



Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.774.9587

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November 12, 2021

AMENDMENT TWO (2) IFB008DOEC22(S) Quarterly Janitorial Services for the Department of Education, St. Croix, U.S. Virgin Islands

INSERT

Attached Revised Summary and Scope of Work, Attachment A, and Attachment B (Bid Sheet).

DELETE

Original Summary and Scope of Work, Attachment A, and Attachment B (Bid Sheet).

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



THE VIRGIN ISLANDS
DEPARTMENT OF EDUCATION



Office of the Commissioner

Main:
1834 Kongens Gade, Charlotte Amalie
St. Thomas, U.S. Virgin Islands 00802-6746
Tel: 340/ 774-0100 • Fax: 340/ 779-7153

St. Croix:
2133 Hospital Street, Christiansted
St. Croix, U.S. Virgin Islands 00820-4665
Tel: 340/ 773-1095 • Fax: 340/ 773-9579

V.I. Department of Education Various Public Schools and Activity Center
Quarterly 2022 Deep Cleaning and Sanitation Services
St. Croix School District

Summary and Scope of Work

The Department of Education (VIDE) is request sanitization and deep cleaning janitorial services to mitigate the occurrence of Covid-19 at all schools in the St. Croix District as listed in Attachment A. The Contractor shall be responsible for cleaning (dirt removal) and subsequently disinfecting (kill germs) all administrative offices, bathrooms, kitchenettes, conference rooms, lounge rooms, storage closets, classrooms, student bathrooms, cafeterias, and other common areas located throughout the campus **as described in Attachment A**. The Contractor shall disinfect **all** doorframes, door handles, bookshelves, desks, chairs; and shared electronic equipment inclusive of telephones, remote controls, computer keyboards and monitors. Cleaning and disinfecting all bathrooms and its fixtures inclusive of sinks, faucets, toilets, dividers, etc. are necessary. All floors located throughout the campus should be mopped. The Contractor shall utilize Environmental Protection Agency (EPA) approved 99% antibacterial disinfectants similar to Clorox Bleach, Pine Sol, etc.

The selected Contractor shall also provide floor waxing services at all schools during 3rd cleaning scheduled in July 2022. Waxing services **shall not** be performed in modular classrooms.

*(The services shall be completed four times (4x) per year as *scheduled below. All dates will be determined by the schools' administrators)*

- 1st Quarter-December 2021- January 2022
- 2nd Quarter-April 2022
- 3rd Quarter-July 2022
- 4th Quarter September 2022

Services shall be performed at the following schools in the St. Croix School District

Pearl B. Larsen
Juanita Gardine
Lew Muckle
Ricardo Richards
Eulalie Rivera
Alfredo Andrews
St. Croix Career Technical Education Center
St. Croix Central High
St. Croix Educational Complex
John H Woodson

The VIDE is seeking the services of multiple Contracts to provide the aforementioned services. Multiple awards are possible. The Contractor shall be responsible for providing the necessary, tools, supplies,

equipment, and labor to complete the requested services. A listing of all cleaning products to be used should accompany this bid sheet for the VIDEs review and approval prior to the commencement of work.

Contractual Documents

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

Certificate of Resolution, as to the authorized negotiator and signer of a contract.

Current **Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.

One (1) current **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.

Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.

Articles of Incorporation or Organization, as applicable; or documents governing operation.

Certificate of Liability Insurance indicating proof of coverage of and **General Liability/Public Liability Insurance** - each of no less than [One Hundred Thousand Dollars (**\$100,000**) for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.

Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

System for Award Management (SAM) certifying the Contractor’s’ eligibility to receive contract awards appropriated with federal funds; www.sam.gov.

Attachment A

<p>PEARL B. LARSEN K-8</p>	<ul style="list-style-type: none"> - Main Office - Office Bathrooms - Kitchen - Conference Room - Cafeteria - Teacher’s Lounge - Auditorium - Library - Primary Counselor’s Room - Nurse’s Room/ Bathrooms - LARTS Room - 6 Hallway Bathrooms - Classrooms on the Primary Side: 101, 102, 104, 106, 105, 103 - 114,111,Art Room, 109,110, - 112,113, 216,214,212, 217 - 215,213,201, 202 - Classrooms on the Intermediate Side: 207,208, 211,210, 209, - 206, TE 101, TE 102, TE 103, TE 104 - Gymnasium Bathrooms
<p>JUANITA GARDINE K-8</p>	<p>Main Office (including all rooms within) Nurse’s Office Library (including AP office) Activity Center (including counselors’ offices) 2 Computer Labs (may require special products that are safe on electronic devices) Auditorium Gymnasium</p> <p>Classrooms: Rooms 101 – 110 Rooms 202 – 215 Rooms 301 – 308 Rooms 414 – 415</p> <p>6 Student Restrooms 1 Adult Restroom (200 wing)</p>

LEW MUCKLE ELEMENTARY	<ol style="list-style-type: none"> 1. The modular units <ol style="list-style-type: none"> A. Main Office and all the smaller spaces contained therein B. Classroom TM 102 (Kg. Classroom) C. Library and all spaces contained therein D. Classroom TM 104 2. The Computer Lab (6M6) 3. Cafeteria
RICARDO RICHARDS ELEMENTARY	Main Office and all the smaller spaces contained therein All Classrooms All Bathrooms Library and all spaces contained therein Classroom The Computer Lab (6M6) Cafeteria
ALFREDO ANDREWS ELEMENTARY	<ul style="list-style-type: none"> • Main Office • Auditorium • All classrooms • Hallways and Common Areas • All AC units • All Restrooms • The Library • Lounges • Nurse Room
JOHN H. WOODSON JR. HIGH	<ul style="list-style-type: none"> • Main Office and AC Vents • Auditorium and Stage • Cafeteria • Gym • A,B,C, and, D Wings, All classrooms • Hallways and Common Areas • All AC units • All Restrooms • The Library • Counselor Suite • Bandroom • Special Education Classrooms
CTEC	<ul style="list-style-type: none"> • Main Office • All Offices/Lounges • All Classrooms • Hallways and Common Areas • All AC units • All Restrooms

	<ul style="list-style-type: none"> • Library
<p>ST. CROIX CENTRAL HIGH</p>	<p><u>Main office to include:</u></p> <ul style="list-style-type: none"> a. Lobby area b. Conference room c. Nurse’s Station d. Bathrooms <p>1. <u>Cafeteria to include:</u></p> <ul style="list-style-type: none"> a. Kitchen Area b. Stage Area c. A/C ventilation d. Bathrooms <p><u>Locker Rooms (Boys & Girls)</u></p> <ul style="list-style-type: none"> a. Bathrooms b. Offices <p><u>Music Building</u></p> <ul style="list-style-type: none"> a. Band room (rug need to shampoo and steam, Clean walls) b. A/C ventilation c. Clean cupboards d. Bathrooms e. Clean <p><u>Classrooms to include:</u></p> <ul style="list-style-type: none"> a. Ceilings All Classrooms (remove dust, cobwebs,) b. High ceilings on the 200, 300, 400, 800, 900, and 1000 wing c. Cooking Class/appliances/ <p><u>Students Bathrooms</u></p>
<p>ST. CROIX EDUCATIONAL COMPLEX</p>	<ul style="list-style-type: none"> • Main Office • Auditorium and Band Suite • Cafeteria and Kitchen • Gym (Locker Rooms, Offices, Classrooms, and Team Rooms) • A,B,C, D Wings/ All Classrooms and Offices • Library • All Restroom Facilities (Students and Staff)

	<ul style="list-style-type: none">• Hallways and Common Areas• All AC Units• Lockers (Students)
EULALIE R. RIVERA K-8	<p>All Classrooms on the campus – including areas presently on campus being utilized by AA Richards K-8 and Division of Special Education Services.</p> <p>Main Office- including all internal offices</p> <p>Cafeteria</p> <p>Library</p> <p>Computer Lab</p> <p>Teacher’s lounge</p> <p>All Girls and Boys bathrooms on the wings.</p> <p>Cafeteria</p>

ATTACHMENT B
 Quarterly Deep Cleaning Services
 Bid Sheet

Item	Location	Unit Cost 1 st 1 st , 2 nd , and 4 th Quarter "A"	Unit	Unit Cost 3rd Quarter "B"	Unit	Total ("A"x3)+"B"
1	Pearl B. Larsen K-8	\$	QTR	\$	QTR	\$
2	Juanita Gardine K-8	\$	QTR	\$	QTR	\$
3	Lew Muckle Elementary	\$	QTR	\$	QTR	\$
4	Ricardo Richards Elementary	\$	QTR	\$	QTR	\$
5	Alfredo Andrews Elementary	\$	QTR	\$	QTR	\$
6	John H Woodson	\$	QTR	\$	QTR	\$
7	St Croix Career Technical and Education Center	\$	QTR	\$	QTR	\$
8	St. Croix Educational Complex	\$	QTR	\$	QTR	\$
9	St. Croix Central High School	\$	QTR	\$	QTR	\$
10	Eulalie R. Rivera	\$	QTR	\$	QTR	\$

Contractor Name _____

Authorized Signatory: _____

Contact Email: _____

Contact Phone Number: _____