

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

**Request for Proposal – Negotiation
Professional Services**

To: Date: May 30, 2017
..... RFP No. 018-2017 (P)

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 no later than **Thursday, June 15, 2017 @ 4:00 o'clock p.m. Atlantic Standard Time.**

SCOPE OF SERVICES: See attached BOC-SOW

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 individual (s); (ii) the extent to which the firm or individual (s) specializes in the installation/training of Closed Circuit Television systems or of similar scope to the hereunder; (iii) familiarity with the location in which the service is to be performed; (iv) quality of current and past performance on other similar 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.

Lloyd T. Bough, Jr.
Commissioner Nominee
Department of Property and Procurement

INSTRUCTIONS TO PROPOSAL

A. NOTICE

RFP-018-2017 (P) Installation of Closed Circuit Television System for the Bureau of Corrections at the Criminal Justice Complex in St. Thomas, 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, 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 Ms. Dazarene Lescott at dazarene.lescott@dpp.vi.gov. All requests will be forwarded to Ms. Debra Graulich, Bureau of Corrections, MIS Director.

B. STATEMENT OF PURPOSE

RFP-018-2017 (P) Installation of Closed Circuit Television System for the Bureau of Corrections at the Criminal Justice Complex in St. Thomas, Virgin Islands

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be **Tuesday, June 6, 2016 @ 4:00 p.m.** Atlantic Standard Time.
2. Proposals will be accepted at Department of Property & Procurement, no later than **Thursday, June 15, 2017 @ 4:00 p. m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit *one (1)* original and *five (5)* copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Thursday, June 15, 2017 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner Nominee
Property & Procurement
8201 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 OR PACKAGE:

SEALED PROPOSALS-DO NOT OPEN	
-----	RFP-018-2017 (P)
-----	(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 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 **Commissioner Nominee of the Department of Property and Procurement 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. Name, address, fax and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Finn.
 - 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: (minimum of three (3) notarized references with 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 (*one (1) original and four (4) copy sets of proposals*) must be submitted in a separate sealed envelope.**

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) business 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) business days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) business 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 Insurance.
3. **FAILURE TO PROVIDE 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.**

N. REQUIREMENTS FOR CORPORATION

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

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

SCOPE OF WORK

BOC CJC /CCTV Project

General Scope of Work: CCTV equipment to replace all existing equipment and wiring at 1 correctional facility on St. Thomas, U.S. Virgin Islands. Manufacturer documentation and warranty along with proper labeling and schematics is to be provided on all equipment. Quote must include cost for installation, training and a minimum of 2 years warranty and service.

The government intends to purchase the following service: Replacement camera and DVR equipment at BOC Criminal Justice Complex, St. Thomas, USVI

A site visit/walk through can be scheduled for with the MIS Director. Please call the BOC administrative office for an appointment. Details of the project and questions will be answered. A walk through is not required to bid on this project but is certainly recommended.

Period of Performance: 2017

For information please call Debra Graulich, MIS Manager, 340-715-7550

Locations: Bureau of Corrections – CJC (Criminal Justice Complex) 3rd Floor, St. Thomas, USVI 00802

Scope of Work: CJC location, contractor will provide CCTV equipment to replace all existing equipment and wiring at both locations. Manufacturer documentation and warranty along with proper labeling and schematics is to be provided on all equipment.

Scope of work: CJC

An IP based DVR with capacity to record no less than 180 days of data is to be installed at a location to be determined at the CJC. 2 Flat panel monitors of no less than 42" is to be installed for camera monitoring. The DVR is to be network capable both locally and remotely. Five 24" or better flat panel monitors for clusters controls, 1 12" flat panel for elevator viewing. A minimum of 6 months recording capability is required. A 32 TB hard drive is recommended. Motion sensor will be used during lockdown and stairwells, etc.

Detailed Scope of Work: CJC old system wire and conduit

Contractor will remove and properly dispose of all old and unused wiring along with existing conduit. Conduit can be re-used if deemed acceptable or replaced where needed. Approximate length of items to be removed is unknown.

Detailed Scope of Work: CJC's Camera's

All existing cameras need to be replaced with new color IP 1080p, tamperproof, night vision cameras,. 8 Exterior, weather-resistant cameras are to be placed on the outside perimeter of the building, three (4) units are to be pan and tilt, and these are part of the 100 total count. At least 10 locations will be requiring audio.

CJC: DVR

1 IP Based, with a 12 TB hard drive, internet connection, DVD / remote location backup capabilities. A minimum of 6 months recording capability is required, is to be installed a location to be determined, a 32 TB

hard drive is recommended DVR is to be network capable both locally and remotely. Motion sensor will be implemented at night for ultimate disk usage.

100 color, tamperproof, IP 1080p, night vision dome cameras, 10 to include audio

Cameras are to replace current non-functioning or outdated coax equipment; additional cameras are to supplement existing areas for greater visibility and coverage

8 weather-resistant color exterior cameras, 4 pan and tilt. (Included in 94 count)

Two PTZ cameras are to replace existing cameras and 2 are new supplemental locations

2- 42" monitors for Main Control

5 - 24" (+) monitors for cluster controls

1 – 12" monitor for elevator entrance

Cat 6 Cabling, connectors and power supplies for all above equipment UPS battery backup for both the cameras and DVR

Proper labeling and schematics of all equipment shall be presented at the completion of the project.

Quote is to include installation

1 42" monitor for main control

4 – 19" monitors for control booths

Cat 6 cabling run and termination to all 4 control booths in the units for Computer installation

Cat 6 Cabling, connectors and power supplies for all above equipment

Proper labeling and schematics of all equipment shall be presented at the completion of the project. Back up power for the cameras and DVR