

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

_____o_____

DEPARTMENT OF PROPERTY AND PROCUREMENT

_____o_____

INVITATION FOR BIDS

_____o_____

Invitation No. IFB002DOET21 (C)

Date: October 13, 2020

Pursuant to Laws of the Government of the Virgin Islands, sealed bids in Quintuplicate (5) copies (1) original and (4) copies, for the work described herein will be received no later than Tuesday, November 17, 2020, at 10:00 a.m. at the Department of Property and Procurement and **publicly open** on Thursday, November 19, 2020, at 10:30 a.m. Bids can be submitted at the address: 8201 Subbase, 3rd Floor, St. Thomas, Virgin Islands 00802 or via Email submission at ebids_proposals@dpp.vi.gov

Description of Work and Project Number: IFB002DOET21 (C)- Construction of a Transformer Substation at the Joseph Gomez Elementary School on St. Thomas, Virgin Islands

Cost Per Set: \$50.00 NON-REFUNDABLE

Liquidated Damage: \$75.00 per calendar day

Completion time of Work: 120 calendar days

TIMETABLE

Pre-Bid Conference: Wednesday, October 28, 2020 at 10:00 a.m. Atlantic Standard Time via Teleconference Call. **A site visit will be scheduled following the meeting.**

Request for Information: Last day for request for written clarification will be Tuesday, November 3, 2020, at 1:00 p.m. Atlantic Standard Time.

Due Date: The bids will be accepted at the Department of Property and Procurement no later than Tuesday, November 17, 2020, at 10:00 a.m. Atlantic Standard Time

Publicly Open Bid Date: Bids will be publicly opened on Thursday, November 19, 2020, at 10:30 a.m. Atlantic Standard Time via conference call.

Information regarding bidding documents

Bidding Documents include the Public Notice, this Invitation to Bid, Instruction to Bidders, Contractor's Qualification and Financial Statement, the Contract Template, Bid Bond, Performance and Payment Bonds, General Provisions, Special Provision, Supplemental Specifications, Plan and Specifications. All documents may be obtained from the Department of Property and Procurement at the cost stated above or download a free copy at <http://dpp.vi.gov> under project advertisements.

Each bid must be accompanied by a Bid Guarantee as provided for in Form No. P&P-ITB-CC-16-73 (Instruction to Bidders) which is hereby made a part of this Invitation and by this reference incorporated herein as fully and effectively as if set forth in detail. Bid Guarantee for Preferred Bidders will be as specified in 31 V.I.C. 236a (Act No. 2995 approved April 16, 1971) if Preferred Bidders Act applies. If Preferred Act does not apply, **failure to provide a five (5%) percent bond will render the bid unresponsive**. It is the Bidder's responsibility to determine if the Act Applies.

The Bid Guarantee for bidders not claiming or having the status of a preferred bidder will be Five (5%) per cent of the bid price. Bid Guarantee will be in the form of a Bond (Corporate or Individual Surety), Money Order, Certified Check, or Irrevocable Letter of Credit. **The bid bond form provided in the bid document must be properly filled out to accompany checks and money orders.**

No Bidder will be allowed to withdraw his bid within a period of thirty (30) calendar days following the date set for the opening thereof.

Preferred Bidder:

Any bidder claiming eligibility as a "preferred bidder" under the provision of the Preferred Bidder's Act (31 VIC 236a – Act No. 2995, approved April 16, 1971) must request that his name be added to a preferred bidder's list to be maintained by the Commissioner of Property and procurement.

If a bidder has not previously filed a notarized Certificate with the Commissioner of Property and Procurement, copies thereof may be obtained from the Department of Property and Procurement, Division of Procurement, 8201 Subbase, 3rd Floor, St. Thomas, Virgin Islands and/or from 3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands.

Certificate must be fully completed, notarized, and filed in the Division of Procurement before the day and hour set for bid opening.

Contractor's Qualification Statement and Condensed Current Financial Statement

Each bidder **must** submit with his/her bid an executed copy of a Contractor's Qualification and Financial Statement which is hereby made a part of this Invitation for

Bids and by this reference incorporated herein as fully and effectively as if set forth in detail.

Non -Collusion

Each bidder **must** submit with the bid a notarized copy of the Non-Collusion Affidavit which is hereby made a part of this Invitation and by this reference incorporated herein as fully and effectively as if set forth in detail.

Corporate Documents

- a. Current Virgin Islands Business License listing General Construction Co. or Construction Contractor as the Types of License (s). All Bidders bidding as a Joint Venture must be licensed as Joint Venture in the U. S. Virgin Islands.
- b. Current Trade Name Registration Certificate, if applicable
- c. Certificate of Good Standing dated July 1, 2020 or later
- d. Articles of Incorporation (for Corporations) or Articles of Organization (for LLC's) or qualification (Limited Partnerships).

Insurance Requirements

The Cost of which shall be borne by the Contractor and maintained fully during the term of the contract.

- a. Certificate of Government Insurance (Workers Compensation):
 - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.
- b. Comprehensive General Liability Insurance:
 - ii. Respondent shall carry comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
 1. Each Occurrence - \$1,000,000.00
 2. Damages to Rented Premises- \$50,000.00
 3. Medical Expenses - \$50,000.00
 4. Persona & Adv Injury - \$1,000,000.00
 5. General Aggregate - \$2,000,000.00
 6. Products – Complete Ops. Aggregate - \$2,000,000.00
 - iii. General Aggregate shall apply on a basis.
 - iv. Respondent shall provide a Certificate on Insurance reflecting required coverage.
 - v. In award, the Contractor shall provide proof of adding the Government as an additional insured via a scheduled/individual endorsement.

Additional requirements are included in the Department of Education Invitation for Bids Document. (Attached herein).

BONDS:

A Bid Bond, Performance Bond, and Payment each are required as follows:

Bid Bond: 5% of the Contract
Performance Bond: 100% of the Contract
Payment Bond: 100% of the Contract

1. SUBMISSION OF BIDS- HAND-CARRIED

All interested parties shall submit *one (1)* original and *four (4)* copy sets of bids, which are to be delivered to the Department of Property and Procurement no later than **Tuesday, November 17, 2020 at 10:00 a.m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas
Commissioner
Department of Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands

THE SEALED ENVELOPE CONTAINING THE BIDS MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

SEALED BIDS-DO NOT OPEN
IFB002DOET21 (C)
(Name of Bidder)
(Mailing Address of Bidder)
(Telephone Number of Bidder)
(Email Address of Bidder)

2. SUBMISSION OF BIDS- ELECTRONIC SUBMISSIONS

All interested parties shall submit an *electronic submission* to ebids_proposals@dpp.vi.gov. no later than **Tuesday, November 17, 2020, at 10:00 a.m.** Atlantic Standard Time.

Electronic submissions must also include the **Company's Name-Solicitation Number and Due Date**. The second page of each electronic submission **must only contain** the following words in red font: **“CONFIDENTIAL BID SUBMISSION”**

THE ELECTRONIC SUBMISSION OF BIDS MUST HAVE THE FOLLOWING INFORMATION TYPED INTO THE SUBJECT LINE OF EMAIL:



The image shows a screenshot of an email composition interface. On the left, there is a 'Send' button with a right-pointing arrow. To its right are three input fields: 'To' with the value 'ebids_proposals@dpp.vi.gov', 'Cc', and 'Bcc'. Below these fields is a 'Subject' field with the text 'ABC Company, Inc.- IFB000ABCT20 (C)- Due Date'.

It shall be the bidder's responsibility to deliver bids to the Department of Property and Procurement before the date and time set for the closing of acceptance of bids. Bids received after the official deadline will be considered **LATE** and will **NOT** be considered.

Pre-Bid and Open-Bid Meeting Information

Teleconference Call

Dial-In Number: 1(712) 451-0422

Access Code: 164896

ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a bid in response to this IFB, the bidder agrees to accept the boilerplate terms and conditions of the Government's standard Construction Contract, a copy of which is attached to this IFB, if the bidder is selected for award.

INVITATION FOR BID

INSULAR ABCS INITIATIVE, DEFERRED MAINTENANCE REDUCTION PROGRAM

Joseph Gomez Elementary School

Transformer Substation Project

ST. THOMAS, UNITED STATES VIRGIN ISLANDS

Invitation for Bids (IFB) Contents

Section 1	Scope Overview,
Section 2	General Bidder's Instructions and Requirements
Attachment 1	Site Map
Attachment 2	Bid Sheets
Attachment 3	Condition Photos
Attachment 4	Transformer Substation Concrete Pad Plan

Section 1 Scope Overview:

The extent of work to be performed at this school includes: constructing a concrete pad with three sidewalls and a security gate. This enclosure will facilitate a new Transformer Substation III Phase electrical unit to provide consistent electrical power to the school's buildings. All required components including but not limited to include are as follows: 225 KVA, Switchboard, the Main circuit with Electrical Underground Ducts and Manholes. The transformer shall be hooked up to the metered entry and the appropriately sized breaker box or distribution panel installed on the adjacent building(s).

Joseph A. Gomez Elementary School, constructed in 1970, is located at 142 Anna's Retreat in the Anna's Retreat neighborhood in St. Thomas. The school complex has 12 buildings split into two distinct clusters. The northern cluster of buildings is made up of long, rectangular classroom buildings and the main building. The second clusters of buildings are offices and miscellaneous spaces. All buildings within the complex are one or two-story, with combination-roofs, constructed in the Modern Style of CMUs with louvered windows.

1. Project Outline Specifications pertaining to specific areas of work:
 - a. Earthwork: The VIDOE inspects all of its construction activity throughout the Territory to ensure minimum local and national building code compliance. The codes enforced are Title 29 of the Virgin Islands Code
 - b. Concrete Work: International Building Code, the International Residential Code and the International Energy Conservation Code
 - c. Metal Work: International Mechanical Code
 - d. Electrical Work: National Electrical Code
2. Testing and Inspections reports: The selected Contractor shall provide copies (samples) to the VIDOE of all materials and products before purchasing. The VIDOE will be responsible for the final approval of these materials and product selection. All testing and or project inspection reports performed by Independent testing services or DPNR' Division of Building Permits as required by the governing

Building Code, Manufacturer, or Industry Standard must be provided to the VIDOE.

3. Preparation and Submission of Project Closeout Documentation to be provided by the Contractor:
 - a. As-Built Drawings- prepared by a Licensed Surveyor, Architect or Engineer;
 - b. Compaction & Material Test Reports;
 - c. Transformer Manufacturer's Standard Operations Manual
 - d. Transformer Manufacturer's Maintenance Manual
 - e. Transformer Manufacturer's Warranty
 - f. VIWAPA Approval and Certificate of Inspection and Acceptance
 - g. Contractor's Certificate of Substantial Completion
 - h. Contractor's Warranty

Joseph Gomez Elementary School buildings that will be affected are concrete structures, with louvered windows and are two levels with a newly installed galvanized roofing system. The buildings suffer from deferred electrical maintenance, the corrosive coastal environment, and the impacts of numerous tropical storms; including the recent Hurricanes.

Section 2 General Bidder's Instructions and Requirements

1. The selected licensed General Contractor (hereafter, "Contractor") shall be responsible for thoroughly inspecting all relevant existing conditions associated with this IFB. It is the contractor's responsibility to establish exact quantities and existing circumstances based upon the documents, instructions issued herein, and his site visits.
2. The Scope of Work shall include all work on the accompanying Bid Sheet and Specifications if any.
3. The Contractor shall provide all labor, materials, tools, accessories, equipment, and incidentals required to complete all of the work specified or reasonably implied therein, as falling within the Scope of Work of this project.
4. The contractor's prices submitted for work to be done shall include all possible costs, including overhead, taxes, and profit.
5. The Contractor shall be disqualified if any bid sheet is not legible or fully complete. The government shall not be responsible to interpret any omission or illegible entries. The Contractor's prices submitted for work to be done shall include all possible costs, including overhead, taxes, and profit.
6. Unit prices submitted on the itemized bid sheet shall be utilized by the Government of the Virgin Islands in its discretion and at its sole benefit to determine any credits and/or debits to the project, which, if necessary, shall be addressed only in the form of a formal Change Order to the Project.
7. All bidders are required to attend a **mandatory** Pre-Bid Conference and Site Walkthrough. Failure on the part of a bidder to attend the scheduled site walkthrough shall be grounds to disqualify a bidder.
8. Bidders are encouraged to bring to the attention of the government any and all areas or issues of concerns during the period open for questions and clarifications. Failure on the part of a bidder to raise any questions regarding any unusual or known circumstances during the bid preparation

INVITATION FOR BID

Joseph Gomez Elementary School- Transformer Substation Project

period shall not relieve or give cause for a bidder to subsequently advance a claim or cause for changes to the scope of work.

9. When applicable, the Contractor shall be responsible to file for and secure any and all permits and /or inspections that may be required before, during, or after the work installed.
10. All work to be performed on the project site shall be furnished only during normal (regular) business hours, 7:00 AM to 5:00 PM, Monday through Friday. If the Contractor elects to perform work outside these days and times he/she shall be responsible to make all necessary arrangements with the school Administrators at their convenience. The contractor is reminded that this is an operational public school where occupant safety and comfort are of paramount concern to the Government. All Contractor actions need to consider the welfare and safety of building occupants. Any Contractor activities deemed by the Government to be contrary to occupant welfare and safety will be grounds to stop work.

During construction, potential lead-based paint (LBP), asbestos-containing material (ACM), and/or air conditioning refrigerants may be present on or within structures where repair/replacement work will be conducted. General Contractor is responsible for the proper identification, handling, and disposal/recycling of hazardous materials including LBP, ACM, and/or air conditioning refrigerants (according to Federal, USVI, State and local laws, regulations, and guidance) encountered in connection with the current scope of work. In such events, remediation of the hazardous material may be considered a Change Order.

**GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DEFERRED MAINTENANCE REDUCTION PROGRAM**

ITEMIZED BID SHEET

SOW #/ Item Nos.	DESCRIPTION	QTY.	UNITS	UNIT PRICE	TOTAL PRICE
	Transformer substation at Joseph Gomez Elementary School				
1	Concrete transformer pad	1	LS		
2	Retaining wall, CMU, three sides facing the hill.	1	LS		
3	Install chaninlink gates at front of the enclosure.	1	LS		
4	Install transformer, oil filled, 15KV with Taps, 480 volt secondary, 3-phase, 225 KVA, Pad Mounted, Includes enclosure.	1	LS		
5	Switchboard, Main Curcuit Breaker, 3- pole 4- wire, 277 / 480 volt, 800-Amp, Includes enclosure.	1	LS		
6	Circuit Breaker, 3-Pole, 600-Volts, 225-Amp, enclosed (NEMA 1).	2	EA		
7	Curcuit Breaker, 3-Pole, 600 Volts, 100-Amp, enclosed (NEMA 1)	4	EA		
8	Electrical Underground Ducts and Manholes, Underground Duct Banks ready for Concrete fill, PVC Type EB, 2@2" Diameters, Exclude Excavation, backfill and Cast Inplace Concrete.	20	LF		
9	Include costs to excavate, Backfill and cast in place concrete	20	LF		
	Subtotal				
	General Conditions and Requirements (15% Mark-up):				
	TOTAL:				

The quantities noted above are not necessarily exact, and the items noted do not necessarily make up all the work required, or noted in the Specifications and Drawings, for the complete Construction and proper operation of the project. The items noted, will be used in establishing if the cost, which are being submitted by the Bidder, are within the current acceptable prices being used in the U.S. Virgin Islands construction market; and also to ensure that all Contractors' Bids are the same. The Contractor shall be responsible for submitting a TOTAL LUMP SUM COST for the complete construction of the project.

THE BID TOTAL LUMP SUM COST FOR THIS INVITATION FOR BID, IS LISTED AS WRITTEN IN U.S. CURRENCY IN WORDS OF DOLLARS AND CENTS:

USD-

The undersigned vendor, service provider, contractor hereby certifies that he/she has thoroughly examined the entire Scope Of Work, visited the project site(s) and familiarized himself/herself with all conditions, and hereby proposes to furnish all labor, tools, materials, equipment, services and transportation associated therewith. All work and services provided herein shall conform in all respects to all Project Plans, Specifications, written Scopes Of Work and applicable local, federal, construction trade, and/or Manufacturer's Product Specifications; equipment current applicable codes, standards and procedures. The vendor, service provider, contractor, pledges to complete all work herein within ONE HUNDRED TWENTY (120) CALENDAR DAYS.

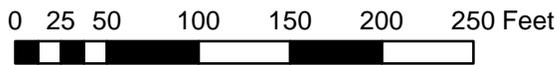
Vendor's Signature	Date
Company Name/Mailing Address/Telephone:	



Helber Hastert & Fee

Joseph Gomez Elementary

Date: 3/8/2013



INVITATION FOR BID- Attachment 3 (Condition Photos)
Joseph Gomez Elementary School- Transformer Substation Project



Location for the new Transformer Concrete Pad enclosure

INVITATION FOR BID- Attachment 3 (Condition Photos)
Joseph Gomez Elementary School- Transformer Substation Project



Location of new underground trench to connect new Three Phase Electrical supply

INVITATION FOR BID- Attachment 3 (Condition Photos)
Joseph Gomez Elementary School- Transformer Substation Project



Weatherhead to be removed and placed in underground trench



LOCATION OF TRANSFORMER SUBSTATION

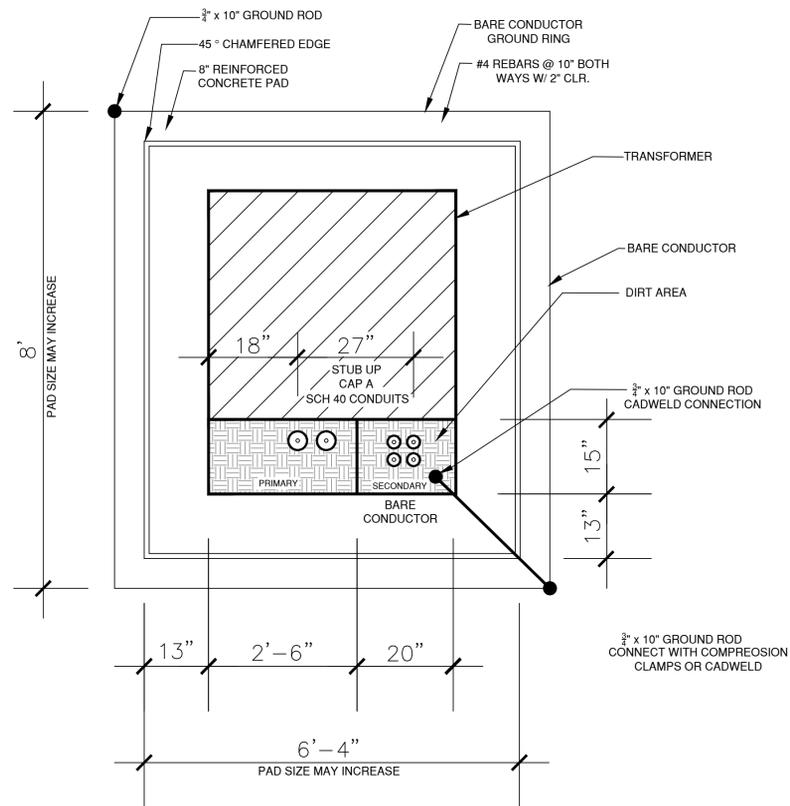
- ELECTRICAL GENERAL NOTES**
1. ALL WORK SHALL COMPLY BOTH WITH THE V.I. AND NATIONAL ELECTRICAL CODES.
 2. CONTRACTOR SHALL OBTAIN ALL ELECTRICAL PERMITS REQUIRED FOR THE ELECTRICAL PORTION OF THE JOB.
 3. CONTRACTOR SHALL COORDINATE THE CONNECTION BETWEEN THE EXISTING UTILITY COMPANY POWER LINES AND THE NEW CONSTRUCTION.
 4. WHERE MORE THAN ONE (1) SWITCH ARE INSTALLED AT THE SAME LOCATION, PROVIDE A COMMON COVERPLATE.

CONTRACTOR SHALL ADHERE TO:

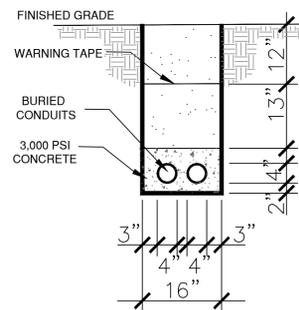
1. IBC AND IRC CODE
2. NEC 2017
3. UPC 2018
4. CONSTRUCTION INFORMATION FOR A STRONGER HOME 4TH EDITION
5. BASIC WIND SPEED 165 MPH
6. SEISMIC ZONE D
7. ASCE 7-16

CONTRACTOR SHALL ALSO ADHERE TO ALL OTHER LOCAL STATUTES GOVERNING CONSTRUCTION.

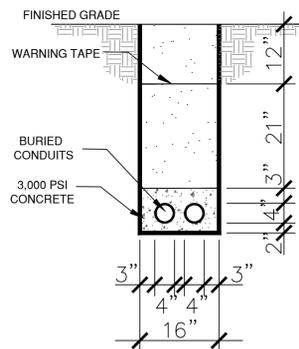
ANY DEVIATION TO THE DESIGN WHILE UNDER CONSTRUCTION SHALL BE VERIFIED BY THE ARCHITECT AND APPROVED BY THE LOCAL BUILDING INSPECTOR.



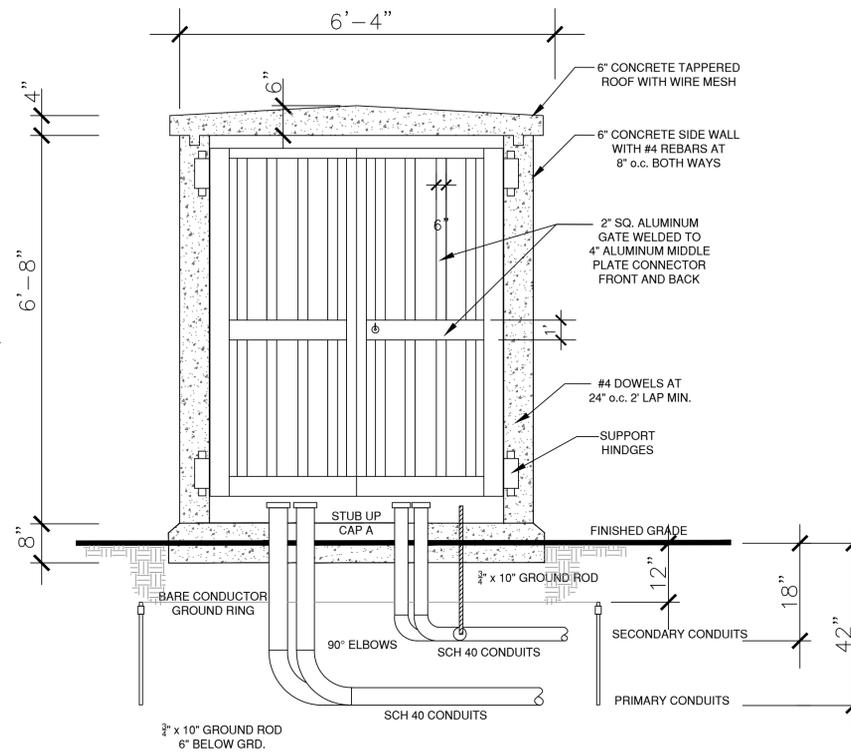
TRANSFORMER CONCRETE PAD PLAN
Scale: 3/4"=1'-0"



PRIMARY TRENCH DETAIL
Scale: 3/4"=1'-0"



SECONDARY TRENCH DETAIL
Scale: 3/4"=1'-0"



TRANSFORMER CONCRETE PAD SECTION
Scale: 3/4"=1'-0"

Deferred Maintenance Repair Program

DMRP Program Approved DOI-OIA Initiative Work Plan

REVISIONS	REMARKS	DATE	NO.

ELECTRICAL TRANSFORMER SUBSTATION AT JOSEPH GOMEZ ELEMENTARY SCHOOL
ST. THOMAS U.S.V.I.

PROJECT NO:
CAD DWG FILE:
DRAWN BY: H.H.F.
CHECKED BY:
DATE:
SHEET TITLE

SEAL

BID BOND <i>(See instruction on reverse)</i>	DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i>	OMB NO.: 9000-0045
--	---	--------------------

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION
--	--

SURETY(IES) *(Name and business address)*

PENAL SUM OF BOND				BID IDENTIFICATION		
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS	FOR <i>(Construction, Supplies, or Services)</i>	

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL				
SIGNATURE(S)	1.	2.	3.	<i>Corporate Seal</i>
	<i>(Seal)</i>	<i>(Seal)</i>	<i>(Seal)</i>	
NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	3.	

INDIVIDUAL SURETY(IES)		
SIGNATURE(S)	1.	2.
	<i>(Seal)</i>	<i>(Seal)</i>
NAME(S) <i>(Typed)</i>	1.	2.

CORPORATE SURETY(IES)				
SURETY A	NAME & ADDRESS	STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed _____ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

AFFIDAVIT OF INDIVIDUAL SURETY

(See Instructions on Page 2)

STATE OF _____)
)
)
COUNTY OF _____)
)
)

ss:

I, the person whose signature appears below as surety, being duly sworn, depose and say that I am one of the sureties to the attached bond; that I am a citizen of the United States (a Resident Alien who has declared his intention to become a Citizen of the United States,) and of full age and legally competent; that I am not a partner in the business of the principal on the bond or bonds on which I appear or may appear as surety; that the information herein below furnished is true and correct. This affidavit is made to induce the Government of the Virgin Islands to accept me as surety on the attached bond.

MY NAME (first, middle, last)	MY ADDRESS (street and number, city and State)
-------------------------------	--

TYPE AND DURATION OF MY OCCUPATION	NAME OF MY EMPLOYER
------------------------------------	---------------------

MY BUSINESS ADDRESS (Street and number, city and State)	Amount I am worth in Real Estate and Personal Property over and above (1) All my debts and liabilities owing and incurred. (2) Any property exempt from execution (3) Any pecuniary interests I have in the business of the principal on said bond. And (4) Any interest I have in any so-called community property.
---	--

LOCATION AND DESCRIPTION OF REAL ESTATE OF WHICH I AM SOLE OWNER IN FEE SIMPLE (not exempt from seizure and sale under any homestead law, community or marriage law, or upon attachment, execution, or judicial process)

FAIR VALUE OF SUCH REAL ESTATE	ASSESSED VALUE OF SUCH REAL ESTATE FOR TAXATION PURPOSES
--------------------------------	--

ALL MORTGAGES OR OTHER ENCUMBRANCES AGAINST ABOVE REAL ESTATE. THERE BEING NO OTHERS (if none, so state)

MY LIABILITIES OWING AND INCURRED DO NOT EXCEED THE AMOUNT OF	Amount I am worth in Real Estate and Personal Property over Personal property subject to execution and sale. This amount being additional to the real estate above described
---	--

THE ABOVE PERSONAL PROPERTY CONSISTS OF THE FOLLOWING

ALL OTHER BONDS ON WHICH I AM SURETY (state character and amount of each bond; if none; so state)

MY SIGNATURE AS SURETY

Subscribed and sworn to before me this date at _____

OFFICIAL SEAL

(Signature)

(Title of official administering oath)

(Date)

CERTIFICATE OF SUFFICIENCY

I HEREBY CERTIFY, that the surety named herein is personally known to me; that, in my judgment, said surety is responsible, and qualified to act as such; and that, to the best of my knowledge and belief, the facts stated by said surety in the foregoing affidavit are true.

NAME (typewritten)

SIGNATURE

OFFICIAL TITLE

ADDRESS

INSTRUCTIONS

1. This form shall be used whenever sureties on bonds to be executed in connection with Government contracts are individual sureties. There shall be no deviation from this form except as authorized by the Department of Property and Procurement.

2. A firm, as such, will not be accepted as a surety, nor a partner for copartners or for a firm of which he is a member. Stockholders of a corporate principal may be accepted as sureties provided their qualifications as such are independent of their stockholdings therein. Sureties, if individuals, shall be citizens of the United States or Resident Aliens who have declared their intention to become United States Citizen.

3. The individual surety shall justify, under oath, in a sum not less than the penalty of the bond, according to the form appearing on the face hereof, before a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal, it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. Where citizenship is not required, as provided in paragraph 2 of these instructions, the affidavit may be amended accordingly.

4. The certificate of sufficiency shall be signed by an officer of a bank or trust company, under Oath by two persons not related to the surety.

5. By signing this affidavit, the individual surety agrees to assign to the Government of the Virgin Islands as security for performance by the Principal such real and/or personal property as the Government of the Virgin Islands shall designate having a fair market value of three times the bonded amount.

GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF PROPERTY AND PROCUREMENT

NON-COLLUSION AFFIDAVIT

————— 0 —————

..... being duly sworn, deposes and says that —

(1) He is [owner, partner, officer, representative, or agent] of

..... the bidder that has submitted that attached bid;

(2) He is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Government of the Virgin Islands or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of

Notary Public

Give Condensed Current Financial Statement

Condition at Close of Business —	Date		Dollars	Cents
ASSETS				
1. Cash (a) on hand \$	(b) In Bank \$.....			
	(c) Elsewhere \$.....			
	(d) Total Cash \$.....			
2. Notes receivable (a) Due within 90 days	(b) Due after days			
	(c) Past due			
3. Accounts receivable from completed contracts, exclusive of claims not approved for payment				
4. Sums earned on uncompleted contracts as shown by Engineer's or Architect's estimate				
(a) Amount receivable after deducting retainage				
(b) Retainage to date due to upon commencement of Contracts				
5. Accounts receivable from source other than commencement of Contracts.....				
6. Deposits for bids or other guarantees:				
(a) Recoverable within days.....				
(b) Recoverable after days				
7. Interest accrued on loan, securities, etc.				
8. Real estate (a) Used for business purposes	(b) Not used for business purposes			
9. Stocks and Bonds (a) Listed – present market value	(b) Unlisted – present value			
10. Materials in stock not included in Item 4				
(a) For uncompleted controls (present value)				
(b) Other materials (present value)				
11. Equipment, book value				
12. Furniture and fixtures, book value				
13. Other assets				
TOTAL ASSETS				
LIABILITIES				
1. Notes payable (a) To banks regular	(b) To bank for certified checks			
	(c) To others for equipment obligations			
	(d) To others exclusive of equipment obligations			
2. Accounts payable (a) Not past due	(b) Past due			
3. Real Estate encumbrances				
4. Other Liabilities				
5. Reserves				
6. Capital stock paid up (a) Common	(b) Common			
	(c) Preferred			
	(d) Preferred			
7. Surplus (net worth) Earned \$.....	Unearned \$.....			
TOTAL LIABILITIES				

GIVE CONDENSED CURRENT FINANCIAL STATEMENT Cont.

CONTINGENT LIABILITIES			
1. Liability on notes receivable, discounted or sold			
2. Liability on accounts receivable, pledged, assigned or sold			
3. Liability s bondman			
4. Liability as guarantor on contracts or on accounts of others			
5. Other contingent liabilities			
TOTAL CONTINGENT LIABILITIES			

include all amounts owing subcontractors for all work in placed and accepted on completed and uncompleted contracts, including retainage.

This is to certify that the information herein reported is to the best of our knowledge true and accurate.

.....
Name of Company

.....
Print Name

.....
Signature

.....
Telephone Number / Cell Phone Number

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

CONTRACTOR'S
QUALIFICATION STATEMENT

CONTRACTOR:

ADDRESS:

DATE:

TEL. NUMBER:

CELL. NUMBER:

1. Introductory letter about the company:

(a) Number and Type of Employees

2. How many years' experience in construction work has your organization had?

(a) As a Construction Contractor

(b) As a Sub-Contractor

3. List the construction contracts your organization has under way on this date:

Contract Amount	Class of Work	Percent Completed	Location	Name of Owner

4. List contracts your organization has completed in the past three years:

Contract Amount	Class of Work	Completed	Location	Name of Owner

5. Have you ever failed to complete any work awarded to you?

If so where and why?
.....
.....

6. Has any officer or partner of your construction ever been an officer or parent of some other organization that failed to complete a construction contract? If so, state name of individual, other organization and reason therefore

.....
.....

7. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name?

If so, state name of individual, name of Owner and reason therefore
.....
.....

8. In what other lines of business are you financially interested?
.....

.....
.....
.....

12. The work, if awarded to you, will have the personal supervision of whom?

.....
.....

13. Do you intend to do the transportation on the proposed work with your own equipment?

.....
.....

14. If you intend to sublet the transportation or perform it through an agent, state estimated amount of sub-contract or agent's contract, and, if known, the name and address of sub-contract or agent, amount and type of his equipment and financial responsibility.

.....
.....
.....

15. Do you intend to do grading and foundation work with your own forces?

If so, give type of equipment to be used.

.....
.....
.....

16. If you intend to sublet the grading and foundation work or perform it through sub-contract, give the name and address of sub-contractor, if known of his equipment and financial responsibility.

.....
.....
.....

17. Do you intend to sublet any other portion of the work? If so, state percentage of work of sub-contractor, and if known, the name and address of the sub-contractor, amount and type of equipment and financial responsibility

.....
.....

.....

18. From which sub-contractors do you expect to require a bond?

.....

.....

19. What equipment do you own that is available for proposed work?

Quantity	Item	Description, Size, Capacity, Etc.	Condition	Years of Service	Present Location