



GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES  
— 0 —  
DEPARTMENT OF PROPERTY AND PROCUREMENT

## SUPPLY CONTRACT

### S11BOAGT21 (JBMS)

This AGREEMENT, made this 22nd day of January, 2021  
to Provide Janitorial Services to the Estate Nazareth Military Compound (Field Maintenance Shop, and the Recruiting and Retention Center) for the Office of the Adjutant General in the St. Thomas/ St. John District by and between the Government of the Virgin Islands, hereinafter called the "GOVERNMENT", and Jaydee's Building Maintenance & Sales, LLC whose address is P. O. Box 600202, St. Thomas, VI 00801 hereinafter called the "CONTRACTOR",

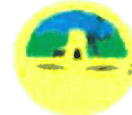
### WITNESSETH:

For, and in consideration of the acceptance of the Contractor's proposal, under the Request for Quote No. RFQ-001-T-2020 (Q) opened on October 16, 2020 and the award of this contract to the Contractor, notification hereof having been made to the Contractor on December 17, 2020, and, in further consideration of the covenants and agreements of the Parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is mutually agreed between the Parties as follows:

SECTION 1. That for and in consideration of the price or prices and agreement in this bid hereto attached and made a part of this Contract, the said Contractor agrees to furnish and deliver all of the services described in the said Request for Quote No. RFQ-001-T-2020 (Q) and the Scope of Work (Addendum I) at the price or prices stated therein and in strict accordance with the conditions of said accepted proposal. The Advertisement, Request for Quote, Scope of Work (Addendum I), Compensation (Addendum II), General Provisions (Addendum III), and Termination of Contracts (Addendum IV), any Supplemental Provisions and Specifications and the Purchase Order, including any change thereof, are all part and parcel of this Contract and are by this reference, incorporated in this Contract as fully and effectively as if set forth in detail herein.

SECTION 2. The Government, for and in consideration of the full and true performance of the work by the Contractor, agrees to pay the price or prices set forth in the attached Request for Quote and the line items as indicated in Addendum I (Scope of Work) and Addendum II S11BOAGT21 (JBMS)

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**SECTION 8.** Contractor acknowledges that this Contract is funded, in whole or in part, by federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offense.

**SECTION 9.** The Contractor shall only perform services in accordance with the schedule outlined in Addendum I (Scope of Work) attached hereto and made a part hereof.

**SECTION 10.** This Contract is subject to the appropriation and availability of funds and to the approval of the Commissioner of the Department of Property and Procurement.

**SECTION 11.** The following insurance coverages are required by Contract and Contractor shall maintain these insurance coverages during the term of this Contract.

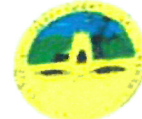
(a) **COMMERCIAL GENERAL LIABILITY:** Commercial general liability insurance, in a form acceptable to the Government, on a "per occurrence" basis with a minimum limit of not less than one hundred thousand dollars (\$100,000.00) for any one person per occurrence for death or personal injury and one hundred thousand dollars (\$100,000.00) for any one occurrence for property damage. Insurance policy(ies) shall name the Government of the Virgin Islands as the certificate holder and additional insured via an endorsement.

(b) **WORKERS' COMPENSATION:** Contractor shall supply current coverage under the Government Insurance Fund or other form of coverage

**SECTION 12.** Either Party may terminate this Contract for cause by providing ten (10) days written notice to the other party specifying the date of termination. The Government may also terminate this Contract for convenience on ten (10) days written notice in accordance with the Provisions of Addendum IV (Termination of Contracts).

**SECTION 13.** A facsimile, electronic or digital signature on this Contract shall be deemed an original and binding upon the Parties hereto.

**SECTION 14.** This Contract shall become effective immediately upon and as of the day of signature by the Commissioner of the Department of Property and Procurement.



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

Witnesses:

**GOVERNMENT OF THE VIRGIN ISLANDS**

Deriqua R. Harris

By: Anthony D. Thomas 1/22/2021  
Date  
Anthony D. Thomas  
Commissioner  
Department of Property and Procurement

Wiktoria Ward

By: Rodjo S. Knox Limbacker 14 JAN 21  
Date  
Rodjo S. Knox Limbacker  
Brigadier General  
Office of the Adjutant General

Witnesses:

Dana Stedman-Henry

**CONTRACTOR**

By: Dana Stedman-Henry                       
Date  
Dana Stedman-Henry  
President  
Jaydee's Building Maintenance & Sales, LLC





## **ADDENDUM I**

### **SCOPE OF WORK**

Jaydee's Building Maintenance & Sales, LLC shall provide Janitorial services to the Estate Nazareth Military Compound (Field Maintenance Shop, and Recruiting and Retention Center) for the Office of the Adjutant General at the prices quoted in Contractor's bid in response to RFQ-001-T-2020 (Q), which is attached hereto and incorporated by this reference.

#### **STATEMENT OF WORK FOR JANITORIAL SERVICES** **ESTATE NAZARETH MILITARY COMPOUND** **FIELD MAINTENANCE SHOP**

**SCOPE:** Jaydee's Building Maintenance & Sales, LLC shall furnish all materials, tools, supplies, equipment, labor and professional supervision required to perform custodial services at the Virgin Islands National Guard Estate Nazareth Compound (Field Maintenance Shop). Work shall include but is not limited to:

- Sweeping and mopping of floors in office areas;
- Vacuuming of carpeted areas;
- Cleaning of conference rooms;
- Dusting desks and work surfaces;
- Cleaning of bookcases, cabinets and display cases;
- Spot cleaning of windows and glass doors;
- Cleaning the outsides of refrigerators and microwave ovens;
- Emptying the trash baskets;
- Cleaning bathrooms to include showers; and
- Replenishing bathroom and office supplies – toilet paper, paper towel, hand soap, trash bags and hand sanitizer.

#### **LOCATION**

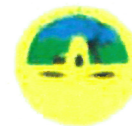
The location of the work is at the Estate Nazareth Military Compound (Field Maintenance Shop). Buildings included in this work is as follows:

- Field Maintenance Shop #2 (FMS #2).

**EMPLOYER/EMPLOYEE QUALIFICATIONS AND REQUIREMENTS:** The requirements include but are not limited to the following:

- A. The contractor shall secure, pay for and maintain in full force and effect until no longer necessary, all necessary licenses, permits and permissions required by federal, Territorial law, local ordinance, statute or regulations relevant to the work.





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- B. The contractor shall acquaint themselves with all conditions that may affect the work as would be evident from a thorough investigation of the project site, drawings, photos and specification covering the work.
- C. It shall be the responsibility of the contractor to carefully examine the physical condition of the project and consider all requirements for the coordination of their work.
- D. All work shall be under the supervision of trained and competent personnel in accordance with OSHA, the National Electric Code (NEC) and other nationally accepted standards and the work shall be according to current industry engineering standards under the control of the Virgin Islands National Guard (VING), Construction and Facilities Management Officer (CFMO).
  - 1) The contractor will designate a full-time Project Supervisor who is qualified to enter the work areas and meets the OSHA definition of a Competent Person.
  - 2) No work shall be performed without the on-site presence of the Project Supervisor.
  - 3) The Project Supervisor shall maintain a Project Log Book and a Waste Disposal Log.
  - 4) The Project Supervisor will be responsible for the performance of the work and will represent the contractor in all respects at the project site. The Supervisor shall be the primary point of contact for the Contracting Officer.

**WORK TO BE ACCOMPLISHED:** The work to be accomplished shall include but is not limited to the following:

- A. Cleaning of common areas.
- B. Cleaning of offices and conference rooms.
- C. Cleaning and disinfecting of all restrooms. This will include sinks, toilets, shower stalls, fixtures, mirrors, counters and floors. Restroom cleaning also includes the sweeping and mopping of locker rooms.
- D. Cleaning of break rooms. This includes cleaning of tables, counters, sinks and the outsides of refrigerators and microwave ovens.
- E. Emptying of wastebaskets.
- F. Cleaning of glass doors and windows.
- G. Spot cleaning of photo displays, bookcases, tops of cabinets, countertops and other surfaces in common areas.
- H. The contractor will provide all cleaning supplies.
- I. The contractor will provide and replenish paper towels, toilet paper, trash bags, hand soap and hand sanitizer each cleaning day.
- J. Cleaning of the drill hall floor will be done once per week.
- K. FMS #2 – cleaned two (2) days per week. The work does not include cleaning of the vehicle bays.
- L. All days of service per week will be on alternating days.
- M. Once per quarter (September, December, March and June), the contractor will perform a deep and detailed cleaning of the facility. Deep and detailed cleaning shall include:
  - 1) Detailed cleaning of offices, restrooms, etc.
  - 2) Detailed cleaning of windows (inside and outside).
  - 3) Stripping, waxing and buffing of floors.