

**Government of the Virgin Islands**  
**INTER-AGENCY EMERGENCY TASK ORDER AGREEMENT**  
*Emergency Meal Services for the Department of Health's Medical Special Needs Shelters and  
Emergency Operations Center Operated at St. Croix Educational Complex, St. Croix, USVI*

**THIS AGREEMENT**, made this 22nd day of November 2019, in the Territory of the United States Virgin Islands, by and between the Government of the Virgin Islands, Department of Property and Procurement of behalf of the Department of Health ("DOH") and the Department of Human Services whose mailing address is, 3011 Golden Rock, St. Croix Virgin Islands 00802 (hereinafter referred to as "DHS").

**WITNESSETH:**

**WHEREAS**, DOH is in need of the services of a contractor to provide emergency food/meal preparation services for special needs patients, their caregivers, and DOH staff, for the Department of Health's Medical Special Needs Shelters ("MSNS") and DOH Emergency Operations Center ("DOH EOC")<sup>1</sup> both operated at the St. Croix Educational Complex during a declared state of emergency or other activation of the Territorial Emergency Operations Center; and

**WHEREAS**, DOH is the lead agency for Emergency Support Function (ESF) No. 8 Annex, of the Territorial Emergency Operations Plan managed by the Virgin Islands Territorial Emergency Management Agency ("VITEMA"); and

**WHEREAS**, DHS is the lead agency for ESF No. 6 and manages the Territory's shelters during a declared state of emergency or other activation of the Territorial Emergency Operation Centers; and

**WHEREAS**, DHS utilizes the St. Croix Educational Complex as a shelter in furtherance of DHS's responsibilities under ESF No. 6 and the DOH MSNS and DOH EOC operate from the St. Croix Educational Complex as well; and

**WHEREAS**, DHS is responsible for providing food/meal service to shelterees and thus, DHS was selected for the provision of services to the DOH MSNS and EOC which are operated from the same premises as the DHS shelter; and

**WHEREAS**, DHS represents that it is willing and capable of providing the services in an expeditious manner and in accordance with the specifications cited in Addendum I and II;

<sup>1</sup> Any reference to DOH EOC is specific to the DOH's responsibilities in fulfilling its role in ESF No. 8 and the services DOH provides at the St. Croix Educational Complex. This Agreement cannot be utilized for the provision to services to the Territorial Emergency Operations Center managed through VITEMA.

Supply Contract No. S008DOHC20

Initials: 

**NOW THEREFORE**, it is mutually agreed between the Parties as follows:

**Section I.** That for and in consideration of the prices and other terms and conditions of this Agreement, DHS agrees to provide DOH with emergency food/meal preparation services for special needs patients, their caregivers, and DOH staff, for the Department of Health Medical Special Needs Shelters and the DOH EOC both operated at St. Croix Educational Complex and to provide all necessary supplies to facilitate the services outlined in Addendum I (Scope of Services) attached hereto and made a part of this Agreement.

In the event that the DHS uses an alternate site for the operation of the emergency shelter in lieu of the St. Croix Educational Complex and DOH operates the MSNS and DOH EOC from this alternate location, this Agreement shall be used for the provision of meal/food services to the DOH MSNS and DOH EOC at this alternate location.

**Section II.** DOH, in consideration of the satisfactory performance of the services described in Addendum I (Scope of Services) agrees to pay DHS in accordance with invoices submitted and approved by the Commissioner of DOH or her authorized representative, as set forth in Addendum II (Compensation) attached hereto and made a part of this Agreement.

**Section III.** This Agreement shall be for a term from September 23, 2019 to September 22, 2020. Upon the date of execution of the Commissioner of the Department of Property and Procurement, this Agreement shall be effective for the term stated herein. DOH, subject to the approval of the Department of Property and Procurement shall have the option to renew this Agreement for an additional one-year term subject to the same terms stated herein by providing DHS with thirty (30) days written notice of its election to renew. No alterations or variations of the terms of the proposal shall be valid or binding upon DOH unless made in writing and approved by DOH and the Department of Property and Procurement.

**Section IV.** DHS agrees to provide the services outlined in Addendum I (Scope of Services), in accordance with the terms and conditions outlined in Addendum III (General Provisions), attached hereto and made a part of this Agreement.

**Section V.** This Agreement shall be governed by the laws of the United States Virgin Islands and jurisdiction shall remain in the United States Virgin Islands.

**Section VI.** This Agreement shall be subject to the availability and appropriation of funds and to the approval of the Commissioner of the Department of Property and Procurement.

**Section VII.** DHS shall only perform services on an "as needed basis" during declared states of emergency or the activation of the Territorial Emergency Operations Center in response to a natural or man-made disasters and when so directed to perform in writing by the Commissioner of the DOH or her authorized representative.

Supply Contract No. S008DOHC20

2

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**Section VIII.** This Agreement constitutes the entire agreement between the parties hereto, and all prior understandings or communications, written or oral, with respect to the Service, which is the subject matter of this Agreement, are merged herein.

**Section IX.** The effective date of this Agreement shall be the date of the execution of the Agreement by the Commissioner of the Department of Property and Procurement.

**Section X.** Addenda I, II, and III attached hereto are part of this Agreement and are incorporated herein by reference.

**IN WITNESS WHEREOF,** the parties have hereunto set their hands on the day and year first above written.

**WITNESSES:**

**GOVERNMENT OF THE VIRGIN ISLANDS**

1. Nancy E. Lang

2. [Signature]

[Signature]  
Justa E. Encarnacion, RN, BSN, MBA/HCM  
Commissioner  
Department of Health

10/16/19  
Date

1. Julia Green  
2. Carla Benjamin

[Signature]  
Kimberley Causey-Gomez,  
Commissioner Designee  
Department of Human Services

10/17/19  
Date

1. Carole L. Diol  
2. Margherite A. [Signature]

[Signature]  
Anthony D. Thomas  
Commissioner  
Department of Property and Procurement

11/22/19  
Date

Supply Contract No. S008DOHC20

Initials: [Signature]