

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

**Request for Proposal – Negotiation
Supply Services**

To: Date: September 9, 2015
..... RFP No. 018-2015(S)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until **Monday, September 28, 2015 @ 10:00 o'clock a.m.**

DESCRIPTION OF WORK AND PROJECT:

The Government of the Virgin Islands, Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from Qualified firm or individual(s) to **SECURITY GUARD SERVICES** for the Government of the Virgin Islands for **Fiscal Year 2016** in the St. Thomas/St. John and St. Croix District.

COST PER SET: \$25.00 non-refundable

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint 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 most highly qualified to provide the services herein required. Discussions** will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

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

NEGOTIATION:

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

Randolph N. Bennett
Commissioner Designee
Department of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

RFP-018-2015(S) Qualified firm or individual(s) to provide SECURITY GUARD SERVICES for the Government of the Virgin Islands for Fiscal Year 2016 in the St. Thomas/St. John and St. Croix District.

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, 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 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 be to consider in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Property & Procurement, Division of Procurement Ms. Latisha Blyden, at latisha.blyden@dpp.vi.gov.**

B. STATEMENT OF PURPOSE

RFP-018-2015(S) Qualified firm or individual(s) to provide SECURITY GUARD SERVICES for the Government of the Virgin Islands for Fiscal Year 2016 in the St. Thomas/St. John and St. Croix District.

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests or written clarifications will be **Tuesday, September 22, 2015 @ 10:00 a.m.**
2. Proposals will be accepted at the Department of Property & Procurement, no later than **Monday, September 28, 2015 @ 10:00 a.m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **seven (7)** sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Monday, September 28, 2015 @ 10:00 a.m.**

They shall be addressed to:

Randolph N. Bennett
Commissioner Designee
Department of Property & Procurement
Building #1 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

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

SEALED PROPOSALS-DO NOT OPEN

RFP-018-2015(S)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Property & 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 **Commissioner Designee of Property and Procurement Randolph N. Bennett**. 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, will disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses 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 Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
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 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 included in bid package.

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 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 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 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 anyone occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for property damage. **Bidder must provide public liability insurance within ten (10) working days after award.**
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.
3. **FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

SECURITY GUARD SERVICES

SCOPE OF WORK

- To provide Security Guard Services at various offices, buildings, institutions, structures and facilities of the Government of the Virgin Islands St. Thomas/St. John and St. Croix District during the period **October 1, 2015 to September 30, 2016**, as directed by the Virgin Islands Police Department. The services of the contract may be extended for an additional term subject to the availability of funds.
- The contractor will furnish uniform guards with time clocks and such other appurtenances as may be necessary for the protection of life and property at the place under security. **Because of conditions that may arise during the term of the contract it is difficult to determine the number of guards or hours; therefore, each using Department or Agency will be responsible for ascertaining its needs and notifying the Contractor (within 24 hours) of Guard Services required.**
- The contractor shall file with his bid, a statement under oath that the guards have been fully trained giving name and experience of the persons or organization by whom trained. **Such statements will be one of the important factors in making the awards.**
- The contractor shall maintain on his own, Workmen's Compensation Insurance, Comprehensive General Liability Insurance including automobile, against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00. The cost is to be borne by the Contractor and maintained fully during the contract. A copy of the Insurance Policy will be filed with the Virgin Islands Police Department within ten (10) days after receipt of award.
- The contractor may replace any guard when such action is deemed to be in its own best interest.
- The contractor hereby agrees to pay the existing minimum wages, federal and/or local taxes as may be applicable.
- The contractor agrees not to refuse to hire or employ or to bar or discharge from employment, any individual because of race, religion, color or ancestry.
- The Government reserves the right to request the contractor to remove any guard, who in the opinion of the Government is undesirable or who, in the judgment of the Government had failed to properly and adequately perform his duties.
- The Government reserves the right to reject any or all bids, to waive any informality in bids and unless otherwise specified by the Government or by the bidder, to accept any item in the bid.
- Guard personnel shall be courteous and efficient in their conduct and demeanor and will present themselves at all times in a neat and clean appearance.

- *Guard Services are requested for daily pick up of revenues for deposit to banking institution.*
- *The contractor must be licensed in the United States Virgin Islands and where required with an office maintained for such services on the islands of operation. The contractor is also required to fill in the blank spaces provided for the hours the office is opened for business excluding hours where answering service devices only is used.*

OFFICE HOURS: from _____ a.m. to _____ p.m.

- *The contractor shall furnish the ratio of supervisory personnel for the number of guards employed as well as the number of vehicles registered by the company or corporation for use by the supervisory personnel.*

NUMBER OF VEHICLES FOR USE BY SUPERVIORS: _____

RATIO OF SUPERVISORS _____ TO NUMBERS OF GUARDS _____

UNARMED GUARDS

St. Thomas Per Hour \$ _____

St. John Per Hour \$ _____

St. Croix Per Hour \$ _____

ARMED GUARDS

St. Thomas Per Hour \$ _____

St. John Per Hour \$ _____

St. Croix Per Hour \$ _____