



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

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

INVITATION FOR BID (IFB)-VIDE-2022-002

For

Indoor Air Quality Improvements at Educational Facilities Across the Territory

Bid Date: March 10, 2022

Bid Deadline: March 29, 2022 at 12:00 PM EST

Electronic Bids should be emailed to bids@vide.vi

I. GENERAL INFORMATION

A. INTRODUCTION

The purpose of this Invitation for Bid (IFB) is to solicit bids from qualified firms, with the requisite knowledge and expertise to assess commercial facilities determine best approach for improving ventilation and indoor air quality systems at various public schools and administrative facilities across the school districts of St. Croix and St. Thomas/ John.

In general, the scope of work will include, but not be limited to the Scope of Work described in Attachment A- Itemized Bid Sheet

The successful contractor will be required to provide all labor, supervision, tools, equipment, and materials to complete the assessment and subsequently purchase and install the recommended equipment

The repair work to these facilities will be required to be 100% complete within **one hundred twenty (120) days** upon the issuance of an executed Contract and Government issued Purchase Order.

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.

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 a Change Order 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

The IFB's solicitation deadline is March 29, 2022 at 12:00PM EST and should be emailed to bids@vide.vi . The final date for the submittal of questions is March 18, 2022. All questions should be sent to bids@vide.vi.

D. CONTRACT TYPE

The contract awarded under this IFB will be a Professional Service Agreement. 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 **One Hundred Twenty (120) days calendar days**.

PROPOSAL FORMAT AND CONTENT

In addition to the information required by other components of this IFB 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:

Attachment A 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:

Certificate of Resolution, as to the authorized negotiator and signer of a contract.

- (1) **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.
- (2) 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.

- (3) 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.
- (4) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (5) **Certificate of Liability Insurance** indicating proof of coverage of **General Liability/Public** of no less than [One Hundred Thousand Dollars and Zero Cents (**\$100,000.00**)] 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**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (6) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (7) 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

**** PLACE ON VENDOR LETTERHEAD ****

ATTACHMENT A - ITEMIZED BID SHEET

No.	Item Description	Quantity	Unit	Unit Price	Total Price
St. Croix School District					
01.	Assess up to twenty (20) public schools and activity centers/facilities spaces to determine the appropriate air quality equipment to help destroy allergens, bacteria, mold, viruses (especially COVID-19) and volatile organic compounds and prevent sick building syndrome	1	<u>Lump Sum</u>		
02.	Collaborate with VIDE Facilities and Maintenance Divisions (in both districts) to evaluate air quality units installed, determine if they are in the correct location, and place units appropriately.	1	<u>Lump Sum</u>		
03	Procure and install air quality equipment i.e., air humidifiers, air purifiers, dehumidifier appropriate after assessments. <ul style="list-style-type: none"> • Quantity not to exceed 2,500 units 	1	Unit		
St. Thomas/ St. John School District					
3.	Assess up to twenty (20) public schools and activity centers/facilities spaces to determine the appropriate air quality equipment to help destroy allergens, bacteria, mold, viruses (especially COVID-19) and volatile	1	<u>Lump Sum</u>		

	organic compounds and prevent sick building syndrome				
4.	Collaborate with VIDE Facilities and Maintenance Divisions (in both districts) to evaluate air quality units installed, determine if they are in the correct location, and place units appropriately.	1	<u>Lump Sum</u>		
5	Procure and install air quality equipment i.e., air humidifiers, air purifiers, de humidifier appropriate for remaining locations after assessments and relocation of existing equipment have been completed. Quantity not to exceed 2,500 units	1	<u>Unit</u>		

Quote Date:

Quote Expiration:

NOTES:

- 1. CONTRACTOR SHALL ADHERE TO ALL DEPARTMENT AND PROCUREMENT'S STANDARD BID FORM REQUIREMENTS**

- 2. CONTRACTOR'S BID SHALL BE DISQUALIFIED IF ITEMIZED BID SHEET IS NOT FULLY COMPLETED WITH BOTH UNIT AND MATERIAL & LABOR COSTS FOR ALL ITEMS.**

3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ESTABLISH EXACT QUANTITIES BASED ON DOCUMENTS ISSUED AND SITE VISITS CARRIED OUT, FOR A TOTAL LUMP SUM COST TO CONSTRUCT THE PROJECT.

4. ALL PRICES BEING SUBMITTED FOR WORK TO BE DONE SHALL INCLUDE THE CONTRACTOR'S OVERHEAD TAXES AND PROFIT ALONG WITH ALL COSTS FOR MATERIALS, EQUIPMENT AND MANPOWER NECESSARY TO FACILITATE PROPER, SAFE, AND TIMELY COMPLETION OF THE PROJECT.

5. UNIT PRICES SUBMITTED ON THE ITEMIZED BID SHEET SHALL BE UTILIZED FOR ANY CREDITS OR DEBITS TO THE PROJECT; WHICH, IF NECESSARY, SHALL BE ADDRESSED AS A CHANGE ORDER TO THE PROJECT.

6. PRODUCTS SPECIFIED CAN BE SUBSTITUTED WITH PRODUCTS OF EQUAL OR BETTER SPECIFICATION.

