



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

INVITATION FOR BIDS

for

CAMPO RICO RENOVATION ADDENDUM II

IFB 001-2022-STX

Issue date:

April 13, 2022

Submittal deadline:

April 26, 2022

Contact person:

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Procurement/Contract Officer

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(340) 772-4432 ext. 3233

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



Unlocking the Door to Affordable Housing

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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

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 Virgin Islands Housing Finance Authority (“VIHFA”) is providing a response to questions asked by potential Respondents. Below are the questions and the responses as follows:

- 1. Aluminum Railing - Does it have to be aluminum? Can it be wood or route Iron?**

All railings shall be wood only.

- 2. Wall Hanging Vanity - Does it have to be hanging?**

All vanities are to be 18-inch floor cabinet with a sink.

- 3. Porcelain floor - Does it have to be Porcelain? Can it be ceramic?**

The shower floor tiles are to be porcelain. All other floor tiles are vinyl.

Below the following sections are hereby amended/added:

18.0 FORMAT OF BID PACKAGE

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 the bid package closely follows the sequence and organizational outline described in this section. To be considered for award, the bid package shall meet the following requirements:

- 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 for the work to be done. It shall state that the company will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractor, 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 ninety (90) calendar 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 company 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. Corporate Document Checklist Form** – Complete **Enclosure Document D and submit the current Business License**. For this section, Respondent must provide evidence that the company is currently licensed as a General Construction Contractor in the USVI. **The Business License must be relevant to the Scope of Work for this solicitation.**
- F. Respondent’s Qualification 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 who 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 ninety (90) calendar 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. **There are two bid sheets. Please fill out the two bid sheets then add the total of bid sheet 1 and the total of Bid Sheet 2 to provide the total bid amount at the bottom of Enclosure Document F.**

Enclosure

Enclosure Document F Bid Sheets (Revised)

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
BASE BID SHEET #1

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 the conditions as set forth in the project specifications.

Exterior 1 and Interior 1 of Building A

1 Mobilization	\$_____
2 Doors	\$_____
3 Electrical	\$_____
4 Flooring	\$_____
5 Kitchen	\$_____
6 Plumbing System	\$_____
7 Roof	\$_____
8 Walls	\$_____
9 Windows	\$_____
10 Paints	\$_____

BID SHEET 1 TOTAL \$_____

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

DATE

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

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
BASE BID SHEET #2

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 the conditions as set forth in the project specifications.

Exterior 2 of Building A

- | | |
|-------------------------------|----------|
| 1) Front Porch Floors & Walls | \$ _____ |
| 2) Exterior Walls | \$ _____ |
| 3) Windows | \$ _____ |
| 4) Doors | \$ _____ |
| 5) Garbage | \$ _____ |
| 6) Electrical | \$ _____ |
| 7) Plumbing | \$ _____ |

Interiors 2 of Building A

- | | |
|----------------------------------|-----------------|
| 8) Walls-Bedrooms & Living Rooms | \$ _____ |
| 9) Baths | \$ _____ |
| 10) Electrical | \$ _____ |
| 11) Plumbing | \$ _____ |

BID SHEET 2 TOTAL \$ _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
BASE BID SHEET #2 cont.

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

DATE _____

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

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

BID SHEET 1 TOTAL \$ _____

BID SHEET 2 TOTAL \$ _____

TOTAL BID AMOUNT \$ _____



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