the construction to be undertaken, or with limits customarily carried in connection with similar work undertaken in buildings similar to the Building in the same locality, and (ii) such builders-risk insurance protecting the interests of Landlord and Tenant against damage resulting from such Tenant Alterations in amounts that Landlord reasonably deems necessary. Tenant must not permit Tenant's contractors or any subcontractor to commence any work until all required insurance coverage has been obtained, and certificates evidencing such coverage have been delivered to and approved by Landlord. Each insurance policy must be with a company authorized to do business in Massachusetts and must provide that Landlord be given at least 20 days prior, written notice of any alteration or termination of coverage.

- (f) Landlord has the right to inspect the work as the work progresses and to require Tenant to remove any Tenant Alterations that do not conform to the approved plans and specifications. Tenant must not permit any mechanic's liens or similar liens to remain upon the Premises for labor and materials furnished to Tenant, and Tenant must promptly cause any such lien to be released of record or bonded off without cost to Landlord.
- (g) All Tenant Alterations must remain the exclusive property of Tenant until Tenant vacates the Premises. At any time, at Tenant's sole option, Tenant has the right to remove any Tenant Alteration and restore the Premises to the same conditions as before the Tenant Alteration, reasonable wear and tear, and damage by fire or other casualty, excepted. Any Tenant Alteration remaining on the Premises after Tenant vacates the Premises becomes the property of Landlord without payment.

#### 6.7 Yield Up at Termination of Lease

At the expiration or other termination of this Lease, Tenant must remove all of Tenant's effects from the Premises. Tenant must surrender and deliver up the Premises to Landlord in the condition in which Tenant is required to maintain the Premises, as set forth in this Lease, reasonable wear and tear, and damage by fire or other casualty, excepted. Any personal property of Tenant remaining upon the Premises after Tenant has surrendered possession of the Premises becomes the property of Landlord. If Landlord removes and disposes of any remaining property, Tenant agrees to pay the reasonable costs of removal and disposal, less any salvage value that Landlord actually recovers, provided that such claim is submitted to Tenant, in writing, within 30 days after Tenant vacates the Premises.

### 7. CASUALTY; EMINENT DOMAIN

#### 7.1 Fire or Other Casualty

- (a) If fire or other casualty damages the Premises or any other portion of the Building to which Tenant has appurtenant rights under § 2.1 (and that is necessary for reasonable access to or egress from the Premises, or for Tenant's use and enjoyment of the Premises, as this Lease contemplates), then, subject to the next paragraph, Landlord must proceed with diligence to establish and collect all valid claims that arise against insurers and any other potentially responsible party, based upon any such damage and, subject to the then applicable building codes, zoning ordinances, and other legal requirements, Landlord must proceed with

diligence to repair such damage or destruction and to restore the Premises and Building to their condition before such casualty, at Landlord's sole expense. Notwithstanding the forgoing, Landlord has no duty to repair any damage to any Tenant Alterations unless the damage was caused by the negligence, breach of this Lease, or willful misconduct of Landlord.

- (b) Notwithstanding the preceding paragraph, if either Landlord or Tenant determines, in Landlord's or Tenant's commercially reasonable business judgment, that Landlord cannot be expected to repair the damage to the Premises or to the Building within 120 days from the date of the fire or other casualty, due to the character of such damage, or if the remainder of the Term is less than one year, then either Landlord or Tenant has the right to terminate this Lease. Tenant also has the right to terminate this Lease if Landlord, having notified Tenant of Landlord's intention to repair the damage to the Premises or Building, as provided in this Lease, fails to complete such repairs within 120 days after a fire or other casualty. If neither Landlord nor Tenant exercises a right to terminate this Lease, as provided in this § 7.1, Landlord must provide Tenant with substitute Premises for the affected portion of the Premises for no additional Rent, sufficient and adequate for Tenant to conduct business in a commercially reasonable manner, and must bear any relocation expenses incurred by Tenant for relocation from the original Premises to the substitute Premises, and back to the original Premises, provided that Tenant must continue to pay the Rent.
- (c) The rights of Landlord and Tenant to terminate this Lease if there is a fire or other casualty are subject to the following notice provisions: Within 30 days after the occurrence of a fire or other casualty, Landlord must notify Tenant of Landlord's election to terminate this Lease in accordance with the preceding paragraph. Tenant must notify Landlord of Tenant's election to terminate this Lease in accordance with the preceding paragraph (i) within 30 days after the occurrence of a fire or casualty or (ii) within 30 days after the expiration of the 120-day period given to Landlord to repair the Premises if this Lease is not terminated and Landlord fails to complete such repair within said 120-day period. Any such termination of this Lease by Landlord or Tenant is effective no earlier than 30 days after the giving of notice. Unless so terminated, this Lease remains in full force and effect, subject, however, to other provisions of this § 7.1.
- (d) If any damage to the Premises or the Building, or if Landlord's repair of either or both (i) renders any part of the Premises unfit for Tenant's use and occupancy or otherwise prevents Tenant's use and occupancy of such part of the Premises, or (ii) causes a material cessation or reduction in Landlord's Services (as identified in Exhibit C) under this Lease, and (iii) Tenant continues to use and occupy the unaffected portion of the Premises, a proportionate amount of Rent must be abated (unless Tenant has been relocated to substitute premises as set forth in (b) above) until the affected portion of the Premises, Landlord's Services, or both has or have been restored as required under this Lease unless Tenant has relocated to substitute premises as provided by § 7.1 (b).

## 7.2 Eminent Domain

- (a) If all or any substantial part of the Premises or the Building is taken for any public or quasi-public use under governmental law or by right of eminent domain (the Taking), this Lease terminates at Landlord's election, which Landlord has the right to make notwithstanding the divestiture of Landlord's entire interest in the Building. Tenant has the right to terminate this Lease if the Taking would materially interfere with Tenant's use and

occupancy of the Premises (even if Landlord reconstructs the Premises and Building to the maximum extent practicable in the case of a partial Taking), or, in the case of a partial Taking, if (i) Tenant determines, in Tenant's reasonable business judgment, that Landlord cannot reasonably be expected to complete, within 150 days from the date of the Taking, any reconstruction of the Premises, of the Building, or of both that is necessary for Tenant's use and occupancy of the Premises in accordance with the provisions of this Lease, or (ii) Landlord, having elected not to terminate the Lease, fails to complete such reconstruction within 150 days after the Taking.

- (b) The foregoing rights of Landlord and Tenant to terminate this Lease if there is a Taking is subject to the following notice provisions: Within 30 days after a Taking of all or a substantial part of the Premises or the Building, Landlord must notify Tenant of Landlord's election to terminate the Lease in accordance with the preceding paragraph. Tenant must notify Landlord of Tenant's election to terminate the Lease within 30 days after the Taking, or within 30 days after the expiration of the 150-day period given to Landlord to restore the Premises after a partial Taking if this Lease is not terminated and Landlord has failed to complete such restoration within said 150-day period. Any such termination of the Lease by Landlord or Tenant is effective no earlier than 30 days after the giving of notice. Unless terminated pursuant to the foregoing provisions, this Lease remains in full force and effect, subject, however to other provisions of this § 7.2.
- (c) If Landlord does not terminate this Lease after a Taking, or if the Taking effects less than all or a substantial part of the Premises or the Building, Landlord must proceed with diligence to establish and collect all valid claims that arise against the Taking authority or others and, subject to the then-applicable building codes, zoning ordinances, and other legal requirements, Landlord must proceed with diligence to restore the Premises and the Building, or their remains, as nearly as practicable to their condition before such Taking, at Landlord's sole expense, subject, however, to the extent of the proceeds from the Taking.
- (d) If any Taking of the Premises or the Building or if Landlord's restoration of either or both (i) reduces the Usable Area of the Premises, (ii) renders any part of the Premises unfit for Tenant's use and occupancy, or otherwise materially interferes with Tenant's use and occupancy of the Premises, or (iii) causes a material cessation or reduction in Landlord's Services under this Lease (even if Tenant continues to use and occupy the Premises), Rent or a just portion of Rent must be abated until the Premises or their remains, such services, or all of them are restored, as this Lease requires. In the case of a Taking that reduces the Usable Area of the Premises, interferes with Tenant's use and occupancy of the Premises, or materially diminishes Landlord's Services on a permanent basis, a just portion of Rent must be abated for the remainder of the Term.
- (e) Landlord reserves all rights to any damages or compensation payable by reason of any Taking, and Tenant grants to Landlord all of Tenant's rights to such damages or compensation, and covenants to execute and deliver such further instruments as Landlord requests from time to time in order to obtain such damages or compensation, provided, however, that Tenant reserves for Tenant any award specifically reimbursing Tenant for moving or relocation expenses, and any other award, the payment of which does not diminish the amounts otherwise payable to Landlord.

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## 8. INDEMNIFICATION AND INSURANCE

### 8.1 Indemnification of Tenant by Landlord

Under the direction of the Attorney General of the Commonwealth of Massachusetts in accordance with G. L. c. 12, § 3, Landlord must indemnify, save harmless, and defend Tenant from any and all liability, claim, or cost arising, in whole or in part, out of any injury, loss, or damage to any person or property while on or within the Premises, Building, or appurtenant areas if caused by any negligence, breach of this Lease, or willful misconduct of Landlord or Landlord's employees, agents, contractors, servants, or invitees. This indemnity and hold-harmless agreement includes indemnity against all costs, expenses, and liabilities that Tenant incurs in connection with any such injury, loss, or damage, or any such claim, or any proceeding brought thereon or in defense thereof, including, but not limited to, reasonable legal fees and expenses charged by public or private counsel that Tenant employs. This indemnity survives the Expiration Date.

### 8.2 Insurance Coverage to be Maintained by Landlord

- (a) At all times after the Date of Occupancy and during the Term, Landlord, at Landlord's sole cost and expense, must keep in force a commercial general liability insurance policy insuring Landlord against all claims and demands for personal injury or damage to property that are claimed to have occurred upon or about the Premises, Building, or appurtenant areas. This policy must be written on an occurrence basis to provide protection in an amount not less than \$2,000,000 combined-single-limit for personal injury, death, and property damage, with a so-called "broad-form" endorsement and contractual liability coverage insuring Landlord's performance of the indemnity agreement set forth in § 8.1. This policy also must name Tenant as an additional insured, but only if (i) Tenant occupies at least 20% of the tenanted portion of the Building using Landlord's generally applicable standard of measurement, or (ii) the Usable Area of the Premises exceeds 20,000 square feet.
- (b) Landlord also must maintain casualty insurance for the Building (including all fixtures and equipment that Landlord installs, and all alterations and additions that Landlord makes) insuring Landlord against loss or damage that fire and other risks, which are customarily contemplated by "all-risks" endorsements of insurance policies, cause (with such additional endorsements as are necessary to include coverage for vandalism and malicious conduct, floods, boiler explosions, water damage from boilers, plumbing, etc., earthquakes, debris removal, and demolition), in an amount equal to 100% of the replacement cost of the Building and the Building's fixtures and equipment.
- (c) At all times during the Term, Landlord must maintain, and must cause Landlord's contractors and any subcontractors to maintain, Workers' Compensation insurance, as required by law, covering each person who is employed by Landlord, and by Landlord's contractors and any subcontractors, to provide labor, services, or both in connection with the Premises, the Building, the property on which the Building is situated, or in connection with any combination of two or more of the Premises, the Building, and the property on which the Building is situated.

- (d) Landlord must take out each insurance policy with insurers qualified to do business in the Commonwealth, and each such insurance policy must have only such deductibles as are reasonable and customary.
- (e) On or before the Date of Occupancy, Landlord must provide Tenant with a certificate of insurance, in a form reasonably satisfactory to Tenant, for each required policy of insurance, and must provide Tenant with a certificate evidencing renewal of each such policy at least 20 days before the policy's expiration. If Tenant is named as an additional insured under Landlord's commercial general liability insurance policy, Landlord must provide Tenant with an endorsement issued by the underwriter showing Tenant as an additional insured under the policy and providing that the policy must not be canceled, terminated, reduced, or changed in any material respect without at least 20 days prior written notice to Tenant.

### 8.3 Tenant's Self-Insurance

Landlord and Tenant acknowledge and agree that Tenant is self-insured and that this Lease does not require Tenant to procure or maintain insurance of any kind for payment of damages to Landlord or to any other party. Notwithstanding any other provision of this Lease, but subject to the provisions of § 13.1, the provisions of G. L. c. 258 and any successor statute govern Tenant's liability for injuries to persons or property.

### 8.4 Tenant's Personal Property; Assumption of Risk

All of the furnishings, equipment, effects, and personal property of every kind and nature of Tenant, and of all persons claiming by, through, and under Tenant, that, during the Term, are on the Premises or in the Building at the sole risk and hazard of Tenant, except for damage or loss caused by Landlord's negligence, breach of this Lease, or willful misconduct. If fire, water, or other casualty destroys or damages the whole or any part of such personal property, no part of such loss or damage is to be charged to or to be borne by Landlord unless such loss or damage is due to the negligence, breach of this Lease, or willful misconduct of Landlord.

### 8.5 Waiver of Subrogation

To the extent that insurance proceeds are actually recovered under insurance maintained by or for the benefit of Landlord or Tenant (Tenant being under no obligation to maintain any insurance), Landlord and Tenant each releases the other from any and all liability paid for on account of such proceeds, and to such extent (and only to such extent), each waives all claims by way of subrogation. All insurance that is carried by Landlord with respect to the Premises, whether or not required by this Lease, must include provisions that deny to the insurer acquisition by subrogation of rights of recovery against Tenant to the extent such rights have been waived by Landlord, insofar as and to the extent that such provisions may be effective without making it impossible for Landlord to obtain insurance coverage from responsible companies qualified to do business in Massachusetts, even though extra premium may result from such provisions.

## 9. DEFAULT

### 9.1 Event of Default by Tenant

Each of the following is an "Event of Default" by Tenant:

- (a) Tenant fails to pay, when due, any sum of money due to Landlord by Tenant under this Lease, whether such sum is an installment of Rent or any other payment or reimbursement, and such failure continues for a period of ten business days after written notice from Landlord.
- (b) Tenant fails to comply with any other obligation or covenant of Tenant under this Lease, and fails to cure such failure within 30 days after receiving written notice from Landlord specifying such failure, or for those failures that cannot be cured within such 30-day period, if Tenant fails to commence such cure within such 30-day period and thereafter fails to diligently pursue such cure to completion.
- (c) Any warranty, representation, or statement that Tenant makes in this Lease is incorrect or misleading in any material respect on the date made.

## 9.2 Remedies of Landlord

- (a) Upon the occurrence of an Event of Default by Tenant, in addition to the remedies described in § 9.3 and any other remedies available to Landlord at law or in equity, Landlord has the right to terminate this Lease upon not less than 60 days prior written notice to Tenant; provided, however, that in the case of a non-monetary Event of Default by Tenant that poses an immediate threat to the health or safety of persons or property, Landlord has the right to reduce said 60-day notice period to ten days. Upon such termination, this Lease comes to an end as fully and completely as if the Expiration Date stated in such notice were the Expiration Date originally fixed, and Tenant must then quit and surrender the Premises to Landlord as provided in § 6.7, but Tenant remains liable for damages arising out of such Event of Default, as provided in this Lease.
- (b) Upon termination of this Lease by Landlord pursuant to this § 9.2, Tenant must pay to Landlord Rent payable by Tenant to Landlord up to the Expiration Date, and Tenant remains liable for any breach of Tenant's obligations under this Lease occurring before the Expiration Date. In addition, Tenant is liable to pay Landlord, as damages, the aggregate of Rent remaining in the Term.
- (c) Tenant must pay Rent in the same manner, to the same extent, and at the same time as if this Lease had not been terminated. In calculating the amounts to be paid by Tenant pursuant to the preceding sentence, Landlord must credit Tenant with the net rents that Landlord actually receives from a reletting of the Premises. Net rents must be determined by deducting from the gross rents, as and when Landlord receives the gross rents from such reletting, the reasonable expenses that Landlord incurs or pays in terminating this Lease and the reasonable expenses that Landlord incurs or pays in connection with the reletting of the Premises that are allocable to the Term. In no event is Tenant entitled to receive any excess of such net rents over the sums that Tenant must pay to Landlord under this Lease. If Landlord terminates this Lease by reason of an Event of Default by Tenant, Landlord must take all reasonable steps to mitigate Landlord's damages, including making reasonable efforts to relet the Premises for a period that is equal to, shorter, or longer than the Term.

### 9.3 Cure by Landlord

If Tenant fails to perform any of Tenant's obligations, agreements, or covenants under this Lease, and if Tenant does not cure such failure within 30 days after written notice from Landlord specifying the failure or, for those failures that are incapable of being cured within such 30-day period, if Tenant fails to commence such cure within said 30-day period and thereafter to diligently pursue such cure to completion, Landlord, at Landlord's sole option, without waiving or limiting any claim for damages, and at any time thereafter, has the right to perform such obligation of Tenant, provided that Landlord, after notice to Tenant (including telephonic notice), has the right to cure any such failure before the expiration of the waiting period described above if the curing of such breach before the expiration of the waiting period is reasonably necessary to prevent injury or damage to persons or property, including Landlord's interest in the Premises or Building. If Landlord makes any expenditure or incurs any obligation for the payment of money in order to cure Tenant's failure to perform, such sums paid or obligations incurred, to the extent they are reasonable, are due from Tenant to Landlord as additional rent. Landlord must deliver to Tenant an itemized statement of all costs that Landlord incurs to cure Tenant's failure to perform, together with copies of all bills, invoices, receipts, and other documents evidencing such costs. Tenant must pay any additional rent due by reason of such costs with the second installment of Rent due after Landlord delivers such statement to Tenant.

### 9.4 Event of Default by Landlord

Each of the following is an "Event of Default" by Landlord:

- (a) Landlord fails to comply with any obligation or covenant of Landlord under this Lease and fails to cure such failure within 30 days after receiving written notice from Tenant specifying such failure, or for those failures that cannot be cured within such 30-day period, if Landlord fails to commence such cure within said 30-day period and thereafter to diligently pursue such cure to completion.
- (b) Any warranty, representation, or statement that Landlord makes in this Lease is incorrect or misleading in any material respect on the date made.

### 9.5 Remedies of Tenant

Upon the occurrence of an Event of Default by Landlord, Tenant has the remedies described in § 9.6, if applicable, given the nature of the Event of Default, and any other remedy available to Tenant at law or in equity. In addition, if the Event of Default by Landlord is of such a nature that the Event of Default materially interferes with Tenant's use or occupancy of the Premises, in Tenant's reasonable judgment, and Landlord fails to fully cure or eliminate the cause or causes of such Event of Default within 30 days following written notice from Tenant stating that such an Event of Default has occurred, then Tenant also has the right to terminate this Lease by giving Landlord a written Notice of Termination that Tenant must give at least ten days before the Expiration Date stated in such Notice of Termination. Upon the Expiration Date, this Lease comes to an end as fully and completely as if the Expiration Date stated in such notice were the Expiration Date originally fixed, provided, however, that Landlord remains liable for any breach of Landlord's obligations under this Lease occurring before such Expiration Date, and Tenant is required to comply with the provisions of § 6.7.

## 9.6 Cure by Tenant

If Landlord fails to perform any obligation, agreement, or condition of Landlord under this Lease, including, but not limited to, failing to make any required repairs or to provide any Building services, and if such failure interferes with Tenant's use or occupancy of the Premises, in Tenant's reasonable judgment, and if Landlord does not cure such failure within 30 days after written notice from Tenant specifying the failure (or, for those failures that are incapable of being cured within such 30-day period, if Landlord fails to commence such cure within said 30-day period and thereafter fails to diligently pursue such cure to completion), Tenant, at Tenant's sole option, and without waiving or limiting any claim for damages, at any time thereafter has the right to perform such obligation for Landlord, provided that Tenant has the right to cure any such failure before the expiration of the waiting period described above (but after notice to Landlord, including telephonic notice) if the curing of such failure before the expiration of the waiting period is reasonably necessary to prevent injury to persons or property. If Tenant makes any expenditure or incurs any obligation for the payment of money in order to cure Landlord's failure to perform as aforesaid, such monies paid or obligations incurred, to the extent they are reasonable, are deemed paid or incurred on behalf of Landlord, and Landlord agrees to reimburse Tenant therefor or save Tenant harmless therefrom. Tenant must deliver to Landlord an itemized statement of all costs that Tenant incurs to cure Landlord's failure to perform, together with copies of all bills, invoices, receipts, and other documents evidencing such costs. Landlord must promptly pay any outstanding bills for labor, materials, or both, and, within 30 days of Tenant's demand, must reimburse Tenant for any amount that Tenant pays on behalf of Landlord. If Landlord fails to reimburse Tenant within such period, Tenant has the right to deduct the amount from the next or any succeeding payments of Rent due under this Lease.

## 9.7 Remedies Cumulative

Any and all rights and remedies of Landlord and Tenant under this Lease, at law, and in equity, are cumulative and are not to be deemed incompatible with each other, and Landlord and Tenant each has the right to exercise any two or more such rights and remedies simultaneously, to the extent permitted by law.

# 10. MORTGAGE PROVISIONS

## 10.1 Estoppel Certificate

Within 20 business days from receipt of a written request from Landlord or any mortgagee of the Building, Tenant must execute and deliver to Landlord a certificate in the form of the then-current *Commonwealth of Massachusetts Estoppel Certificate* that indicates any then-existing exceptions.

## 10.2 Subordination

Upon the written request of Landlord, Tenant must subordinate this Lease and its lien to the lien of any future mortgage(s) upon the Premises that is (are) held by a bank, insurance company, governmental agency, or other financial institution (or more than one), provided that Landlord and the holder(s) of such mortgage(s) executes and delivers to Tenant the then-current *Commonwealth of Massachusetts Subordination, Non-Disturbance, and Attornment Agreement*. The word "mortgage," as used in this Lease, includes mortgages, deeds of trust, and all similar instruments, and all modifications, extensions, renewals, and replacements thereof.

### 10.3 Recognition

As a condition precedent to Tenant's execution of this Lease, Landlord must cause each bank, insurance company, governmental agency, or other financial institution, which is a holder of the lien of any existing mortgage upon the Premises, to join Landlord and Tenant in the execution and delivery of the then-current *Commonwealth of Massachusetts Recognition, Non-Disturbance, and Attornment Agreement*. The word "mortgage," as used in this Lease, includes mortgages, deeds of trust, and all similar instruments, and all modifications, extensions, renewals, and replacements thereof. If Landlord does not satisfy such condition precedent in the prescribed manner, then Landlord thereby represents to Tenant that there is no such existing mortgage, with the express understanding that Tenant relies on such representation as a material representation inducing Tenant to execute this Lease.

## 11. HOLDING OVER

If Tenant or anyone claiming under Tenant remains in possession of the Premises or of any part of the Premises after the expiration of the Term without any agreement in writing between Landlord and Tenant with respect to such possession, then before Landlord's acceptance of Rent, the person remaining in possession is deemed a tenant-at-sufferance. After Landlord's acceptance of Rent, such person is deemed a tenant-from-month-to-month, subject to the provisions of this Lease insofar as the same are applicable to a tenant-from-month-to-month. However, Tenant agrees that Landlord has the right to accept any Rent that Tenant tenders after the expiration or earlier termination of this Lease without prejudice to any claim that Landlord has for a higher fair-market rent for the Premises, provided that Landlord must give Tenant written notice of such claim *before* acceptance of Rent. Nothing in this § 11 is to be construed to give Tenant a right to remain in possession of the Premises after the Expiration Date.

## 12. FISCAL YEAR APPROPRIATIONS AND AUTHORIZATIONS

### 12.1 Tenant's Obligations Subject to Appropriations and Authorizations

The fiscal year of the Commonwealth is the 12-month period ending June 30 of each year. Appropriations and authorizations for expenditures by agencies of the Commonwealth are made on a fiscal-year basis. In accordance with G. L. c. 29, § 27, the obligations of Tenant under this Lease, and under any modification, extension, or renewal of this Lease for any fiscal year, are subject to the appropriation and the allotment of sufficient funds to the User Agency.

### 12.2 Termination of Lease for Lack of Appropriations and Authorizations

If, for any fiscal year during the Term, sufficient funds for the discharge of Tenant's obligations under this Lease are not appropriated and authorized, or if, during any fiscal year during the Term, funds for the discharge of Tenant's obligations under this Lease are reduced pursuant to G. L. c. 29, § 9C, then Tenant has the right to terminate this Lease by written notice to Landlord without any liability whatsoever for damages, penalties, or other charges arising from early termination, and without further recourse to either party; provided, however, that Tenant must pay all Rent and any other charges due to Landlord for the period before Tenant's surrender of the Premises, and that Tenant must comply with the provisions of § 6.7 of this Lease.

## 13. PERSONAL LIABILITY

### 13.1 Liability of Tenant

No official, employee, or consultant of the Commonwealth of Massachusetts is ever personally liable to Landlord, or to any successor-in-interest to Landlord, or to any person claiming through or under Landlord for or on account of any Event of Default by Tenant or failure by Tenant to perform any of Tenant's obligations under this Lease, or for or on account of any amount that is due or becomes due under this Lease, or for the satisfaction of any judgment against Tenant under this Lease, or on any claim, cause, or obligation whatsoever under this Lease.

### 13.2 Liability of Landlord

No trustee, beneficiary, partner, director, officer, shareholder, or employee of Landlord is ever personally liable to Tenant, or to any successor-in-interest to Tenant, or to any person claiming through or under Tenant for or on account of any Event of Default by Landlord or failure by Landlord to perform any of Landlord's obligations under this Lease, or for or on account of any amount that is due or becomes due under this Lease, or for the satisfaction of any judgment against Landlord under this Lease, or on any claim, cause, or obligation whatsoever under this Lease. Tenant must look solely to Landlord's interest in the Premises, the Building, and the land upon which the Building is located, and to the rents and profits derived from the Premises, the Building, and said land for the satisfaction of any claim or judgment against Landlord under this Lease. Notwithstanding the foregoing, nothing in this paragraph limits any right that Tenant otherwise has to obtain injunctive relief against Landlord, or to claim the proceeds of any insurance maintained by Landlord for Tenant's benefit or any condemnation proceeds to which Tenant is entitled under this Lease. In addition, nothing in this § 13.2 limits the recourse of Tenant on account of willful fraudulent conduct.

## 14. NOTICE

### 14.1 Notice

- (a) Unless otherwise expressly permitted under this Lease, all notices or other communication required or permitted to be given under this Lease must be in writing, signed by a duly authorized representative of the party giving notice and given by hand delivery (including, without limitation, courier and overnight-delivery service) or mailed by United States certified mail, postage prepaid, return receipt requested.
- (b) Unless otherwise expressly stated in this Lease, notices must be addressed and sent to Landlord at the address appearing for Landlord in § 1.1 and to Tenant at the address appearing for Tenant in § 1.1, with copies to the User Agency (i) at the address of the Premises (after the Date of Occupancy) and (ii) at the address set forth for the User Agency in § 1.1 if different from the address of Tenant.
- (c) Under this § 14, Landlord and Tenant, at any time and from time-to-time, each has the right to designate a different address or different addresses to which notices must be sent.
- (d) All notices given in accordance with §§ 14.1 (a), 14.1 (b), and 14.1 (c) are deemed given, for all purposes, (i) on the date shown on the receipt for delivery or (ii) as of the date notice is sent if delivery is refused or could not be attained.

14.2 Special Notice Where Failure to Reply Results in Consent or Approval

If the consent or approval of Landlord or Tenant is deemed under this Lease to be given to a request or submission following a period of non-reply, such consent or approval is effective only if the outside of the envelope containing the request or submission bears the following legend with the appropriate time period filled in, printed in bold-face all-uppercase type at least one-quarter inch high (28-point font):

**NOTICE: THIS REQUEST FOR  
APPROVAL REQUIRES  
IMMEDIATE REPLY. FAILURE  
TO RESPOND WITHIN \_\_\_\_\_  
DAYS RESULTS IN  
AUTOMATIC APPROVAL.**

15. FORCE MAJEURE

Whenever this Lease requires performance on or by a fixed date, or within a fixed time or a reasonable time, if war, fire, flood, or other casualty, or strike, governmental regulation (including any delay in the payment of Rent caused by or resulting from an act or an omission of any branch, agency, or department of the government of the Commonwealth of Massachusetts, other than the User Agency or DCAMM), weather, or any other event that is beyond the reasonable control of the party whose performance is required (each a Force Majeure Event) delays performance, the time for performance must be extended for a period that is equal to the duration of the delay.

16. MISCELLANY

16.1 Extension

Landlord and Tenant have the right to extend the Term for an Extension Term or Extension Terms not to exceed five years in the aggregate pursuant to mutually agreed upon provisions. This provision must not be construed as granting Landlord or Tenant an option to extend the Term, and no such extension is effective unless and until Landlord and Tenant execute and deliver a written modification of this Lease extending the Term.

16.2 Entire Agreement

This Lease contains all of the agreements between Landlord and Tenant with respect to the subject matter of this Lease and supersedes all prior writings and dealings between Landlord and Tenant with respect to this Lease.

16.3 Changes in Lease

The provisions of this Lease must not be modified in any manner except by a written instrument signed, sealed, and mutually agreed upon by all the parties to this Lease and approved as required by law. No such instrument is void for lack of a recital of consideration.

16.4 Binding Agreement

This Lease binds and inures to the benefit of the parties to this Lease and to their respective representatives, successors, and assigns. All provisions of this Lease must be construed as covenants running with the land.

16.5 Governing Law

This Lease must be construed and governed by the laws of the Commonwealth of Massachusetts. Landlord and Tenant agree to bring any Federal or State legal proceedings arising under this Lease, in which the Commonwealth of Massachusetts, the User Agency, or DCAMM is a party, in a court of competent jurisdiction within the Commonwealth of Massachusetts.

16.6 Waiver

The failure of either party to seek redress for violation or to insist upon the strict performance of any covenant or condition of this Lease does not prevent a subsequent act that would have originally constituted a violation from having all the force and effect of a violation. No provision of this Lease is deemed to have been waived by any party unless such waiver is in writing and signed by an authorized representative of the party to be bound by such waiver.

16.7 No Broker

Landlord and Tenant each represents and warrants to the other that no broker, agent, commission salesman, or other person has represented Landlord or Tenant in connection with the procurement or consummation of this Lease.

16.8 Rights and Remedies not Exclusive

Unless otherwise expressly stated in this Lease, no mention in this Lease of any specific right or remedy precludes Landlord or Tenant from exercising any other right, having any other remedy, or maintaining any action to which Landlord or Tenant otherwise is entitled, either at law or in equity.

16.9 Accord and Satisfaction

Acceptance by Landlord of a lesser sum than Rent then due must not be deemed to be other than on account of the earliest installment of such Rent due, and any endorsement or statement on any check of Landlord or Tenant, or any letter accompanying any check or payment from either

Landlord or Tenant to the other, must not be deemed an accord and satisfaction, and Landlord and Tenant each has the right to accept such check or payment without prejudice to such party's right to recover any balance due with respect to such payment or pursue any other remedy provided in this Lease.

16.10 Debarred or Suspended Contractors

Landlord must not accept bids or proposals from, or enter into any contract with, any person or firm for the construction (including but not limited to the Landlord's Improvements), repair, or maintenance of the Premises if such person or firm is debarred or suspended from contracting with the Commonwealth of Massachusetts, with the government of the United States of America, or with both under any applicable statute or regulation, or is subject to a stop-work order issued by any governmental authority with jurisdiction under any applicable statute or regulation. Landlord must require each person and firm with whom Landlord contracts for the construction, repair, or maintenance of the Premises to agree with Landlord not to accept bids or proposals from, or enter into or continue any contract with, any such debarred or suspended person or firm, or from or with any person or firm subject to any such stop-work order, for all or any part of the construction (including but not limited to the Landlord's Improvements), repair, or maintenance of the Premises, and Landlord must strictly enforce each such agreement.

16.11 Time of Essence

Time is of the essence to this Lease and to each of its provisions.

16.12 Affirmative Action; Non-discrimination in Hiring and Employment

Landlord must comply with all federal and state laws, rules, and regulations promoting fair-employment practices or prohibiting employment discrimination and unfair-labor practices and must not discriminate in the hiring of any applicant for employment or demote, discharge, or otherwise subject any qualified employee to discrimination in the tenure, position, promotional opportunities, wages, benefits, or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation, gender identity, as defined by chapter 199 of the Acts of 2011, or for exercising any rights afforded by law. Landlord commits to exercise diligent efforts in purchasing supplies and services from certified minority or women-owned businesses, small businesses, or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

16.13 Severability

If any provision of this Lease is declared to be illegal, unenforceable, or void, then Landlord and Tenant are relieved of all obligations under that provision (or the application of that provision under circumstances in which that provision is illegal or unenforceable), provided, however, that the remainder of this Lease must be enforced to the fullest extent permitted by law.

16.14 Notice of Lease

Upon the request of Tenant, Landlord must execute and deliver to Tenant a recordable notice of this Lease.

16.15 No Agreement until Signed

No legal obligation arises with respect to the Premises or other matters covered by this Lease until this Lease is executed by Landlord and by the Commonwealth of Massachusetts acting by and through its Division of Capital Asset Management and Maintenance (the Commissioner of the Division of Capital Asset Management and Maintenance is joined by an authorized representative of the User Agency as an adjunctive signatory), and delivery is made by and to each.

16.16 State Employees Barred from Interest

No official, employee, or consultant of the Commonwealth of Massachusetts must ever have any personal interest, direct or indirect, in this Lease or in Landlord, or participate in any decision relating to this Lease that affects the personal interest of such official, employee, or consultant, or that affects the interest of any corporation, partnership, or association in which such official, employee, or consultant is, directly or indirectly, interested.

16.17 Paragraph Headings

The paragraph headings in this Lease are for convenience of reference only and in no way define, increase, or limit the scope or intent of any provision of this Lease.

16.18 Counterparts

This Lease is executed in multiple counterparts, each such counterpart is an original for all intents and purposes, and all such counterparts together constitute one and the same Lease.

16.19 Rider, Exhibits, and Other Accompanying Documents

Other than the “Landlord’s Beneficial-Interest-Disclosure Statement” and the “Certificate of Tax-and-Employment-Security Compliance,” each rider, exhibit, and other accompanying document is an integral part of this Lease for all lawful intents and purposes.

The “Landlord’s Beneficial-Interest-Disclosure Statement” and the “Certificate of Tax-and-Employment-Security Compliance” are required by the General Laws of the Commonwealth of Massachusetts for rental agreements and for agreements that extend or renew rental agreements in which the Commonwealth of Massachusetts is the tenant, but these required documents are not part of the documents for which they are required and therefore are not attached to them.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

Landlord and Tenant have executed multiple counterparts of this document, under seal in accordance with the laws of the Commonwealth of Massachusetts, Tenant having done so by the Commissioner of the Division of Capital Asset Management and Maintenance, who was joined by an authorized representative of the User Agency as an adjunctive signatory, neither of whom incurs any personal liability as a result of such signature.

**LANDLORD:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TENANT: COMMONWEALTH OF MASSACHUSETTS ACTING BY AND THROUGH THE COMMISSIONER OF ITS DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**

By: \_\_\_\_\_

Carol W. Gladstone, Commissioner, who certifies, under penalties of perjury, that she has fully complied with the advertising requirements of G. L. c. 7C, § 36, in connection with the property described in this document.

**USER AGENCY:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to Matters of Form:

\_\_\_\_\_

Office of the General Counsel  
Division of Capital Asset Management and Maintenance

RIDER TO LEASE

DATE OF LEASE:

LANDLORD:

TENANT:                   The Commonwealth of Massachusetts acting by and through the Commissioner of its Division of Capital Asset Management and Maintenance (DCAMM) of the Executive Office for Administration and Finance on behalf of the User Agency, the [USER AGENCY]

BUILDING (ADDRESS):

PREMISES:

Modify this Lease as follows:

NOTE: THE FINAL PROVISION OF THE RIDER TO LEASE MUST BE ON THE PAGE THAT IMMEDIATELY PRECEDES THE SIGNATURE PAGE OF THE RIDER TO LEASE. THE BOTTOM OF THE PAGE THAT IMMEDIATELY PRECEDES SUCH SIGNATURE PAGE MUST STATE:

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

Landlord and Tenant have executed multiple counterparts of this document, under seal in accordance with the laws of the Commonwealth of Massachusetts, Tenant having done so by the Commissioner of the Division of Capital Asset Management and Maintenance, who was joined by an authorized representative of the User Agency as an adjunctive signatory, neither of whom incurs any personal liability as a result of such signature.

**LANDLORD:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TENANT: COMMONWEALTH OF MASSACHUSETTS ACTING BY AND THROUGH THE COMMISSIONER OF ITS DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**

By: \_\_\_\_\_

Carol W. Gladstone, Commissioner, who certifies, under penalties of perjury, that she has fully complied with the advertising requirements of G. L. c. 7C, § 36, in connection with the property described in this document.

**USER AGENCY:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to Matters of Form:

\_\_\_\_\_

Office of the General Counsel  
Division of Capital Asset Management and Maintenance

**COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE  
OFFICE OF LEASING AND STATE OFFICE PLANNING**

**CERTIFICATE OF COMPLIANCE WITH EXECUTIVE ORDER NO. 481**

Pursuant to Executive Order No. 481, \_\_\_\_\_,  
(name(s) of person(s) who signed the document to which this Certificate is attached for Landlord, Licensor, Mortgagee, *or* Prospective Lender)

\_\_\_\_\_ of \_\_\_\_\_ (Contractor),  
(title(s) of person(s) who signed the document to which this Certificate is attached for Landlord, Licensor, Mortgagee, *or* Prospective Lender) (name of Landlord, Licensor, Mortgagee, *or* Prospective Lender named in the document to which this Certificate is attached)

whose principal place of business is located at \_\_\_\_\_  
(address of principal place of business of Landlord, Licensor, Mortgagee *or* Prospective Lender named in the document to which this Certificate is attached)

certifies, as a condition of receiving Commonwealth funds under (a) the lease *or* (b) the short-term tenancy agreement *or* (c) the license *or* (d) the amendment *or* (e) the subordination, non-disturbance, and attornment agreement *or* (f) the change-of-ownership documents to which this Certificate is attached (this Contract) for the premises located at \_\_\_\_\_  
(address of the premises as stated in

\_\_\_\_\_ that:  
the document to which this Certificate is attached)

1. The following provisions of this certification are ancillary to this Contract and will be and are binding upon Contractor as if literally included among the provisions of this Contract, as it may be amended from time-to-time.
2. Contractor must not and will not knowingly use undocumented workers in connection with Contractor's performance under this Contract.
3. Pursuant to federal requirements, Contractor must and will verify the immigration status of all workers assigned to Contractor's performance under this Contract without engaging in unlawful discrimination, and Contractor must not and will not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker.
4. Contractor is aware that any breach of item 2, item 3, or both item 2 and item 3 during the term of this Contract may be regarded as a material breach of this Contract, subjecting Contractor to sanctions, including by way of example only and not limitation, monetary penalties, withholding of Commonwealth funds and other payments, suspension or termination of this Contract or both, and any other remedy available to Tenant *or* Licensee under this Contract, at law, or in equity.

Signed under the penalties of perjury on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature(s) of person(s) whose name(s) and title(s) appear at the beginning of this Certificate)

LANDLORD'S BENEFICIAL-INTEREST-DISCLOSURE STATEMENT

Pursuant to G. L. c. 7C, § 38<sup>1</sup>, the undersigned \_\_\_\_\_, \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_ certifies the following:  
(Full name(s) of Landlord, as Landlord's name(s) appear(s) in the Lease)

(1) DESCRIPTION & ADDRESS OF LEASED PREMISES:

(2) TERM From: \_\_\_\_\_ to: \_\_\_\_\_

(3) LANDLORD NAME and ADDRESS:

(4) TENANT: Commonwealth of Massachusetts

(5) Name and address of **all** persons who have or will have a direct or indirect beneficial interest in the above property of Landlord (including prospective purchasers). **Please note: Do not write "none."**

NAME

ADDRESS

(6) **None** of the above mentioned persons is an employee of the Division of Capital Asset Management and Maintenance ("DCAMM") or an official elected to public office in the Commonwealth of Massachusetts, **except** as listed below. **Please note: If none, write "none"; do not leave blank.**

NAME

DCAMM OR PUBLIC-OFFICE TITLE

(7) The undersigned further agrees that a new Disclosure Statement must be made in writing, under penalty of perjury, during the Term in case of any change of interest in such property, within 30 days of such change.

Signed under the penalties of perjury on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Person whose Name and Title appear at  
the top of this page

<sup>1</sup> "No agreement to rent ... real property to a public agency, and no renewal or extension to such agreement, shall be valid and no payment shall be made to the lessor ... of such property, unless a statement, signed, under penalties of perjury, has been filed by the lessor, ... and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance." (G. L. c. 7C, § 38).

CERTIFICATE OF TAX-AND-EMPLOYMENT-SECURITY COMPLIANCE

Pursuant to G. L. c. 62C, § 49A<sup>1</sup>, and G. L. c. 151A, § 19A(b)<sup>2</sup>, \_\_\_\_\_,  
(Name)

\_\_\_\_\_ of \_\_\_\_\_,  
(Title) (Name of Landlord)

whose principal place of business is located at \_\_\_\_\_

\_\_\_\_\_, certifies that:

- A. Landlord has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.
- B. Landlord has complied with all laws of the Commonwealth relating to employment-security contributions and payments in lieu of contributions.

Signed under the penalties of perjury on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Federal Identification Number

\_\_\_\_\_  
Signature of Person whose Name and Title appear at  
the top of this page

<sup>1</sup> “No contract or other agreement for the purposes of providing ... real estate space to any ... agencies [of the Commonwealth] shall be entered into, renewed or extended with any person unless the person certifies in writing, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support ...”

<sup>2</sup> “No contract or other agreement for the purpose of providing ... physical space to any agency or instrumentality of the commonwealth shall be entered into, renewed or extended with any employer unless such employer certifies in writing, under penalties of perjury, that said employer has complied with all laws of the commonwealth relating to [employment-security] contributions and payments in lieu of contributions.”

**C. ATTACHMENTS**

**3. COMMONWEALTH STANDARD TENANT ESTOPPEL CERTIFICATE**

**THIS OFFICIAL FORM MUST NOT BE MODIFIED**

**COMMONWEALTH OF MASSACHUSETTS  
TENANT ESTOPPEL CERTIFICATE**

Date of Certificate:

To: Landlord named in this Tenant Estoppel Certificate

Landlord:

Tenant: Commonwealth of Massachusetts acting by and through its Division of Capital Asset Management and Maintenance on behalf of the User Agency,

\_\_\_\_\_

Lease: Lease between Landlord and Tenant dated \_\_\_\_\_, as modified by the following:

\_\_\_\_\_, dated \_\_\_\_\_  
\_\_\_\_\_, dated \_\_\_\_\_  
\_\_\_\_\_, dated \_\_\_\_\_

Building:

\_\_\_\_\_

Premises: \_\_\_\_\_ usable square feet on the \_\_\_\_\_ floor(s) of the Building, as more particularly described by the Lease

Lease Provisions:

Term Commencement Date: \_\_\_\_\_

Scheduled Expiration Date: \_\_\_\_\_

(Subject to any provision for renewal or extension or for earlier termination of the Term that may be provided by the Lease, as modified.)

Amount of monthly rent: \_\_\_\_\_

Date through which rent has been paid: \_\_\_\_\_

Number of reserved parking spaces: \_\_\_\_\_

Tenant certifies that the preceding and following representations in this certificate are true:

1. Lease:

**Except as provided by Exhibit A:**

- (a) The Lease is in full force and effect according to the Lease's provisions and has not been modified, except as noted above. The Lease, as so modified (if applicable), constitutes the entire agreement between Landlord and Tenant with respect to the Premises.
- (b) The Term began on the Term Commencement Date and is scheduled to expire on the Scheduled Expiration Date. Tenant has no right or option to renew or extend the Term or to expand or purchase the Premises, except as provided by the Lease.

2. Defaults and Defenses:

**Except as provided by Exhibit A:**

- (a) There is no Event of Default (as defined by the Lease) by either Landlord or Tenant under the Lease.
- (b) To the best of Tenant's knowledge, no event has occurred that, with the giving of notice or the passing of time, would result in an Event of Default by Landlord under the Lease.
- (c) To the best of Tenant's knowledge, Tenant has no defenses against the enforcement of the Lease and no charges, liens, or offsets against payment of rent due or to become due.

3. Rent:

**Except as provided by Exhibit A:**

- (a) No rent has been paid more than one month in advance of the rent-payment's due date.
- (b) Except as otherwise provided by the Lease, Tenant is not entitled to, and has not made any agreement with the Landlord or Landlord's agents or employees concerning, free rent, partial rent, rebate of rent payments, credit or deduction in rent, or any other rental concession.

4. Landlord's Improvements:

**Except as provided by Exhibit A:**

- (a) All of the Landlord's Improvements (as defined by the Lease) to be provided by Landlord have been completed to Tenant's satisfaction. To the best of Tenant's knowledge, all of the obligations on the part of the Landlord under the Lease for the completion of the Landlord's Improvements have been carried out and fully completed, and Tenant has no claim against Landlord for lack of completion of the Landlord's Improvements or any known defect in the Landlord's Improvements.
- (b) Tenant is not aware of any defects in the Premises or in any of the Landlord's Improvements constructed elsewhere in the Building.

5. Occupancy:

**Except as provided by Exhibit A:**

- (a) Tenant occupies the entire Premises for the purposes permitted by the Lease and is actively conducting Tenant's business in the Premises.
- (b) As provided by the Lease or otherwise, Tenant has not transferred any portion of the Premises or assigned any of Tenant's rights under the Lease.

Executed as a sealed instrument, governed by the laws of the Commonwealth of Massachusetts, and effective on the date first written above.

**TENANT: COMMONWEALTH OF MASSACHUSETTS ACTING BY AND THROUGH THE COMMISSIONER OF ITS DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**

By: \_\_\_\_\_  
Carol W. Gladstone, Commissioner

**USER AGENCY:** \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

EXHIBIT A

**C. ATTACHMENTS**

**4. COMMONWEALTH STANDARD SUBORDINATION, NON-DISTURBANCE AND  
ATTORNNMENT AGREEMENT**

**THIS OFFICIAL FORM MUST NOT BE ALTERED.**  
**ALL MODIFICATIONS MUST BE MADE BY SEPARATE RIDER.**

**COMMONWEALTH OF MASSACHUSETTS**

**SUBORDINATION, NON-DISTURBANCE, AND ATTORNMENT AGREEMENT**

This SUBORDINATION, NON-DISTURBANCE, AND ATTORNMENT AGREEMENT (this **Agreement**) is made on \_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ among \_\_\_\_\_ (**Mortgagee**), \_\_\_\_\_ (**Landlord**), and the Commonwealth of Massachusetts (**Tenant**) acting by and through the Commissioner of its Division of Capital Asset Management and Maintenance on behalf of the User Agency, \_\_\_\_\_.

Landlord owns certain real property located at \_\_\_\_\_ in the municipality of \_\_\_\_\_ in \_\_\_\_\_ County, Massachusetts, and more particularly described in Exhibit A (the **Property**).

Landlord and Tenant made and entered into a lease dated \_\_\_\_\_ (said lease, together with any and all amendments thereto and extensions thereof, the **Lease**), with respect to certain premises (the **Premises**) located on the Property.

Mortgagee made a loan to Landlord that is secured by a mortgage (the **Mortgage**) upon the Premises, and an assignment of leases and rents (the **Assignment**) (the Mortgage and the Assignment collectively the **Security Documents**) that are recorded in the \_\_\_\_\_ Registry of Deeds.

Mortgagee, Landlord, and Tenant desire to confirm their understanding with respect to the Lease and the Security Documents.

In consideration of the mutual covenants and agreements set forth in this Agreement, the receipt and sufficiency of which are acknowledged, the parties to this Agreement covenant and agree as follows:

1. Subordination

Subject to the provisions of this Agreement, Tenant agrees that the Lease, as modified from time to time, is subject and subordinate at all times and in all respects to the lien of the Security Documents, to all of the provisions of the Security Documents, to all renewals, modifications, replacements, consolidations, and extensions of the Security Documents, and to all subsequent advances and payments made under the Security Documents. Mortgagee acknowledges that any subsequent increases, renewals, modifications, replacements, consolidations, and extensions of the Security Documents may not abrogate the provisions of this Agreement without the written consent of Tenant and that the same must specifically reference that they are subject to the provisions of this Agreement.

2. Attornment

(a) If Mortgagee takes possession of the Premises or acquires or succeeds to the interest of Landlord under the Lease by reason of a foreclosure of the Mortgage, deed-in-lieu of foreclosure, or otherwise (collectively, a **Foreclosure**), Tenant is bound to Mortgagee and to any person purchasing at foreclosure or otherwise acquiring the interest of Landlord under the Lease as a result of a Foreclosure (**Purchaser**), under all of the provisions of the Lease, except as provided in this Agreement, for the balance of the Term with the same force and effect as if Mortgagee or Purchaser is Landlord. In such event, Tenant agrees to attorn to Mortgagee or to such Purchaser as landlord under the

Lease and, upon receiving notice from Mortgagee as provided in item 6 of this Agreement, to make payments of all sums becoming due under the Lease directly to Mortgagee or to Purchaser. Said attornment and agreement are effective and self-operative without the execution of any further instruments (except for standard payment-authorization documents, including by way of example and not limitation, disclosures of beneficial interests and certificates of tax-and-employment-security compliance, that are required to be completed by parties receiving payments from state agencies) upon Mortgagee taking possession of the Premises or otherwise succeeding to the interests of Landlord under the Lease. Nevertheless, Tenant, Mortgagee, and Purchaser from time to time must execute and deliver such instruments evidencing such attornment and the provisions of item 2.(b) as Mortgagee, Purchaser, and Tenant may reasonably require.

- (b) From and after such attornment, Mortgagee or any Purchaser automatically is bound to Tenant under all the provisions of the Lease with the same force and effect as if originally entered between said parties without the execution of any further instruments; provided, however, Mortgagee or Purchaser are not:
- (i) liable for any act, omission, neglect, breach of obligation under the Lease, or Event of Default (as defined in the Lease) of any prior landlord (including Landlord) occurring before the date on which Mortgagee or Purchaser succeeds to the interest of Landlord in the Premises or obtains possession of the Premises, except as provided in item 2.(c) of this Agreement; provided, however, that following the date of attornment, the foregoing does not limit Mortgagee's or Purchaser's obligation as Landlord under the Lease to cure any continuing defaults of Landlord pursuant to the provisions set forth in the Lease, notwithstanding that such defaults existed as of the date of attornment;
  - (ii) subject to any offsets and defenses that Tenant may have against any prior landlord (including Landlord) except as provided in item 2.(c); provided that the foregoing does not limit Tenant's right to assert against Mortgagee or Purchaser any offset, defense, or both, otherwise available to Tenant because of events occurring or continuing after the date of attornment;
  - (iii) bound by any payment of any rent that Tenant may have made to any prior landlord (including Landlord) more than 30 days before the date such rent was first due and payable under the Lease and that has not actually been delivered to Mortgagee or Purchaser; provided that Mortgagee and Purchaser are bound by any such prepayment of rent or other charge made more than 30 days in advance if such prepayment is the result of the Comptroller of the Commonwealth of Massachusetts changing the rent-payment schedule for state agencies from payment in arrears (as provided in certain state-agency Leases) to payment-in-advance for the current month (as provided in other state-agency Leases);
  - (iv) liable for the return of any security deposit that Tenant may have paid to any prior landlord (including Landlord) unless such security deposit is actually delivered to Mortgagee or Purchaser;
  - (v) bound by any modification or amendment of the Lease made after the date of this Agreement that reduces the rent, changes the Term, or otherwise materially changes the rights and obligations of Landlord, Mortgagee, or both under the Lease, or relieves Tenant of any material obligation under the Lease unless Landlord obtains Mortgagee's prior written consent to such modification or amendment, or confirmation that Mortgagee's consent is not required under any agreement between Mortgagee and Landlord; or

- (vi) bound by any consensual or negotiated surrender of the Premises or termination of the Lease, in whole or in part, agreed upon between any prior landlord (including Landlord) and Tenant unless effected pursuant to the express provisions of the Lease, or with the Mortgagee's consent, or with confirmation that Mortgagee's consent is not required under any agreement between Mortgagee and Landlord.
- (c) Notwithstanding anything to the contrary contained in item 2.(b) or elsewhere in this Agreement, if Landlord commits an act or omission that, with the giving of notice, the passage of time, or both would constitute an Event of Default by Landlord under the Lease, Mortgagee or any Purchaser is subject to any and all claims, offsets, and defenses of Tenant arising from such act or omission, provided that Mortgagee receives notice of such act or omission and is given an opportunity to cure same (subject to Tenant's right to take emergency self-help action as provided in the Lease) as required by this Agreement.

### 3. Notice of Default by Landlord

- (a) Tenant must forward to Mortgagee a copy of any notice given by Tenant to Landlord (i) in which Tenant claims or alleges that Landlord failed to perform any of Landlord's obligations under the Lease, (ii) in which Tenant claims or alleges that an Event of Default by Landlord exists under the Lease, (iii) demanding reimbursement for expenditures made or obligations incurred by Tenant pursuant to the Lease, or (iv) terminating the Lease. Tenant must forward such copies to Mortgagee concurrently with the giving of any such notice to Landlord under the Lease.
- (b) If any act or omission of Landlord would give Tenant the right, immediately or after the lapse of a period of time, to cancel or terminate the Lease, to abate rent payable under the Lease, or to claim a partial or total eviction, Tenant must not exercise such right until (i) Tenant has given written notice of such act or omission to Mortgagee and (ii) 30 days after Landlord's cure period, if any, under the Lease expires, during which period Mortgagee has the right, but not the obligation, to remedy such act or omission, and Tenant must give Mortgagee access to the Premises to effect the same. Item 3.(b)(ii) does not apply to an abatement of rent pursuant to the Lease. Tenant may exercise Tenant's self-help remedy under the Lease after notice to Mortgagee but before the expiration of the waiting period provided by item 3.(b)(ii) if the curing of the default of Landlord before the expiration of the Mortgagee's cure period is reasonably necessary to prevent injury to persons, property, or both.

### 4. Non-Disturbance

If the Security Documents are executed, acknowledged, delivered, and recorded before the Lease and before any notice or memorandum of Lease, or if any provision in any of the Security Documents is to the contrary, or both, Mortgagee nevertheless agrees for Mortgagee and for Mortgagee's successors-in-interest (including, by way of example and not limitation, any Purchaser) that if Mortgagee takes possession of the Premises, or if there is a Foreclosure, or both, the Lease must not be terminated by Mortgagee except in accordance with the provisions of the Lease, and that unless and until the Lease is actually and finally terminated in accordance with the provisions of the Lease, (a) Tenant's possession, occupancy, use, and enjoyment of the Premises and Tenant's rights and privileges under the Lease during the Term, including by way of example and not limitation any extended or renewal Term, must not be disturbed or interfered with, (b) Mortgagee must recognize the Lease and Tenant's rights under the Lease, and (c) Tenant and Tenant's successors and assigns must not be made a party in any action or proceeding to foreclose the Mortgage or otherwise enforce the rights of Mortgagee or any other party under the Security Documents.

5. Assignment of Leases

- (a) Tenant acknowledges that Landlord's right, title, and interest as Landlord under the Lease is assigned to Mortgagee pursuant to the provisions of the Assignment and that pursuant to the provisions of the Assignment, rent under the Lease continues to be paid to Landlord in accordance with the provisions of the Lease unless and until Tenant is otherwise notified in writing by Mortgagee. From and after Tenant's receipt of written notice from Mortgagee (a Rent Payment Notice), Tenant must pay all rent to Mortgagee, or as Mortgagee directs in writing, until such time as Mortgagee directs otherwise in writing. Tenant must comply with any Rent Payment Notice notwithstanding any contrary instruction, direction, or assertion from Landlord. Neither Mortgagee's delivery to Tenant of a Rent Payment Notice nor Tenant's compliance with a Rent Payment Notice is to be deemed to (i) cause Mortgagee to succeed to or to assume any obligations and responsibilities as Landlord under the Lease, all of which continue to be performed and discharged solely by Landlord, unless and until any attornment occurs pursuant to this Agreement; or (ii) relieve Landlord of any obligations under the Lease. Landlord irrevocably directs Tenant to comply with any Rent Payment Notice, notwithstanding any contrary direction, instruction, or assertion by Landlord. Tenant is entitled to rely on any Rent Payment Notice.
- (b) Tenant is under no duty to controvert or challenge any Rent Payment Notice. Tenant's compliance with a Rent Payment Notice must not be deemed to violate the Lease. Landlord releases Tenant from, and must indemnify and hold Tenant harmless, under the direction of the Attorney General of the Commonwealth of Massachusetts in accordance with G. L. c. 12, § 3, from and against any and all losses, claims, damages, liabilities, costs, and expenses (including by way of example and not limitation, payment of reasonable attorneys' fees and disbursements) arising from any claim based upon Tenant's compliance with any Rent Payment Notice. Landlord must look solely to Mortgagee with respect to any claims Landlord may have on account of an incorrect or wrongful Rent Payment Notice. Tenant is entitled to full credit under the Lease for any rent or other sums paid to Mortgagee pursuant to a Rent Payment Notice to the same extent as if such rent or other sums are paid directly to Landlord.

6. Notices

- (a) Unless otherwise expressly permitted under this Agreement, all notices or other communication required or permitted under this Agreement must be in writing, signed by a duly authorized representative of the party giving notice, and given by hand delivery (including by way of example and not limitation, courier and overnight delivery service) or mailed by United States certified mail, postage prepaid, return receipt requested.
- (b) Unless otherwise expressly stated in this Agreement, notices and copies of notices, as provided in item 6.(d), must be addressed and sent to the parties and to copy recipients at the respective addresses provided in item 6.(d).
- (c) Under this item 6, the parties, at any time and from time-to-time, may designate a different address or different addresses to which notices must be sent. Notices sent in this manner are deemed given, for all purposes, (i) on the date shown on the receipt for delivery or (ii) as of the date notice is sent if delivery is refused.
- (d) Addresses for notices and copies of notices:

Mortgagee:

Tenant: Office of Leasing and State Office Planning  
Division of Capital Asset Management and Maintenance  
Commonwealth of Massachusetts  
One Ashburton Place, 15<sup>th</sup> Floor  
Boston, Massachusetts 02108-1518

with copies to:

Office of the General Counsel  
Division of Capital Asset Management and Maintenance  
Commonwealth of Massachusetts  
One Ashburton Place, 15<sup>th</sup> Floor  
Boston, Massachusetts 02108-1518

and to the User Agency at

Landlord:

7. Miscellany

- (a) Mortgagee's Name. Mortgagee warrants and represents that Mortgagee's name appears in this Agreement exactly as Mortgagee's name appears on the Security Documents.
- (b) Legal Capacity of Mortgagee. Mortgagee warrants and represents that Mortgagee has full legal capacity to enter into this Agreement.
- (c) Organization and Standing of Mortgagee. If Mortgagee is not a natural person or natural persons, but Mortgagee is, rather, a so-called "creature of the law" (e.g., a corporation, a general or limited partnership, a trust, a limited liability company, national bank, etc.), Mortgagee warrants and represents that Mortgagee is validly organized and existing, that Mortgagee is in good standing in the state, commonwealth, province, territory, or jurisdiction of Mortgagee's organization, and that Mortgagee is authorized and qualified to do business in the state, commonwealth, province, territory, or jurisdiction in which the Premises are located.

- (d) Authorization to Execute for and Bind Mortgagee. Mortgagee warrants and represents that the execution of this Agreement is duly authorized and that each person executing this Agreement on behalf of Mortgagee has full authority to do so and to fully bind Mortgagee thereby.
- (e) Expiration. All consent rights, approval rights, rights to receive notices, rights to cure defaults, and other similar rights granted Mortgagee in this Agreement automatically expire and terminate upon the release or discharge of the lien of Mortgagee on the Property.
- (f) Capitalized Words. Unless otherwise defined in this Agreement or otherwise indicated in this Agreement, all capitalized words used in this Agreement that are defined in the Lease have the same meaning as set forth in the Lease.
- (g) Applicable Law. This Agreement is governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
- (h) Entire Agreement, Modification, and Inuring of Benefits. This Agreement (i) contains the entire agreement with respect to the subject matter of this Agreement, (ii) may not be modified or terminated, including the waiver of any provision, other than by an agreement in writing signed by the parties to this Agreement or by their respective successors and (iii) inures to the benefit of, and is binding upon, the parties to this Agreement and their respective successors (including, by way of example and not limitation, (A) Tenant's permitted assignees, (B) any subsequent holder of the Security Documents, and (C) any purchaser or grantee of the Property pursuant to a Foreclosure).

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**COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE  
OFFICE OF LEASING AND STATE OFFICE PLANNING**

**CERTIFICATE OF COMPLIANCE WITH EXECUTIVE ORDER NO. 481**

Pursuant to Executive Order No. 481, \_\_\_\_\_,  
(name(s) of person(s) who signed the document to which this Certificate is  
attached for Landlord, Licensor, Mortgagee, *or* Prospective Lender)

\_\_\_\_\_ of \_\_\_\_\_ (Contractor),  
(title(s) of person(s) who signed the document to which this Certificate is attached for Landlord,  
Licensor, Mortgagee, *or* Prospective Lender) (name of Landlord, Licensor, Mortgagee, *or* Prospective Lender  
named in the document to which this Certificate is attached)

whose principal place of business is located at \_\_\_\_\_  
(address of principal place of business of Landlord, Licensor, Mortgagee *or*  
Prospective Lender named in the document to which this Certificate is attached)

certifies, as a condition of receiving Commonwealth funds under (a) the lease *or* (b) the short-term  
tenancy agreement *or* (c) the license *or* (d) the amendment *or* (e) the subordination or recognition, non-  
disturbance, and attornment agreement *or* (f) the change-of-ownership documents to which this  
Certificate is attached (this

Contract) for the premises located at \_\_\_\_\_  
(address of the premises as stated in

\_\_\_\_\_ that:  
the document to which this Certificate is attached)

1. The following provisions of this certification are ancillary to this Contract and will be and are binding upon Contractor as if literally included among the provisions of this Contract.
2. Contractor must not and will not knowingly use undocumented workers in connection with Contractor's performance under this Contract.
3. Pursuant to federal requirements, Contractor must and will verify the immigration status of all workers assigned to Contractor's performance under this Contract without engaging in unlawful discrimination, and Contractor must not and will not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker.
4. Contractor is aware that any breach of item 2, item 3, or both item 2 and item 3 during the term of this Contract may be regarded as a material breach of this Contract, subjecting Contractor to sanctions, including by way of example only and not limitation, monetary penalties, withholding of Commonwealth funds and other payments, suspension or termination of this Contract or both, and any other remedy available to Tenant *or* Licensee under this Contract, at law, or in equity.

Signed under the penalties of perjury on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature(s) of person(s) whose name(s) and  
title(s) appear at the beginning of this Certificate)

**EXHIBIT A**

Description of the Property