



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

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

**INVITATION FOR BID
(IFB-DOE-STX-2019-014)
FOR
Roof Repairs to Charlotte Amalie High School Aviation Building in the St.
Thomas/St. John School District**

Date: August 27, 2019

**Pre-Bid Meeting Tuesday September 3, 2019 at 9:30 am
Charlotte Amalie High School Music Building (School Entrance)**

Bid Deadline: Monday, September 9, 2019 at 12:00 p.m.

Sealed Bids should be hand delivered to the following address

**Khadila D. Joseph
Director of Procurement
1834 Kongens Gade
St. Thomas, USVI 00802
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 roof repair and guttering removal and replacement services at the Charlotte Amalie High School, Building 30-Aviation Building.

In general, the scope of work will include, but not be limited to, removal, disposal, and/or replacement of corroded galvanize material and removal and replacement of guttering. A full description of the services to be provided is provided in Attachment A- Itemized Bid Sheet(s) attached hereto.

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 thirty (30) 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 within thirty (30) calendar days 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, MBA 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, MPA
Territorial Director of Procurement
1834 Kongens Gade
St. Thomas, U.S.V.I 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 Itemized bid Sheet has been provided as part of this overall IFB package.

F. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT".

This Contract will be federally funded by the U.S. Department of Interior, *Deferred Maintenance Repair Program Grant*.

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 at bid submittal)

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 **General Liability/Public Liability Insurance** - each of no less than Five Hundred Thousand Dollars \$500,000.00 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**.
- (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 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.

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.

ATTACHMENT A: ITEMIZED BID SHEET (attached)

ATTACHMENT A

GOVERNMENT OF THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION DEFERRED MAINTENANCE REDUCTION PROGRAM					
FACILITY:		Charlotte Amalie High School	IFB NO.		DISTRICT
PROJECT I.D.		VI01008			St. Thomas
					St. Thomas (STT)
BID SHEET					
ITEM NO.	DESCRIPTION	QTY.	UNITS	UNIT PRICE	TOTAL PRICE
Building 30-Aviation Building Roof					
1.00	Remove existing corroded galvanize and replace in kind (min 26 Gauge), and attached as required utilizing properly sized screws with neoprene washers. All side laps and end laps must be sealed with a minimum 60 mils of Enduris Seam Sealant, two inches wide. Check, inspect, treat, and repaint all supporting metal purlins for rust and/or replace in kind and properly attached as required.	1000	SF		
2.00	Properly protect all interior areas from water penetration and thereafter thoroughly pressure wash utilizing 3K PSI All exterior metal roofing areas and gutters. As per GE Enduris 3500 or approved equal manufacture's recommendations and specifications, properly prep entire roof area for application of new roofing finish per manufacture's specifications. Properly reattach and clear all downspouts of any obstructions.	7680	SF		
3.00	GE Enduris 3500 fluid applied roofing or approved equal shall be applied at a rate of 2 gals. per 100 sq. ft. as per specs to achieve a membrane minimum thickness of 28 mil coverage.	7680	SF		
4.00	Remove ALL damaged insulation and replace with new foil faced 6" thermal batt insulation underlayment to match existing. Where necessary, use wire or metal straps to hold product in place. Maintain a 1" air space between roofing interior sheathing (skin) and new batt insulation.	1600	SF		
5.00	Repair, patch, clean and unclog all existing guttering and downspouts as required and strap and anchor all guttering and downspouts where required with a minimum of 3.5' distance between each strap & per length of guttering. Be sure to maintain positive flow of rain water within gutters at a minimum drop of 1/16" per foot. Replace where required downspout screens within existing guttering.	260	LF		
6.00	Replace all gable and eave end metal flashing caps, trims and drip strip to fit profile of existing galvanize on both buildings. Use a minimum of 26 gage pre-painted galvanized metal accessories and attached as required utilizing properly sized screws with neoprene washers.	580	LF		
7.00	Install new guttering, fabricate and replace guttering to match existing in kind, size and profile along the southside of building 30.	120	LF		
Sub-Total					
8.00	General Conditions, GR Taxes, Overhead & Profit (including Deployment of Safety Barricades, Trucking and Disposal of all Waste properly as per VI Code.)	1	LS		
					TOTAL BID: _____
<p>The undersigned vendor, service provider, contractor hereby certifies that he/she has thoroughly examined the entire scope of work, visited the project site(s) and familiarized himself/herself with all conditions, and hereby proposes to furnish all labor, tools, materials, equipment, services and transportation associated therewith.</p> <p>All work and services provided herein shall conform in all respects to all project plans, specifications, written Scopes of Work and applicable local, federal, construction trade, and/or Manufacturer's Product Specifications; equipment current applicable codes, standards and procedures.</p> <p>The Roofing Contractor or General Contractor pledges herewith to complete all work herein within <u>THIRTY (30) Calendar Days</u>.</p>					
Vendor's Signature: _____ Date: _____				Company Seal: 	
Company Name/Mailing Address/Cellphone Number: N/A					

Note: Quatifications performed by HHH.