

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date July 25, 2017
..... RFP-009-2017 (Professional)

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, August 22, 2017 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-009-2017 (P) To Provide Towers Repairs at Recovery Hill for Painting and Bolt Replacement, St. Croix.**

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.

Lloyd T. Bough Jr.
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-009-2017 (P) To Provide Tower Repairs at Recovery Hill for Painting and Bolt Replacement, St. Croix.**

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 **Procurement Officer, Alexis J. Leycock at alexis.leycock@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-009-2017 (P) To Provide Tower Repairs at Recovery Hill for Painting and Bolt Replacement, St. Croix.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Tuesday, August 22, 2017 at 4:00 P.M.**

2. **A Mandatory Pre-bid Conference will be held on Thursday, August 10, 2017 at 10:00 a.m. at Property & Procurement Christiansted, St Croix. A Mandatory Site Visit will be held after the Pre-Bid Conference.**
3. **Last Day for request for written clarification question will be: Monday, August 14, 2017 at 4:00 P.M.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit five (5) sets of proposals (one (1) original and four (4) copies), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than Tuesday, August 22, 2017 at 4:00 P.M.

They shall be addressed to:

Lloyd T. Bough Jr.
Commissioner
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-009-2017(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 **Procurement Officer, Alexis J. Leycock** 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.

REQUEST FOR PROPOSAL

Recovery Hill Tower Repairs

Painting and Bolt Replacement

ST. CROIX, UNITED STATES VIRGIN ISLANDS

Request for Proposal (RFP) Contents

Section 1	Scope of Work
Section 2	Proposal Format
Section 3	General Instructions and Requirements
Section 4	Contractual Requirements
Attachment 1	Photo of Recovery Hill Tower
Attachment 2	Bid Sheet

Section 1 Scope of Work:

The Bureau of Information Technology (the "Bureau") is seeking a professional company to provide all labor necessary to perform complete changing of the existing bolts on the 150 feet self-support Valmont Tower at Recovery Hill, St. Croix, Virgin Islands. The Bureau is also requesting said company provide all labor necessary to perform complete painting of the Tower.

The Bureau needs to replace the bolts for the 911 Tower at Recovery Hill. Failure to replace the bolts could result in the tower falling down due to the effects of heavy winds. The Bureau also needs to have the tower painted with specialized aviation paint to further protect the tower.

The Bureau will provide all the paint and bolts necessary for the completion of the services. The Scope of Work shall include all work on the accompanying Bid Sheet (i.e. Attachment 2). The Scope of Work also involves removing rust on the tower, which will include cleaning and treating affected areas with sealant to be provided by Contractor. 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.

Section 2 Proposal Format:

The Bureau of Information Technology desires all Proposals be identical in format in order to facilitate the evaluation process. Failure to comply with the format requirements set forth herein may result in rejection of the Proposal. Proposals must be structured as follows:

The Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Contractor. The cover letter shall provide the name, address, telephone and facsimile numbers of the Contractor and the executive that has the authority to contract with the Government of the Virgin Islands.

The Proposal must include a statement detailing the Contractor's background, experience and qualifications. This should include the following:

1. Number of years in business.
2. Description of Contractor's corporate structure (corporation, partnership, joint venture, partnership) including state of incorporation, the executive team and any substantive changes to the corporate structure within the previous five (5) years,
3. Description of current business operations (i.e. a description of the services provided),
4. Organizational chart including descriptions of key personnel that would be involved in providing the management and scope of services described in this IFB,
5. Names and addresses of company(s) for which the Contractor provided substantially similar Work in the past (5) years, and
6. Any other information that supports Contractor's experience that may be beneficial to the Government of the Virgin Islands review of this Proposal.

The Proposal must address the Scope of Work described in this IFB and the Contractor must complete and submit the accompanying Bid Sheet (i.e. Attachment 2).

Section 3 General Instructions and Requirements:

1. The selected licensed General Contractor (hereafter, "Contractor") shall be responsible for thoroughly inspecting all relevant existing conditions associated with this IFB. It is the contractor's responsibility to establish exact quantities and existing circumstances based upon the documents, instructions issued herein and his site visits.
2. The Scope of Work shall include all work on the accompanying Bid Sheet.
3. The Bureau of Information Technology will provide all the paint and bolts necessary for the completion of the services. 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.
4. The contractor's prices submitted for work to be done shall include all possible costs, including overhead, taxes and profit.
5. 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.
6. Unit prices submitted on the itemized bid sheet shall be utilized by the Government

- of the Virgin Islands at 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.
7. 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.
 8. 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.
 9. 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.
 10. All work to be performed on this project shall be furnished only during normal (regular) business hours, 8:00AM to 5:00PM, 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 Bureau of Information Technology at their convenience. Any special provisions required, due to project scope, are to be discussed at the pre-bid walkthrough. Contractor is reminded that this is an operational emergency communications tower that is of paramount concern to the Government. All Contractor actions need to consider the need for continuous tower operations. Any Contractor activities deemed by the Government to be contrary to this standard will be grounds to stop work.
 11. Bidders shall furnish one original and four copies of its bid response which must include the bid sheet signed by the bidder.
 12. A mandatory pre-bid conference and site walk-through will be conducted and must be attended by all prospective bidders as follows:

MANDATORY SITE VISIT AT: Recovery Hill Tower Location

Date/Time: _____

BID SUBMISSION DATE and TIME: _____

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

Honorable Lloyd T. Bough, Jr.
Commissioner
Virgin Islands Government
Department of Property & Procurement
3274 Estate Richmond
St. Croix, Virgin Islands 00820

Section 4 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, Bureau of Information Technology 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.

General Contractor is responsible for the proper identification, handling, and disposal/recycling of hazardous materials according to Federal, USVI, State and local laws, regulations, and guidance encountered in connection with the current scope of work. In such events, remediation of the hazardous material may be considered a Change Order.

ATTACHMENT 1

PHOTO OF RECOVERY HILL TOWER



**Government of the Virgin Islands
Bureau of Information Technology
Recovery Hill Tower Repairs**

Painting and Bolt Replacement

District: St. Croix

ATTACHMENT 2

SCOPE OF WORK AND BID SHEET

	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
Bolt Replacement					
1	Labor – Prep 150 Feet of Recovery Hill Tower for Complete Changing of Nuts and Bolts				
2	Labor – Complete Changing of Nuts and Bolts on Recovery Hill Tower				
3	Equipment Required for Complete Changing of Nuts and Bolts on Recovery Hill Tower				
4	Supplies Required for Complete Changing of Nuts and Bolts on Recovery Hill Tower				
Repainting					
5	Labor – Prep 150 Feet of Recovery Hill Tower for Complete Repainting				
6	Labor – Complete Repainting of Recovery Hill Tower				
7	Equipment Required for Complete Repainting of Recovery Hill Tower				
8	Supplies Required for Complete Repainting of Recovery Hill Tower				
	Total				

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 proposed to furnish all labor and tools.

All work and services provided herein shall conform in all project plans, specifications, written Scopes of Work and applicable local, federal, construction trade, and or Manufacturers' 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 days.

The total contracted cost of the project:

Official Use Only

Vendor's Signature	Date
Company's Name/Mailing Address:	