



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802
Telephone (340) 777-4432 · Fax (340) 772-4002

INVITATION FOR BIDS

for

ESTATE MOUNT PLEASANT SINGLE FAMILY HOME CONSTRUCTION

IFB 002-2021-STX-R3

Issue date:

December 3, 2021

Submittal deadline:

January 12, 2022

Contact person:

Jeanine M. Blyden

Procurement & Contracting Manager

jblyden@vihfa.gov

(340) 772-4432 ext. 4248

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

 *Unlocking the Door to Affordable Housing*

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

IFB 002 -2021 -STX-R3
INVITATION FOR BIDS
ESTATE MOUNT PLEASANT
SINGLE FAMILY HOME CONSTRUCTION

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”) to construct six (6) turnkey affordable Single Family Homes utilizing plots owned by the VIHFA in the existing “Morning Glory Ridge” subdivision located in Estate Mount Pleasant in Frederiksted on St. Croix, USVI (see **Attachment A for the VIHFA Affordable Housing Development Guidelines**).

The VIHFA has prepared six (6) plots that are ready to be built upon (**See Attachment B for the Easement Over Plot 2-24 Estate Mount Pleasant and Attachment C for Location Map**). The VIHFA would like to provide its homeownership clients with a cost proposal from one contractor who is interested in building homes for its clients. The Respondent will be asked to provide the base price for the construction of each single-family home.

The single-family home plans (See **Attachment D for Permit Ready VIHFA Plans**) found within this solicitation were selected by the VIHFA to provide a high-quality home that is built at an affordable cost. The Respondents should notice the inclusion of features that shall reduce the cost of construction and the VIHFA expects that pricing shall reflect a serious consideration of the plan features.

2.0 SCOPE OF WORK

Provide a bid for work as per these specifications:

The Respondent shall be responsible for furnishing all labor, tools, materials, equipment, miscellaneous supplies and services necessary to construct each single-family home in accordance with the Architectural Drawings and specifications listed here-in.

Plot clearing work shall be limited to the area required to construct the single-family homes and the septic system at the Department of Planning and Natural Resources (“DPNR”) minimum required distance from the home. The selected Respondent shall be responsible for pre- and post-construction termite treatments and cistern water tests, prior to the VIHFA and the VIHFA’s client accepting the home.

Termite Treatment and Associated Warranty:

The Respondent shall be required to perform a pre-slab termite treatment as well as a final perimeter treatment upon completion of the home construction. Further, the Respondent shall provide a five (5) year warranty for the termite treatment, commencing upon VIHFA and VIHFA's client accepting the home.

The selected Respondent shall provide a project schedule for milestone progress on the following items within ten (10) calendar days following the execution of contract:

- Start date and 100% completion date of each Single-Family Home Construction.
- Completion date of each of the following for each home: Cistern, Floor Slab, Bond Beam, Roof, 80% Completion (Windows, Doors and Plastering) and 100% Completion.

The project schedule shall be an overall schedule encompassing all six homes and depicting each of the above referenced stages for each home.

The selected Respondent shall provide timely submittal, in writing, of the following items for review and approval:

- Windows & Doors
- Kitchen & Bathroom Cabinets & Countertops
 - Kitchen and bathroom cabinets and countertops must meet the minimum standards set forth by the Kitchen Cabinet Manufacturers Association (KCMA). For information in this regard visit: <http://www.kcma.org/certifications/ansi-kcma-standard>.
 - Additionally, no pressed wood will be permitted in any of the cabinets and countertops (nor anywhere in the home). All cabinets installed shall be constructed of PVC material.
 - All kitchen cabinets shall include upper cabinets above the refrigerator location. And, where no CMU block wall is shown adjacent to the open end of the refrigerator a double ¾" side panel shall be provided. Please see **Attachment E, Kitchen Cabinets Update**. The drawings clarify this addition.
 - All exposed surfaces must be waterproofed (interior and exterior of cabinets and countertops).
- All Plumbing & Electrical Fixtures
- Water Pump, Pressure Tank and Water Heater
- Bathtub, if Applicable
- and any other items specifically requested by VIHFA.

Water Supply from WAPA Meter to Home Supply:

The Respondent shall be required to install, connect, and test a water supply line from the WAPA water meter to the home supply. As usual all work shall be completed in a good

workmanlike manner and in accordance with all applicable building codes, WAPA requirements and industry standards. This work shall include a pressure reducing valve and water shutoff valves valve boxes and any other required items.

Pressure Test on Water Supply Lines:

The Respondent shall complete a pressure test on all water supply lines to ensure there are no leaks in any of the lines. The Respondent shall inform VIHFA's Construction Manager when each pressure test has been set up and provide sufficient time for inspection and monitoring.

Egress Windows:

The construction plans specify Single Hung Egress Windows at size 2'-8" x 4'-0", however this does not meet the building code for egress windows, therefore Respondents shall provide for increasing the egress window sizes to ensure that they meet the current building code requirements.

Handicap Ramp on Home Plans for Plot 2-22 (Attachment D5):

For Clarity, the ramp and landing(s) for entry to the home shall be constructed to meet current ADA requirements.

The VIHFA shall provide permit ready plans and the building and earth change permits to the selected Respondent. The selected Respondent shall be responsible for obtaining the Electrical, Plumbing and any other required permits. The selected Respondent shall be responsible for obtaining the final Electrical and Occupancy Certificate from DPNR as well. The selected Respondent shall request all DPNR progress inspections in writing and gain said approvals in writing. The Respondent shall inform the VIHFA's Construction Manager ("CM") assigned to the project of all inspection requests in order to provide a minimum of forty-eight (48) hours for VIHFA's inspection. All said DPNR inspection approval documents shall be submitted to VIHFA's CM within five (5) business days. In the event that DPNR fails an inspection, the failed inspection shall also be communicated in writing to the VIHFA's CM within forty-eight (48) hours. Additionally, the selected Respondent shall coordinate with the VIHFA for any required progress inspections and final inspections.

The Respondent shall also be responsible for creating and maintaining a detailed written record of all delays incurred on the project. The Respondent shall share this information with the VIHFA's CM on a weekly basis.

2.1 PROJECT FOREMAN

The Respondent shall maintain an experienced project foreman who will be responsible for coordinating the construction work to ensure compliance with the project requirements (plans, specifications, building codes, project directives, etc...) and proper order and process of construction work.

2.2 CONTACT INFORMATION

The 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 the VIHFA.

3.0 QUALIFICATIONS

The VIHFA is seeking a Respondent, with substantial experience and success in construction of Single-Family Homes in the USVI. The Respondent must have experience constructing a minimum of five (5) homes in the past ten (10) years in the USVI. The selected Respondent must be able to adequately demonstrate their experience in construction.

4.0 TERM

The VIHFA will contract for a period of **Four Hundred Fifty-Five (455) calendar days from the Notice to Proceed**. The VIHFA reserves the right to modify and/or terminate the contract if the successful Respondent 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.

The Respondent must submit a written request for an extension of the completion date within ten (10) calendar days of any delays caused by acts of God, unavoidable circumstances, or the negligence of the VIHFA or its agents or employees other than the Respondent. The extension shall equal the length of the delay by any of the above factors. However, there shall be no extensions to the completion date without the prior written consent from the VIHFA. All written requests for a time extension shall detail the cause of delay in order to satisfactorily substantiate the number of days requested.

5.0 TERMINATION

Either party may terminate the parties' contract with or without cause with **thirty (30) calendar days** written notice to the 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.

6.0 PAYMENT

The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed upon Schedule of Values ("SOV"). Payments will be made for each home individually based on the SOV.

After the notice to proceed is issued, the contract payment will consist of up to 10% for mobilization, after which all subsequent payments 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 the VIHFA to review and process payment requests, which can take an average of four (4) weeks.

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 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 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.

9.0 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 package 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 the 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.

10.0 BONDING REQUIREMENTS

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

BID BOND

Each Respondent shall furnish a bid guarantee equivalent to *five percent* of the bid price in the form of a bid bond. The “bid guarantee” shall consist of a firm commitment accompanying a bid as assurance that the Respondent will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

ASSURANCE OF COMPLETION

The successful Respondent shall furnish an assurance of completion. The assurance may be any one 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 obligations under such contract.
 2. 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 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 One Million Five Hundred Thousand (\$1,500,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Furnish a bid guarantee equivalent to five percent of the bid price in the form of a bid bond.
- Furnish an Assurance of Completion (Performance bond, Payment bond, ect...)
- Complete the Project within Four Hundred Fifty-Five (455) 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.

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- Provide project schedule for milestone progress on each single-family home construction, with the expectation of the construction period for each home lasting no more than Two Hundred and Forty (240) calendar days.
- Submit timely approval to CM, in writing, for items that needs review and approval. 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.
- Prepare and submit an application for payment and invoice, based upon a mutually agreed upon the SOV.

12.0 VIHFA’S RESPONSIBILITIES

- Provide the Respondent with an electronic copy of the Architectural Plans with specifications, a full-size set of the building plans and the Earth Change permit.
- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Provide construction survey start points. The Respondent shall be responsible to maintain start points and re-establish them, without expense to the VIHFA, if removed or altered at any point during the contract period.
- Perform periodic inspections of progress to ensure compliance with the project drawings, specifications, expected workmanship quality and VIHFA’s policies and procedures including but not limited to the Affordable Housing Development Guidelines.
- 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 report prior to final acceptances of same.
- Review all invoices, process pay application packages, and ensure timely delivery of payments to the Respondent.

13.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

| IFB SCHEDULE | DATE | TIME |
|------------------------|-------------------|-------------|
| IFB Issue date | December 3, 2021 | |
| Pre-Bid Conference | December 8, 2021 | 2:00 p.m. |
| Question Deadline | December 15, 2021 | 2:00 p.m. |
| Response to Questions | December 17, 2021 | |
| IFB Submittal Deadline | January 12, 2022 | 2:00 p.m. |
| IFB Bid Opening | January 12, 2021 | 3:00 p.m. |

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

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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:

Virgin Islands Housing Finance Authority
3202 Demarara Plaza No. 3 Suite 200
St. Thomas, VI 00802-6447

Email: jblyden@vihfa.gov
Mark subject line for email "IFB 002-2021-STX-R3"

From the issue date of this IFB until a determination is made regarding the selection of a successful Respondent, 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 Respondent'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 constitute the acceptance 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 shall 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 question 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's Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential Respondents to update all contact information, as necessary, to periodically check VIHFA's website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the bid package.

15.0 MANDATORY PRE-BID CONFERENCE

The VIHFA will conduct a virtual Pre-bid Conference at **2:00 p.m.** Atlantic Standard Time ("AST") on **December 8, 2021**. Participants may join the meeting via Zoom at [https://us02web.zoom.us/meeting/register/tZwud-6trzMtGtD2qDlzcQnVxTNxiqogcMxn](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZwud-6trzMtGtD2qDlzcQnVxTNxiqogcMxn), **Meeting ID 883 0751 8804**. If a Respondent requires additional site visits, it must be scheduled with the Procurement Officer prior to the bid due date. Please see **Attachment F, Site Map** for more information.

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It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. **All prospective Respondents are required to participate in the virtual pre-bid conference.**

16.0 DELIVERY OF BID PACKAGE

All responses to this IFB are to be submitted no later than **2:00 p.m.** on **January 12, 2022.**

Bid Packages must be submitted via email: procurement@vihfa.gov. 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.

The email subject line must be clearly marked **“IFB BID – Estate Mount Pleasant Single Family Home Construction”**. 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 **January 12, 2021.**

Participants may join the meeting via Zoom

at [https://us02web.zoom.us/meeting/register/tZwuc--gpjotE9OfdO2i1R_KlwbrGcYSiyCm](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZwuc--gpjotE9OfdO2i1R_KlwbrGcYSiyCm),

Meeting ID: 883 4688 1797.

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.
- H. Bid Bond** – Furnish a bid guarantee equivalent to *five percent* of the bid price in the form of a bid bond.

19.0 REQUIRED DOCUMENTS

The successful Respondent shall be required to submit the following documents:

- A. Formation Documents** – The successful Respondent will be required to provide a copy of their Formation 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

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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. 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.

C. General Liability Insurance – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than One Million Five Hundred Thousand (\$1,500,000.00) Dollars within ten (10) business days of receiving a notice of selection. The Insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured”:

Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

D. Assurance of Completion – The successful Respondent will be required to obtain, maintain and provide proof that it has in place an assurance of completion as specified in this IFB within ten (10) business days of receiving a notice of selection.

E. Workers' Compensation Insurance/Certificate of Government Insurance Coverage – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage 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 bid being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

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 Contractor and has completed five (5) homes in the past ten (10) years.
- 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 |

Attachments

- | | |
|------------------------|---|
| 1. Attachment A | VIHFA Affordable Housing Guidelines |
| 2. Attachment B | Easement Over Plot 2-24 Estate Mount Pleasant |
| 3. Attachment C | Location Map – Estate Mount Pleasant Subdivision |
| 4. Attachment D | Permit Ready VIHFA Plans |
| a. D1 | Plot 2-17 Estate Mt. Pleasant |
| b. D2 | Plot 2-18 Estate Mt. Pleasant |
| c. D3 | Plot 2-20 Estate Mt. Pleasant |
| d. D4 | Plot 2-21 Estate Mt. Pleasant |
| e. D5 | Plot 2-22 Estate Mt. Pleasant |
| f. D6 | Plot 2-24 Estate Mt. Pleasant |
| 5. Attachment E | Kitchen Cabinet Update |
| 6. Attachment F | Site Map |

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ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
IFB COVER LETTER

RESPONDENT

Name: _____

Address: _____

Tax Identification #: _____

RESPONDENT'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 bid package.

Addendum Number _____ Issue Date _____

Addendum Number _____ Issue Date _____

Addendum Number _____ Issue Date _____

Addendum Number _____ Issue 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/bid or proposal/bid cost, that such proposal/bid or proposal/bid cost is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or person, to put in a sham proposal/bid 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/bid cost of the affinity or of any other Respondent, or to fix any overhead, profit or cost element of said cost proposal/bid, or of that of any other Respondent, 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/bid or cost proposal/bid are true.

Signature of Respondent

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2020.

Notary Public
My commission expires: _____

(SEAL)

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 solicitation, 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 solicitation.

Name and Title of Authorized Representative:

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2020.

Notary Public

My commission expires: _____

(SEAL)

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CORPORATE DOCUMENT CHECKLIST

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office _____ Mobile _____

Email Address: _____

1. ___ Respondent Formation Documents

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

___ **LLC** ___ Copy of Trade Name Certificate (if applicable)
 ___ Copy of Articles of Organization
 ___ Copy of Operating Agreement
 ___ Certificate of Good Standing

___ **General Partnership** ___ Copy of Trade Name Certificate (if applicable)
 ___ Copy of Partnership Agreement (if applicable)
 ___ Certificate of Good Standing

___ **L.P, LLP, LLLP** ___ Copy of Trade Name Certificate (if applicable)
 ___ Certificate of Limited Partnership or Statement of Qualification
(for LLP and LLLP) ___ Current Certificate of Good Standing

___ **Sole Proprietorship** ___ Copy of Trade Name Certificate (if applicable)

2. ___ Current USVI business license Expiration date: ___/___/20___
 Type of business license: _____

3. ___ Employer Identification Number (EIN): _____

4. ___ Insurance_Certificate of General Liability & Endorsement Expiration date: ___/___/20___
 ___ Proof of Automobile Insurance Expiration date: ___/___/20___
 ___ Certificate Professional Liability & Endorsement Expiration date: ___/___/20___

5. ___ 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 Sole Proprietorship Partnership
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Do you have a current USVI Business License? Yes No Number of Years licensed to conduct business in the USVI_ Number of Home Construction completed in the last 5 Years _____, Average value of these contracts \$ _____
How many employees do the company have? _____ Do you have plan to use Subcontractors? Yes No If yes, company _____

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of contract terms? Yes No If yes, explain on another sheet, what 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 non-VIHFA professional references that can be contacted for their input concerning your abilities:

- 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 _____ | Percentage _____ |
| 2) Client Name _____ | Value _____ | Percentage _____ |
| 3) Client Name _____ | Value _____ | Percentage _____ |

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

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT 'S QUALIFICATION STATEMENT cont...

List a minimum of five (5) homes completed in the last ten (10) years (provide the client name and address location of constructed home). Providing a photo of each home upon completion would also be helpful.

| | Client Name & Contact Information: | Home Address: | Date of Final Completion (of Construction of the Home (Month / Year): |
|-----|---|----------------------|--|
| 1.) | | | |
| 2.) | | | |
| 3.) | | | |
| 4.) | | | |
| 5.) | | | |

Proposer shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
BASE BID SHEET

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.

TOTAL BID AMOUNT (Plot 2-17 Mt. Pleasant) = \$ _____

TOTAL BID AMOUNT (Plot 2-18 Mt. Pleasant) = \$ _____

TOTAL BID AMOUNT (Plot 2-20 Mt. Pleasant) = \$ _____

TOTAL BID AMOUNT (Plot 2-21 Mt. Pleasant) = \$ _____

TOTAL BID AMOUNT (Plot 2-22 Mt. Pleasant) = \$ _____

TOTAL BID AMOUNT (Plot 2-24 Mt. Pleasant) = \$ _____

GRAND 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

(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.

Invitation for Bids
IFB 002-2021-STX-R3
Estate Mount Pleasant Single Family Home Construction



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

Jeanine M. Blyden
Procurement & Contracting Manager
jblyden@vihfa.gov
340) 777-4432 ext. 4248

 *Unlocking the Door to Affordable Housing*