GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF PROPERTY & PROCUREMENT
#3274 ESTATE RICHMOND, CHRISTIANSTED, ST. CROIX, U.S. VIRGIN ISLANDS 00820-4241
BUILDING # 1 SUB BASE, ST. THOMAS, U.S. VIRGIN ISLANDS 00802
www.pnpvi.org

December 3, 2012

Addendum #2 – RFP-006-2013(P)

Qualified firm or individual(s) to Conduct a Physical Inventory Count of the Virgin Islands' Department of Education's Asset over Five Hundred Dollars ($500.00) Purchased with U.S. Department of Education Funds

DELETE: **Due Date of Wednesday, December 5, 2012 @ 4:00 p.m.**

INSERT: **Questions for Clarification & Answers**

INSERT: **"New" Due Date of Wednesday, December 12, 2012 @ 4:00 p.m.**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

OFFICE OF THE COMMISSIONER
STX
TEL. (340) 773-1561
FAX: (340) 773-0986
STT
TEL. (340) 774-0828
FAX: (340) 777-9587

DIVISION OF FISCAL & PERSONNEL
STX
TEL. (340) 773-1561
FAX: (340) 773-0986
STT
TEL. (340) 774-0828
FAX: (340) 777-8443

DIVISION OF PROCUREMENT
STX
TEL. (340) 773-1561
FAX: (340) 719-4451
STT
TEL. (340) 774-0828
FAX: (340) 774-9704

DIVISION OF PRINTING
STT
TEL. (340) 774-0828
FAX: (340) 714-1575

DIVISION OF PROPERTY
STX
TEL. (340) 773-1561
FAX: (340) 773-0986
STT
TEL. (340) 774-0828
FAX: (340) 777-8362

DIVISION OF TRANSPORTATION
STX
TEL. (340) 773-1561
FAX: (340) 719-4451
STT
TEL. (340) 774-0388
FAX: (340) 774-1163

DIVISION OF CENTRAL STORES
STX
TEL. (340) 692-5720
FAX: (340) 692-2564
STT
TEL. (340) 774-9054
FAX: (340) 774 9333

1. **Question:** What time frame are the services to be conducted?

Response: The Virgin Islands Department of Education Physical Inventory project timeline anticipates a start date of February 1, 2013 and a completion date of May 31, 2013.

2. **Question**: What is the deadline for the Activity 4: Final Report?

Response: The final report should be delivered by May 31, 2013.

3. **Question**: Can we obtain the list of assets that we will be inventorying?

Response: The list of assets to be inventoried will be provided to the selected contractor after contract execution.

4. **Question**: What is the difference between Blue Federal tags and the White with blue stripe other than the color?

Response: Both represent Federal Assets that need to be inventoried.

5. **Question**: What are the hours of operation for the escorts from VI that will be onsite and present for locked areas?

Response: The on-site physical inventory activities will be conducted between the hours of 9:00AM and 3:00PM.

6. **Question**: Where can we obtain floor plans and addresses for all locations to be inventoried and included in our cost proposal?

Response: The inventory locations will be provided to the selected Contractor after contract execution

7. **Question**: How do you want to be notified of the assets that have missing or inaccurate data at the time of the service? Furthermore, do you need to know what fields were incorrect and needed to be updated or simply need to know which assets were "Assets made with Changes"?

Response: The selected Contractor must document all assets having missing or inaccurate data and provide a report by island and school/activity center detailing by asset the missing or inaccurate data. The DOE needs to know which fields were incorrect and needed to be updated.

8. **Question**: The "intermittent" reports include items reconciled "on the spot" and therefore may we include payment milestones within Activity 2?

Response: Bidders are provided latitude to propose their pricing and milestone payment schedules.

9. **Question:** Will we be provided with labels for assets that we find not tagged but delivered or do you simply want to know what those assets are?

Response: Asset tags will be provided.

10. **Question:** Are all reports in all activities accepted as electronic?

Response: Final reports shall be submitted in soft and hardcopy.

11. **Question:** What is a Certificate of Issuance or Renewal of Trade Name?

Response: These documents are issued through the Office of the Lieutenant Governor of the V.I., Division of Corporations and Trademarks; on behalf of the Legal name of the Contractor and is only applicable when an individual person, "Contractor" is using a business name other than its Legal name of record.

12. **Question:** For the response is a "valid business license" considered the one issued by our state/county?

Response: For the response, bidders may submit a "valid business license" issued by their state of business; however, a "*valid Virgin Islands Business License is required of any firm or individual doing business in the Virgin Islands*"; whether or not the work is being done remotely.

13. **Question:** For the response from a vendor, is the Certificate of good standing accepted for our state and if we are awarded we must have one for the VI as well?

Response: For the response, bidders may submit a Certificate of Good Standing, Existence, or Status issued by their state of business; however, a Virgin Islands Certificate of *Good Standing or Existence* (whichever is applicable to the business entity) is required of any firm or individual doing business in the Virgin Islands.

14. **Question:** Company By-laws, operation agreements or management agreements are required; however these are confidential and normally not released for public knowledge for privately held corporations. What can we provide to satisfy your request specifically from these documents?

Response: If awarded, the selected Contractor should notify the Government of Company By-laws, operation agreements or management agreements deemed confidential and specifically delineate reasons why they cannot be disclosed.

15. **Question:** For project experience under the contents of proposal, why do you need our current projects underway? Most projects underway could be bound by an NDA and therefore require us to not release any of the information and especially cost.

Response: Bidders are asked to provide current projects underway because it is a factor for discussion during the evaluation and rating process (see "FACTORS FOR DISCUSSIONS" p.2 of the RFP). Projects bound by an NDA should be noted accordingly.

16. **Question:** We have never needed a notarized written consent from our letters of recommendation so due to the RFP deadline next week; will you accept the letters themselves?

Response:

17. **Question:** Since this needs to be done every 2 years, shall we submit a reoccurring cost proposal for the next inventory?

Response: DOE is seeking proposals for its 2013 Physical Inventory count only.

18. **Question:** For the informational meeting, will a live video conference be accepted?

Response: Notification will be given to bidders if an informal meeting is required and the Government, Department of Property and Procurement will provide details regarding this meeting (see p. 4, Letter H. "INFORMAL MEETING" of the RFP).

19. **Question:** Cost proposal has indicated that Travel costs are to be included in the contract but, identified separately from compensation of services. Will and [sic] estimation be accepted for the travel costs or does it have to be exact and therefore 'will not exceed'?

Response: All costs for services, including travel, are to be included in the cost proposal. The cost proposals must be submitted in a separate sealed envelope apart from the technical proposal.

20. **Question:** If we have already done business with the Department of Property and Procurement, do we still require the business license for VI?

Response: Same as response to question number 12 herein and see p. 7 of the RFP Letter H. "LICENSE REQUIREMENT".

21. **Question:** What is the certificate of Virgin Islands Government Insurance?

Response: See page 7 of the RFP, Letter M. "REQUIRED DOCUMENTS", number 2, "WORKERS' COMPENSATION".

This concludes the Department's responses. Thank you for your courtesies in this matter.