

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. IFB040DOAC20 (C) Date: July 30, 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 on Thursday, August 25, 2020 at 10:00 a.m. at the Department of Property & Procurement and publicly open thereafter.

**Description of Work and Project Number: IFB040DOAC20 (C)- Interior Design, Electrical and Painting of a 24'x36' Modular Trailer at #1 Estate Lower Love, St. Croix, USVI**

**Pre-Bid Conference: Thursday, August 18, 2020 at 10:00 o'clock a.m.**, at the Department of Property and Procurement Conference Room, 8201 Subbase – 3<sup>rd</sup> Floor, St. Thomas, Virgin Islands.

**Cost Per Set: \$100.00 NON-REFUNDABLE**

**Liquidated Damage: \$100/ per calendar day**

**Completion time of Work: 45 calendar days**

**Information regarding bidding documents**

Bidding Documents include the Public Notice, this Invitation to Bid, Instruction to Bidders, Contractor's Qualification Statement, the Contract, 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 bid must be accompanied by:

1. **A Bid Guarantee** as provided for in Form No. P&P-ITB-CC-16-73 (which must be filled out) (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 a 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.

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.

**a. 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, Building No. 1, Sub Base, Third 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.

**2. Contractor's Qualification Statement and Condensed Current Financial Statement**

Each bidder must submit with his bid an executed copy of Contractor's Qualification Statement and current condensed financial statement 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.

**3. Corporate Documents**

- a. Current Virgin Islands Business License for services being advertised. All Bidders bidding as a Joint Venture must be licensed as a Joint Venture in the U.S. Virgin Islands.
- b. Current trade name registration certificate, if applicable
- c. Certificate of Good Standing dated July 1, 2019 or later

- d. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or qualification (Limited Partnerships), if applicable. For additional guidance, see link below:

<https://dpp.vi.gov/sites/default/files/forms/New%20-%20List%20of%20Required%20Docs.09.17.2018.pdf>

#### **4. 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. 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. 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. Respondent 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.

#### **5. Non- Collusion**

Each bidder must submit with his 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.

#### **6. Type of Contract**

The Government intends to award one respondent to support this effort.

#### **BONDS:**

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

Form No. DPP-IFB-55-75  
APPROVED Com. DPP  
October 30, 1974  
REVISED: 3-18-08

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