



INVITATION FOR BID (IFB)-VIDE-2019-006

SUMMER MAINTENANCE

GENERAL EXTERMINATION SERVICES

St. Croix District

August 5, 2019

A. IFB SUMMARY:

The Department of Education "Department" is requesting bids from qualified contractors to provide General Extermination services to various school campuses in the St. Croix School District.

B. SCHEDULE:

Deadline for Proposal submission: **Friday, August 9, 2019 at 4:00pm. Proposal must be hand delivered to the Anna's Hope Warehouse (Procurement Warehouse).** 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.

Anticipated Start Date for Services: **Friday, August 16, 2019 –Friday, August 27, 2019**

Please address proposal to:

Department of Education
Khadila D. Joseph, Director of
Procurement
6179 Anna's Hope
Suite # 3
Christiansted, Virgin Islands 00820
340-774-0100 X 8211

C. PREPARATION OF PROPOSALS:

Each bid 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. QUALIFICATIONS (Contracting Documents)

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

- 1) **Current Business License** (Extermination/Pest Control) issued by the Government of the Virgin Islands (GVI), Department of Licensing and Consumer Affairs, in the legal name of the entity.
- 2) Original **Certificate of Good Standing or Certificate of Existence** issued on or after July 1st, 2019, in the legal name of the entity by GVI, Office of the Lt. Governor, Division of Corporations and Trademarks.(if applicable)
- 3) **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
1834 Kongens Gade,
St. Thomas, U.S. Virgin Islands 00802-6746, 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.
- 4) Proof of Tax Identification Number. **Completed Form W9.**

E: SCOPE OF WORK:

Pests to be exterminated include, but not limited to, the following: rodents, insects, roaches, ants, millipedes, wasps, bees, centipedes, fleas, and flying gnats. Work shall be completed at each school campus in its entirety.

1. Prices must include price of chemicals to be used.
2. MSDS product information is to be provided immediately, upon request.
3. Vendor must comply with any local, state and federal requirements for this type of work.
4. Contractor must use if necessary, an EPA approved termiticide (for termites) or insecticide (for carpenter ants) and must supply Material Safety Data Sheets (MSDS) on products/materials used in extermination services, immediately upon request. Signage must be posted and the safety of the public and employees must be considered at all times.
5. The final inspection of completed work will be made by an authorized agent of the Department’s Director of Operations or Territorial Director of Facilities and Maintenance. Work must be completed in a satisfactory manner before authorization for payment will be made.

Itemized Bid Sheet

Locations to be serviced:	Cost:
Central High School	\$
Educational Complex High School	\$
Career & Technical Program	\$
Arthur Richards Junior High School	\$
John h Woodson Junior High School	\$
Alfredo Andrews Elementary School	\$
Claude O Markoe Elementary School	\$
Eulalie Elementary School	\$
Juanita Gardine Elementary School	\$
Lew Muckle Elementary School	\$
Pearl B Larsen Elementary School	\$
Ricardo Richards Elementary School	\$
Adult Education Program	\$
Alternative Ed/Positive Connection	\$
YRC	\$

Authorized Signatory _____

Authorized Printed: _____

Email_____