

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

o

DEPARTMENT OF PROPERTY AND PROCUREMENT

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**INVITATION FOR BIDS**

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Invitation No. IFB023PNRC21 (C)

Date: December 16, 2020

Pursuant to Title 31, Section 236(a) of the Virgin Islands Code, the Government of the Virgin Islands acting through its Department of Property and Procurement on behalf of the **Department of Planning and Natural Resources**, will be accepting sealed bids bid for the above referenced **IFB023PNRC21 (C)**. Bids must be received no later than **Thursday, January 14, 2021, at 10:00 AM** at the Department of Property and Procurement, 3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands, and publicly open thereafter. Bids received after this date and time will not be accepted and will be returned unopened to the sender.

**A. DESCRIPTION OF WORK**

**Project Description: IFB023PNRC21 (C)- Office Building Repairs at the Department of Planning and Natural Resources, Division of Environmental Enforcement Building, St. Croix, USVI.**

**Pre-Bid Conference** will take place on **Wednesday, December 30, 2020** at 11:00 AM at the Department of Property and Procurement, via Microsoft Teams video conference.

**A MANDATORY site visit will take place on Friday, January 8, 2021 at 1:00 PM.**

Hard copies of this project can be obtained at the Department of Property and Procurement, 3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands 00820, for a non-refundable fee of **\$100.00** per set.

The proposed liquidated damages which may be assessed for failure to complete the project on time will be included in the Contract for the Project using the schedule of rates in 31 VI R& Regs 242-87.

The proposed estimated time to complete this project is **90 days**.

**B. SUBMISSION OF BIDS**

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be delivered to the Department of Property and Procurement no later than **Thursday, January 14, 2021, at 10:00 a.m.** Atlantic Standard Time.

Electronic submissions which must include the Company's Name – Solicitation Number – Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – IFB No (C)– March 16, 2020.

The First Page of each electronic submission must also include 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 image shows a screenshot of an email client's composition window. On the left is a 'Send' button with a paper plane icon. To its right are three input fields: 'To' with the value 'ebids\_proposals@dpp.vi.gov', 'Cc' which is empty, and 'Bcc' which is empty. Below these fields is a 'Subject' line with the text 'ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020'.

All electronic submissions must be received [at ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than the date and time listed in each advertisement. There will be no exceptions.

### C. INFORMATION REGARDING BIDDING DOCUMENTS

The Commissioner of Property & Procurement reserves the right to reject any or all bids, or award the contract to the **LOWEST RESPONSIVE and RESPONSIBLE** bidder. Past performance will be thoroughly checked prior to the awarding of any contract.

Bids must be prepared and submitted using the bid forms provided in this Invitation for Bids and must be typed or printed and then signed in ink. All bids must include all requested work items, conform to the Project Standards/Specifications and be responsive, accurate, and cost reasonable. **There are two (2) elements to eligibility for award: (a) responsiveness to the bid; and (b) responsibility of the bidder considering delivery terms, technical and financial resources, capacity, and service reputation.** All documents may be obtained from the Department of Property and Procurement's website at [dpp.vi.gov](http://dpp.vi.gov) or Department of Property and Procurement, 3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands, 00820.

Bidding Documents include the Public Notice, this Invitation to Bid, including the Bid Sheet, Instruction to Bidders, Contractor's Qualification and Financial Statement, Non-Collusion Affidavit Form, the Contract, Notice to Bidders Check Sheet, Bid, 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.

Each bidder must complete the following forms in accordance with the instructions on each form and submit the completed forms with each bid. The following forms which is hereby made part of this Invitation and incorporated herein as fully and effectively as set forth in details below:

1. Completed Bid Sheet
2. Contractors Qualification Statement Form P&P-COS-13-73
3. Condensed Current Financial Statement Form DPP-FS-64-75
4. Non-Collusion Affidavit Form DPP-NCA-52-75
5. Bid Bond Form
  - a. Bid Guarantee as provided for in Form P&P-ITB-CC-16-73 in the amount of Five Percent (5%) of the Contract Price
  - b. For locally funded projects only - Bid Guarantee for Preferred Bidders will be as specified in 31 V.I.C. 236a) 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.
  - c. 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.

**Preferred Bidder Status (Can only be used in locally funded projects):**

Any bidder claiming eligibility as a "preferred bidder" under the provision of the Preferred Bidder's Act (31 VIC 236a) 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's website [dpp.vi.gov](http://dpp.vi.gov).

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

**Corporate Documents:**

The following documents listed a. through e. are required to be submitted with your bid package to meet the responsiveness of the bid package. Failure to submit the required documents may be grounds for bid packages to be deemed non-responsive.

- a. Current Business License for services being advertised. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the 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 LLCs) or Statement of Qualification (Limited Partnerships), if applicable; and
- e. Proof of Current Sam.Gov Registration.

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.

#### **D. POST AWARD REQUIREMENTS:**

The successful bidder will be required to meet the following insurance and bonding requirements for execution of the Contract with the Government.

##### **1. 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 (Workmen's Compensation):**
  - i. A Certificate of Insurance reflecting the required coverage by Virgin Islands law.
- b. **Comprehensive General Liability Insurance:**
  - ii. 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. Damaged to rented premises-\$50,000.00
    3. Medical Expenses- \$5,000.00
    4. Personal & Adv Injury-\$1,000,000.00
    5. General Aggregate-\$2,000,000.00
    6. Products-Completed Ops. Aggregate- \$2,000,000.00
  - iii. General Aggregate shall apply on a policy basis.
  - iv. Contractor shall provide a Certificate of Insurance reflecting required coverage.
  - v. If awarded, the Contractor shall provide proof of adding the Government as an additional insured via a scheduled/individual endorsement.

- c. **Commercial Automobile Liability (when applicable):**
  - vi. Contractor shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:
    - 1. Combined Single Limit - \$1,000,000.00
  - vii. Contractor shall provide a Certificate of Insurance reflecting required coverage.

## **2. BONDS:**

A Performance Bond and Payment each are required as follows:

Performance Bond: 100% of the Contract Price  
Payment Bond: 100% of the Contract Price

## **3. 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.