INVITATION FOR BIDS

for

DEMOLITION OF QUEEN LOUISE APARTMENTS

IFB 001-2019-STT-R1

Issue date:
July 1, 2019

Submittal deadline:
July 31, 2019

Contact person:
Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432
1.0 PROJECT SUMMARY
The Virgin Islands Housing Finance Authority (VIHFA) is soliciting sealed bids from only V.I. licensed General Construction Contractors and/or Heavy Equipment companies to provide services to demolish two (2) apartment buildings (15 units total) with two (2) above grade cisterns, stairs, planters and walkways, one (1) cistern and one (1) story masonry building attached to the Boys & Girls Club building located in Estate Nordsidevej on the island of St. Thomas, U.S. Virgin Islands. The buildings have been abated of all hazardous materials (Lead and Asbestos Containing Materials) and pose no known health threat to the successful demolition contractor. All work shall be performed in conformance with local and federal laws.

2.0 SCOPE OF WORK
Provide a bid for work as per these General Specifications:
- Perform pre-demolition survey of all units
- Prepare work plan, schedule and all transmittal correspondence for submittal to VI DPNR for a demolition permit
- Prepare work plan, schedule and all transmittal correspondence for submittal to VI Waste Management Authority for permit to dispose of debris
- Mobilization:
  - Mobilization shall include fencing the road frontage to ensure the safety of workers and the public.
  - Installation of warning signs.
  - Mobilizing equipment and services required to complete the scope of work.
  - Installation of onsite restroom and office (if needed).
  - Installation of onsite sign board displaying all required Permit, Labor and Regulatory information.
- Provide demolition and disposal services to remove two (2) apartment buildings with two (2) above grade cisterns, one (1) cistern and one (1) story masonry building including: slabs, stairs, planters, walkways and underground utilities in accordance with local and federal laws and guidelines.
- Provide clean fill material for all excavated areas, compact and re-grade site to existing conditions.
- Provide removal services for all onsite overhead electrical and cable wiring and two (2) poles.
- Provide certification of disposal.
- Provide weekly status reports and a final project close out report.
3.0 TERMS
The VIHFA will contract for a period of One Hundred Eighty (180) 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.

4.0 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.

5.0 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.
6.0 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 90 days and provide the documentation as specified in this IFB solicitation.
- Pay all taxes and fees as required by the local and federal statutes.
- Obtain and provide a copy of current Liability Insurance to cover any claims and damages occasioned by executing the Scope of Work. A Liability Insurance binder in an amount no less than One Million Dollars ($1,000,000.00) will be required with VIHFA named as the additional insured party.
- Provide acceptable workmanship, according to “Industry Standards” in each Trade or Scope of Work.
- Maintain compliance with all Permits issued for the project.
- Complete the total project within 180 days, subject to liquidated damages in the amount of $500.00 for each day after the scheduled completion date.

7.0 VIHFA’S RESPONSIBILITIES

- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform weekly periodic inspection of progress on site to ensure compliance with the project specifications and VIHFA’s policies and procedures.
- Provide review of all weekly status reports, draft and final project close out report prior to final acceptances of same.
- Review all invoices and ensure payments.

8.0 INVITATION FOR BID SCHEDULE

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

<table>
<thead>
<tr>
<th>IFB SCHEDULE</th>
<th>DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>IFB Issue date</td>
<td>July 1, 2019</td>
<td></td>
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<tr>
<td>Pre-Bid Conference</td>
<td>July 9, 2019</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Final date to submit written questions</td>
<td>July 17, 2019</td>
<td></td>
</tr>
<tr>
<td>IFB submittal deadline</td>
<td>July 31, 2019</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>IFB Bid Opening</td>
<td>July 31, 2019</td>
<td>1:15 PM</td>
</tr>
</tbody>
</table>

The VIHFA reserves the right to change the Schedule of this IFB by issuing an Addendum at any time.
9.0 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:

Afisha M. Hillocks  
Procurement/Contract Officer  
Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
St. Croix, VI 00840-3912

OR

Inquiries can be made by e-mail.  
Email: ahillocks@vihfa.gov  
Mark subject line for email “IFB 001-2019-STT-R1”.

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.

Failure to ask questions, request changes or submit objections shall constituted 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 email the addenda to all potential respondents. The VIHFA will not be held responsible if any potential respondent does not provide current contact information to receive all addenda. It is the responsibility of the potential respondents to update all contact information and contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the proposal package. The bid package will be considered non-responsive if all modifications are not incorporated.

10.0 CONFLICT OF INTEREST
A respondent submitting a bid hereby certifies that no officer, agent or employee of the VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of VIHFA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

11.0 PRE-BID CONFERENCE
The VIHFA will conduct a Pre-bid Conference in its Conference Room located at 3202 Demarara Plaza, Suite 200 St. Thomas, U.S. Virgin Islands 00802 at 1:00 p.m. Atlantic Standard Time (AST) on July 9, 2019. A site tour shall immediately follow the conference on the island of St.
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 proposal package or any addenda thereto.

12.0 SUBMISSION OF BID PACKAGES

All responses to this IFB are to be submitted no later than 1:00 p.m. AST on July 31, 2019. Submissions must be packaged in a sealed envelope. (1 original, 2 copies). The VIHFA will not consider fax or e-mail submission of a bid or mail submissions received after the bid due date.

Bid Packages must be submitted to:

SEAL BIDS — DO NOT OPEN
Virgin Islands Housing Finance Authority
3202 Demarara Plaza, Suite 200
St. Thomas, U. S. Virgin Islands 00802-66447

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The envelope must be clearly marked. 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 mark 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 nor considered.

13.0 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 of the commitments made in its submittal. The letter shall also include a statement of understanding the work to be done and to certify that the company shall adhere to 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
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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 your current Business License. For the Reference Section of the form, you must provide three (3) references for the most recent, relevant work comparable to the scope requested in this IFB who would be willing to discuss your company’s competency and performance. If you currently have more than three (3) references, a client listing with contact information should be provided as well.

F. Contractor’s Qualifications Statement Form – Complete Enclosure Document E. For the Reference Section of the form, you must provide three (3) references for the most recent, relevant work comparable to the scope requested in this IFB who would be willing to discuss your company’s competency and performance. If you currently have more than three (3) references, a client listing with contact information should be provided as well.

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.

Each respondent must adhere to the requirements of this section relative to the bid package content and format in order 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.

14.0 CONFLICT OF INTEREST
A respondent submitting a bid hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of the VIHFA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

15.0 MINORITY & WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE)
Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give
M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with VIHFA and monetary payments based on the M/WBE goal shortfall.

16.0 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. Corporate 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 Corporate Documents
     - Corporation:
       - Copy of Articles of Incorporation & By Laws
     - Limited Liability Company (LLC):
       - Copy of Articles of Organization
       - Copy of Operating Agreement
     - Sole Proprietor:
       - Copy of Trade Name Certificate

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. Social Security Number (SSN) or Employer Identification Number (EIN) - The successful respondent will be required to provide an official copy of their SSN or EIN within ten (10) business days of receiving a notice of selection.

D. Liability Insurance – The successful respondent will be required to obtain and have in place Liability Insurance in an amount no less than One Million (1,000,000.00) Dollars. The Insurance policy shall name the VIHFA as an “Additional Insured”. The successful
respondent must provide a copy of the Liability Insurance within ten (10) business days of receiving a notice of selection.

E. **Workers' Compensation Insurance** – The successful respondent will be required to obtain and have in place Workers' Compensation Insurance coverage. The successful respondent must provide a copy of the Workers' Compensation Insurance within ten (10) business days of receiving a notice of selection.

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.

**17.0 SELECTION PROCESS**

The VIHFA’s Evaluation Committee Panel is responsible for evaluating all respondents’ submittals. The Evaluation Committee Panel will consider the following criteria:

- The Contractor is duly organized, validly existing, qualified and licensed to conduct business in the United States Virgin Islands.
- Lowest Reasonable Price and Responsive Bid Package

**18.0 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
5. Enclosure Document E   Contractor’s Qualification Statement Form
6. Enclosure Document F   Bid Sheet

**Attachments**

- Attachment A  Demolition Scope of Work with a Map of Queen Louise Emergency Housing Apartments
- Attachment B  Detailed Specifications for Building Demolition
- Attachment C  Final Grading Plan
ENCLOSURE DOCUMENT A

Virgin Islands Housing Finance Authority

IFB COVER LETTER

BIDDER
Name: ____________________________________________________________
Address: _____________________________________________________________________
Tax Identification #: _______________________________________________________

BIDDER’S CONTACT PERSON
Name: ____________________________________________________________
Title: ______________________________________________________________________
Telephone: ___________________________________________________________________
Email Address: ___________________________________________________________________

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___________________
Addendum Number__________________  Date___________________

BIDDER’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 __________, 2019, 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 __________, 2019, by ____________________________,
of legal age, ____________________________,
(Trade or Corporation)

and personally known to me.

(SEAL)

___________________________________
Notary Public
ENCLOSURE DOCUMENT D

Virgin Islands Housing Finance Authority

Contract Document Checklist

Name of Contractor: ________________________________________________________________
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
   Type of business license: ____________________________
   Expiration date: ___/___/20___

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

4. ___ Insurance Binder
   Type of Insurance: ___ General Liability ___ Automobile ___ Errors and Omissions
   Expiration date: ___/___/20___

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

For VIHFA use only

1. ___ Proposed Scope of Work EBID#_________ RFP#_________ RFQ#_________ IFB#_______
2. ___ Proposals __Bids ___ Signed Evaluation Spreadsheet ___ Recommendation
3. ___ Request for approval from Legal Counsel and Executive Director.

Legal Counsel: ___________________________________________ Date approved: ___/___/20___
Daryl Griffith, Executive Director: __________________________ Date approved: ___/___/20___
Date submitted to BOD for Contract Approval: ___/___/20___

Suggested # of Days in Contract ______________________________________________________
Mobilization/Payment Terms __________________________________________________________
Outstanding Issues: ________________________________________________________________
ENCLOSURE DOCUMENT E

Virgin Islands Housing Finance Authority

Contractor’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 demolition 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: _____________ %____
2) Client Name ___________________________ Value: _____________ %____
3) Client Name ___________________________ 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

DEMOLITION OF QUEEN LOUISE APARTMENTS

THE UNDERSIGNED CONTRACTOR PROPOSES TO FURNISH ALL LABOR, TOOLS, MATERIALS, EQUIPMENT, MISC. SUPPLIES 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.

<table>
<thead>
<tr>
<th>SPEC #</th>
<th>SCOPE/ DESCRIPTION OF WORK</th>
<th>BASE BID</th>
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<tbody>
<tr>
<td>1)</td>
<td>VIHFA Approved Work Plan</td>
<td>$ ________</td>
</tr>
<tr>
<td>2)</td>
<td>Mobilization &amp; General Conditions</td>
<td>$ ________</td>
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<tr>
<td>3)</td>
<td>Demolition of All Structures</td>
<td>$ ________</td>
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<tr>
<td>4)</td>
<td>Disposal of All Waste Materials</td>
<td>$ ________</td>
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<tr>
<td>5)</td>
<td>Fill, Compaction &amp; Final Grading of Site</td>
<td>$ ________</td>
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<tr>
<td>6)</td>
<td>Final Report</td>
<td>$ ________</td>
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<tr>
<td>7)</td>
<td>Demobilization</td>
<td>$ ________</td>
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TOTAL BID AMOUNT = $ (Includes all scopes of work found in the BASE BID Project Specifications.)

PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW

(TYPE OR PRINT) NAME OF COMPANY

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

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

☐ Please check this box if you have been certified as having completed the VIHFA Small Contractors Training Program.