

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PROPERTY AND PROCUREMENT
PROCUREMENT DIVISION

INVITATION BID & AWARD SUPPLY CONTRACT	CONTRACT NO.	PAGE NO.	NO. OF PAGES
	ORDER NO. (If any)	1	23
ISSUED BY	ADDRESS		

INVITATION FOR BIDS

DATE ISSUED: October 26, 2015	INVITATION NO. IFB024DOET16(S)
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Sealed bids in **QUARDRIPLUATE**, subject to (1) the Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are at-tached or incorporated by reference will be received at the above office until **10:00 o'clock a.m.**, Atlantic Standard Time, not later than (date) **Wednesday, November 25, 2015**, and at that time publicly opened **10:15 o'clock a.m.**, for furnishing the supplies or services for delivery f.o.b.

General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.

SCHEDULE

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY (NO. OF UNITS)	UNIT	UNIT PRICE	AMOUNT
	Landscaping and Grounds Cleaning Services for thirteen (13) Virgin Islands Department of Education Facilities in the St. Thomas/St. John District.				

BID → DATE OF BID

IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN _____ DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:

_____ PERCENT, 20 CALENDAR DAYS; _____ PERCENT, 30 CALENDAR DAYS

BIDDER REPRESENTS (Check appropriate boxes)

- (1) THAT HE IS _____, IS NOT _____, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL _____, WILL NOT _____, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.
- (2) THAT HE IS A REGULAR DEALER IN _____, MANUFACTURER OF _____, THE SUPPLIES BID UPON.
- (3) (A) THAT HE HAS _____, HAS NOT _____, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS _____, HAS NOT _____, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.
- (4) HE OPERATES AS AN INDIVIDUAL _____, PARTNERSHIP _____, CORPORATION _____, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS
- (5) PREFERRED BIDDER: _____ A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WAS BORN IN THE VIRGIN ISLANDS; _____ A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WHO WERE BORN IN THE VIRGIN ISLANDS; _____ SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR _____ THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.

NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) <i>(Type or Print)</i>	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID →
	TYPE OR PRINT SIGNER'S NAME & TITLE

AWARD

ACCEPTED AS TO ITEMS NUMBERED	AMOUNT \$	DATE OF AWARD GOVERNMENT OF THE VIRGIN ISLANDS
SUBMIT INVOICE FOR PAYMENT TO: Department of Education 1834 Kongens Gade St. Thomas, VI 00802		BY _____ <i>Contracting Officer</i>

CONTINUATION SHEET
(Supply Contract)

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MANDATORY

**A Pre-Bid Meeting will held on Tuesday, November 10, 2015
at 10:00 a.m at the Department of Property and Procurement,
Building #1 - 3rd Floor, Subbase, St. Thomas, Virgin Islands.**

Name of Bidder:

Scope of Work Contractors Bid Sheet

Landscaping/ Grounds cleaning services Virgin Islands Department of Education

Location of Work:

The services are limited to the following campuses.

1. Charlotte Amalie High School
2. Ivanna E. Kean High School
3. Addelita Cancryn junior High School
4. Bertha C. Boschulte Junior High School
5. Ulla Muller Elementary School
6. Joseph Sibilly Elementary School and Annex
7. Herbert Lockhart Elementary School
8. Joseph Gomez Elementary School
9. E. Benjamin Oliver Elementary School
10. Yvonne Bowsky Elementary School
11. Edith Williams Alternative Academy
12. Wheatley Skill Center

Existing Conditions:

The hardscape of each campus is made up of paved parking lots, walkways, and landscaped areas. The landscaped areas are made up of various amounts of lawns, ornamental plants, hedges, shrubs, large trees, and undisturbed natural vegetation areas. The landscaped areas require periodical cutting, clearing, and cleaning to maintain a visually pleasing appearance. The areas of natural occurring vegetation weeds (guinea grass and wild tamarind) grow wild. These areas will require cleaning but at a different frequency of the areas between buildings and within student traverse.

Proposed Scope:

The following shall be the responsibilities of the selected Contractor:

1. Stump out guinea grass, remove weeds, weed eat low grass areas.
2. Shape all hedges and ornamental plants inside fence lines.
3. Trim large trees between buildings protruding into walking areas, and over roofs.
4. Prune branches that appears dying, dead, or rotten.
5. Clean vines from fences and any vegetation on buildings.
6. Remove all vegetation from property and blow clean paved areas.

The contractor will be required to submit itemized costs for particular areas of a campus. Tree pruning will also be submitted as an itemized cost as it will be performed at a lesser frequency.

1. CONTRACTOR'S BID SHALL BE DISQUALIFIED IF ITEMIZED BID SHEET IS NOT FULLY COMPLETED WITH BOTH UNIT AND MATERIAL AND LABOR COSTS FOR ALL ITEMS.
2. THE QUANTITIES NOTED BELOW ARE NOT NECESSARILY EXACT, AND THE ITEMS NOTED DO NOT NECESSARILY MAKE UP ALL THE WORK REQUIRED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING A **TOTAL LUMP SUM COST** FOR THE PROJECT THAT INCLUDES ALL EQUIPMENT, MATERIAL AND LABOR FOR THE PROJECT.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ESTABLISH EXACT QUANTITIES BASED ON DOCUMENTS ISSUED AND SITE VISITS CARRIED OUT.
4. PRICES BEEN SUBMITTED FOR WORK TO BE DONE **SHALL INCLUDE THE CONTRACTOR'S OVERHEAD TAXES AND PROFIT** ALONG WITH **ALL COSTS FOR MATERIALS, EQUIPMENT AND MANPOWER** NECESSARY TO FACILITATE PROPER, SAFE, AND TIMELY COMPLETION OF THE PROJECT.
5. UNIT PRICES SUBMITTED ON THE ITEMIZED BID SHEET SHALL BE UTILIZED FOR ANY **CREDITS OR DEBITS** TO THE PROJECT; WHICH, IF NECESSARY, SHALL BE ADDRESSED AS A CHANGE ORDER TO THE PROJECT.
6. ATTACHED ARE SITE PICTURES, OUTLINING AREAS WHERE LANDSCAPING SERVICES ARE REQUIRED.

Maximum Allowable Limits

Landscape areas shall be kept below the maximum allowable limits for the components of the campus. The limits for these components are as follows.

- Grass areas/ lawns shall be kept below 6" above grade
- Hedges / ornamentals shall be kept within 9" of its shape
- Small trees shall not block visibility or create hiding
- Larger trees shall not extend over roofs

It will be the responsibility of the successful contractor to visit the site on a routine basis, inspect the campus for growth and appearance. Once it has been determined that the grounds has exceeded the allowable limits, the successful contractor will request authorization to perform the necessary services. The DOE will issue written authorization to perform said services. These written authorizations shall accompany any invoice and the invoice shall match. The contract period will be for one year with a one-year option to renew shall perform services nine (9) times per cycle (November 1, 2015 – September 30, 2016). These services will be billed for on a quarterly basis.

Allowable time of Performance:

The vendor shall be committed to the following time constraints:

1. The Virgin Islands Department of Education representative (inspector or Architect of record) reserves the right to reject or accept any material used or labor performed on this project.

School Days: After 4PM
Weekends: No restrictions
School Holidays: No restriction

Item No.	Item Description	Quantity	Cost Material & Labor
	<u>Charlotte Amalie High School</u>		
01.	School: Parking lot to building A, rear parking lot, around trailers to building A, western front area by adjacent to street, and all other vegetation South of building A		
02.	Track and field Area: Includes sloped area from asphalt parking lot and drive way to track		
03.	Behind building C: 10 feet off buildings entire North perimeter		
	Total Cost		\$ _____
	<u>Ivanna Eudora Kean High School</u>		
04.	Entire campus : as marked on drawings		
	Total Cost		\$ _____
	<u>Bertha C. Boschulte Junior High School</u>		
05.	General Areas : as marked on drawings		
06.	Field Area: Sloped and flat areas East of drive way to rear of campus, bordered by concrete retaining wall		
07.	Total Cost		\$ _____
	<u>Addelita Cancryn Junior High School</u>		

08.	Entire Campus : as marked on drawings		
09.	South wild area: Behind auditorium to fence line, fence line behind math trailer, and coconut grove on West side of 800's		
	Total Cost		\$ _____
	<u>Ulla Muller Elementary School</u>		
10.	General Areas: All areas within fenced perimeter: academic courtyard, and field area		
	Total Cost		\$ _____
	<u>Joseph Sibilly Elementary School</u>		
11.	General Areas: Main campus, main campus parking lot, Sibilly Annex – general areas as shown on drawings		
12.	Play Ground Area: Sloped and flat areas East of drive way to rear of campus, bordered by concrete retaining wall		
	Total Cost		\$ _____
	<u>Herbert Lockhart Elementary School</u>		
13.	General Areas: Parking lot, planters within school, courtyard, outside buildings on all sides except field side, to fence or gut		
14.	Field Area: Sloped and flat areas bordered by fence line and school buildings		
	Total Cost		\$ _____

Item No.	Item Description	Quantity	Cost Material & Labor
	<u>Joseph Gomez Elementary School</u>		
15.	General Areas 1: Lower campus to Laga warehouse gate, basketball court chain link fences, gutter from North Berne building to adjacent to field		
16.	General Area 2: Main and upper levels of campus, around old building, sloped area between buildings, 10' above retaining wall on upper level, parking lot and behind cafeteria		

17.	Track and field Area: Includes sloped area from access road to field, triangle in turn around, area behind children pick up (opposite barber shops)		
	Total cost		
18.	General Areas: Parking lots, between buildings, 15' clearance on low side of buildings		
19.	Basketball courts and access to courts: pathway to courts and 10' on all sides of courts		
	Totals Cost		\$ _____
	<u>Yvonne Bowsky Elementary School</u>		
20.	General Areas: Parking lot, hedges, field, center courtyard, rear access hillside, gutter debris clearing(both sides)		
	Total Cost		\$ _____
	<u>Edith Williams Alternative Academy:</u>		
21.	General Areas: Parking lot, sloped area behind buildings to fence boundary		
22.	Total Cost		\$ _____
Item No.	Item Description	Quantity	Cost Material & Labor
	<u>R. Wheatley Skill Center</u>		
23.	General Areas: Begins at intersection of hospital loop, along driveway, inside fence line, sloped are to retaining wall		
24.	Total Cost		\$ _____

25.	<u>E. Benjamin Oliver School</u>		
	General Areas: Parking lot, sloped area between buildings to fence boundary.		
26.	Entire campus : as marked on drawings		
27	Total Cost		\$ _____

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CONTRACT PERIOD: The period of any contract entered into under this Invitation for Bid shall be for a period of one (1) year.

OPTION TO RENEW: The services of this contract may be extended for an additional term subject to the availability of funds.

SUPPLEMENTARY PROVISIONS: The application of all materials will be in such a manner so as not to cause harm to humans, foodstuff or equipment within the building and/or property.

The Contractor shall maintain on his own, Workmen's Compensation Insurance, Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the Contract.

A copy of the Insurance listed herein shall be filed with the Department of Property and Procurement, 8201 Sub Base - Suite 4, St. Thomas, U. S. Virgin Islands 00802.

The Contractor shall be liable for loss or damages to property or persons, however, in no case shall such negligence be presumed or inferred.

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 Contractor hereby agrees to pay the existing minimum wages, Federal and/or Local taxes as may be applicable.

PROMPT PAYMENT DISCOUNT: Prompt payment discounts shall NOT be considered in the evaluation of bids. Prompt payment discounts are removed as evaluation factors.

Although prompt payment discounts are not evaluated, any discount offered will form part of the award, and will be taken by the User Agency and the Department of Finance if payment is made within the discount period specified by the bidder.

No discount offered for payments within less than thirty (30) calendar days will be considered. Paragraph 6a on Page 1 of the Bid Form is hereby deleted.

EXPLANATION TO BIDDERS: Any explanation desired by a bidder regarding the meaning or interpretation of this Invitation for Bids, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach said bidder before the submission of their bids. Any interpretation made will be furnished to all prospective bidders.

The General Provisions (SUPPLY CONTRACT), STANDARD FORM approved by the Commissioner of Property and Procurement, 7-14-71, is an integral part of this Invitation for Bids. Bidders must familiarize themselves with these provisions.

PREFERRED BIDDERS: In addition to placing a check (✓) in the appropriate box on Page 1, Section 5 of this Bid, any Person, Firm, Partnership, or Corporation meeting the requirement of Preferred Bidder's Status must request that his or its name be added to a Preferred Bidders' List to be maintained by the Commissioner of Property and Procurement.

If the bidder has not previously filed a notarized copy of the Preferred Bidders' Certificate with the Commissioner of Property and Procurement, Division of Procurement, 8201 Sub Base - Suite 4, St. Thomas, Virgin Islands, notarized, and submitted to the Division of Procurement not later than the date and hour of bid opening as specified on Page 1 of this Bid. All bidders not complying with procedures set forth herein and in accordance with Title 31 V.I.C. § 236a, will not be considered eligible as a Preferred Bidder for this Invitation for Bids.

Name of Bidder:

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(Supply Contract)

NOTICE TO BIDDERS

ALL INDIVIDUALS, FIRMS, PARTNERSHIPS, CORPORATIONS AND/OR JOINT VENTURES DOING BUSINESS WITH THE GOVERNMENT OF THE VIRGIN ISLANDS SHALL SUBMIT INFORMATION IN WRITING, OF THE **PHYSICAL LOCATION** OF THEIR PRINCIPAL PLACE OF BUSINESS. A POST OFFICE BOX MIALING ADDRESS ONLY WILL NOT SUFFICE.

BIDDERS MUST INSERT THEIR E.I.N.-EMPLOYER'S IDENTIFICATION NUMBER ON PAGE 1 IN THE SECTION WHERE THE COMPANY'S NAME AND ADDRESS IS REQUIRED.

PROSPECTIVE BIDDERS WILL BE REQUIRED TO FURNISH THE FOLLOWING DOCUMENTS WITH THEIR SUBMITTAL: MANDATORY

- A. ARTICLES OF INCORPORATION, IF APPLICABLE
- B. CURRENT VALID BUSINESS LICENSE
- C. CERTIFICATE OF GOOD STANDING
- D. CORPORATE RESOLUTION EVIDENCING THE DIRECTORS/OFFICERS OF THE COMPANY
- E. CURRENT CERTIFICATE OF GOVERNMENT INSURANCE COVERAGE

"IT SHALL BE THE BIDDERS' RESPONSIBILITY TO DELIVER HIS OR HER BID TO THE DESIGNATED LOCATION PRIOR TO THE BID TIME SPECIFIED ON PAGE 1 OF THIS BID."

Name of Bidder:

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Pursuant to Act. No. 3072, approved July 29, 1971 amending Section 245 of Chapter 23 Title 31 of the Virgin Islands Code, each person who submits a bid in relation to any purchase in excess of \$1,000.00, under this Chapter, will disclose the Name and Address of each individual having a beneficial interest of more than five (5%) per Centum in the bidding enterprise, and if the bidder is a Corporation, the Names and Addresses of all its Officers and Directors.

NAME	ADDRESS	TITLE

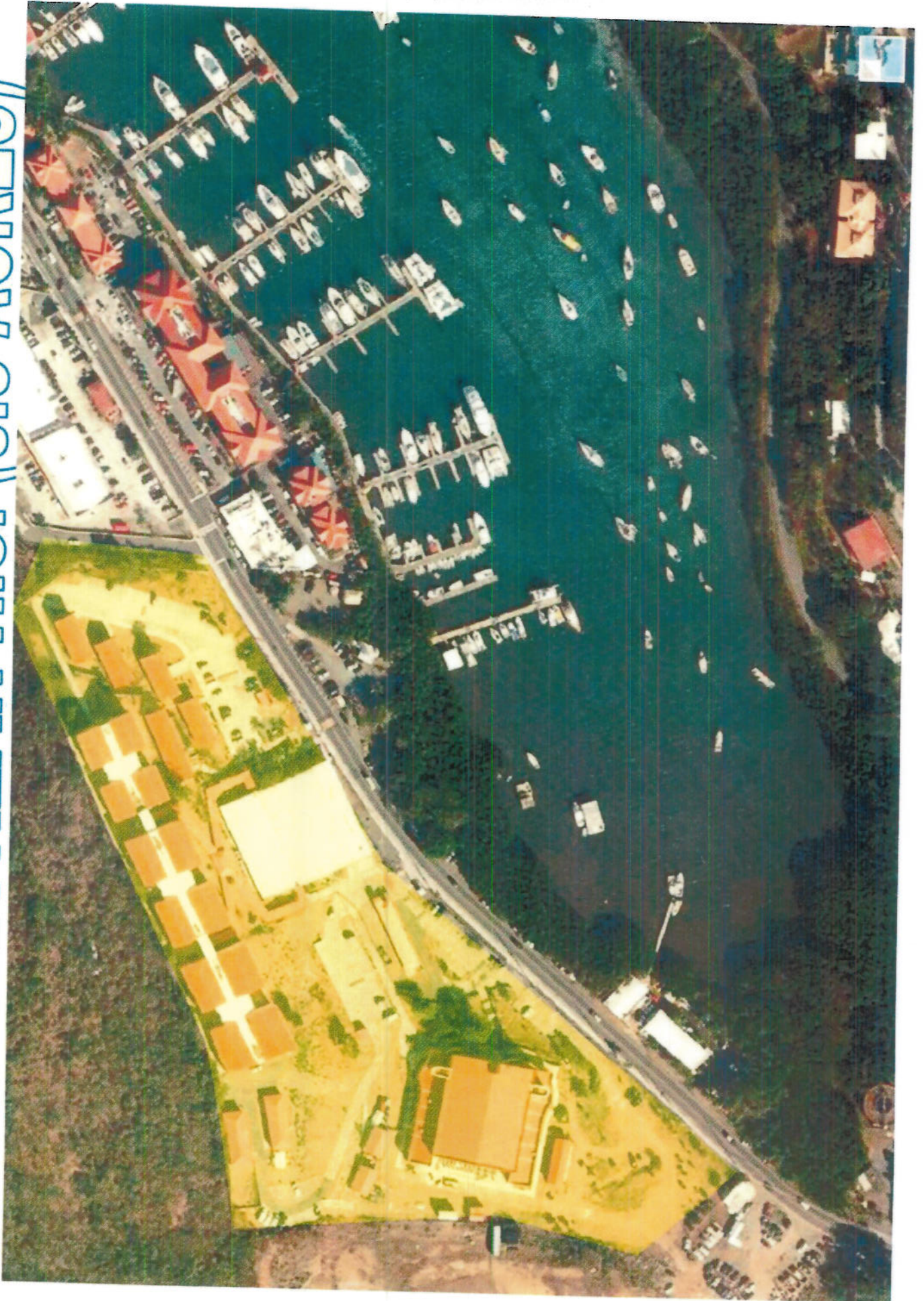
Empty space for providing bidder information.

Name of Bidder:

C.A.H.S. (14.9 ACRES)



EUDORA KEAN H.S. (8.8 ACRES)



ADDELITA CANCRYN J.H.S. (9.7 ACRES)



B.C.B. (8.23 ACRES)



ULLA MULLER SCHOOL (2.81 ACRES)



JOSEPH SIBILLY ANNEX (0.11 ACRES)



LOCKHART ELEMENTARY (5.17 ACRES)



105402120100

Amalie High School

38 Sugar Estero

176 ft

JOSEPH GOMEZ SCHOOL (7.51 ACRES)



E. BENJAMIN OLIVER (5.81 ACRES)

Property Info Abutters US Virgin Islands Help



BOWSKY ELEMENTARY (4.9 ACRES)



EDITH WILLIAMS SCHOOL (1.00 ACRES)



SKILL CENTER (1.99 ACRES)

