

REQUEST FOR QUALIFICATIONS

Airport Business Park Site Lease 3 Northline Road Martha's Vineyard Airport

Issued Date:
December 30, 2016

Submission Deadline
Date: February 10, 2017
Time: 12:00 pm (noon)

Designated Contact for this Procurement:
Ann Crook, A.A.E., Airport Manager

All contacts/inquiries shall be made by email to the following address:

ACrook@mvyairport.com

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SECTION 1: GENERAL INFORMATION TO PROPOSERS

1-1. GENERAL

The Martha's Vineyard Airport Commission, hereinafter “the MVAC”, has generally examined its facilities and more specifically the Premises, and determined that it is currently surplus property suitable for disposition by lease. Consequently, the MVAC is seeking sealed proposals for the disposition by lease of 36,206 square feet of property located on 3 North Line Road in the Martha’s Vineyard Airport Business Park, Edgartown, MA with an existing gas station, auto service facility, and car wash located on the Premises. For the purposes of this RFP only, the MVAC may waive its rights under Section Eleven of the underlying Master Lease noting that Lessee (currently Airport Fuel Services) shall, on the last day of the term, or on earlier termination and forfeiture of the lease, peaceably and quietly surrender and deliver the Premises to Lessor (the MVAC) at the Lessor’s option free of subtenants, buildings, additions, and improvements constructed or placed thereon by Lessee and is disposing the **UNDERLYING PROPERTY ONLY**. The successful Proposer will have the opportunity to either negotiate a separate agreement for the purchase of the existing facilities with the current tenant/master lease holder or have the MVAC exercise its rights to have the facilities removed prior to the assumption of the Premises. The successful Proposer shall have no obligation to purchase the existing facilities.

Each prospective Proposer acknowledges that the MVAC makes no representations or warranties, express or implied in fact or by law, regarding the condition of the Facilities or any Improvement located on the Premises.

A recent commercial appraisal of the Premises has been included as Section IV. In the event this RFP is cancelled or not awarded for any reason or no reason, the MVAC retains the right to exercise its rights in accordance with Section 11 of the existing Master Lease.

1-2. KEY DATES FOR THIS PROPOSAL ARE:

11 JAN 2017	Advertisement in the “Central Register”
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6 JAN 2017	Advertisement in the Local Paper(s)
17 JAN 2017	Scheduled Appointments for pre-proposal examinations of premises
20 JAN 2017	Questions & Clarifications due
10 FEB 2017	Receive Proposals no later than Noon (local time)
17 FEB 2017	Complete Evaluation (no later than)
9 MAR 2017	Expected Approval by M V Airport Commission (no later than)
10 MAR 2017	Notification of successful proposal
15 APR 2017	Successful P&S agreement for purchase of assets required with MVAC approved closing date (All closing documents including financial agreements, mortgages, assignments, etc. must be reviewed by Airport Management and Airport Counsel prior to closing so please plan accordingly). Or, Notice from successful proposer to have improvements removed

1-3. DESCRIPTION OF PREMISES USE & LEASE

Included within this RFP is the Standard Airport Non-Aviation Lease setting forth the terms and conditions governing the Premises. This is the Actual Agreement which successful proposers will be required to enter into, without addition, deletion, change or other modification, subject only to insertion of the successful proposer’s relevant information or other changes as described in any Addendum to this RFP. Premises use must comply with any and all applicable Federal, State, Local, Airport, or other governing entity’s rules and regulations existing now or in the future.

The Lease for the Premises will be for one 20 (twenty) year term.

The Minimum Rental rate per square foot that will be considered is \$1.55 for a minimum initial annual rent of \$56,119.30.

SECTION II. PROPOSAL INFORMATION AND INSTRUCTIONS:

2-1. GENERAL INFORMATION:

Attention of all proposers is directed to Chapter 30B, section 16 of the General Laws of the Commonwealth of Massachusetts governing transactions involving real property.

The MVAC may cancel this RFP, in whole or part, or may reject all proposals submitted in response. All costs involved in preparing the Proposal shall be borne by the proposer; the Martha's Vineyard Airport, Martha's Vineyard Airport Manager, or Martha's Vineyard Airport Commission will not be liable for any costs associated with the creation and delivery of the Proposal.

Proposals which are incomplete, conditional, or obscure may be rejected. No award will be made to any proposer who cannot satisfy the awarding authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications.

Each proposer shall be presumed to have read and be thoroughly familiar with these documents. Unfamiliarity with these documents shall in no way relieve any proposer from any obligation in respect to his/her proposal. The proposer’s attention is directed to all applicable state laws, municipal bylaws, and the rules and regulations of all authorities having jurisdiction over this real property transaction, which shall apply to the contract throughout, and they shall be deemed to be included in the contract.

It is understood that the proposer has submitted the Proposal in good faith and has not colluded with any other individuals, firms, or corporations in creating the proposal to subvert the market process (Certificate of Non-Collusion, Attachment 6).

2-2 PRE-PROPOSAL SITE VISIT:

Site visits by appointment will be available on January 17, 2016 and may be scheduled by contacting the Assistant Airport Manager at 508-693-7022.

2-3 PROPOSAL EXHIBITS AND ATTACHMENTS:

Attachments included with this RFP package include:

Exhibit 1	Premises Site Plan for RFP Only (not to scale)
Attachment 1	Annual Rent Proposal
Attachment 2	Identification Data
Attachment 3	Personal Description and Release
Attachment 4	Partnership Statement
Attachment 5	Corporation Statement (include Articles of Organization)
Attachment 6	Certificate of Non Collusion
Attachment 7	Disclosure of Beneficial Interest in Real Property
Attachment 8	Statement of Experience
Attachment 9	Description of Operation
Attachment 10	Financial Data
Attachment 11	Business References
Attachment 12	Certificate of Insurance
Attachment 13	State Taxes Certification Clause
Attachment 14	Statement of DBE
Attachment 15	Sample Lease
Attachment 16	Sample Evaluation Form
Section IV	Airport Commercial Appraisal Report
Section V	MVY Business Park Development Regulations
Section VI	MVY Water Department Rates, Rules, and Regulations

2-4 QUESTIONS AND CLARIFICATIONS:

Questions requiring clarification shall be submitted in writing to the Airport Manager's office no later than 5:00 p.m. on January 20, 2017 in order to afford adequate time to respond with a correction or additional information prior to the deadline for submission of proposals. Questions may be mailed, hand delivered, or sent by electronic mail as noted below. Should it be found necessary, a written addendum will be incorporated into the RFP and will become part of the contract. Those who have registered to receive a copy of the RFP will be notified of such changes.

By FedEx/UPS/Other Delivery
Martha's Vineyard Airport Manager
71 Airport Road
West Tisbury, MA 02575
508-693-7022 Office
acrook@mvyairport.com

By USPS Mail:
Martha's Vineyard Airport Manager
71 Airport Road
Vineyard Haven, MA 02568
508-693-7022 Office
acrook@mvyairport.com

Each proposer shall acknowledge receipt of any and all addendum issued to the Request for Proposal by so indicating in the Cover Letter/General Response. Failure to do so may be cause to reject the proposal as being unresponsive.

2-5. PROPOSAL SUBMISSIONS:

All proposals are to be made on the Airport Road Property forms provided as a part of this proposal package. All proposals shall be in ink or typewritten and must be presented in an organized and clear manner by the proposer. Forms are available in Word format upon request (send email requesting forms to acrook@mvyairport.com).

An individual duly authorized to represent and lawfully acting on behalf of the proposer must date and sign in ink the spaces provided for date and signature at the end of the Proposal form. The legal name of the proposer must be typed above the signature of the representative.

If the proposer is a corporation, the proposal must be signed by an authorized officer or officers and the title of the officer or officers signing the proposal must be stated. A certificate of Corporate Existence from the Secretary of the Commonwealth shall be attached.

If the proposer is a partnership, the proposal must be signed by an authorized general partner or partners, using the term "Members of Firm" or "Partner".

If the proposer is an individual, the proposal must be signed by and in the full name of the proposer, using the term "Doing Business As _____" or "sole owner."

Each proposer assumes all responsibility for carefully examining each and all of the terms set forth in this RFP, all associated forms including the Lease and Agreement, and for making inspections of the Premises including the locations, size, and circumstances and condition affecting his/her proposal. Submission of a proposal shall be conclusive evidence that the proposer has made such examinations and investigations. Failure on the part of any proposer to make such examinations and to investigate thoroughly shall not be grounds for any declaration that the proposer did not understand the conditions of the proposal. The MVAC makes no warranties or guarantees of any type whatsoever concerning the condition of the premises to be leased or any condition which may affect the premises including without limitation the availability of any existing fixtures or equipment.

No proposal received after the time and date fixed for receiving them will be considered and only the information submitted with the proposal will be considered. Any proposal submitted with unauthorized

conditions, limitations, or provisos may be rejected. Any proposal which is incomplete, obscure, or which contains irregularities of any kind may also be cause for rejection.

The MVAC reserves the right to reject any and all proposals, to waive such irregularities or informalities as do not affect or alter the substantive provisions thereof, and to re-advertise for proposals.

Acceptance of any proposal and award of agreement will not be made until after such investigations as are deemed necessary are made by the MVAC. In analyzing the proposals, the MVAC may take into consideration various factors and criteria, including but not limited to the following: references, financial condition, credit history, and the Minimum Rent proposed. The MVAC reserves the right to investigate thoroughly the financial condition, credit history, management ability, experience, business reputation and references of each proposer and to base it's acceptance of proposals on any such factors which are deemed pertinent to the operation of the MVAC. All proposers shall cooperate in any such investigation.

Upon the MVAC's selection of proposals, successful proposers will be notified by Mail of the award of Agreements. **All successful proposers shall be required to execute and return the Lease with any applicable Exhibits and furnish any required Security Deposits or Certificates of Insurance on the closing date unless otherwise approved in writing by the MVAC.** Should a successful proposer fail, or refuse to so perform, the MVAC reserves the right and shall be free to revoke such selection and to select the proposal of another party, and in such event, the Proposal Performance Deposit shall be retained by the Airport as liquidated damages.

2-6. PROPOSAL SUBMISSION LOCATION AND DEADLINE:

Proposers will submit one SEALED envelope or other suitable packaging material containing an original and nine (9) copies of the proposal marked "**3 NORTH LINE ROAD PROPERTY**" on the outside of the envelope along with the name and address of the proposer no later than 12:00 p.m. (noon) on February 10, 2017 either in person at the Airport Manager's Office, Martha's Vineyard Airport or delivered to the following addresses:

By FedEx/UPS/Other Delivery
Martha's Vineyard Airport Manager
71 Airport Road
West Tisbury, MA 02575

By USPS Mail:
Martha's Vineyard Airport Manager
71 Airport Road
Vineyard Haven, MA 02568

Re:
3 NORTH LINE ROAD PROPERTY

3 NORTH LINE ROAD PROPERTY

It is the sole responsibility of the proposer to ensure that the proposal arrives on time and at the designated place. A proposal may be changed or withdrawn prior to the date and time set for receiving proposals as detailed in Section 2-7, Proposal Changes or Withdrawals. After said time and date, the proposer will be bound by his/her proposal until April 15, 2017.

2-7. PROPOSAL MINIMUM SUBMISSION CRITERIA

Each proposal will be reviewed by the MVAC. Proposals meeting all of the minimum requirements as outlined in this RFP will be further reviewed using the comparative criteria outlined in the next section.

Within the proposal, the proposer shall summarize what the proposal offers that is unique and beneficial including as much detail as pertinent to the proposed operation. Please clearly label and structure the Proposal and include each of the following items:

- 1). Cover Letter including name of organization, address and telephone number signed in ink by an agent of the organization, or an individual who has authority to offer the proposal as stated.

2). The proposal must be signed by an agent of the organization, or an individual who has authority to offer the proposal as identified in Section 2-5 along with the following appendices, as appropriate, **at a minimum**:

Attachment 1: Intent to Lease Form

Attachment 2: Identification Data

Attachment 3: Personal Description and Release

Attachment 4: Partnership Statement

Attachment 5: Corporation Statement (include Articles of Organization)

Attachment 6: Certificate of Non Collusion

Attachment 7: Disclosure of Beneficial Interest in Real Property

The proposer should include the following appendices as additional narrative information to enhance their proposals as appropriate:

Attachment 8: Statement of Experience

Attachment 9 : Description of Operation

Attachment 10: Financial Data

Attachment 11: Business References

Attachment 12: Certificate of Insurance

Attachment 13: State Taxes Certification Clause

Attachment 14: Statement of DBE

3). Each proposal must be accompanied by a separate **Processing Fee** in the amount of \$300.00. The deposit must be made in the form of a cashier's check or Certified Check made payable to the Martha's Vineyard Airport. No proposal will be accepted unless accompanied by this processing fee and this fee is **NON-REFUNDABLE**.

3). Each proposal must also be accompanied by a **Proposal Performance Deposit** in the amount of \$5,000.00 . The deposit must be made in the form of a cashier's check or Certified Check made payable to the Martha's Vineyard Airport. No proposal will be accepted unless accompanied by said deposit. The deposit shall be retained by the MVAC as a guarantee that the proposer, if his/her proposal is accepted, will:

- a) enter into the Lease and Agreement (Attachment 15)
- b) will furnish the required Security Deposits and Insurance Certificates, and
- c) will obtain all applicable licenses and permits

Upon the performance of all of these conditions by a successful proposer, said proposers Proposal Performance Deposit shall be retained by the Airport and credited towards the Proposer's first two months of rent. If a successful proposer fails to perform any one or all of these conditions, the Proposal

Performance Deposit shall be forfeited to the Airport as liquidated damages. The Proposal Performance Deposit of unsuccessful proposers shall be returned.

2-8. PROPOSAL CHANGES OR WITHDRAWALS

Proposers may correct, modify, or withdraw the original proposal on or before the submission deadline date and time as stated in the published “Legal Advertisement” (and in Section 2-6). Corrections or modifications shall be in sealed envelope or other suitable packaging material and clearly marked to indicate the contents, with the name and address of the proposer. Any late correction or modification to the proposal will not be accepted. A proposer who wishes to withdraw a proposal must make a request in writing.

2-9. PROPOSAL COMPARATIVE EVALUATION CRITERIA

The evaluation process will include each proposal being reviewed by the evaluation committee designated by the MVAC. Those proposals meeting all of the minimum requirements as outlined in this RFP, and are determined to be both responsive (those that offer all of the basic requirements requested in the RFP and contain all of the required information and forms properly completed) as well as those that are responsible (those with the capability, integrity, and reliability to enter into a lease of property relationship with the Martha's Vineyard Airport) will be further reviewed using the comparative criteria outlined in this section. The Airport is the sole judge in determining whether a proposer’s proposal satisfies the requirements of this RFP and whether or not the Proposal will prove to be advantageous to the Airport.

The Airport will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of: Not Advantageous, Acceptable, Advantageous or Highly Advantageous

Minimum Evaluation Criteria—Failure to meet the following minimum evaluation criteria will result in immediate rejection of the proposal.

1. Minimum Requirements: Proposals must meet the minimum requirements as specified in Section 2-7 Proposal Minimum Submission Criteria that includes:
 - A. Cover Letter
 - B. Attachments 1-8 as appropriate
 - Attachment 1: Intent to Lease
 - Attachment 2: Identification Data
 - Attachment 3: Personal Description and Release (if appropriate)
 - Attachment 4: Partnership Statement (if appropriate)
 - Attachment 5: Corporation Statement with Articles of Organization (if appropriate)
 - Attachment 6: Certificate of Non Collusion
 - Attachment 7: Disclosure of Beneficial Interest in Real Property
 - Attachment 8: State Taxes Certification Clause
 - C. Processing Fee
 - D. Proposal Deposit

Comparative Evaluation Criteria:

2. Description of Operation and Statement of Experience (Attachment 9).
3. Responses detailing Financial Data and Business References (Attachments 10 & 11)

4. Response to Additional Narrative Information (other attachments)
5. General impression of proposal
6. Proposed Lease Rental amount

2-10. PROPOSAL RULE FOR AWARD

Those proposals meeting all of the minimum requirements as outlined in this RFP, and are determined to be both responsive (those that offer all of the basic requirements requested in the RFP and contain all of the required information and forms properly completed) as well as those that are responsible (those with the capability, integrity, and reliability to enter into a lease of property relationship with the Martha's Vineyard Airport) will be evaluated according to the process defined in Section 2-9. Upon review of the evaluations, the MVAC, in its sole discretion, may select one respondent, establish a list of successful respondents, or select no respondents and deem the RFP cancelled or not awarded for any reason or for no reason.

EXHIBIT "1"
Plot Plan for RFP
(Not to Scale)

A certain parcel of land located in Edgartown, County of Dukes County, Commonwealth of Massachusetts, more commonly known as MVABP Lot 33, as shown on "A Plan of Land in Edgartown, MA, Prepared For Dukes County Airport Commissioners, Dated May 21, 1984, Revised November 14, 1984, prepared by Smith & Dowling P.O. Box 1087, Vineyard Haven, MA 02568"; consisting of approximately 36,206 square feet located at 3 East Line Road, Edgartown, MA



ATTACHMENT 1

INTENT TO LEASE

The undersigned, with this document, notifies the Martha's Vineyard Airport Commission that I/We intend to lease property at the Martha's Vineyard Airport, more specifically the property as described in the RFP for 3 NORTH LINE ROAD PROPERTY. I/We understand the following:

A. PREMISES:

For the purposes of this RFP only, the MVAC is waiving its right to take possession of the improvements existing upon the property and is disposing of the UNDERLYING PROPERTY ONLY. The successful Proposer will have the opportunity to either negotiate a separate agreement for the purchase of the existing improvements with the current owner or have the MVAC exercise its right to have the improvements removed prior to the assumption of the Premises from the current tenant. Each prospective Proposer acknowledges that the MVAC makes no representations or warranties, express or implied in fact or by law, regarding the condition of the Building or any Improvement located on the Premises. A recent commercial appraisal of the Premises has been included as Attachment 15.

B. MINIMUM RENTAL RATE:

The Minimum Rental Rate that will be considered is \$1.55 per square foot for an initial annual rental rate of \$56,119.30 (fifty-six thousand one hundred nineteen dollars and 30 cents)

My/Our offer is _____ (amount in number) per square foot for an initial annual rental rate of \$ _____ (amount in number)

C. PROPOSERS DATA AND QUALIFICATIONS:

The undersigned has completed and submits any required attachments to this proposal. The undersigned warrants that all information contained in or otherwise represented in said attachments is true and correct to the best knowledge and belief of the undersigned.

D. PROPOSAL PROCESSING FEE & PERFORMANCE DEPOSIT

Each proposal must be accompanied by a separate NON-REFUNDABLE Processing Fee of \$300.00.

Additionally, each proposal must also be accompanied by a **Proposal Performance Deposit** in the amount of \$5,000.00.

The deposit must be made in the form of a cashier's check or Certified Check made payable to the Martha's Vineyard Airport. No proposal will be accepted unless accompanied by both the Processing Fee and Proposal Performance Deposit. The deposit shall be retained by the Airport as a guarantee that the proposer, if his/her proposal is accepted, will:

- a) enter into the Lease and Agreement (Attachment 16)
- b) will furnish the required Security Deposits and Insurance Certificates, and
- c) will obtain all applicable licenses and permits

Upon the performance of all of these conditions by a successful proposer, said proposers Proposal Performance Deposit shall be retained by the Airport and credited towards the Proposer's first two months of rent. If a successful proposer fails to perform any one or all of these conditions, the Proposal Performance Deposit shall be forfeited to the Airport as liquidated damages. The Proposal Performance Deposit of all unsuccessful proposers shall be returned.

It is understood that the undersigned is bound by this offer until April 15, 2017.

By:	_____	By:	_____
Printed Name	_____	Printed Name	_____
Title	_____	Title	_____
Dated	_____	Dated	_____

ATTACHMENT 2

IDENTIFICATION DATA

Legal name of proposer as it would appear on any final lease or other legal document:

Address of proposer for purposes of notice or other communication with respect to a Lease:

Telephone:

Address of proposer for billing purposes:

Telephone:

Proposer intends to operate the business with which this proposal is concerned as a (check one):

Sole Proprietorship	
Partnership	
Corporation	
Other (please explain below):	

ATTACHMENT 3

PERSONAL DESCRIPTION AND RELEASE

(Note: Sole proprietors; ALL general and limited partners; and if NOT a publicly held corporation, ALL Officers, Directors, and ALL stockholders owning more than Five Percent (5%) of any class of stock of corporation---ALL such persons must EACH complete this page. Include additional sheet(s) as required.)

The Martha's Vineyard Airport Commission is hereby authorized to request a credit report covering my financial and business history.

Date:	
Signed:	

The following personal information must be completed as part of the credit investigation. The business and personal reputation of principals will be considered in qualifying proposers.

First, Middle, and Last Name:	
Date of Birth:	
Social Security No.	
Drivers License Number/State	
Home Address:	
Home Telephone:	
Business Address:	
Business Telephone:	

ATTACHMENT 4

PARTNERSHIP STATEMENT

If the proposer is a partnership, complete the following:

1. Date of Organization:

2. General Partnership or	
Limited Partnership (check one)	

3. Statement of Partnership recorded (check one)?	
Yes	
No	

4. Has the Partnership done business in the County of Dukes County (check one)?	
Yes	
No	
If yes:	
When?	
Where?	

5. Name, address and Partnership share of each general and limited partner			
(If a partner is a corporation, the corporation statement must also be completed.)			
General/Limited	Name	Address	Share %

6. Attach a complete copy of the partnership Agreement
--

ATTACHMENT 5

CORPORATION STATEMENT

NOTE: ARTICLES OF ORGANIZATION MUST BE INCLUDED

If the proposer is a corporation, complete the following:

1. When incorporated?

2. Where incorporated?	
------------------------	--

3. Is the corporation authorized to do business in the County of Dukes County (check one)?	
Yes	
No	
If so, as of what date?	

4. The Corporation is held (check one):	
Privately	
Publicly	

5. If publicly held, how and where is the stock traded?

6. If not publicly held, list the following:			
	Authorized	Issued	Outstanding
(a) Number of Voting Shares			
(b) Number of Non- Voting Shares			
(c) Number of Shareholders			
(d) Value per share of common stock:			
Par	\$		
Book	\$		
Market	\$		

continue listing on a separate sheet(s) as required			

ATTACHMENT 6

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this 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, union, committee, club or other organization, entity, or group of individuals.

Applicant: _____

Address: _____

Telephone: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT 7

DISCLOSURE OF BENEFICIAL INTERESTS IN REAL
PROPERTY TRANSACTION

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7C, §38 prior to the conveyance or of execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Martha's Vineyard Airport Commission

2. Description of real property:

3. Type of Transaction: _____ Sale XXX Lease for one 20 (twenty) year term

4. Seller(s) or Lessor(s): Martha's Vineyard Airport Commission

Purchaser(s) or Lessee(s): _____

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

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

Name	Address
_____	_____
_____	_____

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

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

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

FINANCIAL DATA

FINANCIAL STATEMENT:

Proposer shall attach credit or financial documents sufficient to establish the financial ability of the proposer to perform under the lease. Documents such as the last three years of financial statements, tax returns, financial letters, credit reports, annual business reports, etc. that speak to the financial stability of the proposer.

SURETY INFORMATION:

Has any surety or bonding company ever been required to perform upon your default or, if NOT a publicly held corporation, the default of any of the principals in your organization holding more than Five percent (5%) interest (check one):

Yes	
No	

If yes, attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.

BANKRUPTCY INFORMATION:

Have you or, if NOT a publicly held corporation, any of the principals in your organization holding more than a Five Percent (5%) interest ever been declared bankrupt?

Yes	
No	

If yes, state date, court jurisdiction, amount of liabilities, and amount of assets.

PENDING LITIGATION:

If NOT a publicly held corporation, are you or any of the principals in your organization holding more than Five Percent (5%) interest presently party to ANY pending litigation, liens, or claims relating to the business/operation as defined in this RFP?

Yes	
No	

If yes, provide detailed information for each action.

Note: The pending litigation question is NOT applicable to publicly held corporations. The parts of the surety and bankruptcy questions which refer to principals holding more that Five Percent (5%) interest are NOT applicable to publicly held corporations.

ATTACHMENT 11

BUSINESS REFERENCES

List four (4) persons or firms with whom you have conducted business transactions during the past three (3) years. Two (2) of the references named are to have knowledge of your debt payment history of which at least one (1) must be a financial institution. Two (2) of the references must have knowledge of your business experience.

REFERENCE NO. 1.	
Name:	
Firm:	
Title:	
Address:	
Telephone:	
Nature and magnitude of purchase, sale, loan, business association, etc:	

REFERENCE NO. 2.	
Name:	
Firm:	
Title:	
Address:	
Telephone:	
Nature and magnitude of purchase, sale, loan, business association, etc:	

REFERENCE NO. 3.	
Name:	

Firm:	
Title:	
Address:	
Telephone:	
Nature and magnitude of purchase, sale, loan, business association, etc:	

REFERENCE NO. 4.	
Name:	
Firm:	
Title:	
Address:	
Telephone:	
Nature and magnitude of purchase, sale, loan, business association, etc:	

(continue listings on separate sheet(s) if needed)

ATTACHMENT 12

CERTIFICATE OF INSURANCE

Certificates of Insurance shall be required from a successful proposer prior to execution of the Lease.

STATE TAXES CERTIFICATION CLAUSE

The undersigned certifies under penalties of perjury that I, or my subject business, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes under law, have addressed any tax liability, and if needed, am in the process of setting up a plan to satisfy any relevant liability.

Applicant: _____

Address: _____

Telephone: _____

Signature: _____

Printed Name: _____

Title: _____

SSN OR TIN*: _____

Date: _____

*Your SSN/TIN will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass GL 62C §49A.

SAMPLE EVALUATION FORM

The Airport will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criterions may contain ratings of: Not Advantageous, Acceptable, Advantageous, or Highly Advantageous.

Minimum Evaluation Criteria—Failure to meet the following minimum evaluation criteria will result in immediate rejection of the proposal.

1. Proposals must meet the minimum requirements as specified in the RFP	
Yes	
No	

Comparative Evaluation Criteria:

2. Description of Operation and Statement of Experience in identified business enterprise. (Attachment 9. Documentation is required.)

Not Advantageous- The provision of the specified services for less than three years	
Acceptable - The provision of the specified services for three (3) to five (5) years	
Advantageous- The provision of the specified services for five (5) to seven (7) years	
Highly Advantageous- The provision of then specified services for over seven (7) years	

3. Responses detailing Financial Data and Business References (Attachments 10 & 11)

Not Advantageous- The proposal did not include any information regarding financial stability and gave no reason for failure to comply	
Acceptable- The response included an explanation for the failure to provide financial documentation but was vague. The reviewers were unable to determine if it is consistent with expressed needs.	
Advantageous- The response information presented was adequate, appeared consistent with intent, and responded to needs expressed by the Airport.	
Highly Advantageous- The response information presented was very through, appeared consistent with what was requested and responded to needs expressed by Airport.	

4. Response to Additional Narrative Information (other attachments)

Not Advantageous- The proposal was not responsive to the Airport’s questions in an acceptable manner and does not compel reviewers to believe the proposal reflects that the provider is able to perform in a manner acceptable to the airport	
Acceptable- The response meets the minimum requirements, however, the reviewers were not overly impressed by the proposals expression of ability	

Advantageous- The response is more informative and the reviewers feel that the proposal reflects that provider is able to perform in a manner acceptable to the Airport.	
Highly Advantageous- The response is concise, informative, and highly detailed. The proposal reflects that the provider is able to perform in a manner acceptable to the Airport. The evaluation committee is convinced about the provider’s ability to provide and administer the plan as required by the Airport.	

5. General impression of proposal

Not Advantageous- The proposal response does not compel the reviewers to believe the proposal reflects that provider is able to perform in a manner acceptable to the Airport	
Acceptable- The response included an explanation for any omissions but was vague and not very compelling. The reviewers were unable to determine if it is consistent with expressed needs.	
Advantageous- The response is more informative, detailed and impressive leading the reviewers to feel that the proposal reflects that provider is able to perform in a manner acceptable to the Airport.	
Highly Advantageous- The response is concise, informative, and highly detailed. The proposal reflects that the provider is able to perform in a manner acceptable to the Airport. The evaluation committee is convinced about the provider’s ability to provide and administer the plan as required by the Airport.	

6. Proposed Rental Lease amount

Not Advantageous- The financial offering does not meet the Minimum Annual Guarantee amount requirement.	
Acceptable- The financial offering meets the Minimum Annual Guarantee amount requirement	
Advantageous- The financial offering exceeds the Minimum Annual Guarantee amount requirement.	
Highly Advantageous- The financial offering is one of the three highest Minimum Annual Guarantee amounts proposed.	

SECTION IV: MVY COMMERCIAL APPRAISAL

SECTION V: MVY BUSINESS PARK DEVELOPMENT REGULATIONS

SECTION VI: MVY WATER DEPARTMENT RATES, RULES, AND REGULATIONS