



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3438 Kronprindsens Gade · GERS Complex 1<sup>st</sup> Floor  
St. Thomas · U. S. Virgin Islands · 00802-6447  
Telephone (340) 777-4432 · Fax (340) 775-7913

## REQUESTS FOR PROPOSALS

For

### ADDENDUM 2

## CDBG-DR ST. THOMAS OFFICE FURNITURE

### RFP 008-2020-DR-STT/STX

**Issue date:**

February 27, 2020

**Submittal deadline:**

March 23, 2020

**Contact person:**

Nicole Roberts  
Procurement/Contract Officer  
[nroberts@vihfa.gov](mailto:nroberts@vihfa.gov)

**AMENDED**

**ENCLOSURE DOCUMENT H**  
Virgin Islands Housing Finance Authority  
**BASE BID SHEET**

THE UNDERSIGNED CONTRACTOR PROPOSES TO FURNISH ALL LABOR, MATERIALS, EQUIPMENT AND INCUR ANY OTHER COSTS AS MAY BE REQUIRED TO PERFORM THE SCOPES OF WORK, SUBJECT TO ALL THE CONDITIONS AS SET FORTH IN THE PROJECT SPECIFICATIONS.

Section 1 – Furniture and Fixture Items					
Item	Description	Estimated Quantity	Vendors Suggested Quantity	Unit Cost	Total Cost
Office Cubicle Desk	Worksurface (cubicle) with modular components and accessories. Wall storage unit and file/drawer cabinet.	9		\$	\$
Executive Work Desk	Worksurface/Executive Desk Unit, Rectangular	4		\$	\$
Conference Table	Conference Table to seat 8 people with chairs	1		\$	\$
	OTHER ITEMS as needed (Please itemize on a separate sheet)			\$	\$
	<b>TOTAL</b>			\$	\$

Section 2 – Dealer & Installation Services					
Position	# of Staff	Hourly Rate	Estimated Hours per Week	Estimated Timing	Estimated Total
Office Design/Layout Staff					
Installation Staff					
Other Personnel (Please itemize on a separate sheet)					
SUBTOTAL	N/A	N/A	N/A	N/A	
<b>Section 3 - Shipping Expenses</b>					
Shipping	N/A	N/A	N/A	N/A	
SUBTOTAL – Shipping Expenses	N/A	N/A	N/A	N/A	
<b>TOTAL</b>	N/A	N/A	N/A	N/A	

Request for Proposals  
RFP 008-2020-DR-STT/STX  
CDBG-DR St. Thomas Office Furniture

**PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW**

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**(TYPE OR PRINT) NAME OF COMPANY**

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**(TYPE OR PRINT THEN SIGN) NAME OF OWNER, PRESIDENT or CEO of  
COMPANY BIDDING**

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**(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO of COMPANY BIDDING**

All other requirements and provision of RFP-004-2020-DR-STT/STX, Public Relations & Marketing Communications, shall remain in full force and effort.

Each Proposer shall make reference in his proposal to Addendum 1 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.



Antoinette Fleming, Director

Community Development Block Grant – Disaster Recovery

3/17/2020  
Date