

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

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: September 2, 2021

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RFP No. RFP-020-C-2021 (P)

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Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, hereinafter referred to as (GVI), Department of Property and Procurement (DPP) shall receive proposals for the work described below. Proposals shall be received no later than **Thursday, September, 16, 2021 @ 4:30 p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

The Department of Property and Procurement (DPP) has the responsibility of supporting the Government of the United States Virgin Islands with Emergency Supply and Delivery of Diesel Fuel prior and during disaster response and recovery efforts.

This Scope of Services (SOS) is to provide all services, management, dispatch, insurance, fuel, equipment, personnel, permits and licenses for fuel distribution operations in support of Department of Property and Procurement disaster response requirements in the District of St. Croix.

This SOS is for life saving and life sustaining requirements that include: (1) fueling of emergency power generators at critical infrastructures and facilities; (2) fueling at Federal and Territorial disaster operational sites and other locations including commercial sites, staging areas, material lay-down yards; and (3) fueling at locations as required for maintaining continuity of government operations and public safety.

The Period of Performance (POP) is a one (1) year base award with four (4) one-year renewal options. The total duration of this contract including the exercise of any options, must not exceed five (5) years. In the event the renewal option is exercised by the Government, the negotiated upfront contract price will be used at the time the option is exercised.

## **NEGOTIATED PROCEDURES:**

The Commissioner of the Department of Property and Procurement shall appoint a Selection Committee to assist in the evaluation and selection of at least one Contractor. It is the Government's intent to award multiple contracts through this solicitation. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee shall select for discussions from the firms or persons, in order of preference, those firms or persons **deemed to be most highly qualified to provide the services herein required.** Discussions shall be conducted successively and severally with the firms or persons so selected on the anticipated concepts for furnishing the services hereunder.

## **FACTORS FOR DISCUSSIONS**

Selection criteria shall 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 shall be performed; **(iv)** 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 and (d) References. The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews.**

## **NEGOTIATION:**

The Selection Committee shall recommend to the Commissioner **the highest qualified firms or persons with whom contracts shall be negotiated.** The Commissioner of DPP, with the assistance of the Selection Committee, shall attempt to negotiate contracts with such firms or persons. The Government intends to award more than one respondent to support this effort.

Should the Commissioner be unable to negotiate a satisfactory contract with the firms considered to be the most qualified, at a price the Commissioner determines to be fair and reasonable to the Government, negotiations with those firms shall be formally terminated. Negotiations shall continue with other the selected firms until an agreement is reached.

Anthony D. Thomas  
Commissioner  
Property and Procurement

## **INSTRUCTION TO PROPOSERS/RESPONDENTS**

### **A. NOTICE**

#### **RFP-020-C-2021 (P) Emergency Supply and Delivery of Diesel Fuel in the District of St. Croix**

Information provided in the scope of services is to be used only for purposes of preparing a proposal. It is further expected that each respondent/ proposer shall read the scope of services 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. 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 services. Alternative proposals recommending new features and technology other than that requested in the scope of services shall receive consideration provided 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 Services should be directed in writing to **Deputy Commissioner of Procurement, Ms. Dynell R. Williams** at [dynell.williams@dpp.vi.gov](mailto:dynell.williams@dpp.vi.gov).

### **B. STATEMENT OF PURPOSE**

To assist the Government of the Virgin Islands in meeting the requirements for the following supply/service: **RFP-020-C-2021 (P) Emergency Supply and Delivery of Diesel Fuel in the District of St. Croix**

### **C. PROPOSED SCOPE OF SERVICES**

1. Contractor shall provide the capability to complete approximately 75+ deliveries of diesel per day, ranging from 100 to 10,000 gallons of diesel fuel to assigned Government diesel trucks, bulk haulers identified by the Government, Government facilities, Government managed emergency shelters and any other

- location(s) when and where directed by the Commissioner of Property and Procurement or his/her authorized representative in the District of St. Croix.
2. Contractor shall have fully executable emergency contingent contract(s) for priority diesel rack access, with one or more fuel terminals to support GVI requirements.
  3. Contractor shall provide the capability to support at least one stationary diesel fuel dispensing sites in the district of St. Croix.
  4. Contractor shall provide capability to secure leases/use agreements, establish, and maintain one dedicated diesel fuel storage/diesel fuel terminal site(s) in the District of St. Croix. Strategic storage site(s) should be able to store at least a cumulative 1-day supply of diesel fuel for St. Croix. Locations to be determined in coordination with DPP.
  5. Contractor shall be responsible for asset protection to ensure 100% mission capability at all times.
  6. Contractor shall provide an onsite point of contact (POC) to coordinate with DPP for dispatch coordination, accountability, reporting, and coordination of delivery. The POC shall be fully capable of managing and coordinating the task assignments and mission.
  7. Contractor shall provide daily to DPP a consolidated accountability tracking report to include but not limited to quantity, cost of diesel fuel delivered, and location of delivery to Government diesel trucks, Government facilities, shelters and any other location(s), and all invoiced dispensed diesel fuel to include, but not limited to, date, time, location, diesel fuel type and quantity dispensed.
  8. Contractor shall provide Stationary diesel Fuel Dispensing Site(s) accountability as part of the consolidated accountability tracking report documenting review of credentials provided by customers approved for receiving diesel fuel and receipt/log information including but not limited to date, time, location, fuel type and quantity dispensed, photo of vehicle license plate, and drivers printed name and signature.
  9. Contractor shall provide all sustainment to include, but not limited to POC, fuel logisticians and labor attendants to operate fuel locations and deliveries, re-fuel vehicles, and equipment including for pumping and transfer, hazmat response and spill kits, and delivery and pickup of fuel storage tanks.
  10. Contractor shall test procured diesel fuel for quality as required. Contractor shall complete rapid response for purging and disposal of dispensed diesel fuel, and remediation of equipment from diesel fuel dispensed not in accordance with ASTM and EN specifications established for the various fuel types at no additional cost to the Government.

#### **D. TIMETABLE**

1. Last day for request for written clarification will be **Thursday, September 16, 2021 at 12:00 p.m.** Atlantic Standard Time.

2. Proposals shall be accepted at Department of Property & Procurement, no later than **Thursday, September 16, 2021, at 4:30 p.m.** Atlantic Standard Time.

#### **E. SUBMISSION OF PROPOSAL**

All interested parties shall submit **one (1)** original and **four (4)** copies of the proposals, to be delivered to the Department of Property and Procurement no later than **Thursday, September 16, 2021, at 4:30 p.m.** Atlantic Standard Time.

The Proposals shall be addressed to:

Anthony D. Thomas  
Commissioner  
Property & Procurement  
3274 Estate Richmond  
Christiansted, St. Croix, U.S. Virgin Islands 00820

**THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

SEALED PROPOSALS-DO NOT OPEN

**RFP-011-C-2020 (P)**

(Name of Respondent)

(Mailing Address of Respondent)

(Telephone Number of Respondent)

(Fax Number of Respondent)

(Email of Respondent)

The Respondent is responsible for ensuring that all proposals that are sent by mail, are delivered to the Department of Property & Procurement at the address provided in this RFP before the date and time set for the closing of the acceptance of proposals.

#### **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 said proposal has been accepted by GVI.

## **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 **Deputy Commissioner of Procurement, Ms. Dynell R. Williams**. GVI shall not respond to questions received after the above established date. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the scope of work shall be made in writing to all prospective providers. Oral explanations shall 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 services and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay for any costs incurred in the preparation and submission of 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 shall be served by such action.** Proposals failing to provide some of the items in the scope of services shall not be rejected per se but any deviations from the scope must be clearly noted.

## **I. ACCEPTANCE OF PROPOSALS**

GVI shall notify in writing acceptance of one (1) 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. Failure to comply with all the requirements as outlined, shall disqualify the applicant and the proposal shall be deemed as non-responsive.

1. Organization:
  - a. Introductory letter about the applicant:
    - i. Name, address, email and telephone numbers.

ii. Type of service for which individual/firm is qualified.

- b. Provide a listing of staff available for the project.
- c. Current Virgin Islands Business License for services being advertised. All Bidders bidding as a Joint Venture must be licensed as a Joint Venture in the U.S. Virgin Islands.
- d. Current trade name registration certificate, if applicable
- e. Certificate of Good Standing dated July 1, 2019 or later
- f. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or qualification (Limited Partnerships), if applicable. For additional guidance, see link below:

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

2. Sub-contractors:

- a. Provide listing of Sub-contractors that shall be retained for this project including phone numbers.
- b. Provide what percentage of work will be sub-contracted. The work perform under this contract by sub-contractors shall not be more than thirty percent (30%) combined.

**PLEASE NOTE: A company cannot submit a bid proposal and at the same time be listed as a subcontractor on another company's proposal for the same project.**

3. Project experience:

- a. Provide a list of related projects performed within the last three (3) years. 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. The Respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.

5. Project References: 3 letters minimum (including a notarized written consent from each authorized representative which must include: name; telephone number; and email address).

6. **Insurance Requirements:** The cost of which shall be borne by the Contractor and maintained fully during the term of the contract.
  - a. **Certificate of Government Insurance (Workmen's Compensation):**
    - i. Respondent will provide a Certificate of Insurance reflecting the required coverage by Virgin Islands law.
  - b. **Comprehensive General Liability Insurance:**
    - ii. Respondent shall carry comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
      1. Each occurrence- \$1,000,000.00
      2. Damaged to rented premises-\$50,000.00
      3. Medical Expenses- \$5,000.00
      4. Personal & Adv Injury-\$1,000,000.00
      5. General Aggregate-\$2,000,000.00
      6. Products-Completed Ops. Aggregate- \$2,000,000.00
    - iii. General Aggregate shall apply on a policy basis.
    - iv. Respondent shall provide a Certificate of Insurance reflecting required coverage.
    - v. If awarded, the Contractor shall provide proof of adding the Government as an additional insured via a scheduled/individual endorsement.
  - c. **Commercial Automobile Liability:**
    - vi. Respondent 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. Respondent shall provide a Certificate of Insurance reflecting required coverage.
5. **Cost: The Contractor will provide cost estimates for the base year and each renewal option year using the following outlined cost proposal for dispensing of regular unleaded gas and diesel fuel utilizing the form attached. One (1) original and four (4) copy sets of proposals must be submitted in SEPARATE sealed envelope.**

## **K. CONFLICT OF INTEREST**

A respondent 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 Respondent for the same request for proposals; the



Form No. DPP-RFP-PS-68-75

Approved 5/7/75

Revised 3/18/08

Revised 11/1/19

Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

Cost Proposal

<b>BASE YEAR COMPENSATION/BID SHEET</b>		
RFP-011-C-2020(P)		
Delivery of Diesel <b>Fuel</b> to assigned locations in the District of St. Croix.	Diesel Fuel	\$ _____ per gallon

<b>RENEWAL OPTION YEAR 1- COMPENSATION/BID SHEET</b>		
RFP-011-C-2020(P)		
Delivery of Diesel <b>Fuel</b> to assigned locations in the District of St. Croix.	Diesel Fuel	\$ _____ per gallon

## RENEWAL OPTION YEAR 2- COMPENSATION/BID SHEET

RFP-011-C-2020(P)

Delivery of Diesel <b>Fuel</b> to assigned locations in the District of St. Croix.	Diesel Fuel	\$ _____ per gallon
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## RENEWAL OPTION YEAR 3- COMPENSATION/BID SHEET

RFP-011-C-2020(P)

Delivery of Diesel <b>Fuel</b> to assigned locations in the District of St. Croix.	Diesel Fuel	\$ _____ per gallon
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# RENEWAL OPTION YEAR 4- COMPENSATION/BID SHEET

RFP-011-C-2020(P)

Delivery of Diesel <b>Fuel</b> to assigned locations in the District of St. Croix.	Diesel Fuel	\$ _____ per gallon
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