



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

**1834 Kongens Gade
St. Thomas, VI 00802**

Invitation for Bid (IFB)-DOE-2023-007

**Phase II: Renovation and Repairs of
School Lunch Warehouse in the St. Croix District Virgin Islands**

Solicitation Date September 28, 2023

Deadline: October 27, 2023 at 12:00pm (AST) at bids@vide.vi

I. GENERAL INFORMATION

A. Introduction

The purpose of this Invitation for Bid (IFB) is to solicit bids from qualified vendors to establish a contract for the renovation and masonry of the School Lunch Warehouse which will include the labor, materials and equipment to remove, replace, demolish and install various items

The campus included in this IFB is:
School Lunch Warehouse St. Croix District

The successful contractor will be required to provide all labor, supervision, tools, equipment, and materials to execute the work.

The work to this facility will be required to be 100% complete by August 31, 2024.

Overall Project Objectives/Scope of Work

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:

School Lunch Warehouse Office - Complete Renovation Scope of Work

See Attachment A- Itemized Bid Sheet

The Government of the Virgin Islands emphasizes that the requirement for 100% complete by August 31, 2024.

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 other than 10% of the contract award amount for Mobilization.

II. PROPOSAL DETAILS

The below estimated timeline for the bidding process is subject to change at the sole discretion of the Government of the Virgin Islands' Department of Education.

Proposal Format and Content:

In addition to the information required by other components of this IFB package, each bid package must contain the following information which will form the basis of the evaluation for each Proponent:

Part I: Firm General Qualifications (Include information on the prime contractor and the design firm.)

- 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 notarized references with details

Part II: Cost Proposal:

An Itemized Bid Sheet has been provided as part of this overall IFB package.

III. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents are required at bid opening and 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 **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Million Dollars and Zero Cents (\$1,000,000.00)] 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.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Notes:

- 1) Please note the above-referenced documents are subject to modification at the Government’s discretion.
- 2) Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.
- 3) All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract

IV. Appendix’s/Attachments

Attachment A: Itemized Bid Sheet



BID

**GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF EDUCATION**

Attachment A: Itemized Bid Sheet

**Renovation
School Lunch Warehouse Office Area
in St. Croix District**

BASE BID ITEMS

No.	Description	Specifics	Qty.	Units	Unit Price	Total Price
	MOBILIZATION					
1.	Mobilization; Install safety measures, construction signage and safety barriers		1	LS		
	SITEWORK					
2.	Remove all trash materials from information technology storage room and place in designated bins		48	SF		
3.	Perform deep cleaning of all surfaces in warehouse office space and bathrooms		862	SF		
4.	Legally dispose of waste material to local landfill/ including tipping fees		1	LS		
	DOORS					
5.	Remove the damaged interior door (80" by 36")		2	EA		
6.	Install new interior door (80" by 36")		4	EA		
	ROOFING					
7.	Remove all existing ceiling tiles		862	SF		
8.	Install new ceiling tiles in place of removed tiles		862	SF		
9.	Remove ceiling tile grid		862	SF		
10.	Install new ceiling tile grid - metal		862	SF		
	PLASTER AND GYPSUM BOARD					
11.	Remove existing plywood wall surfacing / Retain original studs		1803	SF		
12.	Replace plywood wall surfacing with smooth sheetrock surfacing / Retain original studs / original paint color		1803	SF		
13.	Paint all newly installed sheetrock surfacing to match the preexisting color of the room. Use two coats with paint additives.		1803	SF		
	SPECIAL CONSTRUCTION					

No.	Description	Specifics	Qty.	Units	Unit Price	Total Price
14.	Remove the existing central air conditioning supply grill		7	EA		
15.	Install a new central air conditioning supply grill in place of the removed metal air supply grill.		7	EA		
16.	Remove the bathroom showerhead and shower knobs		1	EA		
17.	Replace bathroom showerhead and shower knobs with new units		1	EA		
18.	Commission all bathroom water lines back into service		1	LS		
	ELECTRICAL SYSTEMS					
19.	Remove ceiling fan and cap wiring		14	EA		
20.	Hardwire charge station for forklifts in accordance with NEC		2	EA		
	LIGHTING					
21.	Remove the bathroom light fixture and disconnect it from the wiring		1	EA		
22.	Install new functioning light fixture in place of old light fixture		1	EA		
23.	Remove fluorescent light fixture		6	EA		
24.	Install a new and fully functioning LED light fixture in place of the removed fluorescent light fixture 4' x 2'.	Install fixtures of the same dimension as preexisting	6	EA		
LUMP SUM COST of Construction for completing entire project WITHOUT ALTERNATES:						

Certified Correct:

NA- Please place Bid on Vendor's Letterhead

(Licensed Contractor's Signature) (Date)

(Company)

(Address)
