



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

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

INVITATION FOR BID IFB-VIDE-2020-012 FOR

**Kitchen Exhaust Hood Repairs
At Various Public Schools in the
St. Thomas/ St. John School District**

**Date of Issuance
Tuesday, May 5, 2020**

**Bid Deadline Date
Wednesday, May 20, 2020 at 10:00 am**

Sealed Bids should be emailed to the following address:

**Khadila D. Joseph, MPA
Territorial Director of Procurement
1834 Kongens Gade, Charlotte Amalie
St. Thomas, USVI 008002-6746
Contact No. 340-774-0100**

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 commercial kitchen equipment, the general scope of work includes providing assessment and repairs to commercial kitchen exhaust hoods at nine (9) public schools in the St.Thomas/ St. John School District

The campuses included in this IFB are:

- Julius Sprauve, St .John
- Ivanna Eudora Kean High School, St. Thomas
- Bertha C. Boschulte Middle School, St. Thomas
- Joseph Gomez Elementary School, St. Thomas
- Yvonne Bowsky Elementary School, St. Thomas
- Herbert Lockhart/ Addelita Cancryn K-8, St. Thomas
- Jane E. Tuitt Elementary School, St. Thomas
- Ulla Muller Elementary School, St. Thomas
- Joseph Sibilly Elementary School, St. Thomas

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

1. Assessment and recommissioning of the existing kitchen exhaust hood to include the hood, hood lights and control, grease filters access panels exhaust ducts, exhaust fan, exhaust fan hood and entire system cleaning to ensure full operation.
2. Assessment and recommissioning of the existing kitchen make up air inlet if present and/ or the replacement or installation of one to ensure proper air exchange when operating the kitchen exhaust hood.

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 perspective:

1. Complete within 120 calendar day to allow full use of the facility by VIDE staff and students.

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. INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

Description	Date`	Time	Location
Issuance Date	May 5, 2020	9:00am	NA
Pre Bid Conference and Site Walkthrough of Four (4) Schools	May 11, 2020	9:00am -12:30 am	Starting at Yvonne Bowsky; ending at Julius Sprauve (STJ)
Pre Bid Conference and Site Walkthrough of Four (4) Schools	May 12, 2020	9:00am	Starting at Joseph Sibilly Elementary School; ending at Uller Muller
Final Date to Submit Questions	May 13, 2020	5:00pm	NA
Bid Opening	May 20, 2020	12:00pm	ZOOM Conference Call (details to follow)

D. 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

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
Mark Subject Line: IFB-VIDE-2020-012

E. CONTRACT TYPE

The contract awarded under this IFB will be a VIDE 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.

F. CONTRACT TERMS

The term of the contract awarded under this IFB shall be for a period of **One Hundred Twenty (120)** calendar days. Liquidated damages are \$50.00 per calendar day.

G. 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 IFB 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 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** (Appliance Repair 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 Insurance** - each of no less than [Fifty Thousand Dollars and Zero Cents (\$50, 000.00)] for any one occurrence. The Contractor must provide a **Certificate of General 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**. The 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 Sheet

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.