

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

DEPARTMENT OF PROPERTY AND PROCUREMENT

**INVITATION FOR BIDS**

Invitation No. IFB024DOAT21 (C)

Date: 4/19/2021

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 Agriculture will be accepting sealed bids for the above referenced IFB. Bids must be received no later than **Wednesday, May 5, 2021 at 10:00 a.m.** Atlantic Standard Time at the Department of Property and Procurement, at **8201 Subbase, Suite 4, St. Thomas, Virgin Islands 00802** or via email submission at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) and publicly open on **Thursday, May 6, 2021 at 11:30 a.m.** Atlantic Standard Time. 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:** IFB024DOET21 (C) **Qualified contractors to furnish all labor, tools, equipment and supplies necessary for the Interior Design, Mechanical/Electrical Work and Painting of a Modular Trailer on St. John, Virgin Islands.**

**Pre-Bid Conference** will take place on **Tuesday, April 27, 2021 at 10:00 a.m.** Atlantic Standard Time by the Department of Property and Procurement, via Microsoft Teams. **Site visit scheduling information will be provided at the meeting.**

Microsoft Teams meeting  
[Click here to join the meeting](#)

Hard copies of this project can be obtained at the Department of Property and Procurement at **8201 Subbase, Suite 4, St. Thomas, Virgin Islands 00802** for a non-refundable fee of **\$50.00** 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 **2 months**.

## **B. SUBMISSION OF BIDS**

If you are interested in submitting a bid, 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 **Wednesday, May 5, 2021 at 10:00 AM**. Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas  
Commissioner  
Department of Property & Procurement  
8201 Subbase, Suite 4  
St. Thomas, VI 00802

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

SEALED BIDS-DO NOT OPEN <b>IFB- 024DOAT21 (C)</b> (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Email Address of Bidder)
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Where bids are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of bids.

OR

All interested parties shall submit ***one (1)*** electronic copy of bid in **PDF format**, which are to be delivered to the Department of Property and Procurement no later than **Wednesday, May 5, 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)– May 5, 2021.

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"**

	To	<a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a>
	Cc	
	Bcc	
Subject 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.

### Open-Bid Information

**Thursday, May 6, 2021 at 11:30 a.m.**

Microsoft Teams meeting

[Click here to join the meeting](#)

## **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 <http://dpp.vi.gov> or 8201 Subbase, Suite 4, St. Thomas, Virgin Islands 00802.

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.

#### **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/her 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.