

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To: Date: January 24, 2022
..... RFP No. 013-T-2022 (P)

Pursuant to 31 V.I.C. 236 (i) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as “GVI”, Department of Property and Procurement, shall receive proposals for the work described below. Proposals shall be received no later than **Thursday, February 17, 2022 at 4:30 p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

This Scope of Services (SOS) is for qualified firms to provide document, medical records and various media restoration and remediation services, to include mold remediation, for the Government of the United States Virgin Islands.

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the “**Factors for Discussions.**” After reviewing and rating the proposals, the Committee may select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm/s or person/s so selected, not less than two (2), deemed to be the most highly qualified.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration, and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) project approach and capability of meeting schedules; and (v) quality of performance on other similar projects.

Proposals will be evaluated according to the following criteria in descending order: (a) Project Approach (b) Qualifications (c) Experience (d) Cost and (e) References. The Selection Committee may, at its option, request any or all proposers to participate in on-site or virtual interviews.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations if conducted.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified, or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-013-T-2022 (P) Territorial Documentation Restoration Professional Services for the Government of the Virgin Islands

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. The **price** shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

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 Work should be directed in writing to **Assistant Commissioner of Procurement, Lisa M. Alejandro** at lisa.alejandro@dpp.vi.gov.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-013-T-2022 (P) Territorial Documentation Restoration Professional Services for the Government of the Virgin Islands.**

C. PROPOSE SCOPE OF WORK

1. Under the supervision of and in collaboration with the Legislature of the Virgin Islands, Department of Planning and Natural Resources (DPNR), Virgin Islands Public Broadcasting System (WTJX), and Department of Health (DOH) the selected Respondent(s) shall perform the tasks and services identified below as requested by the Territory.

2. The Respondent will work closely with the identified (6) six GVI agencies, to provide restoration services. Specifically, the GVI is soliciting to qualified document, medical records, media restoration and mold remediation firm(s).

3. Provide a separate quote for scanning and digitization of paper documents after restoration and remediation.

CONTRACT TERM

The term of the contract awarded under this RFP shall be for a period of one (1) year with an additional one (1) year renewal option. The GVI reserves the right to select one (1) or multiple contractors to provide the service.

PLACE OF PERFORMANCE

Services for the salvage of records/holdings must be performed at the Contractor's site, unless, due to the circumstances of the emergency and/or the status of the records/holdings, other arrangements are made with the GVI.

The Contractor may not subcontract for services without expressed consent, review, and approval of the subcontractor by the GVI.

DATA RIGHTS

The GVI has unlimited rights to all deliverables developed by the Selected Contractor under this contract and retains all data rights to all record material that the Selected Contractor may encounter while performing under this contract.

GVI AGENCIES

	Volume (cubic feet)	Record Type
1. Department of Health	2,613	Medical and Patient Records
2. Department of Public Works	1,120	Maps, Plans, Files
3. Department of Planning and Natural Resources	656	Books, Journals, photographic slides, artwork, artifacts, electronic
4. Legislature of the Virgin Islands	336	Books, Office Documents, Files, Records
5. Casino Control Commission	121	Files, Records

6. PBS WJTX

100

Tapes/Film Reels

TOTAL

4,946 CF

The table below outlines the scope of restoration and remediation (mold) services, based on documentation type, that the Respondent must provide for this engagement. Respondents may add additional processes as necessary, but the functions listed below are considered the basic restoration and remediation services required by the GVI. Documents, books, records, photographs, objects, etc. must be restored to pre-event condition (i.e. condition prior to the 2017 hurricanes).

Documentation Type	Respondent Responsibilities for Mold Remediation
Legislature of Virgin Islands Books, Journals, Records, Files	Restore all 336 CF of Legislature books, journals, records and back to pre-event condition, the following steps are required: <ol style="list-style-type: none"> 1. Relocation of all damaged files to one designated location. 2. Mold Remediation and Restoration of all records and files.
VIPBS WJTX Tapes and Film Reels	Restore all 100 CF (4,000) of WJTX tapes and film reels back to pre-event condition, the following steps are required: <ol style="list-style-type: none"> 1. Relocation of all damaged tapes and film reels to one designated location. 2. Mold Remediation and Restoration of all tapes and film reels
Department of Planning and Natural Resources Files, Records, Photographs,	Restore all 565 CF of DPNR files, records, photographs, artwork, artifacts and objects back to pre-event condition, the following steps are required:

Artwork, Artifacts, Objects	<ol style="list-style-type: none"> 1. Relocation of all files, records, photographic, artwork, artifacts and objects to one location in St. Thomas and one location in St. Croix. 2. Mold Remediation and Restoration of all records records and files
Department of Health Records and Files	<p>Restore all 2,613 CF of DOH files back to pre-event condition, the following steps are required:</p> <ol style="list-style-type: none"> 1. Relocation of all DOH files to one location in St. Thomas and one location in St. Croix. 2. Mold Remediation of all records and files.
Department of Public Works Maps and Records	<p>Restore all 1,120 CF of DPW Maps and Records back to pre-event condition, the following steps are required:</p> <ol style="list-style-type: none"> 1. Relocation of all DOH files to one location in St. Thomas and one location in St. Croix. 2. Mold Remediation of all records and files
Casino Control Commission Records	<p>Restore all 121 CF of CCC Records back to pre-event condition, the following steps are required:</p> <ol style="list-style-type: none"> 1. Relocation of all records to one location in St. Thomas and one location in St. Croix. 2. Mold Remediation of all records.

Health Insurance Portability and Accountability Act of 1996 is a United States federal statute enacted by the 104th United States Congress and signed into law by President Bill Clinton on

August 21, 1996. It was created primarily to modernize the flow of healthcare information, stipulate how personally identifiable information maintained by the healthcare and healthcare insurance industries should be protected from fraud and theft, and address limitations on healthcare insurance coverage.

The Contractor must comply with the rules and regulations concerning the privacy and security of PHI under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The Contractor shall:

- Prohibit the use or disclosure of any PHI except while meeting the contractual obligations or as required by law.
- Act as agents or subcontractors working on Agency behalf and agree to the same contract restrictions.
- Protect against any non-permitted use or disclosure of PHI using no less than a reasonable amount of care.
- Report any non-compliance.
- At the request and direction of the Contracting Officer and if feasible, make available PHI in accordance with the requirements of HIPAA.
- Upon reasonable notice and during normal business hours, allow the Secretary of the United States Department of Health and Human Services the right to audit our records and practices related to the use and disclosure of PHI to ensure compliance.
- Upon termination of contract or upon request, if feasible, return or destroy all PHI received or created because of any contract and retain no copies.
- Have established that all employees with access to PHI receive training on policies and procedures according to HIPAA mandates. PHI is hereby defined as any information that could potentially identify an individual and his/her medical records, including: names, locations (state, city, street name/number, address, zip code), dates (birth date, admission/discharge dates, death date, dates that indicate age), phone and fax numbers, email address, social security numbers, medical record numbers, health plan numbers, account numbers, certificate/license numbers, vehicle identifiers and serial numbers, including license plate numbers, device identifiers and serial numbers, URLs, internet protocol (IP) addresses, biometric identifiers, such as fingerprints or voice recognition or full facial images or any comparable images.

Transporting Damaged Records

The Contractor must provide the proper care, uninterrupted custody and control throughout the transportation needs that meets all Agency and HIPAA requirements for transporting damaged records removed from all Agency facilities.

The Contractor must ensure that records are:

- Secured at all times during transport. Transportation must comply with all local, state and federal rules and regulations.

- Must provide documentation, including a signed manifest, documenting all materials leaving any Agency facility. The contents of each trailer will be listed on a manifest. Each trailer will be locked and secured with a numbered tag.
- The method of shipping must ensure that safety and security is maintained at all times. The Contractor must provide prompt notification upon receipt of shipment and inventory tracking while in the Selected Contractor's custody.
- The Contractor must transport shipments by road and sea.
- Transportation will be point-to-point with no overnight stays or layovers. Transporting on road, a second driver will be required so that the records are continuously accompanied throughout transit. One driver is to remain with the records at all times.
- To be transported in climate-controlled trailers, to move any Agency records, with conditions specified by GVI in the contract award. Climate controlled trailers with the capacity for freezing records during transport are preferred unless freezing is not specified.
- To be transported in trailers that are air-ride rigid-side trailers (no soft-sided trucks). Trailers must be clean of mold, foodstuffs, chemicals, stains from previous use and hazardous materials. Trailers must not leak and there must be no possibility that water can get inside trailers. This will require lower deck storage on sea vessel.
- Trailers must be dedicated to the Agency shipment only. Agency management may require staff to be present during loading or unloading of boxes.
- Shipments by sea will require transport on registered US Flag ship.
- Records must be physically secured to the trailer interior to ensure that the boxes and pallets do not shift during transit. Pallets loaded with records may not be left unattended on land Pallets loaded with records may not be left outdoors, or on a loading dock, or be exposed to rain, heat, or other deleterious elements. Boxes or other records containers must be stacked for optimum stability as specified by USVI Applicants, no higher than specified by the USVI Applicants onto pallets and secured with stretch wrap or similar material. The USVI Agencies may specify need for corner supports and/or inter-layers of corrugated board between each level of boxes.

SERVICES FOR RECORDS – Terms and Conditions

The Contractor must perform response and recovery services for records, folders, containers, or boxes of records/holdings, equipment, and/or facilities on an as-needed basis. The Contractor must provide practical, efficient, and safe options for the retrieval and rehabilitation of the records/holdings while minimizing damage to the records. All services and associated techniques & materials are to be approved by the Agency. The Selected Contractor must return the records/holdings to the Agency fully dried and in original order. Records must be returned dried and/or cleaned and/or copied according to Agency specifications in containers that meet specifications within the time frame agreed upon.

Possible actions to recover records include, but are not limited to accessing/retrieving, packing, freezing, including freezing in trailers, transporting to another facility for vacuum freeze-drying; vacuum freeze-drying, desiccant or air-drying either in place or at the Contractor's facility; surface cleaning of records and/or facility, sanitization, dehumidification, reformatting, and/or other actions necessary for complete recovery of records.

The Contractor must respond to an emergency call within 4 hours of being contacted by the Agency. The Contractor must be on-site within 24 hours of the site being declared accessible.

The Contractor will consult with all appropriate Agency representatives, as designated by the Contracting Officer (CO). A Contracting Officer's Representative (COR) will be designated by Agency. The Contractor will work with the CO/COR2 in designing a plan for salvage and preparing the Task Order for the incident.

The CO/COR refers to the two Agency roles in the Emergency Recovery of Records. The CO will be responsible for all decisions related to the contract and funding and should designate an Agency representative knowledgeable about the records to act as COR to make the decisions and provide guidance related to the records management and preservation functions and responsibilities for the recovery of the records. Best practice would be to designate a COR who is knowledgeable about recovery of the records affected and with knowledge of the archival records and archival practice. If the Agency does not have a Preservation/Conservation Program, this expertise should be sought independently for the assessment or could be added to the Contract.

If records are identified while performing other tasks that fall outside the description in the contract, the Contractor must notify the CO/COR before continuing with recovery tasks. For questions that relate to the records, the COR will be consulted, but the CO should be involved in all resolutions to ensure that the contract terms are followed.

The Selected Contractor may be required to employ professional conservators to assist in developing a salvage and recovery plan and oversee completion of the work. Photographic documentation of some recovery procedures may be required. All response and recovery services must be completed in coordination with the CO/COR. The GVI reserves the right to use Agency staff for tasks related to the response and recovery as defined in the contract.

The Contractor must provide systematic procedures for the removal of records/holdings, if required. The Contractor must ensure that all records/holdings are maintained in correct order of records/holdings as found, identified, and inventoried. The Selected Contractor must work with Agency representatives to provide appropriate levels of identification, control, and handling before records/holdings are removed from a facility. The Selected Contractor will retain with the original records all accompanying documentation and will retain labels and/or identifying information from original containers/boxes/enclosures. Records may not be removed from the

containers or re-boxed without advance discussion and documented permission from the CO/COR.

The Contractor will provide the same quality of service regardless of quantity of records or degree of damage or wetness. During recovery, the Contractor must provide constant monitoring of environmental conditions. Temperature ranges will be specified by the COR depending on the materials involved.

The Contractor must ensure that all records are completely dry and in equilibrium with conditioned spaces. To assure appropriate degree of dryness, paper-based holdings must have moisture content in the single digits (preferably 5-8%) when measured using a standard moisture meter (such as a Delmhorst™ P-2000 with long blades) both after the drying cycle and upon return to the Agency. The degree of dryness, if appropriate, for other materials will be specified.

If records/holdings become unusable at any point during the recovery (e.g. blocking/sticking together), the Contractor must notify the CO/COR and work with the COR to develop options for increasing the usability of the records. Reformatting may be specified by the COR as a separate Deliverable when required for damaged materials.

The Selected Contractor must return the records/holdings to the Agency in original order, in appropriate folders, boxes or other housing as specified by the COR, with original accompanying, identifying materials and in usable condition as determined in the contract. All records returned to the Agency must be returned in a manner that ensures safe arrival at the Agency. Large volumes of records typically return on pallets secured with stretch-wrapping. If the Agency determines that records/holdings have moisture content higher than specified in the contract, the Agency will return them at the Selected Contractor's expense (including shipping) for further drying.

SERVICES FOR RECORDS STORAGE AREA

The Contractor must have the capacity to dehumidify and remove water and/or mold from the building, furniture, or equipment and stabilize the facility and records/holdings, if necessary for the safe removal of the records. Stabilization of the facility includes providing for air circulation and dehumidification to prevent the spread of damage to the records related to high humidity.

Stabilization of the facility will be coordinated with Security and Facilities Offices at the Agency and will be carried out according to specifications related to security, restricted access, and safety of records. When necessary, the Contractor will be responsible for cleaning and/or stabilizing a portion of, or the entire facility.

During stabilization the Contractor must provide constant monitoring of environmental conditions within rooms or areas where records/holdings are present. Temperature ranges will be specified, or approved by the COR, depending on the materials involved.

The Contractor may be responsible for discarding non-record/holding debris from the worksite if this option is specified in the contract. The Selected Contractor will be responsible for ensuring that all debris is appropriately discarded based upon instructions from the CO/COR.

COMPLIANCE WITH HEALTH & SAFETY REGULATIONS

The Selected Contractor is responsible for the training and medical surveillance of Contractor staff to ensure compliance with applicable OSHA health and safety guidelines and regulations. Contractor must provide employees all of the equipment, apparel, and associated materials for health and safety purposes. The Contractor will notify the CO/COR if any conditions occur during the salvage and recovery efforts that affect the health and safety of Agency representatives.

TASKS FOR RECORDS RECOVERY

Task 1 - Facility Stabilization for Preservation of Records

The Contractor must provide dehumidification, air circulation and cooling. Upon request, the Contractor may be asked to outline methods and materials to be used for deodorization, sanitization, and smoke neutralization. All services will require prior approval by the CO/COR. The Contractor may be required to provide the removal of mold, dirt, soot, insects and/or sewage on the building, furniture, or equipment, structural cleaning and/or drying of the building. The Contractor must remove from the premises carpets, wallboards, and other damaged building materials. The Contractor may procure these services via a sub-contractor who meets all (Agency name) requirements and qualifications. The Contractor must coordinate with the CO/COR and Agency representatives to develop a plan to salvage or treat the facility and/or its environment. Proprietary products and cleaning materials used in records/holdings areas must be approved by CO/COR of the Agency. The Contractor will be required to provide Material Safety Data Sheet (MSDS) information, samples of products and/or other information as requested by the CO/COR.

Task 2 - Re-housing Records into New Containers

Wet, frozen, or dry records may be transferred to a new, dry box if approved by Agency. If there is significant damage to the original container, the Contractor must provide to the Agency name with a proposed procedure to transfer records to new containers maintaining original order. The new containers must meet Agency specifications. The Contractor will be required to provide folders, boxes and containers approved by the Agency. Temporary records and accessioned archival records may have different requirements; if so, this will be specified by the Agency.

Replacement boxes for both temporary and permanently accessioned records must be new records storage containers that meet or exceed GVI specifications for the size and type of records being stored. The Contractor must retain all original documentation and accompanying materials and any label or information written directly on the container. The original should be placed inside the new container, where possible. The CO/COR will provide guidance for transfer of original label and/or identifying information to the new container. Text, type, and placement of the labels are to be approved by the CO/COR in advance of application. If unable to remove original labeling from the container, a photocopy may be approved by CO/COR. The Contractor must not place any labels on the Agency records, boxes, or containers without explicit approval of the CO/COR. The CO/COR may request that the Contractor attach a label in a specified location to each treated container to indicate recovery action taken.

Task 4 - Retrieval and Packing of Water-Damaged Paper-based Records

All records must be kept within original boxes or enclosures, unless the CO/COR approves transfer to new boxes or enclosures (e.g. removal of shrink-wrapping from bound volumes, 8 polyester enclosures on maps, etc.). Records must be retained in the same order as received and must not be commingled with any other records at any time. The Contractor must not open boxes unless approval is received from the CO/COR. The Contractor must keep discrete groups of records separate. The Contractor must prepare a list of the contents on each pallet.

If the original box is significantly damaged and unable to safely contain/support the records, the CO/COR may approve re-boxing records. The Contractor must ensure that the boxes can hold the appropriate weights of wet materials and boxes are not packed too heavily and can be easily moved. Agency labeling requirements will apply.

The Contractor may be required to provide rolling carts or similar wheeled conveyances to transport materials within the facility. Carts and/or conveyances must be clean of foodstuffs, chemicals, oil or grease, mold or other hazardous materials.

Boxes or other records containers must be stacked for optimum stability, no higher than specified by the CO/COR, onto pallets and secured with stretch wrap or similar materials. The CO/COR may specify need for corner supports and/or inter-layers of corrugated board between each level of boxes. The Contractor may be required to provide pallets. Pallets must be in good condition; e.g. structurally sound, clean and dry with no evidence of mold, oil/grease, previous stains or insect infestation. The Contractor may be required to provide forklifts or similar vehicles to transport pallets loaded with records within the facility directly into the trucks.

Task 5 - Recovery of Bound Volumes (not already stored in boxes)

Volumes not already boxed must be packed for transport. Individual volumes must be wrapped in freezer paper prior to boxing to keep individual books from sticking to one another.

If distorted, books may be gently re-shaped while wrapping and packing. If packing in boxes, pack volumes spine down or flat into boxes. Avoid packing very small volumes next to large volumes. If deemed necessary, volumes that have been shrink-wrapped may have shrink wrap plastic removed to expedite drying. Volumes to be transported that are too large for boxing in

standard 1.2 cubic foot boxes may be stacked flat on pallets, supported by thick cardboard sheets inserted between layers. Agency personnel will determine how many books may be stacked on top of each other within each layer, depending on the weight, size, and condition of the binding. The goal is to minimize distortion and ensure that the weight does not damage the bindings while the bindings are wet. All identifying information for the volumes must be retained.

Task 6 - Oversized Records (e.g. Maps/Cartographic Materials)

Flat oversized paper-based or photographic print materials housed in flat file drawers must be supported for transport and treatment. Flat oversized materials may be left in the drawer to transport for freezing and/or vacuum freeze-drying. Excess standing water must be removed from the drawers prior to transport. A top cover must be used to protect the contents of the drawers if materials are transported inside the drawers; cardboard wrapped in polyethylene sheeting may be used. Rolled oversized materials must be supported to keep the rolls from bending. Slings made of polyethylene between wooden rods must be used to transport rolled items. Do not stack the rolled records or apply pressure to the roll. All identifying information must be maintained.

Task 7 - Freezing Water-Damaged Records

Records may be frozen in transit or at the Contractor's facility. When records are to be frozen, the Contractor must provide assurance to the CO/COR that the records in the interior of the pallet have been frozen within the specified timeframe. Documentation of temperature in the interior is sufficient. The temperature of the freezing facility must be monitored and documented. Cycling of the temperature within the freezing facility is unacceptable. The CO/COR may require that records/holdings not share drying chamber space with materials belonging to any other Agency.

Task 8 - Vacuum Freeze-Drying Water-Damaged Records

The Contractor must dry the records using a 24-hour computer-monitored vacuum freeze-drying process to return the moisture content of water-damaged records/holdings to single digits (5-8% preferred). During vacuum freeze-drying, records will be frozen to a temperature of at least -25° F. The Contractor must provide data to the Agency documenting the conditions to which records have been exposed, and the duration of these conditions. At no time may the drying chamber exceed 120° F. The CO/COR may require that records/holdings may not share drying chamber space with materials belonging to any other Agency.

Task 9 - Desiccant or Air-Drying Records

Desiccant drying may be ordered by the CO/COR for drying out the facility, furnishings, or selected records/holdings (e.g. photographic records). If air- or desiccant-drying is determined by the CO/COR to be the necessary method for drying the records, the Contractor must give careful attention to maintaining the original order. Plastic enclosures (such as polyester sleeves) that impede drying must be removed from all materials with the approval of the CO/COR. Coated paper and photographic materials may be interleaved during the drying process if records are in

contact with other records. Appropriate conditions and safeguards as determined by the CO/COR must be in place to eliminate the possibility of mold growth during the drying process.

Task 10 - Sanitization and/or Decontamination of Records

If biological residues exist that are potentially harmful to users who are present, the Contractor must outline methods and materials for sanitization. With CO/COR approval and/or inspection, the Contractor must sanitize the damaged records using the methodology and technology approved by the CO/COR. If chemical or radiological residues potentially harmful to users are present, the Contractor must outline the methods and materials for decontamination. With CO/COR approval and/or inspection, the Contractor must decontaminate the damaged records using the methodology and technology approved by the CO/COR. The CO/COR may request that records/holdings be placed in Agency specified containers/boxes, sealed with tape, and the method of sanitization or decontamination identified on the container exterior.

Task 11 - Cleaning of Records

Conditions that require records/holdings recovery services may include the presence of semisolid materials, including grease, oils, patches of mold or fungus, semi-solid deposits, and other liquids that can permanently stain records. The Contractor must outline the methods and materials for hand-cleaning individual records/holdings when necessary due to the presence of one or more of the following types of debris: mold, insect or animal waste, soot or other particulates. The CO/COR must approve, in advance, any proposed techniques and materials for removal of these residues. Standards for cleaning will be specified at the time of Task Order issuance depending on the nature of the records/holdings damaged and requirements for use. The Contractor must hand clean damaged records using the methodology and technology approved by the CO/COR. The CO/COR may observe/approve techniques and treatment results. The Contractor may be required to use Agency approved equipment to perform recovery of damaged records/holdings. The Contractor must use variable-speed vacuums with attachments and HEPA-filtration, used by trained operators, to clean damaged and delicate records. Cleaned records must be transferred to an Agency approved container/box following guidelines outlined by the CO/COR. The CO/COR may specify replacement of filing materials such as folders, dividers, and spacer boards when filing accessories are too damaged to clean.

Task 12 - Recovery of Flat Photographic Records (printed on paper, film and/or other supports e.g. metal, glass, etc.)

Photographic flat print and film records will be handled as paper-based records, unless a separate task description is prepared by the CO/COR based on identification of particular types of vulnerable photographic media or supports. The Contractor may not apply pressure to wet or damp photographic materials and the Contractor will be required to ensure that photographic records are not sticking together. Noticeably deteriorated nitrate and acetate film is to be kept cold and segregated for examination and consultation with the CO/COR. At no time will the Contractor use heat for drying photographic records without prior CO/COR approval and the

explicit knowledge and consent of the CO/COR. If the quantity of photographic records dictates that materials be frozen, cycling of freezing and thawing is not allowed for photographic records. The Contractor will remove photographs from the housing/folder/sleeve if approved by the CO/COR. The Contractor must retain all identifying or associated information using a system to correctly return identifying information after drying. The Contractor will follow guidelines for enclosure replacement in consultation with the CO/COR. If photographic items on non-paper or film supports are broken, the Contractor will keep the photographs flat, retain orientation of all parts, and repackage in accordance with CO/COR instructions.

Task 13 - Recovery of Microfilm Rolls

The Contractor must provide the CO/COR with a description of procedures and equipment to be used for recovery of microfilm rolls. The Contractor will recover microfilm rolls using appropriate industry methods and written procedures approved by the CO/COR.

Task 14 - Recovery of Motion Picture Film

The Contractor must provide Agency with a description of procedures and equipment to be used for recovery of motion picture film. The Contractor will recover motion picture film using appropriate industry methods and written procedures approved by the CO/COR. The Contractor must return all motion picture reels in original cans. The Contractor must preserve all accompanying documentation with the original cans. The Contractor will place wet motion picture reels in plastic bags and in the original cans for freezing if rewashing is not possible within 48 hours.

RECOVERY OF DYNAMIC MEDIA RECORDS

The following tasks apply for all dynamic media records:

The Contractor must provide the CO/COR with a description of the procedures and equipment to be used for recovery of dynamic media. Dynamic media is to be recovered using appropriate industry methods and written procedures approved by the CO/COR. Recovered data must be transferred if necessary to Agency specified format. The Contractor must preserve all accompanying documentation. Recovered data are to be labeled clearly on individual containers indicating its source. The Contractor must provide documentation of each source of data, indicating whether data could be read and recovered and all steps of the recovery. The CO/COR may direct that records/holdings be placed in Agency specified containers/boxes.

Task 15 - Recovery of magnetic media (audiotape, videotape, etc.)

All requirements listed above under Recovery of Dynamic Media Records above must be applied. The Contractor must not knowingly freeze magnetic media/tape or vacuum freeze dry magnetic media/tape with heat. The Contractor may air-dry or vacuum freeze-dry magnetic media/tapes without heat. The CO/COR may direct the Contractor to pack wet tapes in individual plastic bags without changing the tape's physical orientation to maintain initial

wetness and decrease the risk of seepage through undamaged pack areas. The CO/COR may direct the Contractor to remove the tape cassette, if tapes in cassettes have become wet and the water cannot be removed through normal drying. The Contractor will remove and replace cassettes using methodology approved by the CO/COR and using Agency specified cassettes.

Task 16 - Recovery of phonographic discs

All requirements listed under Recovery of Dynamic Media Records above must be applied. The Contractor must never freeze, vacuum freeze-dry, or expose phonographic discs to heat. The Contractor must support the discs fully during drying to ensure they remain flat. The Contractor must not use materials or techniques that may scratch the playing surface of the phonographic discs. The Contractor must remove discs from their sleeves and jackets and preserve all accompanying identification through a system that correctly returns sleeves and jackets to their discs.

RECOVERY OF ELECTRONIC RECORDS

The following tasks apply for all electronic records:

Electronic records data are to be recovered using appropriate industry methods and procedures. The Contractor must describe procedures for recovering and copying electronic data. The Contractor must transfer the recovered data to the CO/COR in the Agency specified format. The Contractor must provide the CO/COR with a description of security procedures and equipment. The Contractor must label the recovered data clearly on individual housing indicating source. The Contractor must document and certify the custody of all records from receipt to destruction.

Task 17 - Recovery of Data (Electronic Records, Computer Data and Hard Drive, etc.)

All requirements listed under Recovery of Electronic Records above must be applied. Following CO/COR review and written approval of recovered data, the Contractor must destroy all copies of recovered data in the Contractor's possession in such a manner that no data can be reconstructed and provide certification to this effect. The CO/COR will specify and approve destruction and/or eradication techniques and methodology. If requested, the Contractor must destroy original hard drives and submit appropriate certification to the CO/COR.

Task 18 - Recovery of digital recordings (CD, DVD, Optical Disc, etc.)

All requirements listed under Recovery of Electronic Records above must be applied. The Contractor must not freeze, vacuum freeze-dry, or expose digital recordings on discs to heat. The Contractor must support the discs fully during drying to ensure they remain flat. The Contractor must not use materials or techniques that scratch the playing surface of the discs. The Contractor must remove the discs from their sleeves and jackets and preserve all accompanying identification and documentation.

Task 19 - Recovery of Playback Equipment for Sound, Moving Images, etc.

The Contractor must provide the CO/COR with a description of procedures and equipment to be used for recovery of playback equipment for sound, moving images, etc. The Contractor must recover all equipment using appropriate industry methods and written procedures approved by the CO/COR. If necessary to transport, the Contractor will pack the damaged equipment in suitable packing material to minimize damage in transit. The Contractor must prepare a detailed shipping manifest which will identify each piece of equipment by serial number and/or other identifying information prior to shipping.

Task 20 - Recovery of Artifacts/Objects (including any records containing parchment)

The Contractor must consult with the CO/COR before recovering artifacts. The CO/COR will direct the Contractor in procedures for wet cleaning and air-drying. The Contractor will ensure that artifacts remain at the same level of wetness as found until appropriate procedures have been determined and can be followed; many artifacts require controlled drying. The Contractor must avoid moving or applying pressure to wet or damp artifacts; wet artifacts must not meet any other materials until the CO/COR provides direction. The CO/COR will determine the stability of artifacts before handling and transport; the Contractor must avoid, to the extent possible, shocks and jolts during handling and transport. At no time will the Contractor subject artifacts to freezing or thermal treatment without consultation and the written consent of the CO/COR. Air-drying is generally recommended but may require techniques to slow air-drying process. If artifacts are identified during other tasks, the Contractor must immediately notify the CO/COR before proceeding with recovery. The Contractor must retain all identifying or associated information with each artifact and provide association tracking (i.e. ability to reunite disparate elements after drying). The Contractor may be required to provide storage boxes or other containers appropriate to the artifacts and may be required to move and transport large and heavy holdings such as vehicles, sculpture, and paintings. If storage boxes or containers are damaged, the Contractor, in consultation with the CO/COR, must develop a plan to transfer the artifacts to dry and clean boxes following guidelines for enclosure replacement.

Task 21 – Reformatting of Records after Recovery

If necessary to maintain the information or accessibility to records, the CO/COR may request reformatting of records. (Agency name) retains all original format materials. Reformatting techniques and equipment must not cause further damage to recovered records. The Contractor must provide the CO/COR with a description of procedures and equipment to be used for reformatting of records. Records will be reformatted in accordance with relevant international standards and using appropriate industry methods that are suitable for use with permanently valuable records and written procedures approved by the CO/COR.

Recovered and reformatted records must be transferred to the Agency on specified media and in format specified. The Agency may require that the copy/reformatted record indicate that it is a copy/surrogate. Contractor must label all reformatted/copied records clearly on individual folders, boxes and/or containers indicating source of records Contractor must provide the CO/COR with a description of security procedures. The Contractor must document and certify

the custody of all records from receipt through reformatting and return. Records may only be opened or viewed by the approved Contractor personnel and only as necessary to perform reformatting operations. Contractor must not release records or copies of records to third parties. Contractor must not allow records to be outside of the Contractors custody and control at any time. Following CO/COR review and written approval of reformatted records, the Contractor must destroy all copies of reformatted data in their possession in such a manner that no data can be reconstructed and provide certification to this effect.

Task 22 - Reformatting of Records after Recovery – Paper-based

Contractor may propose, and the COR may accept a scanned copy as an alternative to analog copy techniques. The original records will be retained and returned to the CO/COR unless otherwise specified. All requirements listed under Reformatting Records after Recovery (Task 21) must be applied.

Task 23 - Reformatting of Records after Recovery – Film-based and Dynamic Media

Contractor may propose, and the CO/COR may accept a digital copy as an alternative to analog copy techniques. The original records will be retained and returned to the CO/COR unless otherwise specified. All requirements listed under Reformatting Records after Recovery (Task 21) must be applied.

Task 24 – Reformatting of Microfilm Records

Microfilm copies will be printed in their original format to preservation standards to ensure that the intellectual content of the original remains intact. The Contractor must provide a list of the equipment that will be used, have had a prior onsite inspection, and provide a detailed account of lab procedures to the CO/COR. The CO/COR will provide oversight and quality control analysis before acceptance.

Task 25 – Reformatting of Motion Picture Film

Contractor will copy motion picture film in the original format (16mm to 16mm, etc.). Contractor will make film copies to preservation standards to ensure the intellectual content of the original remains intact. Contractor must provide a list of the equipment that will be used, and a detailed account of lab procedures to the CO/COR and a prior onsite inspection of the equipment by the Agency CO/COR may be required before work begins. The CO/COR will provide oversight and quality-control analysis before acceptance.

Task 26 – Reformatting of Magnetic Motion Picture Tracks

The Contractor must copy each magnetic track of motion picture films on a 16 mm full-coat magnetic sound recording on polyester base stock containing all soundtrack material found on the original. This recording will begin no later than at the head sync mark to be found on the original film document and continue to no less than the tail sync mark at the end of the original film. If the head and/or tail sync marks are not found, the Contractor must insert them on the

original rolls in accordance with standard film laboratory practice. The Contractor must wind each newly made soundtrack roll on a 3-inch diameter industry standard core (Kodak Type Z or equivalent) and secure the free end in a CO/COR approved manner.

Task 27 – Reformatting of Audio Recording

The copy of the audio recording may serve as a replacement preservation copy, so the Contractor must copy each audio recording and create a digital Waveform audio format (WAV) file at a bit-depth of 24, and a sample rate of 96K, onto a gold reflective layer CD-R disc purchased by the Contractor from a recognized major manufacturer or equivalent as approved by the CO/COR.

Task 28 – Reformatting of Video Recordings

The copy of the video recording may serve as a replacement preservation copy, so the Contractor must copy each video recording and create a first-generation Digital Beta-cam on an GVI specified tape stock, purchased new from a recognized major manufacturer. The Contractor must electronically insert an opening slate at the head of each new Digital Beta-cam. The slate must be composed of three lines as follows: *a*) GVI item number (example: 111ADC1234); *b*) The sentence “This replacement copy was made from an archival original” on DATE; *c*) Total running time of the program content written using the industry standard TRT: *hh:mm:ss*. The Contractor’s corporate name or logo must not appear on the slate. The Contractor must record no less than 20 seconds of SMPTE color bars at the head of the recording. The Contractor must use hard plastic library cases that completely enclose the Digital Beta-cam videocassette and meet GVI specifications.

Task 29 - Conservation Expertise for Assessment and Advice During Recovery

If the Agency does not have in-house preservation or conservation expertise, it may be necessary to request sub-contracting of this expertise as a part of the contract. The Agency will need to determine if this expertise should be contracted independently or be a sub-contract with the Contractor. Independent advice is also available from professional organizations including the American Institute of Conservation and Heritage Preservation. Links can be found at archives.gov

Additional Information

Respondents should indicate all mold remediation certifications held by their firm. At minimum, Respondents should have either a Council-certified Microbial Remediator (CMR) or Council-certified Microbial Remediation Supervisor (CMRS) certification.

The Respondent is charged with selections of subcontractors (if any) and ensuring they are not debarred. The Respondent will also provide all agreements and invoices on a timely basis, with supporting documentation for all costs. The Respondent will also maintain accurate record keeping and submit timely progress report.

D. TIMETABLE

Last Day for Written Clarification is **Tuesday, February 8, 2022 at 12:00 noon** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals in **PDF format**, which are to be delivered to the Department of Property and Procurement no later than **Thursday, February 17, 2022 at 4:30 p.m.** Atlantic Standard Time.

Electronic submissions must include the Company's Name – Solicitation Number and Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 013-T-2022 (P) – February 17, 2022.

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.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals, nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that GVI has accepted proposal.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Assistant Commissioner of Procurement, Lisa M. Alejandro at**

lisa.alejandro@dpp.vi. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract or pay of any cost incurred in preparing and submitting proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP, and failure to comply with any requirement as outlined may disqualify the respondent.

1. Organization:
 - a. Introductory letter about the respondent:
 - i. Name, address, email, and telephone numbers.
 - ii. Type of service for which individual/firm is qualified.
 - b. Provide a list of staff available for the project (Local & Off-Territory)
 - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
 - d. Current trade name registration certification; if applicable
 - e. Certificate of Good Standing dated July 1, 2021, or later
 - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.

- g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
2. Sub-Contractors:
- a. Provide listing of Sub-contractors that shall be retained for this project including email address, phone number.
 - b. Provide what percentage of work will be sub-contracted. The work performed under this contract by sub-contractors shall not be more than thirty percent (30%) combined.
 - c. Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to GVI upon request.
3. Project Experience:
- a. Provide a list of relevant projects performed within the last three (5) years (also complete Enclosure D).
Include a brief description of the work performed and cost of each project.
 - b. Provide a list of projects currently being performed. Include a brief description of the project and percentage completed.
4. Project Approach:
- a. Present a detailed work plan for all tasks outlined in the RFP. This section of the proposal shall establish that the Respondent understands GVI's objectives and work requirements and Respondent's ability to satisfy those objectives and requirements. Describe the proposed approach and outline the firm's ability for addressing the required services to meet GVI's requirements.
5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
- a. Include information about past performance on similar project from authorized representative;
 - b. Include a working telephone number; and email address to be contacted; and
 - c. Notarized.
6. Insurance Requirements: The cost of which shall be borne by the Contractor and maintained fully during the term of the contract. Upon award, contract valued in excess of \$1,000,000.00 will require additional coverage subject to DPP's approval.
- a. **Comprehensive General Liability Insurance:**
 - i. 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.

b. Commercial Automobile Liability:

- vi. Respondent shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired vehicles with the following minimum limits and coverage:
 1. Combined Single Limit - \$1,000,000.00
- vii. Respondent shall provide a Certificate of Insurance reflecting required coverage.

7. Proof of Sam.Gov registration

8. Cost Proposal *must* be submitted in a separate file.

The Respondent **shall** provide cost estimates for the service utilizing the form attached (Enclosure Document E-Cost Sheet):

- a) The respondent shall submit quotes with an hourly rate and other expected reimbursable cost regarding the contract. The Respondent may also provide a comprehensive write-up regarding the project cost. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.
- b) All cost must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent, or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the respondent, is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as 2 CFR 200 and other applicable OMB circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. In addition, this RFP is

intended to be conducted in accordance with 2 CFR 200 and the resulting contract will contain the required contract provisions:

<https://www.fema.gov/media-library-data/1444220925938-b1dbb4d55dbd50388e12d38e187775fa/200CFRAppendix508.pdf>

L. HUD GENERAL PROVISIONS



4-20 Appendix B EY
HUD Federal Cross-Ct

M. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

N. MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

1. See Attached.

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.

[MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS.pdf](#)

ENCLOSURE DOCUMENT A

RFP COVER LETTER

RESPONDENT

Name: _____
Address: _____
Tax Identification #: _____

RESPONDENT 'S CONTACT PERSON

Name: _____
Title: _____
Telephone: _____

SCHEDULE OF ADDENDA

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

RESPONDENT 'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____

ENCLOSURE DOCUMENT B

GOVERNMENT OF THE VIRGIN ISLANDS DEPARTMENT OF PROPERTY AND PROCUREMENT

NON-COLLUSION AFFIDAVIT

— 0 —

..... being duly sworn, deposes and says that –

(1) He is [owner, partner, officer, representative, or agent] of.....

..... the bidder that has submitted that attached bid;

(2) He is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Government of the Virgin Islands or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of

Notary Public

ENCLOSURE DOCUMENT C
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The GVI may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

Signature

Date

Subscribed and sworn to before me on the Island of _____, this
_____ day of _____, 2022, by _____ of legal age,

(Trade or Corporation)

and personally, known to me.

(SEAL)

Notary Public

ENCLOSURE DOCUMENT D

Respondent's Qualification Statement

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status: (check one) Corporation LLC Sole Proprietorship Partnership
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Type of License(s) _____
Number of Mold Remediation Services completed in the last 5 Years _____, Average value of these Contracts \$ _____
Do you have plan to use Subcontractors? Yes No If yes, company _____

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of contract terms? Yes No

If yes, explain on another sheet, if a Performance Bond or other means were used to resolve the issue and the circumstances and the outcome.

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? Yes No
If yes, explain on another sheet, the circumstances and outcome.

List three non-GVI references that can be contacted for their input concerning your abilities:

- 1) Client Name _____ Contact Number _____
- 2) Client Name _____ Contact Number _____
- 3) Client Name _____ Contact Number _____

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

- 1) Client Name _____ Value: _____ % _____
- 2) Client Name _____ Value: _____ % _____
- 3) Client Name _____ Value: _____ % _____

(If you have more contracts, please list on separate sheet)

Respondent shall certify that the above information is true and shall grant permission to the GVI to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature _____

Date _____

ENCLOSURE DOCUMENT E

COST SHEET

DOCUMENT RESTORATION & MOLD REMEDIATION SERVICES

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other overhead costs as may be required to perform the services, subject to all the conditions as set forth in the RFP scope of work.

Job Title	Hourly Rate	Monthly Cost	Annual Cost
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

TOTAL BID AMOUNT = \$ _____ \$ _____ \$ _____

Other reimbursable Expenses (Ex. Travel expenses)
Cost:

PLEASE PRINT OR TYPE NAME & THEN SIGN BELOW

NAME: _____
OWNER, PRESIDENT OR CEO

COMPANY: _____

SIGNATURE: _____