

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation  
PROFESSIONAL SERVICES

To: ..... Date September 1, 2015  
..... RFP-002-2016 (Professional)

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Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Tuesday, September 29, 2015 at 4:00 P.M.**

**DESCRIPTION OF WORK**

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-002-2016(P) Territorial Armored Car Pickup and Delivery Services, U.S. Virgin Islands.**

SCOPE OF SERVICES: SEE ATTACHED

### 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, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

### FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting schedules; and (v) quality of performances on other projects.

### NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee shall 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 be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph N. Bennett  
Commissioner Designee  
Property and Procurement

## INSTRUCTION TO PROPOSERS

### A. NOTICE

This project is for, the following services: **RFP-002-2016(P) Territorial Armored Car Pickup and Delivery Services U.S. 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 with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter 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 be considered.

Applicants are requested to submit proposals based on 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 **Chief of Procurement & Contracts, Lloyd T. Bough Jr. at [lloyd.bough@dpp.vi.gov](mailto:lloyd.bough@dpp.vi.gov).**

### B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-002-2016 (P) Territorial Armored Car Pickup and Delivery Services, U.S. Virgin Islands.**

### C. PROPOSED SCOPE OF WORK

SEE ATTACHED SCOPE OF WORK

### D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Tuesday, September 29, 2015 at 4:00 P.M.**
2. Last Day for Questions: **Tuesday, September 22, 2015 at 4:00 P.M.**

**E. SUBMISSION OF PROPOSAL**

**All interested parties shall submit seven (7) sets of proposals(one (1) original and six (6) copies),** which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Tuesday, September 29, 2015 at 4:00 P.M.**

They shall be addressed to:

Randolph N. Bennett  
Commissioner Designee  
Department of Property and Procurement  
#3274 Estate Richmond, Christiansted  
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-002-2016(P)  
(Name of Offeror)  
(Mailing Address of Offeror)  
(Telephone Number of Offeror)  
(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and Procurement before the date and time set for the closing of 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 or cancel or modify his 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 **Chief of Procurement & Contracts, Lloyd T. Bough Jr.** 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, nor pay any cost 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 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 vendor'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 may disqualify the applicant.

1. Introductory letter about the applicant:
  - a. Firm Name, address, fax and telephone
  - b. Type of service for which Firm is qualified.
  
2. Organization:
  - a. Names of Principals of Firm
  - b. Names of key personnel with experience of each and length of time in organization.
  - c. Number of staff available for assignment. (Local & Off-Territory)
  - d. Copy of Article of Incorporation
  - e. Copy of Certificate of Resolution
  - f. Copy of Valid Business License
  - g. Copy of Certificate of Good Standing

3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
  - a. List of completed projects of similar type and estimated cost of each.
  - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
  - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost:** The Cost Proposal must be submitted in a separate sealed envelope.

**K. CONFLICT OF INTEREST**

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

**L. LICENSE REQUIREMENT**

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V. I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands must be licensed as a Joint Venture in the Virgin Islands.

**M. REQUIRED DOCUMENTS**

1. PUBLIC LIABILITY: The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as “**Additional insured.**” The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Offeror must provide public liability insurance with ten (10) working days after award.
2. WORKERS’ COMPENSATION: Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee’s Liability.

**FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

**N. REQUIREMENTS FOR CORPORATIONS:**

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

## **ARMORED CAR SERVICES SCOPE OF WORK**

The Contractor agrees to pick-up, receive, and deliver securely sealed or locked shipments, which may contain any or all of the following:

Currency  
Coins  
Checks  
Securities  
or Other Valuables

- (1) The Contractor shall furnish all labor, supervision, equipment, tools, parts and materials, as necessary, to provide armored car services and/or deposit bags to selected Government of the United States Virgin Islands departments or agencies and other departments named herein. For the purposes of this RFP the word "Government" refers to agencies and other departments specifically named in this contract.
- (2) Contractor shall pick up money, checks, securities and other property (also referred herein as "deposit") at the agency and department locations as needed according to Appendix A. Contractor shall pick up deposit from the Government within two hours of the "Preferred Time Pick-up listed in Appendix A and deliver same to financial institutions. Contractor shall provide armored car services on each day of the week as requested by the individual agency or department, with the exception of days on which agencies or departments are closed. Pickup times may be adjusted by the Government in cooperation with the contractor. The Government will make the final decision on revised pick up times. Contractor shall provide service on holidays normally observed by the Contractor if the Government requires service on said day. Contractor shall provide special on-call pick ups as needed, as well as, regularly scheduled pick ups. Contractor shall provide service when requested on holidays observed by the Government of the Virgin Islands agencies or other departments.
- (3) Deposit will be placed in sealed package(s) by location for delivery to the financial institution. Sealed packages will be marked with the name and address of the sender and receiver. Contractor shall provide receipt books as needed by the agencies and other departments. Contractor shall accept and give written receipt for all securely sealed packages, and its receipt shall be evidence that the packages were properly sealed.
- (4) The Contractor should complete pick up and/or delivery at the agency or other department and at the bank within fifteen (15) minutes per stop, unless otherwise detained by authorized agency or other department personnel or authorized bank employees. The Contractor must allow, at a minimum, ten (10) minutes per stop. The number of minutes per stop will start when the contractor leaves the pickup location building. The Government will do everything reasonably possible to limit waiting time for all bag pick ups.



- (5) The Contractor shall deliver and return deposit slips, bank bags, etc., in a timely manner to ensure uninterrupted service, as requested by the state agencies and other departments. Any security deposit bags, such as money bags that are lost by the Contractor if not recovered within seven (7) days shall be replaced at no cost to the Government.
- (6) Upon request, the Contractor shall provide change-fund service at no charge on any day pick up locations are open, purchasing the required coin and currency with funds supplied by the location and delivering same on the same or next business day to the requesting location. Change shall be provided in the form of five (5) and one (1) dollar bills, quarters, dimes, nickels, and pennies, or as required by the agency or department.
- (7) Contractor shall provide armed, uniformed, properly licensed guards who have been trained and are experienced in armored car pick up and delivery service. A minimum of two (2) such guards must be provided per vehicle. Guards shall be bonded and licensed and properly trained in the use of firearms. Guards must wear and present identification at all pick up points. Contractor shall provide operating two-way radio and cellular telephone communication equipment for the use by guards.
- (8) **Vehicles used for services provided under the contract shall be owned and operated by the Contractor at the Contractor's expense. All motor equipment vehicles shall be properly "armored" and equipped for the service to be performed. No standard vehicles such as non-armored automobiles, vans or light trucks shall be used. Proposal submittal must include registration of vehicle and location of vehicle.**

#### **PICK-UP LOCATIONS**

All pick ups from locations shown on the Appendix A shall be delivered to the Banks or Financial Institutions indicated herein.

#### **ON-CALL PICK UPS**

All on-call pick ups shall be made within twenty-four hours from the date and time the request is made.

#### **BILLING/INVOICES**

Each pick up location shall be invoiced separately and indicate the pick up location and dates of pick ups. Invoices shall be on a monthly basis and delivered or mailed to the department or agency.

#### **SEALED BAGS**

All pick ups shall be in securely locked or sealed bags. The Contractor shall not be required to pick up bags that are not securely locked or sealed.

#### **RECEIPTS**

The Contractor shall provide and give to the agency's designated agent, a receipt for all sealed and locked bags picked up.

### **TERM OF CONTRACT**

The term of this contract will be for a one-year period and may be renewed for an additional term.

### **LIABILITY**

The Contractor assumes the liability for any loss of the securely sealed or locked bag(s) from the time the Contractor signs for and receives physical custody of the sealed or locked bags. The Contractor's responsibility terminates when the Government or its designated agent takes physical possession of the sealed or locked bags and signs the Contractor's receipt. If it is impossible to complete the delivery, the Contractor shall be responsible and liable until the sealed or locked container(s) is/are returned to the Government or its designated agent and a signed receipt is obtained.

### **LOSS OF BAGS**

#### ***LOSS NOTIFICATION***

In the event of a loss, the Government will notify the Contractor in writing within four (4) calendar days after the loss is discovered or should have been discovered. However, the Contractor will not be responsible for any loss if it is not notified within forty-five (45) calendar days from the date the locked or sealed container is delivered to the Government and the Contractor will work together to determine the extent of the loss, and if possible, the cause of loss.

#### ***COOPERATION***

The Government agrees to cooperate with the Contractor and reasonably assist in reconstructing lost, damaged or destroyed checks constituting a part of any loss. The term "reconstruction" means the identification of the checks maker or endorser and its face value. The Contractor's liability will be reduced by the face value of any and/or all reconstructed checks that are delivered to the Government or its designated agent.

#### ***LIABILITY PER SHIPMENT***

The Contractor's liability for checks shall include reasonable costs incurred by the Government to reconstruct checks, stop payment procedures and the face value of checks that cannot be reconstructed. The Contractor's liability coverage value for each shipment shall also include the sum of currency, coin, securities, or other valuables plus the actual face value of all checks lost, damaged or destroyed.

#### ***WEEKEND SERVICE***

Some locations require pick up and delivery service seven (7) days per week. These locations are indicated in Appendix A.

## Territorial Armored Car Pick-up and Delivery Services Bid Sheet

| <b>St. Croix Locations</b>                                                                                    |                                                                               |                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------|
| Pick-Up Locations                                                                                             | Frequency                                                                     | Flat Rate Per Month |
| Department of Public Works<br>Strand Street Parking Lot<br>Christiansted, VI 00820                            | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Department of Public Works<br>VITRAN Bus Depot<br>6002 Est. Anna's Hope, Christiansted<br>St. Croix, VI 00820 | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Virgin Islands Bureau of Internal Revenue<br>4008 Est. Diamond, Plot 7D, Christiansted<br>St. Croix, VI 00840 | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Department of Finance<br>4008 Est. Diamond, Christiansted<br>St. Croix, VI 00820                              | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Office of the Lieutenant Governor<br>1105 King Street<br>Christiansted, VI 00820                              | Once per day at 4:30 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |
| Office of the Lieutenant Governor<br>Property Tax<br>1131 King Street<br>Christiansted, VI 00820              | Once per day at 4:30 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |
| Office of the Lieutenant Governor<br>4008 Est. Diamond, Sunny Isle<br>St. Croix, VI 00823                     | Once per day at 4:30 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |
| Office of the Lieutenant Governor<br>Frederiksted Property Tax<br>Lagoon St. Complex<br>St. Croix, VI 00840   | Once per day at 4:30 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |
| Department of Justice<br>Paternity and Child Support Division<br>#249 Estate Glynn<br>St. Croix, VI 00820     | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Bureau of Motor Vehicles<br>Patrick Sweeney Police Headquarters<br>RR 1 Box 10065<br>Kingshill, VI 00850-9705 | Once per day at 5:00 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |

**St. Thomas /St. John Locations**

| Pick-Up Locations                                                                                     | Frequency                                                                     | Flat Rate Per Month |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------|
| Department of Public Works<br>Fort Christian Parking Lot<br>St. Thomas, VI 00802                      | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Department of Public Works<br>VITRAN Bus Depot<br>#16 Contant<br>St. Thomas, VI 00802                 | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Virgin Islands Bureau of Internal Revenue<br>6115 Estate Smith Bay, Suite 225<br>St. Thomas, VI 00802 | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Virgin Islands Bureau of Internal Revenue<br>8000 Nisky Center, Suite 211<br>St. Thomas, VI 00802     | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Department of Finance<br>2314 Kronprindsens Gade<br>St. Thomas, VI 00802                              | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Office of the Lieutenant Governor<br>Builders Emporium<br>St. Thomas, VI 00802                        | Once per day at 4:30 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |
| Office of the Lieutenant Governor<br>Nisky Mall<br>St. Thomas, VI 00802                               | Once per day at 4:30 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |
| Bureau of Motor Vehicles<br>#72 Sub Base<br>St. Thomas, VI 00802                                      | Once per day at 5:00 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |
| Department of Public Works<br>VITRAN Bus Depot<br>St. John, VI 00830                                  | Once per day,<br>Five times (5x) per week<br>Monday through Friday            | \$ _____            |
| Office of the Lieutenant Governor<br>Islandia Building<br>St. John, VI 00830                          | Once per day at 4:30 pm,<br>Five times (5x) per week<br>Monday through Friday | \$ _____            |