

APPENDIX A

ITEMIZED BID SHEET

No.	Description	Specifics	Qty.	Units	Unit Price	Total Price
1	MOBILIZATION	10% OF BASE BID				\$
2	DIVISION 2 - DEMOLITION	Contained in Bridging Documents, all drawings and specifications.				\$
3	DIVISION 3 - CONCRETE	Contained in Bridging Documents, all drawings and specifications.				\$
4	DIVISION 4 - MASONRY	Contained in Bridging Documents, all drawings and specifications.				\$
5	DIVISION 5 - METALS	Contained in Bridging Documents, all drawings and specifications.				\$
6	DIVISION 6 - WOOD & PLASTICS	Contained in Bridging Documents, all drawings and specifications.				\$
7	DIVISION 7 - THERMAL & MOISTURE PROTECTION	Contained in Bridging Documents, all drawings and specifications.				\$
8	DIVISION 8 - OPENINGS	Contained in Bridging Documents, all drawings and specifications.				\$
9	DIVISION 9 - FINISHES	Contained in Bridging Documents, all drawings and specifications.				\$
10	DIVISION 10 - SPECIALTIES	Contained in Bridging Documents, all drawings and specifications.				\$
11	DIVISION 11 - EQUIPMENT	Contained in Bridging Documents, all drawings and specifications.				\$
12	DIVISION 12 - FURNISHINGS	Contained in Bridging Documents, all drawings and specifications.				\$
13	DIVISION 13 - SPECIAL CONSTRUCTION	Contained in Bridging Documents, all drawings and specifications.				\$
14	DIVISION 14 - CONVEYING SYSTEMS	Contained in Bridging Documents, all drawings and specifications.				\$
15	DIVISION 21 - FIRE SUPPRESSION	Contained in Bridging Documents, all drawings and specifications.				\$
16	DIVISION 22- PLUMBING	Contained in Bridging Documents, all drawings and specifications.				\$
17	DIVISION 23 - HVAC	Contained in Bridging Documents, all drawings and specifications.				\$
18	DIVISION 26 - ELECTRICAL	Contained in Bridging Documents, all drawings and specifications.				\$
19	DIVISION 28 - ELECTRONIC SAFETY & SECURITY	Contained in Bridging Documents, all drawings and specifications.				\$
20	DIVISION 31 - EARTHWORK	Contained in Bridging Documents, all drawings and specifications.				\$
21	DIVISION 32 - SITE IMPROVEMENTS	Contained in Bridging Documents, all drawings and specifications.				\$
22	DIVISION 33 - UTILITIES	Contained in Bridging Documents, all drawings and specifications.				\$
	SUBTOTAL - DIRECT COST OF WORK					\$
23	General Conditions (incl Gen Req. Insurance, & Bond)					\$
24	Overhead & Profit					\$
	SUBTOTAL CONTRACTOR GMP'S COST					
25	<i>A&E FEES</i>					\$
26	<i>PERMITS, TESTING AND INSPECTIONS</i>					\$
	SUBTOTAL SOFT COSTS					
	GRAND TOTAL	CONTRACTOR GMP'S COST AND SOFT COSTS				\$

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APPENDIX 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

APPENDIX C

GOVERNMENT OF THE VIRGIN ISLANDS DEPARTMENT OF PROPERTY AND PROCUREMENT

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 _____, 2021, by _____ of legal
age, _____

(Trade or Corporation)

and personally, known to me.

(SEAL)

Notary Public

APPENDIX 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 Architectural & Engineering 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: _____

Authorized Representative's Signature & Date: _____

APPENDIX E(a)



VIRGIN ISLANDS DEPARTMENT OF EDUCATION

DISCLOSURE FORM

The Virgin Islands Department of Education promotes and encourages the involvement of minority and women-owned firms, generally referred to as M/W/DBE, in all phases of work and provides equal opportunities to compete for construction, professional services, technical services, equipment, supplies, and other contracts. For purposes of this Disclosure Form, the term "subcontractors" is intended to refer to subcontractors, suppliers, consultants, sub-consultants, vendors or other contracting parties, as applicable.

Name of Prime Firm: _____

1. If your firm will provide all of the labor, materials, equipment, supplies and/or services required for this procurement, please complete Sections A of this Disclosure Form.

SECTION A

Our firm has not identified any subcontracting opportunities and will not subcontract any portion of the work.

Authorized Signature: _____

Printed Name: _____ Date: _____

Our firm's M/W/DBE status is as follows (check all that apply):

- ☐ Minority owned business enterprise
- ☐ Women-owned business enterprise
- ☐ Disadvantaged business enterprise
- ☐ None of the above

2. If your firm will subcontract any portion of this procurement, please complete Section B of this Disclosure Form.

SECTION B

Our firm will subcontract portions of the work to one or more subcontractors.

Authorized Signature: _____

Printed Name: _____ Date: _____

Our firm's M/W/DBE status is as follows (check all that apply):

- ☐ Minority owned business enterprise
- ☐ Women-owned business enterprise
- ☐ Disadvantaged business enterprise
- ☐ None of the above

Our firm intends to subcontract portions of the work to the following subcontractor(s) described below:

<u>Subcontractor Firm Name/Address/Contact/Phone/Role</u>	<u>M/W/DBE Status</u>
1.	<input type="checkbox"/> Minority owned business enterprise <input type="checkbox"/> Women-owned business enterprise <input type="checkbox"/> Disadvantaged business enterprise <input type="checkbox"/> None of the above
2.	<input type="checkbox"/> Minority owned business enterprise <input type="checkbox"/> Women-owned business enterprise <input type="checkbox"/> Disadvantaged business enterprise <input type="checkbox"/> None of the above
3.	<input type="checkbox"/> Minority owned business enterprise <input type="checkbox"/> Women-owned business enterprise <input type="checkbox"/> Disadvantaged business enterprise <input type="checkbox"/> None of the above

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APPENDIX E(b)



VIRGIN ISLANDS DEPARTMENT OF EDUCATION

Historically Underutilized Business / Minority/Women-Owned/Disadvantaged Business

Statement of Responsibility

The Virgin Islands Department of Education (VIDE) has committed to provide certified firms full participation in all phases of procurement activities and to afford a full and fair opportunity to all vendors to compete for VIDE disaster recovery contracts. VIDE anticipates scopes of work for the pre-construction and construction phases for which Historically Underutilized Business / Minority/Women-Owned/Disadvantaged Business availability exists. The solicitation goals for the contract will be **25%** and the respondent shall aim to achieve participation distributed as shown below as a minimum for each category:

MBE/DBE	African American (AA), Asian/Native American and/or Hispanic	9%
WBE/DBE	Female (WBE)	5%
DBE	Small disadvantaged business	5%
	Service-disabled veteran-owned small business	3%
	Small business in a HUBZone	3%

All firms must submit a Participation Report demonstrating that it plans to achieve/exceed the HUB solicitation goals and provide documentation that Good Faith Efforts have been performed to attempt to meet any of the goals that are unmet. Please contact chaneel.callwood@vide.vi for guidance as needed.

VIDE will provide HUB form(s) required for the design and construction phases of this project.

As evidenced by signature below, I affirm that accepting this contract assignment requires compliance with the above VIDE HUB/MWB Program Policy & Regulations, and that this signed Statement of Responsibility and the program policy and regulations are hereby incorporated as part of my contract with VIDE.

Firm Name: _____

Name & Title of Authorized Representative: _____

Signature

Date

APPENDIX F

FIRM INFORMATION (limit to 5 pages)

FIRM TYPE (select one): ____ Design-Build ____ Architect/Engineer ____ CM at-Risk Contractor

NAME OF FIRM: _____

BUSINESS ADDRESS: _____

EMAIL ADDRESS: _____ WEBSITE: _____

TELEPHONE NUMBER: _____ NUMBER OF YEARS FIRM IN BUSINESS: ____

NAME AND TITLE OF PRIMARY CONTACT PERSON: _____

COVER LETTER: Provide a cover letter and include a statement that the firm submitting the proposal is fully capable of providing these services and understands the requirements of the proposal for the required period of time. Give a brief history of your firm, including date established, record of growth, type of work, and any specialties. What do you believe is unique about your firm's potential contribution to VIDE? You may attach a brochure or other printed material, but it is not required. Provide a summary of why your firm/team should be selected to provide design build services for VIDE.

TYPE OF ORGANIZATION: (Individual, Partnership, Corporation, Association): _____

1. Principals: _____ VI Architect/Engineer Registration No. / VI Contractor License No.: _____

2. Full-Time Employees: No. of Registered Architects, excluding Principals: _____

Full-Time Employees: No. of Registered Engineers, excluding Principals (by type): _____

3. Part-Time Employees (minimum 16-hour/week, by type): _____

4. Services Proposed:

Services	Performed by Your Firm	Performed by Sub-Consultant (firm name)
Architectural:	____	<input type="checkbox"/> _____
Structural:	____	<input type="checkbox"/> _____
Mechanical:	____	<input type="checkbox"/> _____
Electrical:	____	<input type="checkbox"/> _____
Civil:	____	<input type="checkbox"/> _____
Other:	____	<input type="checkbox"/> _____

5. Financial Limitations and Considerations

- If selected for the project, does respondent's firm have sufficient financial resources to adequately staff the project, obtain bonding, and complete it? State bonding capacity for this project _____.
- List banking or other financial institutions and relationship.
- Provide your rough order of magnitude square-foot cost for this project: _____.

6. Claims and suits.

Have any claims been made against your firm for errors and omissions in the past five (5) years? _____

If so, what was the dispensation of the claim or claims? _____

- Has your organization ever failed to complete any work awarded to it?
- Any judgements, claims, arbitration proceedings or suits pending/outstanding against your organization or its officers?
- Has your organization filed any lawsuits or requested arbitration with regard to the requested services within the last five (5) years?
- Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

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APPENDIX G

SPECIFIC EXPERIENCES

Describe the four most representative projects for which Architectural/Engineering Services and/or Construction Services were performed in the last eight (8) years, beginning with projects in the Virgin Islands and/or a school district (K-12) if available. If project was done by a principal/partner/employee while at another firm, clearly note. List Design-Build Services projects first. Include at least one design or design-build project and at least one construction or design-build project.

Include the following the descriptions:

- Describe the most representative project(s) the architectural team leader has been directly involved with over the same time period.
- Describe the most representative project(s) the construction team leader has been directly involved with over the same time period.
- Compare the original projects to the completed projects in actual building size, budget and scheduled completion.
- List the responsibilities of the involved team members and provide a client and contractor reference for those individuals at each project listed.

Project 1 – Name and Location: _____

Client: _____ Contact Person: _____

Telephone #: _____ Email: _____

Owner: _____ Contractor: _____ Number of Change Orders: _____

Contract Amount: _____ Construction Cost: _____ Percent Complete or Completion Date: _____

Team leader involved: _____

Responsibilities of team members involved: _____

Project 2 – Name and Location: _____

Client: _____ Contact Person: _____

Telephone #: _____ Email: _____

Owner: _____ Contractor: _____ Number of Change Orders: _____

Contract Amount: _____ Construction Cost: _____ Percent Complete or Completion Date: _____

Team leader involved: _____

Responsibilities of team members involved: _____

Project 3 – Name and Location: _____

Client: _____ Contact Person: _____

Telephone #: _____ Email: _____

Owner: _____ Contractor: _____ Number of Change Orders: _____

Contract Amount: _____ Construction Cost: _____ Percent Complete or Completion Date: _____

Team leader involved: _____

Responsibilities of team members involved: _____

Project 4 – Name and Location: _____

Client: _____ Contact Person: _____

Telephone #: _____ Email: _____

Owner: _____ Contractor: _____ Number of Change Orders: _____

Contract Amount: _____ Construction Cost: _____ Percent Complete or Completion Date: _____

Team leader involved: _____

Responsibilities of team members involved: _____

APPENDIX H

Acknowledgment of any Addenda

RESPONDENT

Name: _____

Address: _____

Tax Identification #: _____

RESPONDENT 'S CONTACT PERSON

Name: _____

Title: _____

Contact Number: _____

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 _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

RESPONDENT 'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____