



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
Telephone (340) 777-4432 · Fax (340) 775-7913

INVITATION FOR BIDS

for

ROSS MIXED USE DEVELOPMENT

PARCEL 26A, 102, 103 & 104 ESTATE TAARNEBERG,
ST. THOMAS, VI



IFB 002-2022-VIHFA-DR-STT-R2

Issue date:

September 19, 2022

Submittal deadline:

September 30, 2022

Contact person:

Nicole Roberts
Procurement/Contract Officer
nroberts@vihfa.gov

Invitation for Bids
IFB 002-2022-VIHFA-DR-STT-R2
Ross Mixed Use Development

“CONFIDENTIAL BID SUBMISSION”

Virgin Islands Housing Finance Authority

IFB 002-2022-VIHFA-DR-STT-R2
INVITATION FOR BIDS
ROSS MIXED USE DEVELOPMENT
PARCEL 26A, 102, 103 & 104 ESTATE TAARNEBERG,
ST. THOMAS, VI

1.0 PROJECT SUMMARY

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting sealed bids from qualified and licensed United States Virgin Islands (“USVI”) General Construction Contractors (“Respondent”) for the Construction of the Ross Mixed Use Development Project, which includes the new construction of a three (3) story steel framed and composite concrete slabs structure for a 18,000 SF Commercial, Office and Residential facility on St. Thomas, United States Virgin Islands (“USVI”) in accordance with the Architectural Drawings and Specifications by C.A. Ferreyra & Associates.

2.0 SCOPE OF WORK

Provide an all-inclusive bid for work as specified here-in and in accordance with Architectural Drawings and Specifications, as per the Scope of Work. The Respondent shall be responsible for furnishing all labor, equipment, material, and services necessary for the general types of work listed below:

- Clearing, tree removal, and de-grubbing site, removal of unsuitable soil.
- Excavation of footings and foundations.
- Installation of site utilities and drainage.
- Landscaping, planters, and irrigation system.
- Site signage.
- 2 Concrete Parking areas and striping.
- Concrete slabs on grade, stairs, sidewalks, and curbs.
- Structural Steel framing.
- Elevated composite slabs.
- Exterior wall system.
- Exterior Elevator.
- All windows, doors, storefronts, sliding doors, security screens and roll down shutters.
- Installation of aluminum railing.
- 3rd floor interior finishes
- Roof systems
- Electrical, Mechanical, and Plumbing rough-in and fixtures.

The Contractor shall coordinate with the VIHFA for any required progress inspections and final inspections. The architectural drawings have already been approved by the U.S. Virgin Islands Department of Planning and Natural Resources (“DPNR”) and the Permits are in the VIHFA, St. Thomas office.

3.0 CONTACT INFORMATION

The selected Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with VIHFA.

4.0 TERMS

The VIHFA will contract for a period of **Seven Hundred Twenty (720) calendar days**, subject to VIHFA’s option to extend the term of the contract for similar term subject to satisfactory performance. The VIHFA reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

5.0 PAYMENT

The contract will be funded, in whole or in part, by CDBG-DR funds. Therefore, funding and payment of the contract will be based on requirements and availability of the CDBG-DR funds by the VIHFA. The prime Contractor is responsible for submitting to VIHFA, all required documentation for payment.

After the notice to proceed is issued, the contract payment will consist of a mobilization, after which all subsequent payment will be based upon work in place. Further, a 10% retainage will be withheld from each payment following the mobilization payment. The selected Respondent shall allow enough time for VIHFA to review and process payment requests, which can take an average of four (4) weeks.

6.0 TERMINATION

Either party may terminate the parties’ contract with or without cause with **thirty (30) calendar days** written notice to other party before the effective date of such termination. The VIHFA may, by written notice, terminate the Respondent’s services, in whole or in part, for failure of Respondent to perform its obligations under the parties’ contract. In such event, the Respondent shall be liable for damages as authorized by law.

7.0 LIQUIDATED DAMAGES

Should the successful Respondent fail to complete the scope of work according to the terms of the contract, the successful Respondent agrees to pay to the VIHFA, as liquidated damages, **\$500.00** for each calendar day or portion thereof that the successful Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the successful Respondent, to the extent available.

8.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single prime Contractor and that prime Contractor shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its IFB total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include

specific designations of the tasks to be performed by the subcontractor. The documentation required of the prime Contractor is also required for any subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and the VIHFA. Unless provided for in the contract with VIHFA, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

9.0 CONFLICT OF INTEREST

A Respondent submitting a bid hereby certifies that no officer, agent or employee of VIHFA has pecuniary interest in this bid or has participated in contract negotiation on behalf the VIHFA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Invitation for Bid (“IFB”); the Respondent is competing solely in its own behalf without connection with, or obligation to any undisclosed person or firm.

10.0 BONDING REQUIREMENTS

The Respondent shall comply with the VIHFA’s bonding requirements as described below:

REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$500,000.00. There are no bonding requirements for small purchase or for competitive proposals. The VIHFA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

BID BONDS

For construction exceeding \$750,000.00, bidders may be required to submit a bid guarantee equivalent to 5% of the bid price.

ASSURANCE OF COMPLETION (Performance and Payment Bonds, etc..)

The successful bidder may be required to furnish an assurance of completion. The assurance may be anyone of the following:

- A performance and payment bond in a penal sum of *100 percent* of the contract price; or
 1. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the Contractor’s

2. obligations under such contract.
3. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
 - Separate performance and payment bonds, each for *50 percent* or more of the contract price; or
 - A *20 percent* cash escrow; or
 - A *25 percent* irrevocable letter of credit; or
 - A pledged asset(s) that is adequate to protect the interest.

The bonds must be obtained from guarantee or surety companies authorized to do business in the USVI where the work is to be performed. Individual sureties shall not be considered. **U.S. Treasury Circular Number 570** lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the State/Territories in which the company is licensed to do business. Use of companies on this circular is mandatory.

11.0 CONTRACTOR’S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed “Base Bid Sheet” with a price guaranteed for ninety (90) days and provide the documentation as specified in this IFB solicitation.
- Be a duly licensed General Construction Contractor in the USVI and provide proof a valid USVI Business License.
- Pay all taxes and fees as required by the local and federal statutes.
- Maintain compliance with all permits issued for the project.
- Obtain and provide a copy of current Liability Insurance for Two Million Five Hundred Thousand (\$2,500,000.00) Dollars to cover any claims and damages occasioned by executing the Scope of Work.
- Provide acceptable workmanship, according to “Industry Standards” in each Trade or Scope of Work.
- Provide a Construction Progress Schedule (CPS).
 - Fully guarantee all work under the Contract for a period of one (1) year from the date of VIHFA’s final acceptance of the work. Remedy and repair any defects in materials or workmanship, without expense to VIHFA, no later than thirty (30) days after receipt of a written notice of a defect and provide a one-year warranty on such repairs.
- Prepare and submit applications for payment accompanied by invoices, based upon the approved Schedules of Values.
- Within thirty (30) days following issuance of Notice to Proceed, the Contractor shall provide to VIHFA a copy of Safety Plan, Quality Control Plan, and a Site Logistics Plan for review and approval.
- Furnish an Assurance Completion (Performance bond, Payment bond, etc.)

12.0 VIHFA'S RESPONSIBILITIES

- Provide the Respondent with an electronic copy of the Architectural Plans with specifications.
- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform weekly periodic inspections of construction progress to ensure compliance with the project drawings, specifications and VIHFA's policies and procedures.
- Hold weekly construction meetings and project site visits to maintain coordination of the construction work.
- Review all weekly status reports, draft, and final project close-out reports prior to final acceptances.
- Review all invoices, process pay application packages and ensure timely delivery of payments to the Respondent.

13.0 INVITATION FOR BID SCHEDULE

The following dates are proposed by the VIHFA. The deadlines associated with this IFB are further outlined:

IFB SCHEDULE	DATES	TIMES
IFB Issue date	September 19, 2022	
Pre-Bid Conference	September 21, 2022	10:00 AM
Final date to submit written questions	September 23, 2022	
IFB submittal deadline	September 30, 2022	2:00 PM
IFB Bid Opening	September 30, 2022	3:00 PM

The VIHFA reserves the right to change the Schedule of this IFB by issuing an Addendum at any time.

14.0 ISSUING AND PROCURING OFFICE

This IFB is being issued for the VIHFA. All general correspondence and inquiries about the IFB should be submitted in writing and sent to:

Email: nroberts@vihfa.gov

Inquiries can be made by e-mail and must be completed using **Enclosure Document G**. Mark subject line for email "IFB 002-2022-VIHFA-DR-STT-R2".

From the issue date of this IFB until a determination is made regarding the selection of a Contractor, all contacts concerning this IFB must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the contractor's package. The VIHFA will **not** be responsible for any oral information given by any employees.

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Ross Mixed Use Development

Failure to ask questions, request changes or submit objections shall constitute the acceptances of all terms, conditions, and requirements in this IFB. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If the VIHFA amends this IFB, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>. After the questions deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the bid package, and/or check VIHFA's website for updates. The bid package will be considered non-responsive if all modifications are not incorporated.

15.0 PRE-BID CONFERENCE and SITE TOUR

The VIHFA will conduct a virtual Pre-bid Conference at **10:00 a.m.** Atlantic Standard Time (AST) on **September 21, 2022**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/81279575610> Meeting ID: 812 7957 5610 **A site tour shall be scheduled with anyone who request one during the conference.**

It is highly recommended that you thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. All prospective Contractors are urged to attend. Non-attendance on the part of a Contractor shall not relieve the prospective respondent of any responsibility for adherence to any of the provisions of this bid package or any addenda thereto.

16.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted no later than **2:00 p.m.** AST on **September 30, 2022**. **Bid Packages must be submitted:**

via email: procurement@vihfa.gov

The email subject line must be clearly marked **"IFB BID - ROSS MIXED USE DEVELOPMENT"**. The VIHFA will not consider fax submission of a bid or email submission received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each bid package with this information may cause the VIHFA to inadvertently open the bid package before official closing date and time. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered **LATE** and will **not** be opened or considered.

17.0 VIRTUAL BID OPENING

The VIHFA will conduct a virtual Bid Opening at **3:00 p.m. AST on September 30, 2022**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/86755846644> Meeting ID: 867 5584 6644

18.0 FORMAT OF BID PACKAGE

To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined will disqualify the respondent.

- A. IFB Cover Letter - Complete Enclosure Document A.**
- B. Commitment Statement Letter** – The Commitment Statement letter should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in its submittal. The letter shall also include a statement of understanding of the work to be done and to certify that the company shall adhere to the all the terms and conditions governing the contract. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past five (5) years.
- C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. Contract Document Checklist Form** – Complete **Enclosure Document D** and submit the **current Business License**. For this section, Respondent must provide evidence that the company is licensed to provide General Construction in the U.S. Virgin Islands. **The Business License must be relevant to the Scope of Work for this solicitation.**
- F. Respondent’s Qualifications Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA professional references for the most recent, relevant work comparable to the scope requested in this IFB whom would be willing to discuss your company’s competency and performance. If you currently have more than three (3) non-VIHFA references, a client listing with contact information should be provided as well. The VIHFA reserves the right to check references prior to award.

G. **Bid Sheet** – Complete **Enclosure Document F**. All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first. **A cost shall be shown for each line item on Enclosure Document “F” to equal total Bid Cost or Bid will be deemed non-responsive.**

H. **Inquiry Submission Form** – Complete **Enclosure Document G**.

Each respondent must adhere to the requirements of this section relative to the bid package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their bid package closely follows the sequence and organizational outline described in this section.

18.0 REQUIRED DOCUMENTS

The successful respondent shall have ten (10) business days from the day it receives Notice of Selection to submit the following documents:

A. **Formation Documents** – The successful respondent will be required to provide a copy of their Corporate Documents within ten (10) business days of receiving a notice of selection.

- **Provide a copy of Formation Documents**

Corporations (Inc., Corp, Co., Corporation)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Incorporation & By Laws
- Copy of Certificate of Resolution
- Copy of Certificate of Good Standing

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement
- Copy of Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Copy of current Certificate of Good Standing

Limited Partnerships (LP, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification
- Copy of Certificate of Good Standing for LLP and LLLP

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

- B. Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence within ten (10) business days of receiving a notice of selection. A copy of the receipt that demonstrates evidence of filing the company's Annual Report on June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.
- C. Employer Identification Number (EIN)** - The successful respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection.
- D. General Liability Insurance** – The successful respondent will be required to obtain and have in place Liability Insurance in an amount no less than **Two Million Five Hundred Thousand (\$2,500,000.00) Dollars**. The Insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured”:

Virgin Islands Housing Finance Authority
3202 Demarara Plaza, Suite 200
St. Thomas, U.S. Virgin Islands 00802

- E. Worker's Compensation Insurance/Certificate of Government Insurance Coverage** - The successful respondent will be required to obtain and have in place Worker's Compensation Insurance Coverage within ten (10) business days of receiving a notice of selection.
- F. Cage Number** – The respondent will be required to provide documentation showing its active registry on [SAM.gov](https://www.sam.gov).

Failure to provide the required documents within the stated time period may result in the bids deemed non-responsive and may be immediately disqualified with no further consideration given for potential awarding of the contract.

19.0 HUD GENERAL PROVISIONS

HUD funded procurements shall be governed by all HUD terms and conditions, attached hereto as [HUD-Federal-Cross-Cutting-Measures](#). Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the respondent shall adhere to the terms and conditions set forth in the attachment.

20.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider Respondent's qualifications including but not limited to the following criteria:

- Respondent is duly organized, validly existing, qualified, and licensed to conduct business in the United States Virgin Islands as a General Construction.
- Lowest reasonable price and responsive bid package.

21.0 RIGHT TO REJECT BID PACKAGES

The VIHFA reserves the right to reject, without prejudice, any and all bids submitted in response to this solicitation. Further, bids submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

Enclosures

- | | |
|--------------------------------|--|
| 1. Enclosure Document A | IFB Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Corporate Document Checklist Form |
| 5. Enclosure Document E | Respondent's Qualification Statement Form |
| 6. Enclosure Document F | Bid Sheet |
| 7. Enclosure Document G | Form for Submission of Inquiries |

Attachments

- | | |
|------------------------|--|
| 1. Attachment A | Architectural Drawings and Specifications |
| 2. Attachment B | Electrical Drawings and Specifications |
| 3. Attachment C | Mechanical Drawings |
| 4. Attachment D | Structural Drawings and Specifications |
| 5. Attachment E | Soil Report |

Invitation for Bids
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Ross Mixed Use Development

ENCLOSURE DOCUMENT A
Virgin Islands Housing Finance Authority
IFB COVER LETTER

RESPONDENT

Name: _____

Address: _____

Tax Identification #: _____

DUNS #: _____

RESPONDENT'S CONTACT PERSON

Name: _____

Title: _____

Telephone: _____

SCHEDULE OF ADDENDA

(I) or (We) acknowledge receipt of the Addenda to the IFB Package hereinafter named, for the project(s) included in this IFB and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

Addendum Number _____ Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____

ENCLOSURE DOCUMENT B
Virgin Islands Housing Finance Authority
NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or sham; that said proponent has not colluded, conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham proposal cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal cost of the affinity or of any other proponent, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal or cost proposal are true.

(Name of Respondent, if the Respondent is a Corporation)

(Name of Respondent if the Respondent is a Limited Liability Corporation)

(Name of the Respondent if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me on the Island of _____,
this _____ day of _____, 2022, by _____
of legal age, _____

(Trade or Corporation)

and personally known to me.

(SEAL)

Notary Public

ENCLOSURE DOCUMENT C
Virgin Islands Housing Finance Authority
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension, and Ineligibility

- (1) The respondent certifies, by submission of this IFB Response, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the respondent is unable to certify to any of the statements in this certification, such respondent shall attach an explanation to this IFB Response.

Name and Title of Authorized Representative:

Signature

Date

Subscribed and sworn to before me on the Island of _____,
this _____ day of _____, 2022, by _____
of legal age, _____

(Trade or Corporation)

and personally known to me.

(SEAL)

Notary Public

ENCLOSURE DOCUMENT D
Virgin Islands Housing Finance Authority
Corporate Document Checklist

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office _____ Mobile _____

1. ___ Contractor Corporate Documents

___ **Corporation** ___ Copy of Articles of Incorporation & By Laws
 ___ Letter of Good Standing from Office of the Lt. Governor/Copy of
 receipt demonstrating Annual Report is filed.

___ **LLC** ___ Copy of Articles of Organization
 ___ Copy of Operating Agreement
 ___ Certificate of Existence from Office of the Lt. Governor/Copy of
 receipt demonstrating Annual Report is filed.

___ **Sole Proprietor** ___ Copy of Trade Name Certificate

2. ___ Current business license Expiration date: ___/___/20___

Type of business license: _____

3. ___ Employer Identification Number (EIN)/Social Security Number (SSN): _____

4. ___ Cage Number: _____

5. ___ Insurance Binder Expiration date: ___/___/20___

Type of Insurance: ___ General Liability ___ Automobile ___ Errors and Omissions

6. ___ Workers Compensation Insurance Expiration date: ___/___/20___

ENCLOSURE DOCUMENT E
Virgin Islands Housing Finance Authority
Respondent's Qualification Statement

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status: (check one) Corporation LLC Partnership Sole Proprietorship
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Number of Years licensed to conduct business in the U.S. Virgin Islands _____
Number of Construction projects completed in the last 5 Years _____, Average value of these Contracts \$ _____

Do you have current Liability Insurance Coverage? Yes No If yes, value \$ _____

Have you ever failed to complete a project, been fired and/or sued by one of your clients? Yes No
If yes, explain on another sheet, if a Performance Bond or other means were used to resolve the issue and the circumstances and the outcome.

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? Yes No
If yes, explain on another sheet, the circumstances and outcome.

List three references of previous clients and their contact numbers that can be contacted for their input concerning your ability as a General Contractor:

- | | |
|----------------------|----------------------|
| 1) Client Name _____ | Contact Number _____ |
| 2) Client Name _____ | Contact Number _____ |
| 3) Client Name _____ | Contact Number _____ |

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

- | | | | |
|----------------------|--------------|---------|--------------|
| 1) Client Name _____ | Value: _____ | % _____ | Value: _____ |
| 2) Client Name _____ | Value: _____ | % _____ | Value: _____ |
| 3) Client Name _____ | Value: _____ | % _____ | Value: _____ |

(If you have more contracts, please list on separate sheet)

Certification of truth of the above Statements, by: _____ Title: _____

ENCLOSURE DOCUMENT F
BASE BID SHEET
ROSS MIXED USE DEVELOPMENT
PARCEL #26A, 102, 103 & 104 ESTATE TAARNEBERG, ST. THOMAS, VI

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scope of work, subject to all conditions as set form in the project specifications.

<u>SPEC#</u>	<u>DESCRIPTION OF WORK</u>	<u>BASE BID</u>
INFRASTRUCTURE BASE BID		
1.	Mobilization (Equal to 10% of Total Base Bid)	\$ _____
2.	Site Clearing and Excavation/Backfill	\$ _____
3.	Pavement Marking	\$ _____
4.	Landscaping/Irrigation Systems Site Concrete (incl. plaza concrete, pads & sidewalks and parking area)	\$ _____
5.	Concrete Footings & Foundations	\$ _____
6.	Trellis Structure & Site Signage	\$ _____
7.	Aluminum Handrails and Stair Security Gates	\$ _____
8.	Structural Steel Frame	\$ _____
9.	MBCI Roof Panel System	\$ _____
10.	Flat Roof & Stair Roof Coatings	\$ _____
11.	Site Plumbing & Sewer, Underground Drainage Building Drainage (Roof, Balconies, Corridors & Stairs)	\$ _____
12.	Site Electrical, Main & Communication UG Piping	\$ _____
13.	Elevator and Equipment	\$ _____
14.	Emergency Generator	\$ _____
	TOTAL INFRASTRUCTURE BASE BID	\$ _____

OVERFLOW PARKING AREA BASE BID

- 15. Site Clearing, Grading & Backfill \$ _____
- 16. Pavement Marking \$ _____
- 17. Concrete Paving Sidewalk, Curbs & Bumpers \$ _____
- 18. Landscaping \$ _____
- 19. Parking Light Poles and Fixtures \$ _____
- 20. Chain-link Fencing \$ _____

TOTAL PARKING AREA BASE BID \$ _____

FIRST FLOOR BASE BID

- 21. Concrete Slab on Grade \$ _____
- 22. Exterior Wall System \$ _____
- 23. 1st Floor Storefront Windows & Doors \$ _____
- 24. 1st Floor Roll Down Shutters \$ _____
- 25. Exterior Painting \$ _____
- 26. HVAC & Mechanical Rough-in \$ _____
- 27. Electrical Rough-in \$ _____

TOTAL FIRST FLOOR BASE BID \$ _____

SECOND & THIRD FLOOR BASE BID

- 28. Concrete Composite Slab \$ _____
- 29. Exterior Wall System \$ _____
- 30. 2nd Floor Exterior Impact Windows & Doors \$ _____
- 31. 2nd Floor Bath Interior Metal Studs & Drywall (Ceilings) \$ _____
- 32. 2nd Floor Bath Interior Painting \$ _____
- 33. Exterior Painting \$ _____
- 34. Floor and Wall Tiles \$ _____
- 35. Bathroom Partitions and Accessories \$ _____
- 36. Walkway Aluminum Railing \$ _____
- 37. 2nd Floor Plumbing Rough-in and Fixtures \$ _____
- 38. 2nd Floor HVAC/Mechanical Rough-in \$ _____
- 39. 2nd Floor Electrical Rough-in and Fixtures \$ _____

TOTAL 2nd & 3rd FLOOR BASE BID \$ _____

THIRD FLOOR INTERIOR BASE BID

40. Wall & Ceiling Insulation	\$ _____
41. Entry Doors, Interior Doors & Hardware Exterior Impact Windows and Sliding Glass Doors	\$ _____
42. Interior Metal Studs & Drywall (Ceiling)	\$ _____
43. Floor and Wall Tiles	\$ _____
44. Interior Painting	\$ _____
45. Cabinets, Shelving, Vanities and Countertops	\$ _____
46. Kitchen and Laundry Appliances	\$ _____
47. Fire Protection (Detectors)	\$ _____
48. Plumbing Rough-in and Fixtures	\$ _____
49. Split Units Rough-in and Fixtures	\$ _____
50. Electrical Rough-in and Fixtures	\$ _____
TOTAL 3RD FLOOR INTERIOR BASE BID	\$ _____

TOTAL BID AMOUNT \$

TOTAL BID AMOUNT (IN WORDS) _____
(Includes all scopes of work found in IFB Bid Package)

PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW

(TYPE OR PRINT) NAME OF COMPANY

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

Invitation for Bids
IFB 002-2022-VIHFA-DR-STT-R2
Ross Mixed Use Development

ENCLOSURE DOCUMENT G

Virgin Islands Housing Finance Authority
FORM FOR SUBMISSION OF INQUIRIES

IFB 002-2022-VIHFA-DR-STT-R2
Ross Mixed Use Development

Submit additional sheets of this Form for Submission of Inquiries if more than 10 questions are to be submitted

Proposer:

Date:

No. Question	IFB Section or Document	IFB or Document Page No.
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VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
Telephone (340) 777-4432 · Fax (340) 775-7913

Nicole Roberts
Procurement/Contract Officer
nroberts@vihfa.gov