



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

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

**INVITATION FOR BID
(IFB-DOE-STX-2019-012)
FOR
REPAIRS TO THREE (3) EDUCATIONAL CAMPUSES in the St. Croix School
District**

Date: August 7, 2019

Bid Deadline: Thursday, August 15, 2019 at 3:00 p.m.

Sealed Bids should be hand delivered to the following address

**Khadila D. Joseph
Director of Procurement
Anna's Hope Warehouse (Procurement Warehouse)
St. Croix, USVI 00820
Contact No. 340-773-2198**

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).

Three (3) educational campuses in St. Croix. The campuses included in this IFB are:

- Pearl B. Larsen K-8 School
- Juanita Gardine
- Eulalie R. Rivera K-8 School

In general, the scope of work will include, but not be limited to, removal, disposal, and/or replacement of: chain link fencing, ceilings (suspended and drywall), vinyl composition tile (VCT), doors and windows, electrical equipment and fixtures, HVAC units and components, painting, electrical repair, bathroom room renovation

- Attachment A- Itemized Bid Sheet(s)

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 sixty (60) 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. Return the condition of all the rooms in each campus to a clean and healthy condition to allow the proper resumption of learning in these facilities;
2. Perform all of the work by August 28, 2018 to allow teachers, administrators, and support staff to return to the campus to make ready the facilities for students the following week;

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. The Department of Education will manage the bidding process

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. VIDE's Division of Procurement will serve as the liaison between the selected contractor and other agencies of the Virgin Islands Government in contract preparation.

The contact person on this IFB is

Primary: Khadila D. Joseph
Territorial Director of Procurement
Anna's Hope Procurement Warehouse
St. Croix, U.S. V 00802
procurement@sttj.k12.vi

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 sixty (60) calendar days. Liquidated damages are \$100.00 per calendar day

PROPOSAL FORMAT AND CONTENT

In addition to the information required by other components of this RFP 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:

An Official Bid Form has been provided as part of this overall RFP package for each Proponent.

At its sole discretion the Government may award the work on all five campuses to one contractor or may split the work between two or more contractors. As a result, the Selected Proponents' contract amounts will be the combination of individual campus bid prices submitted by the Proponent that comprise his award package.

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 (Required)

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
- (9) In compliance to Title 31 of the Virgin Islands Code, a Bid Bond based on 5% of the Bid Amount shall apply and be provided with Bid Proposal. And, a 100% Performance & Payment Bond shall be required for execution of the Contract. (**Upon Award**)

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.

Scaffolding. Contractor shall be responsible for providing all scaffolding or other equipment required to properly execute the scope of work.

EXISTING CONDITIONS

Utilities. Each 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. As specified in the scope of work, 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.

Cleaning. All walls, floors, and other specified surfaces shall be cleaned and sanitized using water-based anti-bacterial solvents, approved by the owner.

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.

SITE CONSTRUCTION

Fencing. All new chain link fencing shall be of the same material and dimensions as the existing and shall be properly installed according to industry standards.

CONCRETE

Ready-mix Concrete. Concrete shall be manufactured, transported, placed, and finished in accordance with the most current American Concrete Institute specifications.

METALS

Metal Roof Deck. Existing damaged metal roof deck shall be removed and replaced with identical deck (or similar deck approved by the owner). Contractor shall submit proposed manufacturer and deck model specifications to the owner for review prior to purchase and installation.

Metal Structures. Where metal canopy (steel or aluminum) or other exterior structures are damaged and require replacement, the Contractor shall replace with identical pieces and shall submit shop drawings to the Government for approval prior to installation.

WOODS AND PLASTICS

Door and Window Casing. Doors and windows scheduled to have wood casing replaced shall be manufactured from Southern Pine and shall be primed and painted (2 coats) with paint to match the existing.

THERMAL AND MOISTURE PROTECTION

Roofing. Roofing materials requiring replacement shall be of the same type as the existing materials scheduled to remain. Repaired areas shall be installed according to manufacturer's recommendations to ensure a watertight transition between existing and new roofing.

Gutters and Downspouts. All new sections shall be the same size and material to be compatible and match existing components.

DOORS AND WINDOWS

Doors. All replacement wood and metal doors shall match the existing and shall be submitted to the owner for approval.

Windows. All replacement wood and aluminum windows shall match the existing and shall be submitted to the owner for approval.

Exterior Roll-Up Shutters. All replacement shutters shall match the existing and shall be submitted to the owner for approval.

CABINETRY

Cabinets. All custom cabinets shall be replaced with modular units if possible. Such cabinets assemblies shall be submitted to the owner for review and approval.

Countertops. All countertops shall be replaced with plywood/particle board bases with laminate finish with built-in backsplashes. Laminate color to be specified by the owner.

FINISHES

Drywall. All new drywall shall be 1/2" or 5/8" thick (depending on the thickness of the existing or adjacent material) moisture resistant boards screwed to existing framing using drywall screws at 12" on center, maximum.

Acoustic Ceilings. In all areas requiring removal and replacement of the suspended acoustic ceiling, the entire grid system and damaged and undamaged tiles in the designated room shall be removed. The supporting wires may remain in place and be reused if their condition is adequate.

The new grid system shall match the previous system. If information is not available, then the Contractor shall use a white grid system and Radar model panels by United States Gypsum (USG), or approved equal.

Resilient Flooring. Unless otherwise specified, new resilient flooring shall be: 1) Homogeneous sheet goods shall be: "Almond" (84163), by Armstrong, and 2) Vinyl composition tiles shall be 1/8", 12" x 12", "Classics Shelter White" (51836), by Armstrong, or approved equal. Surface preparation and installation shall be per manufacturer's recommendations.

Paint. All surfaces to receive new paint shall first be primed with the appropriate material and two finish coats (minimum) shall be applied.

MECHANICAL

A/C Split Systems: All new split systems requiring replacement shall be sourced according to the project specifications and installed according to industry standards using approved refrigerants. Contractor shall submit proposed itemized list of units to be sourced for approval.

ELECTRICAL

Equipment. All panel boxes, breakers, switches, transformers, generators, and other electrical equipment requiring replacement per the projects scope shall be submitted to the owner for approval prior to purchase and replacement.

Fixtures. All fixtures requiring replacement, including, but not limited to, lights and ceiling fans, shall be submitted to the owner for approval.

APPENDIX C – SCOPE OF WORK

The following pages, prepared by AECOM, detail the scope of work for this RFP.