

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

o

DEPARTMENT OF PROPERTY AND PROCUREMENT

o

**INVITATION FOR BIDS**

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Invitation No. IFB007DOEC17(C)

Date: February 1, 2017

Pursuant to Laws of the Government of the Virgin Islands sealed bids in Quintuplicate (5) copies ((1) original and (4) copies) for the work described herein will be received until Thursday, March 2, 2017 at 10:00 a.m. at the Department of Property & Procurement Conference Room. And at this time **publicly** open.

**Description of Work and Project Number:** IFB007DOEC17(C) Roof and General Building Repairs to the Ricardo Richards Elementary Schools in the St. Croix District

**Pre-Bid Conference:** A Pre-Bid Conference will be held on Wednesday, February 15, 2016 at 10:00 a.m.

**Cost Per Set:** \$25.00 NON REFUNDABLE

**Liquidated Damage:** \$100.00

**Completion Time of Work:** 120 calendar days

**Information regarding bidding documents**

Bidding Documents include the Public Notice, this Invitation to Bid, Instruction to Bidders, Contractor's Qualification Statement, the Contract, Performance and Payment Bonds, General Provisions, Special Provision, Supplemental Specifications, Plan and Specifications. All documents may be obtained from the Department of Property and Procurement.

Each bid must be accompanied by a Bid Guarantee as provided for in Form No. P&P-ITB-CC-16-73 (Instruction to Bidders) which is hereby made a part of this Invitation and by this reference incorporated herein as fully and effectively as if set forth in detail. Bid Guarantee for Preferred Bidders will be as specified in 31 V.I.C. 236a (Act No. 2995 approved April 16, 1971) if Preferred Bidders Act applies. If Preferred Act does not apply, failure to provide a five (5%) percent bond will render the bid unresponsive. It is the Bidder's responsibility to determine if the Act Applies.

The Bid Guarantee for bidders not claiming or having the status of a preferred bidder will be Five (5%) per cent of the bid price. Bid Guarantee will be in the form of a Bond (Corporate or Individual Surety), Money Order, Certified Check, Irrevocable Letter of Credit or Cash.

No Bidder will be allowed to withdraw his bid within a period of thirty (30) calendar days following the date set for the opening thereof.

### **Preferred Bidder:**

Any bidder claiming eligibility as a "preferred bidder" under the provision of the Preferred Bidder's Act (31 VIC 236a – Act No. 2995, approved April 16, 1971) must request that his name be added to a preferred bidder's list to be maintained by the Commissioner of Property and procurement.

If a bidder has not previously filed a notarized Certificate with the Commissioner of Property and Procurement, copies thereof may be obtained from the Department of Property and Procurement, Division of Procurement, Building No. 1, Sub Base, Third Floor, St. Thomas, Virgin Islands and/or from 3274 Estate Richmond, Christiansted, St. Croix, Virgin Islands.

Certificate must be fully completed, notarized and filed in the Division of Procurement before the day and hour set for bid opening.

### **Contractor's Qualification Statement**

Each bidder must submit with his bid an executed copy of Contractor's Qualification Statement which is hereby made a part of this Invitation and by this reference incorporated herein as fully and effectively as if set forth in detail.

### **BONDS:**

A Bid Bond, Performance Bond and Payment each are required as follows:

|                   |                      |
|-------------------|----------------------|
| Bid Bond:         | 5% of the Contract   |
| Performance Bond: | 100% of the Contract |
| Payment Bond:     | 100% of the Contract |

**INVITATION FOR BID**  
**INSULAR ABC'S INITIATIVE DEFERRED MAINTENANCE REDUCTION PROGRAM**  
**IFB NO.**  
**Ricardo Richards Elementary School**  
**GENERAL BUILDING REPAIRS**  
**ST. THOMAS, UNITED STATES VIRGIN ISLANDS**  
**SCOPE OF WORK AND BID SHEET**

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**Invitation for Bid (IFB) Contents**

- Section 1 – Scope Overview:
- Section 2 – Outline Specifications for General Building Repairs
- Attachment 1 – Site Map
- Attachment 2.—Bid Sheet

**1. Scope of Work Overview**

This school consists of a total of nine buildings numbered 01 through 09 (see Site Map on page 7). The main building, Bldg. 01, houses the majority of classrooms, administration, cafeteria, kitchen and ancillary functions; and three smaller buildings, numbered 02, 03 and 04, are connected to Bldg. 01 through a 10'-0" covered walkway. These smaller buildings house additional classrooms, storage and maintenance functions.

The main building is a 39 year old masonry structure with galvanized metal roof and dropped insulated acoustical ceiling; the roof over this building is in reasonably good condition while the roof over the walkways is corroded and leaks in several areas. The guttering system is mainly 6" aluminum in fairly good condition but not anchored firmly; it leaks at many joints and in many cases not securely attached to its base or the downspouts. The main building's walkway roof is supported by C-channel framing with metal sheathing; all supported on 3"x3" steel posts at 25'-0" on center.

The general scope of the work shall include: repairing a small canopy that connects Building 02 with the main building, repairs to structural purlins and support columns, prepping and coating top and underside of walkway sheds, cleaning, caulking and anchoring loose guttering and, replacing rotting soffit and fascia and rehanging sections of sagging suspended ceiling in classrooms. Work also includes replacement of existing cistern overflows at the Bldg. 1 cistern, reconnection to the existing building drainage system, pressure testing for leaks, and repair of leaks if found. This does not require ground disturbance other than in the existing drain corridor. Bid estimates to be submitted using the attached Bid Sheet.

**1.1. General Bidder's Instructions and Requirements:**

1. The selected Contractor shall be responsible for thoroughly inspecting all relevant existing conditions associated with the roof and other areas of the work. It is the Contractor's

responsibility to establish exact quantities and existing circumstances based upon the documents and instructions issued herein and his site visits.

2. The Contractor shall be disqualified if any bid sheet is not legible or fully complete. The government shall not be responsible to interpret any omission or illegible entries. The Contractor's prices submitted for work to be done shall include all possible costs, including overhead, taxes and profit.
3. Unit prices submitted on the itemized bid sheet shall be utilized by the Government of the Virgin Islands in its discretion and at its sole benefit to determine any credits and/or debits to the project, which, if necessary, shall be addressed only in the form of a formal Change Order to the Project.
4. All bidders are required to attend a mandatory Pre-Bid conference and Site Walkthrough. Failure on the part of a bidder to attend the scheduled site walkthrough shall be grounds to disqualify a bidder.
5. Bidders are encouraged to bring to the attention of the government any and all areas or issues of concerns during the period open for questions and clarifications. Failure on the part of a bidder to raise any questions regarding any unusual or known circumstances during the bid preparation period shall not relieve or give cause for a bidder to subsequently advance a claim or cause for changes to the scope of work.
6. When applicable, the Contractor shall be responsible to file for and secure any and all permits and /or inspections which may be required prior to, during or at the completion of the work installed.
7. All work to be performed on this project shall be furnished only during normal (regular) business hours, 7:00 AM to 5.00 PM, Monday through Friday. If the Contractor elects to perform work outside these days and times he/she shall be responsible to make all necessary arrangements with the school Administrators at their convenience.
8. Bidders shall furnish one original and four copies of its bid response which must include the bid sheet signed by the bidder.
9. A mandatory pre-bid conference and site walk-through will be conducted and must be attended by all prospective bidders as follows:
  - 9.1. Mandatory site visit at: **Ricardo Richards Elementary School.**
  - 9.2. Date:
  - 9.3. Time:
10. Bid submittal date:
11. Bid submittal time:

**PLEASE SUBMIT FIVE (5) COPIES OF YOUR PROPOSAL. PROPOSALS SHALL BE  
SUBMITTED IN A SEALED ENVELOPE ADDRESSED AS FOLLOWS:**

**Honorable Randolph Bennett  
Commissioner of the Virgin Islands Government  
Department of Property & Procurement  
Building No. 1, Sub Base  
St. Thomas, U.S. Virgin Islands 00802**

**1.2. Contractual Requirements:**

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of the entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

1. Certificate of Resolution, as to the authorized negotiator and signer of a contract.
2. Current Virgin Islands Business License issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs.
3. Current original Certificate(s) of Good Standing/Existence, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks.
4. Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
5. Articles of Incorporation or Organization, as applicable; or documents governing operation.
6. Certificate of Liability Insurance indicating proof of coverage of Professional Liability Insurance and General Liability/Public Liability Insurance – no less than double the amount of the project cost. The Contractor must provide a Certificate of Liability Insurance and Declaration/Endorsement pages that indicate that the Government of the Virgin Islands, Department of Education is a “certificate holder” and an “additional insured” on the General Liability/Public Liability Insurance. The Professional Liability Insurance must cover the services to be provided under the contract.
7. Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.

## 2. Outline Specifications for General Repairs.

### 01 Division Summary of the Work

The Scope of Work shall include all work on the accompanying Bid Sheet and the following Specifications. The Contractor shall provide all labor, materials, tools, accessories, equipment, and incidentals required to complete all of the work specified or reasonably implied therein, as falling within the Scope of Work of this project.

### 02 Division Existing Conditions

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#### 2400 Building Demolition

##### Part I General

1.1 Section Includes: Removal of corroded metal ceiling rafters, sections of header and closure ends and corroded sections of 3x3 metal columns.

- a. Protection of adjacent areas: protect all areas adjacent to areas to be demolished, disconnect, cap or seal applicable utilities. Provide adequate protection against accidental trespassing and secure work after work hours.

##### Part 3 Execution

##### 3.1 Structural Demolition:

- a. Remove elements to be demolished and do not damage building elements and improvements to remain.
- b. Locate, identify disconnect and seal or cap off applicable utilities.
- c. Provide required bracing and shoring to ensure safety at all times.
- d. do not interrupt utilities serving occupied or served facilities without the written permission of the owner and authorities having jurisdiction.

### 03 Division: Concrete

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Section not used

### 04 Division: Masonry

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Section not used

### 05 Division Metals

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051200 Structural Cast Steel Components

Part 1 General

- 1.1 This Section Includes: Repairs to 3"x3" structural columns.
- 1.2 Related Sections: Structural steel closure plate above and reinforced concrete base.

Part 2 Product

- 2.1 Existing 3"x3" steel columns with 3"x8"x 1/2" base. Repair components to match existing.

Part 3 Execution

- 3.1 Cut and remove corroded sections as necessary and restore column to its original state.
- 3.2 Sandblast all columns, apply corrosion resistant primer and apply two coats of paint to match existing.

05400 Cold Formed Framing Structural Steel

Part 1 General

- 1.1 This section includes: Exterior Roof ceiling, including ceiling joist, headers and fascia end enclosure.
- 1.2 Related Sections: Metal Roof and Wall Panels
- 1.4 Performance Requirements: Provide metal channel sections to match existing
- 1.5 Submittals: Provide owner with description of product type and specifications.
- 1.6 Quality Assurance: All materials used for metal framing should comply with AISI's NAS for the design of Cold Formed Steel Structural Members and its standards for Cold Formed Steel Framing.

Part 2 Products

- 2.1 Materials: Should be C-Shaped metal Channels, ASTM Grade Type #ST33H, Coating G60 (Z180); connecting devices should be corrosion resistant, self-drilling and comply with ASTM A 653/A.653M, SS Grade 50.

*INVITATION FOR BID*

*Ricardo Richards Elementary School General Building Repairs*

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- 2.2 Anchoring Devices: Anchor bolts should comply with ASTM F 1554 threaded carbon structural hex head bolts—10 time design load.

Part 3 Execution

- 3.1 Installation: Install framing members in accordance with AISI Applicable Standards; members should be in one length, provide reinforcement plate where excessive penetration exists and erection tolerance should not exceed 1/8" in 10'-0".

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06 Division Wood Plastics & Composite

Section not used

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07 Division Thermal and Moisture Protection

0714 Fluid Applied Waterproofing

Part 1 General

- 1.1 This Section Includes: Application of Silicone membrane roof coating system to existing metal substrate
- 1.2 Quality Assurance: Roof coating must be acceptable to Owner and installer must be acceptable to or licensed by the produce manufacturer of the primary roofing material.
- 1.3 Submittals: Submit product data, installation instructions and general recommendations from the manufacturer.
- 1.4 Job Conditions: Do not begin installation until substrate has been inspected.
- 1.5 Warranty: Provide five (5) year manufacturer's Warranty. Contractor shall provide two year (2) warranty covering related maintenance work, including repair or replacement of damages to the building and its finishes due to leaks.

Part 2 Products.

- 2.1 Silicone Roof membrane Coating Products.
- a. Water based Epoxy Primer, high performance moisture cured silicone Base and Top coats.
  - b. Accessory materials are to be manufacturer's recommended products.

Part 3 Execution

- 3.1 Preparation of Substrate: Clean roof surface to be coated as recommended by manufacturer; check mechanical installation of fasteners, re-tighten or replace

stripped out fasteners as necessary, check all seam to ensure that they are tight and flush.

- 3.2 Installation of membrane: Spray each coat of contrasting color at an application rate designed to achieve the required 22 TDM for the product at a minimum rate of 1 gall/100 square feet per coat. Base coat and primers shall be allowed to cure before proceeding with subsequent applications. No traffic shall be permitted on the coated roof for a minimum of 3 days.

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#### 08 Division Openings

Section not used

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#### 09 Division Finishes

##### 09900 Paint and Coating

###### Part 1 General

- 1.1 Includes: Surface preparation and application of exterior paint coating system

###### Part 2 Product

- 2.1 Material: Exterior semi-gloss acrylic latex (Contractor to obtain specifications for paint from the Maintenance Department at Ricardo Richards School)

###### Part 3 Execution

- 3.1 Substrate Preparation: Pressure wash surfaces and caulk crack and fill around wall penetrations.
- 3.2 Installation: Use roller and apply one coat of exterior semi-gloss acrylic latex paint. Paint type and grade to match existing.
- 3.3 Clean-up: Adjacent areas are to be protected during application. After completion all spattered surfaces are to be cleaned.

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#### 10 Division Specialties

Section not used

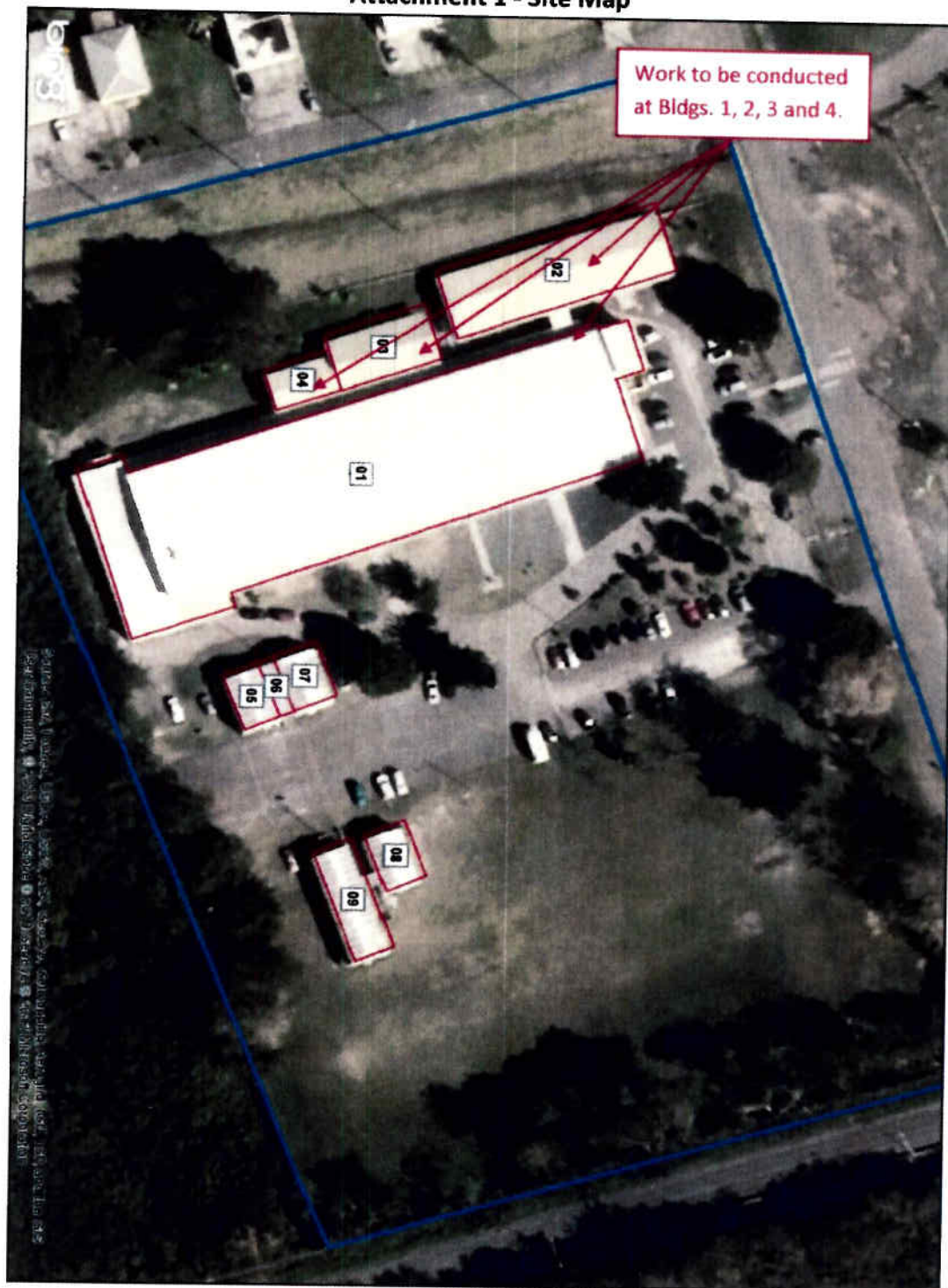
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#### 11 Division Equipment

Section not used

INVITATION FOR BID  
Ricardo Richards Elementary School General Building Repairs

Attachment 1 - Site Map



| GOVERNMENT OF THE VIRGIN ISLANDS<br>DEPARTMENT OF EDUCATION<br>DEFERRED MAINTENANCE REDUCTION PROGRAM |                                                                                                                                                                           |          |                        |            |             |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------|------------|-------------|
| FACILITY:                                                                                             | <b>Ricardo Richards</b>                                                                                                                                                   | IFB. NO. | DISTRICT               |            |             |
|                                                                                                       | <b>Elementary School</b>                                                                                                                                                  |          | <b>St. Croix (STX)</b> |            |             |
| PROJECT I.D.                                                                                          | <b>V10203001</b>                                                                                                                                                          |          |                        |            |             |
| ITEMIZED BID SHEET                                                                                    |                                                                                                                                                                           |          |                        |            |             |
| ITEM NO.                                                                                              | DESCRIPTION                                                                                                                                                               | QTY.     | UNITS                  | UNIT PRICE | TOTAL PRICE |
| 239921                                                                                                | 1. Pressure wash 6,000 square feet of metal shed roofing (both sides of main building)                                                                                    | 6,000    | SF                     |            |             |
| 239921                                                                                                | 2. Prep 6,000 sf of roof by removing loose screws, stitch screwing loose area of sheets between purlins, patch minor corroded areas and apply rust inhibiting prime coat. | 6,000    | SF                     |            |             |
| 239921                                                                                                | 3. Apply (2) two coats of finish coat Polly-sil or approved equal.                                                                                                        | 6,000    | SF                     |            |             |
| 239921                                                                                                | 4. Pressure wash 6,000 square feet at underside of shed and apply two coats of Polly-sil or approved equal.                                                               | 6,000    | SF                     |            |             |
| 239797                                                                                                | 5. Remove and or repair 100 linear feet of 12"C-channel metal framing member under shed roof.                                                                             | 100      | LF                     |            |             |
| 239797                                                                                                | 6. Repair (3)corroded metal C-channel closure ends.                                                                                                                       | 3        | EA                     |            |             |
| 239797                                                                                                | 7. Cut, remove and replace (3) detached metal post base. Sandblast, prime and paint columns.                                                                              | 3        | EA                     |            |             |
| 239797                                                                                                | 8. Repair 10 metal post 4x10 inch base. (paint) (Sandblast and repair then prime/paint columns.                                                                           | 10       | EA                     |            |             |
| 239921                                                                                                | 9. Examine flashing along both sides of shed connection with main building and repair where required.                                                                     | 600      | LF                     |            |             |
| 239921                                                                                                | 10. Repair gutter/leader connections at various areas where leaking; replace inserts where loose or corroded.                                                             | 14       | EA                     |            |             |
| 239921                                                                                                | 11. Examine 100 linear feet of guttering on south side of Buildings #3 and# 4, restrap firmly as required.                                                                | 100      | LF                     |            |             |
| 239921                                                                                                | 12. Patch 6" guttering at entrance to Bldg #2 and install 8"x12" trough (scupper) directly across where water enters the 6" gutter from leader above.                     | 1        | LS                     |            |             |
| 239843                                                                                                | 13. Remove and replace corroded ceiling grid and 2x2 tile system.(two classrooms)                                                                                         | 300      | SF                     |            |             |
| 239921                                                                                                | 14. Pressure wash all guttering and caulk all seams. Buildings #1, #2 and #3 and the Main Building.                                                                       | 1,800    | LF                     |            |             |
| 239921                                                                                                | 15. Remove 168 square feet of metal from canopy connecting the main building to Building #2.                                                                              | 168      | SF                     |            |             |
| 239921                                                                                                | 16. Remove and replace corroded metal shoes.                                                                                                                              | 4        | EA                     |            |             |
| 239921                                                                                                | 17. Repair wood framing where necessary and paint.                                                                                                                        | 168      | SF                     |            |             |
| 239921                                                                                                | 18. Replace with new metal with grade to match existing.                                                                                                                  | 168      | SF                     |            |             |
| 239921                                                                                                | 19. Remove wood louvers at main building gable end.                                                                                                                       | 24       | SF                     |            |             |
| 239841                                                                                                | 20. Install commercial grade vent louvers.                                                                                                                                | 24       | SF                     |            |             |
| 240089                                                                                                | 21. Pressure wash and paint north side of main building above shed roof including, caulking around windows and doors with one coat of paint to match existing.            | 3,500    | SF                     |            |             |
| 239921                                                                                                | 22. Remove and replace soffit and fascia around cafeteria south, west and north sides.                                                                                    | 140      | LF                     |            |             |
| 239921                                                                                                | 23. Remove and replace 6" guttering. Store and reuse guttering.                                                                                                           | 120      | LF                     |            |             |

| <b>GOVERNMENT OF THE VIRGIN ISLANDS</b><br><b>DEPARTMENT OF EDUCATION</b><br><b>DEFERRED MAINTENANCE REDUCTION PROGRAM</b> |                                                       |          |                        |            |             |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------|------------------------|------------|-------------|
| FACILITY:                                                                                                                  | <b>Ricardo Richards</b>                               | IFB. NO. | DISTRICT               |            |             |
|                                                                                                                            | <b>Elementary School</b>                              |          | <b>St. Croix (STX)</b> |            |             |
| PROJECT I.D.                                                                                                               | <b>V10203001</b>                                      |          |                        |            |             |
| ITEMIZED BID SHEET                                                                                                         |                                                       |          |                        |            |             |
| ITEM NO.                                                                                                                   | DESCRIPTION                                           | QTY.     | UNITS                  | UNIT PRICE | TOTAL PRICE |
|                                                                                                                            | 24. Remove and replace cistern overflows. Remove (2)  |          |                        |            |             |
|                                                                                                                            | 6" overflows and reduce to (2) 4". Cut channel across |          |                        |            |             |
|                                                                                                                            | roadway and reattach overflows--increased to 6"and    |          |                        |            |             |
|                                                                                                                            | terminated in stormwater manhole.                     | 1        | LS                     |            |             |
| 239921                                                                                                                     | 25. Remove and reattach 4" downspouts .               | 5        | LS                     |            |             |
| 239859                                                                                                                     | 26. Pressure check all potable water lines and repair |          |                        |            |             |
|                                                                                                                            | where found.                                          | 1        | LS                     |            |             |
| BID SUB-TOTAL FOR THE SCOPE OF WORK ITEMS:                                                                                 |                                                       |          |                        |            |             |
|                                                                                                                            | 27. General Conditions & Requirements (15% Mark up):  | 1        | LS                     |            |             |
| <b>BID LUMP-SUM TOTAL:</b>                                                                                                 |                                                       |          |                        |            |             |

The undersigned vendor, service provider, contractor hereby certifies that he/she has thoroughly examined the entire scope of work, visited the project site(s) and familiarized himself/herself with all conditions, and hereby proposes to furnish all labor, tools, materials, equipment, services and transportation associated therewith.

All work and services provided herein shall conform in all respects to all project plans, specifications, written Scopes of Work and applicable local, federal, construction trade, and/or Manufacturer's Product Specifications; equipment current applicable codes, standards and procedures. The Vendor, service provider, contractor, pledges to complete all work herein within One Hundred Twenty (120) Calendar Work Days.

THE TOTAL CONTRACTED COST OF PROJECT:

|                              |      |
|------------------------------|------|
| X                            |      |
| Vendor's Signature           | Date |
| Company Name/Mailing Address |      |

VIDE Engineer Approval of Estimate