

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. IFB057DOET21 (C)

Date: August 27, 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 Education Deferred Maintenance Reduction Program (DMRP)** will be accepting sealed bids bid for the above referenced IFB. Bids must be received no later than **Monday, September 27, 2021 at 10:00 AM** 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** and publicly open thereafter on **Tuesday, September 28, 2021 at 10:30 AM, AST**. 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: Qualified Contractors to furnish all labor, tools, equipment, machinery and supplies necessary for the **Guttering and Downspout Replacement at the Joseph Sibilly Elementary School** on St. Thomas, Virgin Islands.

Pre-Bid Conference will take place on **Wednesday, September 8, 2021 at 10:00 AM, AST** via Microsoft Teams. A **site visit will take place immediately following the meeting.**

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

Request for Information: The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Services should be directed in writing to **Lisa Alejandro** at **lisa.alejandro@dpp.vi.gov**. Last day for request for written clarification will be on **Wednesday, September 15, 2021 at 12:00 Noon Atlantic Standard Time.**

Hard copies of this project can be obtained at the Department of Property and Procurement, 8201 Subbase, Suite 4, St. Thomas, USVI for a non-refundable fee of **Per Set Amount in \$50.00.**

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 **30 calendar days**.

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 **Monday, September 27, 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 IFB- 057DOET21 (C) (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Email Address of Bidder)


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 proposals, which are to be delivered to the Department of Property and Procurement no later than **Monday, September 27, 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"**

 Send	To	ebids_proposals@dpp.vi.gov
	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 no later than the date and time listed in each advertisement. There will be no exceptions.

Open Bid Information

Tuesday, September 28, 2021

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.

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.

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 Virgin Islands 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 Virgin Islands trade name registration certificate, if applicable;
- c. Certificate of Virgin Islands Good Standing dated July 1, 2021 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.

INVITATION FOR BID

INSULAR ABC'S INITIATIVE DEFERRED MAINTENANCE REDUCTION PROGRAM

JOSEPH SIBILLY ELEMENTARY SCHOOL

METAL/PVC GUTTER & DOWNSPOUT REPLACEMENT AND GENERAL REPAIR

ST. THOMAS, UNITED STATES VIRGIN ISLANDS

SCOPE OF WORK AND BID SHEET

INVITATION FOR BIDS (IFB) CONTENTS:

Section 1	Scope Overview,
Section 2	General Bidder's Instructions and Requirements
Section 3	Contractual Requirements
Attachment 1	Site Map
Attachment 2	Bid Sheets
Attachment 3	Condition Photos
Attachment 4	Outline Specifications

Section 1: Scope Overview

Joseph Sibilly Elementary School consists of thirteen buildings, numbered one (01) through thirteen (13). The repair work to be performed at this school will be exclusively on Building 01 (E), 02 & 03 (D), 04 (B), 05 (A), 06 (Kitchen), 07 (R/R), and 09, 10 & 11 (C) (See Site Map – for building location)

The general scope of work shall include: The removal, repair or complete replacement of existing metal/PVC gutter, flashing & downspouts, Cleaning existing roofs. All items/debris to be disposed shall be in accordance to the Virgin Islands Building Codes.

NOTE: See all attachments for additional information and data.

ROOF AREA:

Building 01 (E) Roof is approximately 1,627 sq. ft./177 LF
Building 02 & 03 (D) Roof is approximately 1,336 sq. ft./147 LF
Building 04 (B) Roof is approximately 2,371 sq. ft./196 LF
Building 05 (A) Roof approximately 2,741 sq. ft./351 LF
Building 06 (Kitchen) Roof is approximately 1,204 sq. ft./106 LF
Building 07 (R/R) Roof is approximately 288 sq. ft./68 LF
Building 09, 10 & 11 (C) Roof is approximately 1,726 sq. ft./192 LF

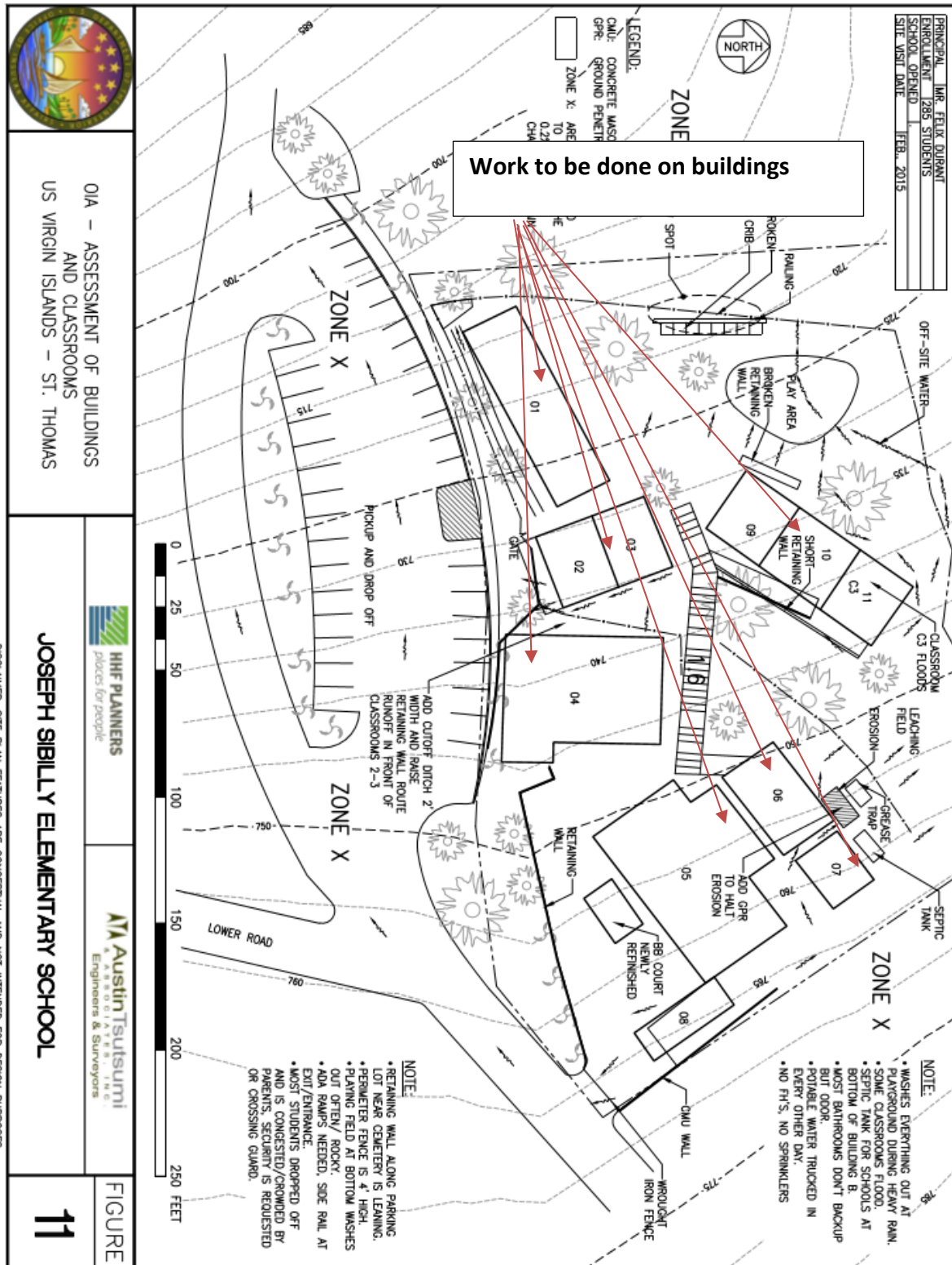
Note: The Contractor shall field verify all quantities, dimensions and conditions.

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. 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 period shall not relieve or give cause for a bidder to subsequently advance a claim or cause for changes to the scope of work.
8. When applicable, the Contractor shall be responsible to file for and secure any and all permits and /or inspections which may be required prior to, during or at the completion of the work installed.
9. All work to be performed on this project 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. Any special provisions required, due to project scope, are to be discussed at the pre-bid walkthrough. 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.
10. Bidders shall furnish one original and four copies of its bid response which must include the bid sheet signed by the bidder.

INVITATION FOR BID – Attachment #1 Site Map

JOSEPH SIBILLY ELEMENTARY SCHOOL, GUTTER & DOWNSPOUT REPLACEMENT AND GENERAL REPAIRS



ATTACHMENT 2
Roof and Gutter Repair

GOVERNMENT OF THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION DEFERRED MAINTENANCE REDUCTION PROGRAM												
BID SHEET												
SOW #	ITEM NO.	DESCRIPTION	QTY.	UNITS	UNIT PRICE	TOTAL PRICE						
		DESCRIPTION: Work is at Buildings 01-A, 02, 03, 04, 05, 07, 08, 09, 10, 11 & 13										
1	211019, 211151, 211415, 211547, 211679, 211811	Buildings No. 01 (E), 02 & 3 (D), 04 (B), 05 (A), 06 (Kit.), 07 (R/R) Contractor shall remove all existing guttering approximately 1,131 linear feet. (field verify all quantities) and dispose as per Virgin Islands Building Code. Contractor shall Flush all downspouts to remain to ensure that water flows free, no leaks at any joints or connections and water is clear at the point of termination/outflow. All clips, clamps and fasteners shall be inspected to ensure that all items are in good condition and properly secure.	1,131	LF								
2		Contractor shall remove all debris from existing roofs Buildings No. 01 (E=1,627 sq. ft.), 02 & 3 (D=1,336 sq. ft.), 04 (B= 2,371 sq. ft.), 05 (A= 2,741 sq. ft.), 06 (Kit.= 1,204 sq. ft.), 07 (R/R= 288 sq. ft.) and power wash as required.	9,567	SF								
3	as above	Buildings No. 01 (E), 02 & 3 (D), 04 (B), 05 (A), 06 (Kit.), 07 (R/R): Install new 6" minimum Aluminum guttering. (Contractor shall field verify all quantities, Linear Footage is approximated).	1131	Allowance								
4	as above	Contractor shall inspect all existing fascia board and replace or repair as need. Contractor shall include removal, installation and priming and painting new repair into cost allowance.	1131	Allowance								
5		Building Nos. 09, 10, and 11 (C), Contractor shall cut back all tree limbs/branches overhanging above roof.	1	LS								
		Subtotal										
		General Conditions and Requirements:	1	LS								
		BID LUMP-SUM TOTAL:										
<p>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.</p>												
<p>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:</p>												
<p>USD-</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Vendor's Signature </td> <td style="width: 50%; padding: 5px;"> Date </td> </tr> <tr style="background-color: #d4edda;"> <td colspan="2" style="padding: 5px;"> Company Name/Mailing Address/Telephone: </td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table>							Vendor's Signature	Date	Company Name/Mailing Address/Telephone:			
Vendor's Signature	Date											
Company Name/Mailing Address/Telephone:												
<p>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 THIRTY (30) CALENDAR DAYS.</p>												

INVITATION FOR BID – Attachment #3 Condition Photos

JOSEPH SIBILLY ELEMENTARY SCHOOL, GUTTER & DOWNSPOUT REPLACEMENT AND GENERAL REPAIRS



BUILDING # 04 (B) Covered Stair Way



BUILDING # 05 (A) Covered Stair Way



Contractor shall inspect all guttering and downspouts and repair or replace as required. Remove all plants or debris from gutters and downspouts

BUILDING #05 (A)

FRONT ENTRANCE TO BUILDING #05 (A)



SOUTH FACED OF BUILDING #04 (B)

Contractor shall disconnect all downspout connected to cisterns prior to cleaning existing roof and gutters

Contractor shall repair or replace approximately 218 linear feet of existing gutter with down spouts.

Contractor shall clean entire roof and gutters and flush all down spouts and rain leaders to ensure proper flow.



BUILDING # 04 (B)

Existing guttering on building #04 (B) to be removed and replaced with new. Contractor shall inspect existing down spout and repair or replace as required



Contractor shall install 16"-24" square concrete splash block under existing down spout at all locations which may pose possible erosion when out flow makes contact to the ground



Contractor shall extend all existing down spout to approximately 6" above grade level and install concrete splash block or equal below opening of existing or new downspout to minimize erosion. Typical for all similar conditions

TYPICAL REPAIR INFORMATION FOR ALL SIMILAR CONDITIONS RELATED TO ELEVATED DOWNSPOUTS

Contractor shall remove all debris from existing roof and gutters to be repaired or replace.



ENTRANCE TO BUILDINGS #09, 10 & 11 (C)

NOTE: Tree limbs/branches that are overhanging above roof shall be cut back.



ENTRANCE TO BUILDINGS #09, 10 & 11 (C)

CONDITION AT BUILDING # 02&03 (D)



Require site work in this area to mitigate erosion from existing downspout out flow



Building #2&3 (D) Existing downspout shall be extended and redirected away from building envelope/footing to avoid further deterioration to existing steel support

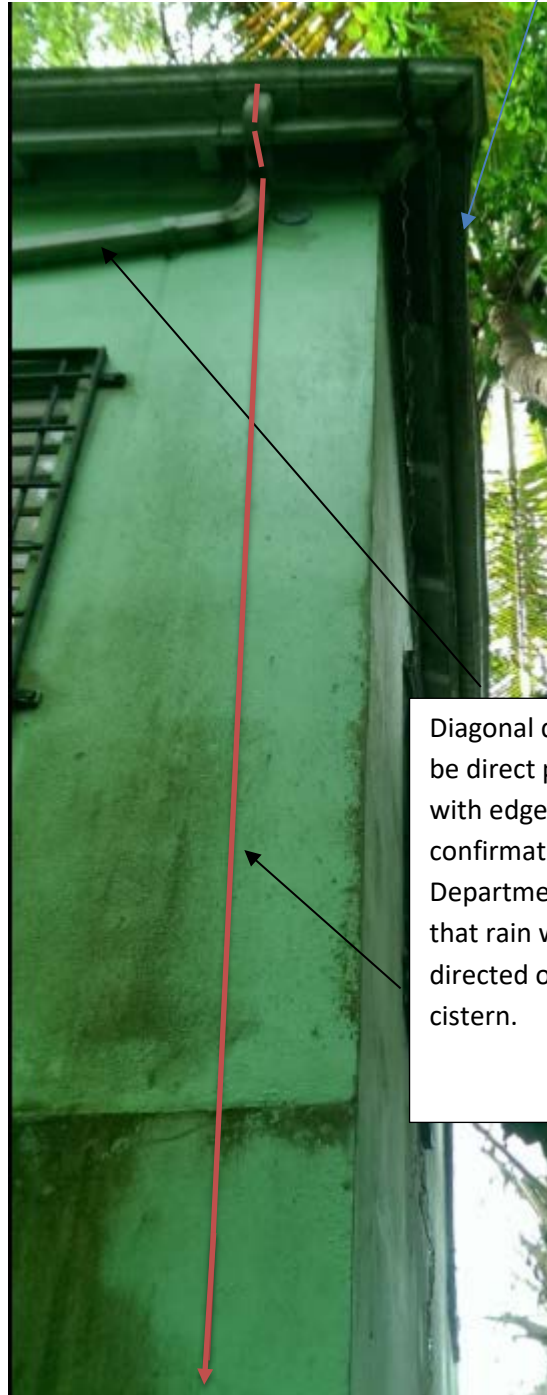
BUILDING #02&03 (D)

Existing downspout to be redirected,
relocated or connected in cistern inlet.

Existing guttering to be repaired or replaced

Existing inlet to
cistern

Air Condenser
cut off switch



Diagonal downspouts shall
be direct plumb or parallel
with edge of building upon
confirmation from
Department of Education
that rain water is not being
directed or collected into
cistern.

BUILDING #01 (E)



Diagonal downspouts shall be direct plumb or parallel with edge of building upon confirmation from Department of Education that rain water is not being directed or collected into cistern.

BUILDING #01 (E)