SHORT FORM CONTRACT – REQUEST FOR PROPOSAL

**SUMMER MAINTENANCE**

**JANITORIAL CLEANING SERVICES**

**ST. THOMAS DISTRICT**

**To: ALL CONTRACTORS**

**SFC-DOE-STTJ-2017-025**

**Date: July 6, 2017**

1. **RFP SUMMARY:**

The Department of Education “Department” is requesting proposals for the Department’s Summer Maintenance Projects for all the schools in the St. Thomas/St. John District, for the attached Scope of Works 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.

1. **SCHEDULE**:

Deadline for Proposal submission: **Thursday, July 20, 2017 at or before 5:00 PM, Procurement Office, Main Complex.**

***Proposals received after the deadline will not be considered, but will be retained by the Department until after an award is made and then returned to the disqualified candidate.***

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 4, 2017 – Friday, August 25, 2017**

Please submit proposal to:

Department of Education

Director of Procurement

Attn: Ms. Khadila Joseph

1834 Kongens Gade

St. Thomas V.I. 00802

340-774-0100 X 8211

1. **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:
   1. Name of firm
   2. Complete address
   3. Contact person
   4. Telephone number
   5. Fax number
   6. Internet address
   7. E-mail address
2. A resume stating qualifications and experience
3. Detailed descriptions of three (3) projects of similar size (i.e.28 units), with multiple unit designs and floor plans. Also include the following within your project descriptions:
   1. Name and location of projects
   2. Number of units
   3. Project budget
   4. Average unit costs
   5. Unit square footage
   6. Description of rooms, materials, types of systems level of finishes, amenities
   7. Duration of time from engagement to building completion
   8. List of consultants, subcontractors and vendors utilized
   9. Project owner and references
4. Current workload and ability to complete project on time and within budget
5. List of professional references
6. A proposed fee structure for the project.
7. **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 and construction 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 qualifications and proposals, an evaluation committee shall recommend to the Commissioner the most highly qualified candidate to provide the services herein required with whom a contract shall be negotiated. 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.

1. **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 theentity.
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, 2015, 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 General Liability Insurance** in the minimum amount of $100,000.00 ***and Declaration/Endorsement Pages*:** 
   1. ***stating*** that the “Virgin Islands Department of Education” is an ***additional insured***; and
   2. 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

* 1. 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.

1. 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:

1. ***Articles*** *of Incorporation* OR Articles ofOrganization.

***8)* *By-Laws***; Operating Agreement, Management Agreement, or Restatement of Purpose (indicating the current method of management and operation).

1. ***Certificate of Issuance or Renewal of Trade Name*** issued by GVI, Office of the Lieutenant Governor, Division of Corporations and Trademarks, in the legal name of the entity.
2. **SCOPE OF WORK:**

**(See attached Scopes)**