

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
Service Agreement

Date

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 Service described below. Proposals will be received until **Wednesday, June 13, 2018 at 4:00 p.m.**

DESCRIPTION OF WORK

The Government of the Virgin Islands (GVI), Department of Property and Procurement (DPP) is requesting proposals from qualified Gasoline & Diesel Retailers for the following services: RFP #**RFP-021-C-2018(P)** **Dispensing of Regular Gasoline and Diesel Fuel in the Christiansted and Frederiksted, St. Croix, U.S. Virgin Islands.**

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 the 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 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.) Location and accessibility, Conditions of the establishment, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person has provided like services, and consistency of service, professionalism, and compliance with local and federal regulations when operating a gas retail operation; (iii) familiarity and ability to work with fuel wholesaler; (iv) capability of meeting GVI risk management requirements.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner the highest qualified firms or persons with whom a contract shall be negotiated. The Commissioner, with the assistance of the Selection Committee shall negotiate contracts with such firms or persons.

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 of Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-021-C-2018(P) Dispensing of Regular Gasoline and Diesel Fuel in the Christiansted and Frederiksted District for Various Department of the U.S. 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, 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.**

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 Dispensing of Regular Gasoline and Diesel Fuel in the Christiansted and Frederiksted District for Various Department of the U.S. Virgin Islands.

C. PROPOSED SCOPE OF WORK SEE ATTACHED SCOPE OF WORK

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Wednesday, June 13, 2018 at 4:00 p.m.**
2. Last Day for Questions **Wednesday, May 30, 2018 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 **Wednesday, June 13, 2018 at 4:00 p.m.**

They shall be addressed to:

Honorable Lloyd T. Bough Jr.
Commissioner
Department of Property and Procurement
3274 Estate Richmond
Christiansted, St. Croix, U.S. Virgin Islands 00820

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-021-C-2018(P)

(Name of Offeror)

(Mailing Address of Offeror)

(Telephone Number of Offeror)

(Fax Number)

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 G VI 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 packages. 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.

Form No. DPP-RFP-PS-68-75

Approved 5/7/75

Revised 3/18/08

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 FOR
Dispensing of Regular Gasoline and Diesel Fuel in St. Croix

SCOPE OF SERVICES

- 1) The Contractor should have storage capacity for at least 20,000 gallons of gasoline and at least 6,000 gallons of diesel,
- 2) Two dispensing service stations will be preferred, one in Christiansted and the other in Frederiksted. However, this is not mandatory.
- 3) Twenty-four-hour service for emergency/disaster responder's vehicles during any declared emergency. In accordance with the Governor's State of Emergency Declaration, this provision could change from 24 hours to two (2) hours after and before curfew.
- 4) Attendant monitored charge service for non-emergency vehicles and equipment during normal business hours.
- 5) A weekly computer report summarizing total fleet consumption which will include a breakdown and sub-total by department.
- 6) This departmental information should be organized by license plate number, and should track the fuel, in gallons, charged to each vehicle, per every refueling.
- 7) along with the mileage reported. In the event that any department needs to audit a particular vehicle, a printout detailing the dates and amounts of all charges will be required.
- 8) Retailers will be required to schedule, supervise and pay for the fuel hauling. It will be necessary to control this for liability and coordination purposes.
- 9) Place orders for fuel three days prior to intended use.
- 10) Hauling-The vendor will have sole control over pick-up and delivery of the fuel covered under this agreement, and shall be responsible for all fuel from the time that it has been purchased to the time that it is dispensed into an authorized vehicle
- 11) Provide confidential charge facilities for undercover or other unmarked vehicles, identified only by license plate number. (Property & Procurement will provide said list of unmarked vehicles that qualify.

- 12) The Government will supply a list of all Government vehicles that are authorized to receive fuel.
 - a. organized by department, with the license plate number, mark, model, year and color of the vehicle.

- 13) If all this information is not available, a list of license plate numbers will be enough to start the system. We will also supply a list of authorized bulk fuel purchasers, such as the company that hauls diesel for generators. The list will need to be updated as new vehicles are needed.

- 14) **Vendor will submit, on a weekly basis, a government approved spreadsheet dispensing report,** to the Department of Property & Procurement

- 15) Automatic Cut Off to the pump, for the coupon amount, is required. No more, no less than coupon value.

- 16) All fuel coupons must coincide with dispensing reports.

COMPENSATION/BID SHEET

RFP-021-C-2018 (P)

Dispensing of Regular Unleaded Gas & Diesel Fuel in the Christiansted & Frederiksted District, St Croix during the period of July 1, 2018 up to and including June 30, 2019.

Regular Unleaded Gasoline

\$ _____ per gallon

Diesel Fuel

\$ _____ per gallon