



Martha's Vineyard Land Bank Commission

REQUEST-FOR-PROPOSALS

September 6, 2024

- (1.) The Martha's Vineyard land bank commission is accepting proposals for a professional insurance agent or broker to coordinate the procurement, from reputable carriers, of its property and casualty insurance, securing the desired products at the most competitive prices. Services to be provided are enumerated in the attached bid package.
- (2.) 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 such questions may only be posed in writing; questions are to be directed to jandrews@vineyardlandbank.com by noon on October 3, 2024. 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.
- (3.) Submission requirements. Bids shall be received in the land bank office no later than noon on October 24, 2024; they may be mailed to Post Office Box 2057, Edgartown, Massachusetts 02539; emailed to jandrews@vineyardlandbank.com; or hand-delivered to 40 Meetinghouse Way, Edgartown, Massachusetts. Each bid shall be in a sealed envelope and bear the words *Insurance Proposal* on the front of the envelope. The envelope shall also include an executed certificate of non-collusion.
- (4.) Withdrawal. Bids may be withdrawn by email or certified mail prior to the time fixed for opening and not thereafter.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.
- (5.) Opening. Bids shall be opened by the land bank commission staff at 1:00 pm on October 24, 2024 at 40 Meetinghouse Way in Edgartown, Massachusetts.
- (6.) Evaluation. The land bank commission staff shall evaluate the proposals and make recommendations to the commission as to which is the most advantageous, from the perspective of both utility and compatibility with land bank goals. The land bank commission shall vote to select the winning proposal using the following evaluation criteria: [a] responsibility and measure of responsiveness, as indicators of

professionalism and reputation; [b] references, if any; and [c] best price. Given the above criteria, the winning proposal may not necessarily be the one with the lowest price or any price at all.

- (7.) 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.