

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
 DEPARTMENT OF PROPERTY AND PROCUREMENT
PROCUREMENT DIVISION

INVITATION BID & AWARD SUPPLY CONTRACT	CONTRACT NO. ORDER NO.	PAGE NO. 1	NO. OF PAGES 16
ISSUED BY Department of Property & Procurement	ADDRESS 8201 Subbase, 3rd Floor St. Thomas, Virgin Islands 00802		

INVITATION FOR BIDS	
DATE ISSUED May 25, 2021	INVITATION NO. IFB031GVITT21(S)
<p>Hand Deliver Bids in quintuplicate (1 Original and 4 Copies), or via Email Submission at ebids_proposals@dpp.vi.gov (One (1) copy), subject to (1) The Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference will be received at the Department of Property and Procurement until 10:00 o'clock, Atlantic Standard Time, not later than June 8, 2021 and publicly open on June 9, 2021 at 10:00 AM, AST, for furnishing the supplies or services for delivery f.o.b. in ST THOMAS, VI _____.</p> <p><i>General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.</i></p>	

SCHEDULE					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY <small>(NO. OF UNITS)</small>	UNIT	UNIT PRICE	AMOUNT
1	Security Guard Service for the Government of the Virgin Islands in the St. Thomas/St. John and St. Croix District				

BID →	DATE OF BID
<p>IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN _____ DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS: _____ PERCENT, 20 CALENDAR DAYS; _____ PERCENT, 30 CALENDAR DAYS</p> <p>BIDDER REPRESENTS (Check appropriate boxes)</p> <p>(1) THAT HE IS _____, IS NOT _____, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL _____, WILL NOT _____, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.</p> <p>(2) THAT HE IS A REGULAR DEALER IN _____, MANUFACTURER OF _____, THE SUPPLIES BID UPON.</p> <p>(3) (A) THAT HE HAS _____, HAS NOT _____, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS _____, HAS NOT _____, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.</p> <p>(4) HE OPERATES AS AN INDIVIDUAL _____, PARTNERSHIP _____, CORPORATION _____, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS</p> <p>(5) PREFERRED BIDDER: _____ A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WAS BORN IN THE VIRGIN ISLANDS; _____ A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WHO WERE BORN IN THE VIRGIN ISLANDS; _____ SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR _____ THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.</p>	

NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) <i>(Type or Print)</i>	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID →
	TYPE OR PRINT SIGNER'S NAME & TITLE

AWARD		DATE OF AWARD
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT	GOVERNMENT OF THE VIRGIN ISLANDS BY _____ <i>Contracting Officer</i>
SUBMIT INVOICE FOR PAYMENT TO: Department of Property and Procurement 8201 Subbase, 3rd Floor St. Thomas, Virgin Islands 00802		

CONTINUATION SHEET
 (Supply Contract)

Contract, Order, or Invitation No.
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ITEM NO.	SUPPLIES OR SERVICES	AMOUNT
	Government of the Virgin Islands St. Thomas, Virgin Islands 00802 Security Guard Service Scope of Work- Attached	
1	<u>Unarmed Security Guards</u>	
a.	St. Thomas	\$ _____
b.	St. John	\$ _____
c.	St. Croix	\$ _____
2	Armed Security Guards	
a.	St. Thomas	\$ _____
b.	St. John	\$ _____
c.	St. Croix	\$ _____

Name of Bidder:

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ITEM NO.

SUPPLIES OR SERVICES

AMOUNT

NOTICE TO BIDDERS

ALL INDIVIDUALS, FIRMS, PARTNERSHIPS, CORPORATIONS AND/OR JOINT VENTURES DOING BUSINESS WITH THE GOVERNMENT OF THE VIRGIN ISLANDS SHALL SUBMIT INFORMATION IN WRITING, OF THE **PHYSICAL LOCATION** OF THEIR PRINCIPAL PLACE OF BUSINESS. A POST OFFICE BOX MAILING ADDRESS ONLY WILL NOT SUFFICE.

BIDDERS **MUST** INSERT THEIR E.I.N.-EMPLOYER'S IDENTIFICATION NUMBER ON PAGE 1 IN THE SECTION WHERE THE COMPANY'S NAME AND ADDRESS IS REQUIRED.

PROSPECTIVE BIDDERS WILL BE REQUIRED TO FURNISH THE FOLLOWING DOCUMENTS WITH THEIR SUBMITTAL. FAILURE TO COMPLY WITH ALL THE REQUIREMENTS AS OUTLINED, **MAY** DISQUALIFY THE BIDDER.

- A. ORGANIZATION AND PERSONNEL
- B. LISTING OF PROJECT EXPERIENCE WITHIN THE LAST 2 YEARS.
- C. REFERENCES (2 minimum)
- D. CURRENT VIRGIN ISLANDS BUSINESS LICENSE FOR THE TYPE OF SERVICE BEING REQUESTED
- E. CERTIFICATE OF LIABILITY INSURANCE
- F. CURRENT CERTIFICATE OF GOVERNMENT INSURANCE COVERAGE
- G. CERTIFICATE OF GOOD STANDING
- H. CORPORATE RESOLUTION EVIDENCING THE DIRECTORS/OFFICERS OF THE COMPANY
- I. ARTICLES OF INCORPORATION/ ORGANIZATION, IF APPLICABLE
- J. TRADE NAME CERTIFICATE
- K. DUNS NUMBER AND SAM/CAGE CODE NUMBER

"IT SHALL BE THE BIDDERS' RESPONSIBILITY TO DELIVER BID TO THE DESIGNATED LOCATION PRIOR TO THE BID TIME SPECIFIED ON PAGE 1 OF THIS INVITATION FOR BIDS."

AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. UNDERBIDDING CAN DEEM YOUR BID NON-RESPONSIBLE."

Name of Bidder:

CONTRACT PERIOD: The period of any contract entered into under this Invitation for Bids shall be for a period of one

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Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	CONTINUATION SHEET (Supply Contract)	Contract, Order, or Invitation No. (As Applicable) IFB031GVITT21 (S)	Page No.
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ITEM NO. (1) year.

OPTION TO RENEW: The service of this contract may be extended for an additional one (1) year period subject to the availability of funds.

SUPPLEMENTARY PROVISIONS: The application of all materials will be in such a manner so as not to cause harm to humans, foodstuff or equipment within the building and/or property.

The Contractor shall maintain on his own, Workmen's Compensation Insurance, Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the Contract.

A copy of the Insurance listed herein shall be filed with the Department of Property & Procurement, 8201 Sub Base, 3rd Floor, St. Thomas, U. S. Virgin Islands 00802.

The Contractor shall be liable for loss or damages to property or persons, however, in no case shall such negligence be presumed or inferred.

The Contractor agrees not to refuse to hire or employ or to bar or discharge from employment any individual because of race, religion, color, or ancestry.

The Contractor hereby agrees to pay the existing minimum wages, Federal and/or Local taxes as may be applicable.

PROMPT PAYMENT DISCOUNT: Prompt payment discounts shall NOT be considered in the evaluation bids. Prompt payment discounts are removed as evaluation factors.

Although prompt payment discounts are not evaluated, any discount offered will form part of the award, and will be taken by the User Agency and the Department of Finance if payment is made within the discount period specified by the

No discount offered for payments within less than thirty (30) calendar days will be considered. Paragraph 6a on Page 1 of the Bid Form is hereby deleted.

EXPLANATION TO BIDDERS: Any explanation desired by a bidder regarding the meaning or interpretation of this Invitation for Bids, specifications, etc., must be requested no later than **Tuesday, June 1, 2021 at 12:00 noon AST**, in writing to Assistant Commissioner, Lisa M. Alejandro at e-mail address, lisa.alejandro@dpp.vi.gov and allow for sufficient time for a reply to reach said bidder before the submission of their bids. Any interpretation made will be in the form of an amendment to the Invitation for Bids, specifications, etc., and will be furnished to all prospective bidders.

PREFERRED BIDDERS: In addition to placing a check (✓) in the appropriate box on Page 1, Section 5 of this Bid, any Person, Firm, Partnership or Corporation name be added to a Preferred Bidders' List to be maintained by the Commissioner of the Department of Property & Procurement.

If bidder has not previously filed a notarized copy of the Preferred Bidders' Certificate with the Commissioner of the Department of Property & Procurement, Division of Procurement, 8201 Subbase, 3rd Floor Subbase, St. Thomas, U. S. Virgin Islands, or 3274 Estate Richmond, Christiansted, St. Croix, U.S. Virgin Islands, notarized, and submitted to the Division of Procurement not later than the date and hour of bid opening as specified on Page 1 of this bid. All bidders not complying with the procedures set forth herein and in accordance with Title 31 V. I. C. § 236 a, will not be considered eligible as Preferred Bidders for this Invitation for Bids.

Name of Bidder:

Pursuant to Act No. 3072, approved July 29, 1971, amending Section 245 of Chapter 23, Title 31 of the Virgin Islands Code, each person who submits a bid in relation to any purchase in excess of \$1,000.00, under this Chapter, will

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disclose the Name and Address of each individual having a beneficial interest of more than five (5%) per Centum in the bidding enterprise, and if the bidder is a Corporation, the Names and Addresses of all its Officers and Directors.

NAME

ADDRESS / PHONE

TITLE

Open-Bid Meeting Information
Microsoft Teams meeting
[Microsoft Teams meeting](#)

Name of Bidder:

Security Guard Services

DESCRIPTION OF SERVICES

1. To provide Security Guard Services at various offices, buildings, institutions, structures, and facilities of the Government of the Virgin Islands in the District of St. Thomas/St. John and St. Croix during the period **October 1, 2021 to September 30, 2022**, as directed by the Virgin Islands Police Department. The services of the contract may be extended for an additional one (1) year period subject to the availability of funds.
2. The contractor will furnish uniform guards with time clocks and such other appurtenances as may be necessary for the protection of life and property at the place under security. **Because of conditions that may arise during the term of the contract, it is difficult to determine the number of guards or hours; therefore, each Department or Agency will be responsible for ascertaining its needs and notifying the Contractor (within 24 hours) of Guard Services required.**
3. The Contractor shall secure premises and personnel by patrolling property, inspecting buildings, equipment, and access points, permitting entry.
4. The Contractor shall prevent losses and damage by reporting irregularities, informing violators of policy and procedure, restraining trespassers.
5. The Contractor shall control traffic by directing drivers
6. The Contractor shall complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures
7. The contractor shall file with the bid, a statement under oath that the guards have been fully trained giving name and experience of the persons or organization by whom trained. **Such statements will be one of the important factors in making the awards.**
8. The contractor shall maintain Workmen's Compensation Insurance, Comprehensive General Liability Insurance including automobile, against bodily injury with limits of \$100,000.00 and property damage with limits of \$100,000.00. The cost is to be borne by the Contractor and maintained fully during the contract period. A copy of the Insurance Policy will be filed with the Virgin Islands Police Department within ten (10) days after receipt of the award.

9. The contractor may replace any guard when such action is deemed to be in its own best interest.

10. The contractor hereby agrees to pay the existing minimum wages, federal and/or local taxes as may be applicable.

11. The contractor agrees not to refuse to hire or employ or to bar or discharge from employment, any individual because of race, religion, color, or ancestry.

12. The Government reserves the right to request the contractor to remove any guard, who in the opinion of the Government is undesirable or who, in the judgment of the Government had failed to perform his duties properly and adequately.

13. The Government reserves the right to reject any or all bids, to waive any informality in bids and unless otherwise specified by the Government or by the bidder, to accept any item in the bid.

14. Guard personnel shall be courteous and efficient in their conduct and demeanor and will present themselves at all times in a neat and clean appearance.

15. Guard Services are requested for daily pick up of revenues for deposit to a banking institution.

16. The contractor must be licensed in the United States Virgin Islands and where required with an office maintained for such services on the islands of operation.

17. The contractor shall furnish the hours the office is opened for business excluding hours where answering service devices only are used.

OFFICE HOURS: from 8:00 a.m. to 5:00 p.m.

18. The contractor shall furnish the ratio of supervisory personnel for the number of guards employed as well as the number of vehicles registered by the company or corporation for use by the supervisory personnel.

NUMBER OF VEHICLES FOR USE BY SUPERVISORS: 2

RATIO OF SUPERVISORS: 4 SUPERVISORS TO 19.5 GUARDS