

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. IFB064DPNRT21 (C)

Date: September 13, 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 Planning and Natural Resources** will be accepting sealed bids bid for the above referenced IFB. Bids must be received no later than **Wednesday, October 13, 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 **Thursday, October 14, 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 repair of the **Elaine I. Sprauve Library and Museum Building** on St. John, Virgin Islands.

**Pre-Bid Conference** will take place on **Monday, September 20, 2021 at 11:00 AM, AST** via Microsoft Teams. **Site visit information will be provided at 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 **Assistant Commissioner of Procurement, Mrs. Lisa Alejandro** at **[lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov)**. Last day for request for written clarification will be on **Monday, September 27, 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 \$100.00.**

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 **100 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 **Wednesday, October 13, 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-046DPNRT21 (C) (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

Form No. DPP-IFB-55-75  
APPROVED Com. DPP  
**October 30, 1974**  
REVISED: 3-18-08  
Revised 11-9-2020  
Revised 4.21.2021

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 **Wednesday, October 13, 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](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, October 14, 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 a 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 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.



DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
 ELAINE I. SPRAUVE PUBLIC  
 LIBRARY AND MUSEUM BUILDING PROJECT  
 ST. JOHN, U.S. VIRGIN ISLANDS  
 BID SCHEDULE  
 AUGUST 2021

	DESCRIPTION	UNIT	QTY	UNIT PRICE	LABOR	MATERIAL	TOTAL
<b>DIVISION 1 – GENERAL REQUIREMENTS</b>							
1	Mobilization	LS	10%				
2	Mold Remediation, Indoor Air Quality Cleaning, HVAC Systems Cleaning, Sanitization and Disinfection	LS	1				
<b>SUBTOTAL</b>							
<b>DIVISION 3 – CONCRETE</b>							
3	North-South-East Wall Stucco Finish	SF	3,950				
<b>DIVISION 5 – METALS</b>							
4	Corrugated Galvanize Steel Roofing – South Side	SF	80				
5	Corrugated Galvanize Steel Roofing – East Side	SF	38				
6	Corrugated Galvanize Steel Roofing – North Side	SF	256				
7	Historic Gutters	LF	158				
<b>SUBTOTAL</b>							
<b>DIVISION 6 – WOODS AND PLASTICS</b>							
8	Tongue and Groove Ceiling Replacement	SF	8				
9	Wood Window Frame	SF	4				
10	Hardwood Floor	SF	9				
11	Remove & Replace Book Shelf, Store and Replace Books	LS	1				
<b>SUBTOTAL</b>							
<b>DIVISION 8 – DOORS AND WINDOWS</b>							
12	Tonge and Groove Shutter window	SF	61				
13	2” Thick Exterior Shutter	SF	32				
14	2” Thick Exterior Shutter	SF	128				
15	Door Glass insert	SF	1				
16	Upgrade Interior Doors with Buzzers to be ADA Compliant	EA	10				
17	Upgrade Exterior Eoors with Buzzers to be ADA Compliant	EA	1				
18	French window	SF	4				



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19	Louver Window	SF	9				
20	Shutter Window	SF	36				
21	Window Shutters – South Side	SF	144				
22	Window Shutters – West Side	SF	95				
22	French Window Replacement	SF	4				
	<b>SUBTOTAL</b>						
	<b>DIVISION 9 – FINISHES</b>						
23	Shutter hardware	EA	16				
24	6” Down Pipe – North Wall	LF	80				
25	6” Down Pipe – South Wall	LF	80				
26	Stairway and Ramp Walls Coating	SF	2,800				
27	Low Wall Coating	SF	168				
28	Basement Wall Coating	SF	1,422				
29	Window Latch	EA	1				
	<b>SUBTOTAL</b>						
	<b>DIVISION 10 - SPECIALTIES</b>						
30	Veranda Flagpole	LF	26				
	<b>DIVISION 22 – PLUMBING</b>						
31	Convert the Existing Restroom to an ADA Restroom	EA	1				
	<b>DIVISION 23 – H.V.A.C.</b>						
32	Replace 4 Ton Air Conditioning Unit	EA	4				
33	Clean all Ducts, Registers and Grills	LS	1				
	<b>SUBTOTAL</b>						
	<b>DIVISION 26 – ELECTRICAL</b>						
34	Wall Light Sconces – 110 V	EA	2				
35	5 Feet Wall Lamp Post	EA	1				
	<b>SUBTOTAL</b>						
	<b>DIVISION 28 – ELECTRONIC SAFETY AND SECURITY</b>						
36	Domed Security Camera	EA	3				





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DIVISION 32 – EXTERIOR GROUNDS							
37	Pave Accessway and Parking Area - 4,500 S.F.						
38	Excavation/ Parking Lot Grading - 7"	CY	97				
39	Untreated Aggregate Course Grade "D" (Base/Subbase) 4"	CY	56				
40	Asphalt Concrete Pavement (Class A, Grade D) 3" Type-0	TONS	83				
<b>SUBTOTAL</b>							
<b>GRAND TOTAL</b>							

\* [Note: Not FEMA Funded](#)

Prepared by: \_\_\_\_\_  
Contractor