

GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation  
PROFESSIONAL SERVICES

To: ..... Date November 14, 2017  
..... RFP-002-2018 (Professional)

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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 **Thursday, December 14, 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-002-2018 (P) To Provide Air Conditioning Services for the Virgin Islands Department of Labor, 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-002-2018 (P) To Provide Air Conditioning Services for the Virgin Islands Department of Labor, 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 **Deputy Commissioner of Procurement, Dynell R. Williams at [Dynell.williams@dpp.vi.gov](mailto:Dynell.williams@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-016-2017 (P) To Provide Air Conditioning Services for the Virgin Islands Department of Labor, 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 **Thursday, December 14, 2017 at 4:00 P.M.**
2. Last Day for request for written clarification question will be: **Thursday, November 30, 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 **Thursday, December 14, 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-002-2018(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 **Deputy Commissioner of Procurement, Dynell R. Williams** 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

## HVAC TECHNICIAN

for the

Virgin Islands Department of Labor

4401 Sion Farm – Suite 1  
Christiansted, St. Croix, VI 00820-4245  
**Mailing Address**

4KA Sion Farm  
Christiansted, VI 00820  
(340) 776-3700  
**Physical Address**



## **INTRODUCTION:**

The Virgin Islands Department of Labor (VIDOL) is requesting proposals from qualified **Heating Ventilation and Air Conditioning (HVAC) Technician**. This is a Request for Proposal ("RFP") for a HVAC Technician ("Respondent") to provide **air conditioning services** for the Virgin Islands Department of Labor (the "VIDOL"), located at 4KA Sion Farm, Christiansted, St. Croix.

The VIDOL wishes to receive proposals for selection from a HVAC TECHNICIAN with a Mechanical Engineer, licensed to do business in the United States Virgin Islands, to provide air conditioning services for the Virgin Islands Department of Labor.

## **SCOPE OF SERVICES:**

The HVAC Technician will enter into an RFP with Virgin Islands Department of Property and Procurement on behalf of VIDOL. The air conditioning company, along with the Mechanical Engineer will remedy and correct the current air condition deficiencies and install the requisite equipment which will provide clean and sufficient air quality, fresh air intake, air condition control and distribution and a proper exhaust system. The Respondent must ensure normal outdoor levels of CO2 are 350-450ppm and acceptable levels are <1000ppm, each person produce between 35,000 to 50,000 ppm in each exhale.

### **1. Assess the building and equipment**

- A. Respondents must have a Mechanical Engineer available to complete the assessment and inspection of all work being performed. The Mechanical Engineer must be an employee or contracted employee of the air conditioning company successful with their bid.
- B. Provide a complete walk through and provide an initial assessment of the existing HVAC system and source of the problem affecting the employees at VIDOL.

### **2. Provide and install new Fresh Equipment**

- A. Install proper air balances and distribution of the supply and the return grills.
- B. Add supply grilles on the ductwork to be able to alleviate air pressure on duct that don't have enough supply grilles for the amount of air provided by the existing air handler unit which will turn the units on/off based.
- C. Provide and install new fresh air units for each area.
- D. Provide and install new exhaust fans for each area.
- E. Install a control system for the fresh air units.

### **3. Penetrate and Reseal the Exterior Walls**

- A. Puncture the exterior walls of the building.
- B. Install Fresh Air Louvers/Grills.
- C. Fabricate metal ducts and connect to return ducts.
- D. Install new fresh air ductwork from the outdoor air supply to the return unit.

### **4. Additional Work**

- A. The Respondent must include the Electrical and Plumbing Services necessary to complete the project.
- B. A skilled Mason must be included to finish any and all work done to the masonry structure of the building as well as any damages to the interior sheetrock walls.
- C. Respondent must remove all debris from the VIDOL premises.

### **5. Deliverables**

- A. Inspection of all invoices submitted for payment in comparison to work completed will be done by the Director of Maintenance.
- B. Invoices will be processed upon receipt by the VIDOL Business Office;
- C. Final payment will be issued once project is one hundred percent completed and all the debris has been removed.

### **6. Scope of Work Transition**

- A. At the end of the installation, the Mechanical Engineer must certify the work completed by issuing a certificate of compliance of all the work done in accordance with the standards established by the HVAC certification.
- B. Regular inspections must be done to ensure that the work performed on the HVAC Units is functioning in accordance to the manufacturer's standards. Said inspections will be conducted until the warranties have expired.
- C. The Awardee of the contract must also enter into a maintenance contract with the VIDOL to ensure all the necessary maintenance and cleaning of the entire air conditioning unit is being up kept.