



Martha's Vineyard Land Bank Commission

INVITATION FOR BIDS

January 14, 2020

- (1.) Summary: The Martha's Vineyard Land Bank Commission is seeking the services of a contractor to prepare a comprehensive report documenting upgrades and needed repairs to land bank-owned structures. The report shall clearly list all advisable improvements to the existing structures with special attention paid to upgrading major infrastructural systems (electrical, plumbing, septic), energy efficiency improvements, winterizing appropriate structures for staff housing, painting, as well as structural and exterior upgrades with durable materials to minimize ongoing maintenance.
- (2.) Structures: The following structures should be included in the report:
- a. Tisbury Meadow House (Mai Fain House): 906 State Road, Tisbury, MA. (2,606 sqft, historical)
 - i. to be upgraded to a winterized structure
 - b. Wapatequa Woods House: 1000 Sailors Burying Ground, Oak Bluffs, MA. (1,681 sqft, built 1980)
 - i. to be maintained as a winterized structure
 - c. Land Bank Office: 167 Main Street, Edgartown, MA. (2,790 sqft, built 1930)
 - i. to be maintained as administrative, office, and meeting space
 - d. Chilmark Pond Camp: 312 South Road, Chilmark, MA. (492 sqft, built 1961)
 - i. to be maintained as seasonal staff housing
 - e. Ocean View Farm House: 15 Trails End, Chilmark, MA. (1,112 sqft, built 1961)
 - i. to be maintained as seasonal staff housing
 - f. Tiasquam Valley Barn: 1 Murphy's Road, West Tisbury, MA. (600 sqft)
 - i. to be maintained as weather-tight document storage facility

- g. Great Rock Bight Cabin: Great Rock Bight Trailhead (Brick Yard Road), Chilmark, MA. (approx. 250 sqft)
 - i. to be maintained as seasonal staff housing and assessed for potential for relocation
- h. John Presbury Norton Farm Camp: 223 State Road, West Tisbury, MA. (approx. 200 sqft)
 - i. to be maintained as seasonal staff housing and assessed for potential for relocation

(3.) Scope of work:

- Prepare a comprehensive report documenting upgrades and needed repairs to land bank-owned structures. The report should clearly list all advisable improvements to the existing structures with special attention paid to upgrading major infrastructural systems (electrical, plumbing, septic), energy efficiency improvements, winterizing appropriate structures for staff housing, painting, as well as structural and exterior upgrades with durable materials to minimize ongoing maintenance.
- The report should include construction and material specifications, quantities, dimensions, industry standards, and construction recommendations wherever possible and appropriate.

(4.) Questions: The land bank will maintain a list of names and addresses of individuals and companies requesting a bid package. Prospective bidders may pose questions, but only in writing; questions must be received, electronically or otherwise, by noon on Friday, February 7th, 2020. The land bank will thereafter issue a response to all on the list and such response shall constitute an addendum to the initial bid package.

(5.) Submission requirements: Bids shall be received no later than **noon on Friday, February 21st, 2020.** Each bid shall be in a sealed envelope and bear the words "Land Bank Structures Bid" on the front of the envelope. The envelope shall also include an executed certificate of non-collusion.

(6.) Bid documents should include:

- Report of needed repairs plus advisable major improvements to all structures identified in the Invitation for Bids.
 - executed certificate of non-collusion

- (7.) Withdrawal: Bids may be withdrawn by email or certified mail prior to the time fixed or opening and not thereafter. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
- (8.) Opening: Bids shall be opened by the land bank commission at a duly called and properly posted meeting to take place at 167 Main Street, Edgartown, MA on Monday, February 24th at 2pm.
- (9.) Evaluation: The land bank commission shall vote to select the winning bid using the following evaluation criteria: [a] responsibility and measure of responsiveness, as indicators of professionalism and reputation; [b] references and interviews, if any; and [c] best price. Given the above criteria, the winning bid may not necessarily be the lowest bid.
- (10.) Right to reject: The land bank commission reserves the right to reject any and all bids when such rejection is in its best interest and/or if it, in its judgment, determines that a bidder(s) is not in a position to perform on the contract. The land bank commission does not obligate itself to accept the lowest or any bid.
- (11.) Contact and Access: Contact Ian Peach, Land Superintendent via email at: *ian.peach@vineyardlandbank.com* with any questions or to obtain access to the structures.
- (12.) Delivery: If delivering bid by regular post send to: Martha's Vineyard Land Bank Commission, PO Box 2057, Edgartown, MA 02539. Each bid shall be in a sealed envelope and bear the words "Land Bank Structures Bid" on the front of the envelope. The envelope shall also include an executed certificate of non-collusion. If sending via parcel delivery service, send to: Martha's Vineyard Land Bank Commission, 167 Main St., Edgartown, MA 02539. Hand delivery, as well as electronic delivery, is also acceptable.

CERTIFICATION OF NON-COLLUSION

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

[signature of person submitting bid or proposal]

[name of business]