

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

**Request for Quotation  
Professional Services**

To: .....

Date: August 24, 2018

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RFQ No. 002-C- 2018 (P)

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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 is requesting quotations for the work described below. Quotations will be received no later than **Tuesday, September 11, 2018 @ 4:00 o'clock p.m. Atlantic Standard Time.**

**STAMENT OF WORK: See attached file RFQ-002-2018 (P) SOW**

## INSTRUCTION TO QUOTATIONS

### A. NOTICE

#### **RFQ-002-C-2018 (P) Qualified Firm (s)/Individual (s) for the Purchase of a Customized Mobile Technology Lab for the St. Croix School District.**

Information provided in the statement of work is to be used only for purposes of preparing a quotation. It is further expected that each bidder will read the statement of work thoroughly to provide a quotation that meets all requirements outlined in the statement of work.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all quotations or any portion thereof and to accept the quotation deemed most advantageous to GVI.

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 Statement of Work should be directed in writing to **Deputy Commissioner of Procurement, Ms. Dynell Williams** at [dynell.williams@dpp.vi.gov](mailto:dynell.williams@dpp.vi.gov). All requests will be forwarded to **Ms. Khadila D. Joseph, DOE Executive Director of Procurement, Department of Education.**

### B. STATEMENT OF PURPOSE

The primary purpose of this Request for Quotation (RFQ) **Qualified Firm (s)/Individual (s) for the Purchase of a Customized Mobile Technology lab for the St. Croix School District.**

### C. TIMETABLE

1. Last day for requests for written clarification will be  
**Tuesday, September 4, 2018 @ 4:00 p.m.** Atlantic Standard Time.
2. Quotations will be accepted at Department of Property & Procurement, no  
Later than **Tuesday, September 11, 2018 @ 4:00 p. m.** Atlantic Standard Time.

### D. SUBMISSION OF QUOTATION

All interested parties shall submit *one (1)* original and *six (6)* copy sets of quotations, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than, **Tuesday, September 11, 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 00820

**THE SEALED ENVELOPE CONTAINING THE QUOTATIONS MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

SEALED QUOTATIONS-DO NOT OPEN

**RFQ-002-C-2018 (P)**  
(Name of Bidder)  
(Mailing Address of Bidder)  
(Telephone Number of Bidder)  
(Fax Number of Bidder)

Where quotations 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 quotations.

**E. WITHDRAWALS OF QUOTATION**

A quotation may be withdrawn at any time prior to the time specified as the closing time for acceptance of quotations. However, no quotation shall be withdrawn or canceled for a period of forty (40) days after said closing time for acceptance of quotations nor shall the successful provider withdraw, cancel or modify the quotation, except at the request of GVI after having been notified that said quotation has been accepted by GVI.

**F. INTERPRETATION OF SPECIFICATION**

If any person contemplating submitting a quotation requires clarification of any part of the statement of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Commissioner of Department of Property and Procurement Lloyd T. Bough Jr.** or via email to **Ms. Dynell Williams at [dynell.williams@dpp.vi.gov](mailto:dynell.williams@dpp.vi.gov)**. 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 statement of work will be made in writing to all prospective providers. Oral explanations will not be binding.

## **G. CONSIDERATION OF QUOTATION**

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the statement of work and contract in conjunction therewith. **This RFQ does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of quotations in anticipation of a contract. GVI reserves the right to reject any or all quotations and to disregard any informality and/or irregularity in the quotation when, in its opinion, the best interest of GVI will be served by such action.** Quotations failing to provide some of the items in the statement of work shall not be rejected per se but any deviations from the scope must be clearly noted.

## **H. ACCEPTANCE OF QUOTATIONS**

GVI will notify in writing acceptance of one of the quotations. Failure to provide any supplementary documentation to comply with the respondent's quotation may be grounds for disqualification.

## **I. CONTENTS OF QUOTATION**

The following is a list of information to be included in the written quotation.

1. Introductory letter about the applicant:
  - a. Name, address, email and telephone numbers.
  - b. Type of service for which individual/firm is qualified.
2. Organization:
  - a. Names/addresses of Principals of Firm.
  - b. Names of key personnel with experience of each and length of time in organization.
  - c. Copy of Articles of Incorporation
  - d. Copy of Certificate of Resolution
  - e. Copy of valid Business License
3. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
4. Cost Proposal Requirements:

This section describes the requirements to be addressed by bidders in preparing their response to the RFQ. The Territory reserves the right to review all aspects of the bidder's response (Cost Proposal) for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from the bidder's acceptance of the Statement of Work (SOW), industry norms, or in areas where it determines that clarification is required.

The following information is intended to provide bidders with a format for submitting price quotations that will facilitate the evaluation of responses. Price quotations **must** be submitted using the provided pricing sheets. Additional price information can be added to the pricing sheets, as needed. Responses that do not provide price proposals in the required format may be rejected. Unless noted otherwise, prices quoted will apply for the duration of the term of the contract. As part of the bidder's response (Cost Proposal), bidders should identify any cost reduction factors, the rationale for cost savings, and any options in services that would produce cost savings.

Bidders will be evaluated based on cost and their acceptance of the Statement of Work (SOW). Besides examining costs, cost proposals will be evaluated based on a review of assumptions and exceptions to the SOW that are made by the bidder. Bidders **must** clearly articulate any exceptions to the SOW and describe how they will meet the requirements of the VI SNAP EBT project.

#### **Pricing Relationships**

It is the intent of the Territory to provide improved service to benefit clients at low cost while providing reasonable returns to private sector participants including EBT Contractors, retailers and switch networks.

The following table "Cooperator Cost Relationships" is presented to illustrate the intended cost sharing among Virgin Islands EBT cooperators. It is provided for informational purposes only and is not intended to explicitly require or commit to payments by any particular group.

#### **J. CONFLICT OF INTEREST**

A proposer filing a quotation hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this quotation or has participated in contract negotiations on behalf of GVI; that the quotation is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for quotations; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

#### **K. LICENSE REQUIREMENT**

A contract 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.

**L. 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 quotation 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. Bidder must provide public liability insurance within ten (10) business days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) business days after award of contract, the successful bidder must submit a copy of their certificate verifying his firm and agents are covered by Workers' Compensation Insurance.
3. **FAILURE TO PROVIDE THE CERTIFICATED WITHIN THE STATED TIME PERIOD MAY RESULT IN THE QUOTATION DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDED OF THE CONTRACT.**

**M. REQUIREMENTS FOR CORPORATION**

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

THESE WILL BE REQUIRED PRIOR TO EXECUTION OF CONTRACT.

**N. CONTRACT DURATION**

The contract resulting from this RFQ will have a base period length of five (5) years, beginning on the effective date of the contract or the date of the Governor's signature, whichever is later. The Territory reserves the right to renew the contract for two (2) additional two-year periods which, if exercised, would result in a total contract period of nine (9) years.



# THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

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## PURPOSE

This Request for Quotation (RFQ) is for the purchase of a custom built mobile technology lab to be used in schools and communities throughout St. Croix. The mobile lab will provide computer and internet services directly to neighborhoods in St. Croix, U.S. Virgin Islands

## BUS SPECIFICATIONS

We are looking for Transit Style bus with the following specifications or better:

Overall Length 29 ft. - 40 ft.  
Front or Rear Engine  
Air Conditioned  
Width (exterior): 96"  
Width (interior): 86" (wall-to-wall)  
Headroom: 77" - 87"  
Full-foot forward 2-step stepwell  
Left-side entrance door  
Wheelchair Lift (side or rear)  
25 student workstations  
Automatic Transmission – Heavy duty  
Motor Vortec 6.0L – V8 Gas.  
Power steering  
Battery, Heavy Duty  
Color, Black (with VIDE Logo)  
2015 Model or Newer

## REQUIREMENTS

Custom Bus for Mobile Technology Lab

1. Designed to include Presentation Equipment with Projector Screen
2. Twenty-Five (25) lab stations with pedestal seating (stationary)
3. Two (2) print stations
4. Electrical outlets and power supply at each station
5. Power Supply onboard generator
6. Equipment and Technology storage area
7. Wifi ready
8. Customized Logo ( Template will be provided by Department of Education)
9. CCTV



10. GPS Locator

**COST**

Cost should include shipping and delivery directly to St. Croix U.S. Virgin Islands.

FOB: St. Croix, U.S. Virgin Islands

**Other Conditions**

Funding: Federal Grant Funding will be secured via Government issued Purchase Order

Payment Terms: 45 days upon delivery and receipt in St. Croix, U. Virgin Islands

All specifications and requirement noted in this RFQ should be provided by **December 7, 2019.**