



THE VIRGIN ISLANDS DEPARTMENT OF **EDUCATION**

1834 Kongens Gade
St. Thomas, U.S. Virgin Islands
00802-6746

INVITATION FOR BID
For
Fixed Assets Management Modular Office Installation
In Estate Anna's Hope, St. Croix, USVI

I. GENERAL INFORMATION

A. INTRODUCTION

The purpose of this Invitation for Bid (IFB) is to solicit bids from contractors qualified and experienced in the repair of educational facilities, the general scope of which is cosmetic in nature (i.e., limited structural, site, and MEP work).

The campus included in this IFB is:

- VIDE Warehouse, 6179 Annas Hope, St. Croix District

In general, the scope of work will include, but not be limited to;

1. Plans and permits for the installation of a modular office unit with associated concrete landing, wooden ramp and stairs.
2. Mobilization: Safety measures and signage.
3. Site Work including foundation and pier wall/ column installations
4. Delivery of modular office unit from Central High School to VIDE Warehouse, located at 6179 Anna's Hope,
5. Installation of modular office unit including structural connections to foundation system.
6. Electrical connection from existing electrical service center to office modular.
7. Plumbing connection from the modular office to the closest existing sewer.
8. Installation of wooden ramp, steps and walkway to match the existing modular campus. Installation shall include a concrete landings, wooden ramp and stairs.
9. Project clean-up and close-out.

- Attachment A- Itemized Bid Sheet

The successful contractor will be required to provide all labor, supervision, tools, equipment, and materials to execute the work.

The repair work to these facilities will be required to be 100% complete within One Hundred Twenty (120) calendar days upon issuance of an executed Notice to Proceed.

B. OVERALL PROJECT OBJECTIVES

The Government of the Virgin Islands via the Virgin Islands Department of Education has established the following project objectives to guide the implementation of this Project from a facility capital perspective:

Perform all work within one hundred twenty (120) calendar days to allow full use of the facility by VIDE staff.

Additional Services may be requested by the Government beyond those specified herein and, because of additional costs and time said additional services shall be added via Change Order to the Contract upon negotiation and agreement between both parties.

C. BACKGROUND AND ADMINISTRATIVE STRUCTURE

DEPARTMENT OF EDUCATION

The Commissioner of Education, Honorable Racquel Berry-Benjamin heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands has two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The day-to-day operations of each school district are managed by a resident Insular Superintendent.

DEPARTMENT OF PROPERTY AND PROCURMENT

The Virgin Islands Department of Property and Procurement, Honorable Anthony D. Thomas, Commissioner or his designee will manage the contractual processes.

D. CONTRACT TYPE

The contract awarded under this IFB will be a GVI Construction Contract. No payments in advance or in anticipation of services or supplies to be provided under the contract will be made by the Government.

E. CONTRACT TERMS

The term of the contract awarded under this IFB shall be for a period of One Hundred Twenty (120) calendar days.

II. PROPOSAL FORMAT AND CONTENT

In addition to the information required by other components of this IFB package, each proposal must contain the following information which will form the basis of the evaluation for each Proponent:

Part I: Firm General Qualifications

- 1) Company Name, Address, Phone
- 2) Names of Principals and Key Executives and Experience and Tenure of Each
- 3) History
- 4) Revenues
- 5) Number and Types of Employees
- 6) List of Completed Projects with Details on Type, Cost, and Completion Date
- 7) List of Active Projects with Same Details
- 8) Listing of Plant and Equipment
- 9) Project References – Three references with details

Part II: Cost Proposal- Attachment A Itemized Bid Sheet

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of 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**(General Construction) issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) 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; and if company is not locally formed, an original **Certificate of Good Standing, Certificate of Existence, or Certificate of Status** from the state of registration.
- (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 **General Liability/Public Liability Insurance** - each of no less than one hundred thousand dollars (\$100,000.00) for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as "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.
- (8) System for Award Management Debarment form issued by the U.S. General Service Administration, www.sam.gov

V. ATTACHMENTS

- 1) Attachment A – Itemized Bid Sheets

APPENDIX A - NOTES TO BIDDERS

GENERAL REQUIREMENTS

Lay Down Areas. Existing grounds may be used for material lay down and storage after consultation with and approval by the owner's representative.

Storage Rooms. The Contractor may use rooms within the buildings to store materials and equipment. Contractor shall coordinate locations with the owner's representative and shall provide his own lock or lockset. The original lockset must be reinstalled prior to completion.

Toilet Facilities. The Contractor and his crew will have use of the bathroom in the existing campus facility. Contractor shall instruct his crew to respect the facility and keep it clean, as well as stock it with toilet paper. Contractor shall return it to clean and sanitary condition upon turnover to the Government.

Site Cleanliness. The Contractor shall maintain a clean and safe site throughout the duration of the project and shall ensure that blowing debris, trash, and dust be kept to a minimum. The site shall be returned to its original condition, or better, upon completion of the project.

Dumpsters. The Contractor shall arrange for and be responsible for all costs associated with debris removal, collection, transportation, and disposition.

Noise. The Contractor shall take measures to limit noise to acceptable levels especially in residential areas.

EXISTING CONDITIONS

Utilities. The campus will have power, water, and sanitary services available for use by the Contractor. The Government shall bear the costs of Contractor's use of these services during construction.

Security. The Contractor shall be solely responsible for protection and security of all materials, equipment, and completed work for the duration of the project until handover to the Government.

Safety. The Contractor shall implement a safety program to ensure the welfare of workers and guests throughout the construction period.

Protection of Adjacent Work. Contractor shall ensure that areas not designated to receive repair work shall remain undamaged. Any damage to these areas shall be repaired by the Contractor at his own expense to the satisfaction of the owner.

Protection of Landscaping. Contractor shall ensure that landscaping and all existing site features be protected during construction and that any damage incurred by the Contractor or his subs be repaired or replaced at his expense to the satisfaction of the owner.

Unforeseen Conditions. Contractor shall immediately notify the owner upon discovery of any conditions beyond the contracted scope of work or that present a health or safety issue.

Subcontractors. Contractor shall include in his/her proposal a list of subcontractors he/she is planning on using for the work.

APPENDIX B – OUTLINE SPECIFICATIONS

GENERAL REQUIREMENTS

Demolition. All damaged materials shall be removed and disposed of according to these Specifications. Care shall be taken to protect all existing areas not scheduled to be demolished.

Disposal. The Contractor shall be responsible for the transportation of all demolished materials to a licensed facility for final deposition. Any and all disposal fees shall be borne by the Contractor.

Professional Services. Should any repair work require design or specification by an architect or engineer, the Contractor shall engage, at his own expense, the services of a USVI licensed professional.



THE VIRGIN ISLANDS
DEPARTMENT OF EDUCATION

Office of the Commissioner



Main:
1834 Kongens Gade, Charlotte Amalie
St. Thomas, U.S. Virgin Islands 00802-6746
Tel: 340/ 774-0100 • Fax: 340/ 779-7153

St. Croix:
2133 Hospital Street, Christiansted
St. Croix, U.S. Virgin Islands 00820-4665
Tel: 340/ 773-1095 • Fax: 340/ 773-9579

ATTACHMENT A

**Fixed Assets Modular Office Installation
at
VIDE Warehouse
6179 Anna's Hope, St. Croix School District**

ITEMIZED BID SHEET

Item No.	Item Description	Quant.	Unit Price	Total
1.0	Plans and permits for the installation of a modular office unit with associated concrete landing, wooden ramp and stairs.	1 LS	\$	\$
2.0	Mobilization: Safety measures and signage.	1 LS	\$	\$
3.0	Site work including foundation and pier wall/ column installations.	1 LS	\$	\$
4.0	Delivery of modular office unit from Central High School to VIDE Procurement Warehouse, 6179 Anna's Hope, property.	1 E.A.	\$	\$
5.0	Installation of modular office unit including structural connections to foundation system.	1 LS	\$	\$
6.0	Electrical connection from existing electrical service center to office modular.	1 LS	\$	\$
7.0	Plumbing connection from the modular office to the closest existing sewer.	1 LS	\$	\$
8.0	Installation of wooden ramp, steps and walkway. Installation shall include concrete landings, wooden ramp and stairs.	1 LS	\$	\$
9.0	Project clean-up and close-out.	1 LS	\$	\$
TOTAL LUMP SUM COST				\$

Contractor: _____

Address: _____

Signature: _____ Date: _____

NOTES:

1. CONTRACTOR'S BID SHALL BE DISQUALIFIED IF ITEMIZED BID SHEET IS NOT FULLY COMPLETED WITH MATERIAL & LABOR UNIT COSTS, UNLESS OTHERWISE NOTED, AND THE LINE ITEM TOTALS.
2. THE QUANTITIES NOTED ABOVE ARE NOT NECESSARILY EXACT, AND THE ITEMS NOTED DO NOT NECESSARILY MAKE UP ALL THE WORK REQUIRED FOR THE COMPLETE CONSTRUCTION AND PROPER OPERATION OF THE PROJECT. THE ITEMS NOTED, WILL BE USED IN ESTABLISHING IF THE COST, WHICH ARE BEING SUBMITTED BY THE BIDDER, ARE WITHIN THE CURRENT ACCEPTABLE PRICES BEING USED IN THE U.S. VIRGIN ISLANDS CONSTRUCTION MARKET. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING A TOTAL LUMP SUM COST FOR THE COMPLETE PROJECT.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ESTABLISH EXACT QUANTITIES BASED ON DOCUMENTS ISSUED AND SITE VISITS CARRIED OUT, FOR A TOTAL LUMP SUM COST TO CONSTRUCT THE PROJECT.
4. ALL PRICES BEING SUBMITTED FOR WORK TO BE DONE SHALL INCLUDE THE CONTRACTOR'S OVERHEAD TAXES AND PROFIT ALONG WITH ALL COSTS FOR MATERIALS, EQUIPMENT AND MANPOWER NECESSARY TO FACILITATE PROPER, SAFE, AND TIMELY COMPLETION OF THE PROJECT.
5. UNIT PRICES SUBMITTED ON THE ITEMIZED BID SHEET SHALL BE UTILIZED FOR ANY CREDITS OR DEBITS TO THE PROJECT; WHICH, IF NECESSARY, SHALL BE ADDRESSED AS A CHANGE ORDER TO THE PROJECT.

END OF ITEMIZED BID DOCUMENT



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St. Thomas, U.S. Virgin Islands
00802-6746

INVITATION FOR BID

**Information Technology Modular Office Installation
at the
St. Croix Curriculum Center**

I. GENERAL INFORMATION

A. INTRODUCTION

The purpose of this Invitation for Bid (IFB) is to solicit bids from contractors qualified and experienced in the repair of educational facilities, the general scope includes the installation of a modular trailer office at the Croix Curriculum Center located in Kinsghill, St. Croix USVI.

In general, the scope of work will include, but not be limited to;

1. Plans and permits for the installation of a modular office unit with associated concrete landing, wooden ramp and stairs.
2. Safety measures, signage, court finish material.
3. Site Work including foundation and pier wall/ column installations
4. Delivery of modular office unit from the St. Croix Central High School to the St. Croix Curriculum Center site.
5. Installation of modular office unit including structural connections to foundation system.
6. Electrical connection from existing electrical service center to office modular.
7. Plumbing connection from the restroom modular to the closest existing sewer manhole.
8. Installation of wooden ramp, steps and walkway to match the existing modular campus. Installation shall include a concrete landings, wooden ramp and stairs.
9. Project clean-up and close-out.

The successful contractor will be required to provide all labor, supervision, tools, equipment, and materials to execute the work.

The repair work to these facilities will be required to be 100% complete within One Hundred Twenty (120) calendar days upon issuance of an executed Notice to Proceed.

B. OVERALL PROJECT OBJECTIVES

The Government of the Virgin Islands via the Virgin Islands Department of Education has established the following project objectives to guide the implementation of this Project from a facility capital perspective:

1. Perform all of the work in one hundred twenty (120) calendar days to allow full use of the facility by VIDE staff.

Additional Services may be requested by the Government beyond those specified herein and, because of additional costs and time said additional services shall be added via an Amendment to the Contract upon negotiation and agreement between both parties.

C. BACKGROUND AND ADMINISTRATIVE STRUCTURE

DEPARTMENT OF EDUCATION

The Commissioner of Education, Honorable Racquel Berry-Benjamin heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands has two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The day-to-day operations of each school district are managed by a resident Insular Superintendent.

DEPARTMENT OF PROPERTY AND PROCURMENT

The Virgin Islands Department of Property and Procurement, Honorable Anthony D. Thomas, Commissioner or his designee will manage the contractual processes.

D. CONTRACT TYPE

The contract awarded under this IFB will be a GVI Construction Contract. No payments in advance or in anticipation of services or supplies to be provided under the contract will be made by the Government.

II. PROPOSAL FORMAT AND CONTENT

In addition to the information required by other components of this IFB package, each proposal must contain the following information which will form the basis of the evaluation for each Proponent:

Part I: Firm General Qualifications

- 1) Company Name, Address, Phone
- 2) Names of Principals and Key Executives and Experience and Tenure of Each
- 3) History
- 4) Revenues
- 5) Number and Types of Employees
- 6) List of Completed Projects with Details on Type, Cost, and Completion Date
- 7) List of Active Projects with Same Details
- 8) Listing of Plant and Equipment
- 9) Project References – Three references with details

Part II: Cost Proposal- Attachment A Itemized Bid Sheet

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and

penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of 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** (General Construction) issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) 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; and if company is not locally formed, an original **Certificate of Good Standing, Certificate of Existence, or Certificate of Status** from the state of registration.
- (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** - each of no less than [One Million Dollars and Zero Cents (\$1,000,000.00)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**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.
- (8) System for Award Management Debarment form issued by the U.S. General Service Administration, www.sam.gov

Notes:

- 1) Please note the above-referenced documents are subject to modification at the Government’s discretion.
- 2) All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract

V. ATTACHMENTS

- 1) Attachment A – Itemized Bid Sheets

APPENDIX A - NOTES TO BIDDERS

GENERAL REQUIREMENTS

Lay Down Areas. Existing grounds may be used for material lay down and storage after consultation with and approval by the owner's representative.

Storage Rooms. The Contractor may use rooms within the buildings to store materials and equipment. Contractor shall coordinate locations with the owner's representative and shall provide his own lock or lockset. The original lockset must be reinstalled prior to completion.

Toilet Facilities. The Contractor and his crew will have use of the bathroom in the existing campus facility. Contractor shall instruct his crew to respect the facility and keep it clean, as well as stock it with toilet paper. Contractor shall return it to clean and sanitary condition upon turnover to the Government.

Site Cleanliness. The Contractor shall maintain a clean and safe site throughout the duration of the project and shall ensure that blowing debris, trash, and dust be kept to a minimum. The site shall be returned to its original condition, or better, upon completion of the project.

Dumpsters. The Contractor shall arrange for and be responsible for all costs associated with debris removal, collection, transportation, and disposition.

Noise. The Contractor shall take measures to limit noise to acceptable levels especially in residential areas.

EXISTING CONDITIONS

Utilities. The campus will have power, water, and sanitary services available for use by the Contractor. The Government shall bear the costs of Contractor's use of these services during construction.

Security. The Contractor shall be solely responsible for protection and security of all materials, equipment, and completed work for the duration of the project until handover to the Government.

Safety. The Contractor shall implement a safety program to ensure the welfare of workers and guests throughout the construction period.

Protection of Adjacent Work. Contractor shall ensure that areas not designated to receive repair work shall remain undamaged. Any damage to these areas shall be repaired by the Contractor at his own expense to the satisfaction of the owner.

Protection of Landscaping. Contractor shall ensure that landscaping and all existing site features be protected during construction and that any damage incurred by the Contractor or his subs be repaired or replaced at his expense to the satisfaction of the owner.

Unforeseen Conditions. Contractor shall immediately notify the owner upon discovery of any conditions beyond the contracted scope of work or that present a health or safety issue.

Subcontractors. Contractor shall include in his/her proposal a list of subcontractors he/she is planning on using for the work.

APPENDIX B – OUTLINE SPECIFICATIONS

GENERAL REQUIREMENTS

Demolition. All damaged materials shall be removed and disposed of according to these Specifications. Care shall be taken to protect all existing areas not scheduled to be demolished.

Disposal. The Contractor shall be responsible for the transportation of all demolished materials to a licensed facility for final deposition. Any and all disposal fees shall be borne by the Contractor.

Professional Services. Should any repair work require design or specification by an architect or engineer, the Contractor shall engage, at his own expense, the services of a USVI licensed professional.



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Main:
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Tel: 340/ 774-0100 • Fax: 340/ 779-7153

St. Croix:
2133 Hospital Street, Christiansted
St. Croix, U.S. Virgin Islands 00820-4665
Tel: 340/ 773-1095 • Fax: 340/ 773-9579



ATTACHMENT A

**Information Technology Modular Office Installation
St. Croix Curriculum Center**

ITEMIZED BID SHEET

Item No.	Item Description	Quant.	Unit Price	Total
1.0	Plans and permits for the installation of a modular office unit with associated concrete landing, wooden ramp and stairs.	1 LS	\$	\$
2.0	Mobilization: Safety measures and signage.	1 LS	\$	\$
3.0	Site Work including foundation and pier wall/ column installations	1 LS	\$	\$
4.0	Delivery of modular office unit from Central High School to the St. Croix Curriculum Center.	1 E.A.	\$	\$
5.0	Installation of modular office unit including structural connections to foundation system.	1 LS	\$	\$
6.0	Electrical connection to the office modular.	1 LS	\$	\$
7.0	Plumbing connection from the modular office to the closest existing sewer.	1 LS	\$	\$
8.0	Installation of wooden ramp, steps and walkway. Installation shall include concrete landings, wooden ramp and stairs.	1 LS	\$	\$
9.0	Project clean-up and close-out.	1 LS	\$	\$
	TOTAL LUMP SUM COST			\$

Contractor: _____

Address: _____

Signature: _____ Date: _____

NOTES:

1. CONTRACTOR'S BID SHALL BE DISQUALIFIED IF ITEMIZED BID SHEET IS NOT FULLY COMPLETED WITH MATERIAL & LABOR UNIT COSTS, UNLESS OTHERWISE NOTED, AND THE LINE ITEM TOTALS.
2. THE QUANTITIES NOTED ABOVE ARE NOT NECESSARILY EXACT, AND THE ITEMS NOTED DO NOT NECESSARILY MAKE UP ALL THE WORK REQUIRED FOR THE COMPLETE CONSTRUCTION AND PROPER OPERATION OF THE PROJECT. THE ITEMS NOTED, WILL BE USED IN ESTABLISHING IF THE COST, WHICH ARE BEING SUBMITTED BY THE BIDDER, ARE WITHIN THE CURRENT ACCEPTABLE PRICES BEING USED IN THE U.S. VIRGIN ISLANDS CONSTRUCTION MARKET. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING A TOTAL LUMP SUM COST FOR THE COMPLETE PROJECT.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ESTABLISH EXACT QUANTITIES BASED ON DOCUMENTS ISSUED AND SITE VISITS CARRIED OUT, FOR A TOTAL LUMP SUM COST TO CONSTRUCT THE PROJECT.
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END OF ITEMIZED BID DOCUMENT