



# Department of Property & Procurement

Government of the United States Virgin Islands

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**August 24, 2021**

## **AMENDMENT SEVEN (7)**

**IFB070GVIC21 (S)- Janitorial Services at Various Departments for the GVI, St. Croix, USVI**

**INSERT: Virgin Islands Bureau of Internal Revenue (Revised)**

**All other terms and conditions remain the same.**

**A copy of this amendment must be returned with your bid.**

## **SCOPE OF WORK**

The Virgin Islands Bureau of Internal Revenue is seeking a contractor to perform the services described below:

### **Cleaning and Sanitizing of Bureau offices:**

Location and Size of Offices are:

- a. Leroy Quinn Complex, St. Croix (STX) - 8,352 sq. ft top floor

Specific Services Required:

To perform sanitization maintenance to:

- Offices
- Lounges/cafeterias
- Conference rooms
- Restrooms
- Lobbies
- Customer service stations

Contractor must supply all labor, cleaning materials and equipment necessary to successfully perform these services.

## **DETAILED SCOPE OF CLEANING TO BE PERFORMED**

### **Clean High-Touch Surfaces**

Clean high-touch surfaces at least twice a day or as often as determined is necessary. Examples of high-touch surfaces include counters, tables, entrance and exit doors, doorknobs, door frames, light switches, handles, stair rails, kitchen appliances, elevator buttons, dining chairs, keyboards, phones, toilets (flush lever), urinals, kitchen & bathroom dispensers, faucets, doors, file cabinets (common area) copiers fax machines, sinks, water coolers and waiting room chairs

1. The contractor performing the cleaning and disinfection shall:
  - a. Use only EPA-registered disinfectants for disinfecting solid surfaces.
  - b. Use disinfectants approved by EPA and follow any associated manufacturers' guidance for porous surfaces (e.g., rugs, partitions).
  - c. Use cleaning agents or detergents appropriate for office furnishings and surfaces.
2. The contractor must submit the proposed list of cleaners and disinfectants to the Department of Property & Procurement as a part of proposal.

3. The contractor shall use the cleaners and disinfectants according to the manufacturer’s recommendations.
4. The contractor shall ensure that mops and cloths should be cleaned with laundry soap and hot water and disinfected with diluted bleach solution after use. Designed cloths for cleaning surfaces. No multi-purpose use. (Bath cleaning cloths can’t wipe down kitchen counters or counters in lobby.) Highly recommend the use of single-use cleaning products such as paper towels or wipes.
5. The contractor shall ensure that staff wears the appropriate personal protective equipment (PPE) to protect themselves and the staff, while working in the Bureau’s facilities.
6. The contractor shall ensure that upon the completion of the cleaning and disinfecting of the facilities, the contractor shall remove and dispose of all used PPEs and cleaning materials off campus.
7. The contractor shall strictly adhere to OSHA’s HAZCOM Standards at all times.

**Frequency:**

Location	Daily Time Schedule
Leroy Quinn Complex (Top Floor)	M-W-F 5:30 pm
Airport Excise Tax Office	Tues/Thurs before 4:30 PM
Gallows Bay Excise Tax Office	Tues/Thurs before 4:30 PM

**Aerosol disinfecting**

Electrostatically administer aerosol disinfectant through the three facilities; or disperse aerosol disinfectant through fog, mist, or vapor to reduce air borne contaminants.

1. The contractor and staff should be trained to administer the disinfectants.
2. The contractor must submit the proposed list of cleaners and disinfectants to the Department of Property & Procurement as a part of proposal.
3. The contractor must follow the manufacturer’s instructions on the product label for the intended use, safety, and contact time.
4. The contractor shall ensure that the products used are compatible with the finish and material of the surface.
5. The contractor shall ensure that staff wears the appropriate personal protective equipment (PPE) to protect themselves and the staff, while working in the Bureau’s facilities.
6. The contractor shall ensure that upon the completion of the cleaning and disinfecting of the facilities, the contractor shall remove and dispose of all used PPEs and cleaning materials off campus.
7. The contractor shall strictly adhere to OSHA’s HAZCOM Standards at all times.

<b>Standard Form 86</b> November 1949 Edition General Services	<b>CONTINUATION SHEET</b> (Supply Contract)	Contract, Order, or Invitation No. <b>IFB070GVIC21 (S)</b>		Page No.
<b>ITEM NO.</b>	<b>Government of the Virgin Islands Janitorial Services          St. Croix Locations</b>			<b>AMOUNT</b>
	<b>Virgin Islands Bureau of Internal Revenue          4008 Estate Diamond Plot 7 B          Christiansted VI 00820-4421</b>		<b>Monthly \$ _____</b>	
	<b>Airport Excise Tax Office</b>			
	<b>Gallows Bay Excise Tax Office</b>			
<b>Name of Bidder:</b>				