



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002  
[www.vihfa.gov](http://www.vihfa.gov)

## **INVITATION FOR BIDS**

for

## **CAMPO RICO RENOVATION ADDENDUM I**

**IFB 001-2022-STX**

Issue date:

**April 5, 2022**

Submittal deadline:

**April 26, 2022**

Contact person:

**Afisha Hillocks**

**Procurement/Contract Officer**

**[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)**

**(340) 772-4432 ext. 3233**

**<https://www.vihfa.gov/procurement/solicitation>**



*Unlocking the Door to Affordable Housing*

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## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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IFB 001-2022-STX  
INVITATION FOR BIDS  
CAMPO RICO RENOVATIONS  
**ADDENDUM I**

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**This addendum is issued to modify the previously issued IFB document and/or given for informational purposes and is hereby made a part of the IFB document. The Respondent must acknowledge the receipt of any and all addenda by completing IFB Cover Letter, Enclosure Document A. The following sections are hereby amended/added:**

### **11.0 RESPONDENT’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) calendar days and provide the documentation as specified in this IFB solicitation.
- Be a duly licensed General Construction Contractor in the United States Virgin Islands and provide proof of 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, maintain and provide a copy of current General Liability Insurance for Six Hundred Thousand (\$600,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Complete the Project within Five Hundred Forty-Seven (547) calendar days, subject to liquidated damages in the amount of \$500.00 for each day after the scheduled completion date.
- Provide acceptable workmanship, according to “Industry Standards” in each Trade or for the Scope of Work.
- Submit timely approval to **Construction Manager (“CM”)**, in writing, for items that needs review and approval.
- **Submit timely to VIHFA’s CM, an Inspection Request form signed, “passed or failed”, and the “Inspected” sticker from Department of Planning & Natural Resources (“DPNR”) Building Permits office, before pouring any concrete or covering any electrical or plumbing work. This is contingent for contractor payment.**
- Fully guarantee all work under the Contract for a period of 12-month (365 calendar days) from the date of VIHFA’s final acceptance of the work. Remedy and repair any defects in materials or workmanship, without expense to the VIHFA, no later than fifteen (15) calendar days after receipt of a written notice of a defect and provide a one-year warranty on such repairs for each component installed.
- Prepare and submit an application for payment and invoice, based upon a mutually agreed upon the SOV.

### 13.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	March 25, 2022	
Pre-Bid Conference	April 1, 2022	2:00 p.m.
Site Tour	April 8, 2022	9:00 a.m.
Final date to submit written questions	April 12, 2022	12:00 p.m.
IFB Submittal Deadline	April 26, 2022	2:00 p.m.
IFB Bid Opening	April 26, 2022	3:00 p.m.

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

### 16.0 DELIVERY OF BID PACKAGE

All responses to this IFB are to be submitted no later than **2:00 p.m.** AST on **April 26, 2022**.  
**Bid Packages must be submitted:**

via email: [procurement@vihfa.gov](mailto:procurement@vihfa.gov)

The email subject line must be clearly marked “**IFB BID – Campo Rico Renovation**”. The VIHFA will not consider fax submission of a bid or email submissions 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 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 **April 26, 2022**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/83608700158>. Meeting ID: 836 0870 0158.



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