

Office of the Insular Superintendent

2133 Hospital Street

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St. Croix, U.S. Virgin Islands 00820

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**REQUEST FOR PROPOSAL
LANDSCAPING/GROUNDS MAINTENANCE**

ST. CROIX DISTRICT

To: All Landscaping Service Providers

RFP-DOE-STX-2016-001

Date: June 8, 2016

A. RFP SUMMARY:

The Department of Education "Department" is requesting proposals for the Department's Landscaping/Grounds Maintenance Projects for all the schools in the St. Croix District, for the attached Scope of Work which outlines the work needed for each project. The intent of this RFP is to have the contractors specifically address the services required and provide the Department with a well-considered proposal for those services.

B. SCHEDULE:

Deadline for Proposal submission: **Tuesday, July 5, 2016 at or before 5:00 PM, DOE, Plant Operations and Maintenance Office**

Proposals received after the deadline will not be considered

Packages received will be stamped with the time and date immediately upon receipt, then opened and evaluated based on the criteria outlined in Section D.

MANDATORY Pre-Proposal Conference: **Wednesday, June 22, 2016 at 9:00 A.M. – 10:00 A.M.
DOE Main Office Building-2nd Floor Conference Room**

Anticipated Duration for Services: **August 1, 2016 – June 30, 2017**

Please submit proposal to:

Department of Education

Plant Operations & Maintenance Division

Attn: Mr. William Matthew

11D La Grande Princess

St. Croix, VI 00820

Please contact Mr. William Matthew, Director of Plant Operations & Maintenance

C. PREPARATION OF PROPOSALS:

Each proposal must consist of the following information in the order indicated below:

1. A cover letter stating interest in project with signature of duly authorized person/principal. Please include as many of the following contact points as possible:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address

D. PROPOSAL EVALUATION CRITERIA:

Proposals will be evaluated to determine responsiveness to the scope of work and a decision will be based on what is most advantageous to the Department and on knowledge and experience, especially on a similar projects. Candidates should carefully review the prerequisites for submitting a proposal. Any questions or request for information must be submitted in writing. General walk thru of the site will be conducted upon request so that candidates can familiarize themselves with the project site and location. Candidates are also encouraged to ascertain all conditions that may affect the design of the proposed project.

To be considered, the proposal must be submitted in duplicate. All changes to proposal must be submitted in writing **before** the deadline for proposal submission. For organized candidates, the ***legal name*** must be fully stated. All proposals must be signed and dated by a person duly authorized to make contracts.

Based on the review of the proposals, an evaluation committee shall recommend to the Commissioner the most highly qualified candidates to provide the services herein required with whom a service agreement will be issued. The Commissioner with the assistance of Evaluation Committee and the Legal Counsel shall attempt to negotiate a contract with such candidate.

Should the Commissioner be unable to negotiate a satisfactory contract with the candidate considered to be the most qualified, at a price he/she determines to be fair and reasonable to the Department, negotiations with that candidate will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional candidate, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

E. MINIMUM QUALIFICATIONS (Contracting Documents)

The following documents are necessary to support a contract for services:

- 1) **Current Business License** issued by the Government of the Virgin Islands (GVI), Department of Licensing and Consumer Affairs, in the legal name of the entity.
- 2) **Certificate of Government Insurance** issued by the Office of Custodian, Government Insurance Fund (Worker's Compensation Insurance).
- 3) Original **Certificate of Good Standing and Certificate of Existence** issued on or after July 1st, 2013, in the legal name of the entity by GVI, Office of the Lt. Governor, Division of Corporations and Trademarks.

- 4) **Certificate of Resolution** indicating the authorized negotiator and signer of a contract.
- 5) **Certificate of Liability Insurance Certificate of General Liability Insurance** in the minimum amount of \$100,000.00 **and Declaration/Endorsement Pages:**
 - a. ***stating*** that the “Virgin Islands Department of Education” is an **additional insured**; and
 - b. listing the “Virgin Islands Department of Education” as a **certificate holder**, and indicating the address as follows:
 Virgin Islands Department of Education
 2133 Hospital Street
 St. Croix, U.S. Virgin Islands 00823, and
 - c. a copy of the relative insurance policy for the coverage(s) indicated above and including indication of the indication of the name and address of the of the insured, the policy number, and the term of the policy.
- 6) Proof of Tax Identification Number. **Completed Form W9.**

Other supporting documents that must be provided but are dependent on the type of entity contracting Include but are not limited to:

- 7) ***Articles of Incorporation*** OR Articles of Organization.

F. SCOPE OF WORK:

(SEE ATTACHED SCOPES FOR THE FOLLOWING SCHOOLS)

Clean all loose debris around the facility, trim grass down to 1” maximum nap, including 3’ beyond fence or property line as indicated on map, rake and legally dispose same

Trim all overhead fence line and trees alongside property including overhang branch and other trees line only where indicated on attached map (one time operation)

**ALEXANDER HENDERSON
 ALFREDO ANDREWS
 CHARLES H EMMANUEL
 CLAUDE O MARKOE
 EULALIE RIVERA
 EVELYN WILLIAMS
 JUANITA GARDINE
 LEW MUCKLE
 PEARL B LARSEN
 ADULT EDUCATION/CONTINUING EDUCATION
 DOE MAIN HEADQUARTERS**

**RICARDO RICHARDS
 ARTHUR A RICHARDS
 ELENA CHRISTIAN
 JOHN H WOODSON
 ST. CROIX CENTRAL HIGH
 EDUCATIONAL COMPLEX & C-TECH
 ALTERNATIVE EDUCATION/POSITIVE
 CONNECTION**