

Department of Property and Procurement
Vendor Management
PREFERRED BIDDERS CHECKLIST



Government of the Virgin Islands
 Department of
**PROPERTY AND
 PROCUREMENT**
 "Keeping The People's House In Order"

Legal Business Name: _____

Date Submitted: _____ Submitted By: _____

A Preferred Bidder is a bidder afforded preferential treatment over other non-preferred bidders after attaining preferential bidder status. A preferred bidder must meet the requirements indicated in Title 31, Chapter 23, Section 236a of the Virgin Islands Code, the *Preferred Bidders Statute*. **An applicant must meet the *Licensing* requirement in addition to the *Residency* or *Ownership* requirement, pursuant to the Preferred Bidders Statute.**

Requirement No. 1 - Licensing		
Yes	No	<p>1) Is there a copy of a current Virgin Islands Business License and proof of principal place of business?</p> <p style="margin-left: 20px;">a) Person, firm, partnership, or corporation is licensed in the Virgin Islands; AND</p> <p style="margin-left: 20px;">b) Maintains his or its principal place of business in the Virgin Islands; AND</p> <p style="margin-left: 20px;">c) Owns, operates, or maintains a store, warehouse, or other place of business in the Virgin Islands</p> <p><i>Proving License Requirement:</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Current Virgin Islands Business License</p> <p><i>Proving Principle Place of Business Requirement (one of the following with the same physical address as noted on the Virgin Islands Business License):</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Utility Bill or postmarked mail from a government entity</p> <p style="margin-left: 20px;"><input type="checkbox"/> Property Insurance Statement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Property Tax Statement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Deed or notarized Lease Agreement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Mortgage Agreement or payment booklet</p> <p style="text-align: center;">OR</p> <p>2) Is the duly authorized agent, dealer, distributor, or representative in the Virgin Islands for the materials, supplies, articles, or equipment, or contractual or consulting services of the general character described by the specifications and required under this contract a certification requirement for Preferred Bidders.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Dealer/authorized agent, distributor Certificate or Agreement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Resolution from manufacturer or brand</p>
Requirement No. 2 – Residency		
Yes	No	<p>1) Is the person a bona fide continuous resident of the Virgin Islands for at least 8 years; OR born in the Virgin Islands?</p> <p><i>Proving 8 Years of Residency Requirement (combination of the following):</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> Stamped IRB Income Tax Returns</p> <p style="margin-left: 20px;"><input type="checkbox"/> Continuous evidence of property ownership or leasing from 8 years prior to present</p>

		<ul style="list-style-type: none"> ➤ Property Insurance Statements ➤ Property Tax Statements ➤ Deed or Lease Agreement(s) ➤ Mortgage Agreement or proof of payment(s) <input type="checkbox"/> Continuous maintenance of V.I. bank checking or savings accounts <input type="checkbox"/> Utility Bills or postmarked mail from a government entity <i>Proving the Birth Requirement (one of the following):</i> <ul style="list-style-type: none"> <input type="checkbox"/> Certified U.S. birth certificate <input type="checkbox"/> Valid, unexpired, U.S. passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> Certificate of Citizenship
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Requirement No. 3 – Ownership

Yes	No	<p>1) Is one of the persons who holds at least fifty-one (51%) percent of the legal or equitable ownership in the firm, partnership, or corporation a continuous resident of the Virgin Islands for at least 8 years; OR born in the Virgin Islands?</p> <p><i>Proving the 51% Legal or Equitable Ownership Requirement:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Organization Agreement <input type="checkbox"/> Articles of Organization/Incorporation <input type="checkbox"/> Share Certificates/Stock Certificates <input type="checkbox"/> Resolutions; Other contractual agreements or business records <p><i>Proving 8 Years of Residency Requirement (combination of the following):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Stamped IRB Income Tax Returns <input type="checkbox"/> Continuous evidence of property ownership or leasing from 8 years prior to present <ul style="list-style-type: none"> ➤ Property Insurance Statements ➤ Property Tax Statements ➤ Deed or Lease Agreement(s) ➤ Mortgage Agreement or proof of payment(s) <input type="checkbox"/> Continuous maintenance of V.I. bank checking or savings accounts <input type="checkbox"/> Utility Bills or postmarked mail from a government entity <p><i>Proving the Birth Requirement (one of the following):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified U.S. birth certificate <input type="checkbox"/> Valid, unexpired, U.S. passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> Certificate of Citizenship <p>OR</p> <p>2) Is the firm, partnership, or corporation a certified small business enterprise as defined in 11 V.I.C. § 1270 et seq.?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certification Issued by the Small Business Development Agency
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FOR INTERNAL USE ONLY:

Reviewed By: _____

Date: _____

Date Certification Issued: _____