

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

**Request for Proposal – Negotiation
Professional Services**

To:

Date: May 28, 2018

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RFP No. 029-C-2018 (S)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Thursday, June 14, 2018 @ 4:00 o'clock p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

Provide Emergency Generator Service & Maintenance on the Islands of St. Croix, U.S. Virgin Islands.

SCOPE OF WORK: 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 contractor/s or firm/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.**

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the contractor or firm; (ii) the extent to which the contractor or firm specializes in or has provided services of a scope similar to the hereunder; (iii) familiarity with the location (s) in which the service will be performed; (iv) capability of meeting project schedules.

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 contractor or firm.

Should the Commissioner be unable to negotiate a satisfactory contract with the contractor or firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that contractor or firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional contractors or firms, in order of preference, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-029-C-2018 (S) Provide Emergency Generator Service & Maintenance on the Islands of St. Croix, 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 thoroughly, 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.

Applicants are requested to submit proposals on the basis of the scope of work. 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

To assist the Government of the Virgin Islands in meeting the requirement for the following supply/service: **RFP-029-C-2018 (S) Provide Emergency Generator Service & Maintenance on the Islands of St. Croix, U.S. Virgin Islands**

C. PROPOSE SCOPE OF WORK

See Attached.

D. TIMETABLE

1. Last day for request for written clarification will be **Tuesday, June 5, 2018 @ 12:00 noon** Atlantic Standard Time.
2. Proposals will be accepted at Department of Property & Procurement, no later than **Thursday, June 14, 2018 @ 4:00 p. m.** Atlantic Standard Time.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** original and **four (4)** copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Thursday, June 14, 2018 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Lloyd T. Bough, Jr.
Commissioner
Property & Procurement
3274 Estate Richmond
St. Croix, 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-029-C-2018 (S)

(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 & 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, cancel or modify the 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. 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 of 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 respondent'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. Organization:
 - a. Number of staff available for project.
 - b. Copy of valid Virgin Islands Business License
 - c. Articles of Incorporation & Corporate Resolution, if applicable
2. Sub-Contractor that will be retained for this project and percentage of work to be sub-contracted.

3. Project experience:
 - a. List of completed projects and estimated cost of each.
4. Project References (minimum of 3)

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

Bidders must submit hard copy of a valid Virgin Islands Business License. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. INSURANCE

1. The Contractor shall maintain on his own Workmen's Compensation Insurance, Comprehensive General Liability Insurance against bodily injury with limits of \$500,000.00 and against property damage with limits of \$500,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the contract.
2. **FAILURE TO PROVIDE THE CERTIFICATED 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 AWARDED OF THE CONTRACT.**

Generator Service & Maintenance Scope of Work

1. GENERAL

The purpose of this contract is to provide servicing and maintenance to emergency generators in the territory of the United States Virgin Islands, which have been declared under a state of emergency or a disaster area by the Governor of the United States Virgin Islands.

The Contractor shall provide all management, supervision, labor, machines, tools, equipment and lubricants necessary to service and maintain emergency generators in top operational performance. Work shall commence within six (6) hours of receipt of a job order. Work shall be performed in the United States of the Virgin Islands during hours of 7:00 a.m. and 7:00 p.m., seven (7) days per week until all job orders are satisfactorily completed.

2. EXECUTION

The Contractor shall coordinate all work through the Department of Public Works (DPW). Emergency generators serviced and maintained under this contract must be owned or operated by a government agency. Service and maintenance of emergency generators shall consist of checking and replenishing all oils and lubricants, performing preventative maintenance and emergency repairs to make generators operational.

3. REPORTING

The Contractor shall submit a report to the Department of Public Works at the end of each day. Each Daily Report shall contain, at a minimum, the following information:

- A. Contractor's name and telephone
- B. Contract number
- C. Make, model number (including phase
- D. Agency, location, date, time and activity performed on generator (including an itemized list of all parts installed – old parts must be returned to DPW)
- E. Daily and cumulative total of oil and lubricants delivered to generator

4. PAYMENT

Payment for service and maintenance of emergency generator will be based on the number of generators serviced. Parts for parts are on a cost plus basis. Contractor is instructed to submit bi-weekly detailed invoices that must include, but is not limited to, the contracted number; the contract amount; the number of generators serviced; the number and cost of parts installed; the amount to be paid to the Contractor; the amount previously paid the Contractor (if applicable); the balance due the Contractor; the period for which services were rendered; days worked; number of units serviced; number and title of personnel; and copies of Daily Reports covering the invoiced period.

5. OTHER CONTRACTS

The Government reserves the right to issue other contracts or direct other Contractors to work within the area included in this contract.

GENERATOR SERVICE & MAINTENANCE
BID SCHEDULE

BID SCHEDULE					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001	Technician/Mechanic Fee for the first hour of service	1	Hour		
002	Technician Fee after the first hour of service	36	Hour		
003	Parts Replacement + 15% Mark-up	1	each		
TOTAL:					

Company Name: _____

Company Physical Address: _____

Company _____ Mailing _____ Address: _____

Tax indication Number: _____

Company Telephone: _____

Company _____ Fax _____ Number: _____

NOTE: Quantities listed above are for bid evaluation purposes only.