



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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St. Thomas · U. S. Virgin Islands · 00802-6447  
Telephone (340) 777-4432 · Fax (340) 775-7913  
[www.vihfa.gov](http://www.vihfa.gov)

## **INVITATION FOR BIDS**

for

### **ESTATE DONOE SINGLE FAMILY HOME CONSTRUCTION “WHISPER EIGHT”**

**IFB 003-2021-STT**

Issue date:  
**March 24, 2021**

Submittal deadline:  
**April 21, 2021**

Contact person:  
**Afisha M. 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 003-2021-STT  
INVITATION FOR BIDS  
ESTATE DONOE

SINGLE FAMILY HOME CONSTRUCTION

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### **1.0 PROJECT SUMMARY**

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting bids from qualified and licensed United States Virgin Islands’ (“USVI”) General Construction Contractors (“Respondent”) to construct eight (8) turnkey affordable Single Family Homes utilizing plots owned by the VIHFA in the existing “Whispering Hills” subdivision located in Estate Donoe on St. Thomas, USVI (see **Attachment A for the VIHFA Affordable Housing Development Guidelines**).

The VIHFA has prepared eight (8) plots that are ready to be built upon (**See Attachment B for Location Map and See Attachment C for Subdivision Plat 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.

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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 eight (8) 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 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.

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 **Five Hundred Fifteen (515) 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 Two Million Five Hundred Thousand (\$2,500,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.

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- 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 Five Hundred Fifteen (515) 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.
- 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:

<b>IFB SCHEDULE</b>	<b>DATE</b>	<b>TIME</b>
IFB Issue date	March 24, 2021	
Pre-Bid Conference	April 7, 2021	2:00 p.m.

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Final date to submit written questions	April 14, 2021	
IFB Submittal Deadline	April 21, 2021	2:00 p.m.
IFB Bid Opening	April 22, 2021	2:00 p.m.

The VIHFA reserves the right to change the IFB Schedule 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:

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](mailto:ahillocks@vihfa.gov)

Mark subject line for email "IFB 003-2021-STT"

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 **mandatory** virtual Pre-bid Conference at **2:00 p.m.** Atlantic Standard Time (“AST”) on **April 7, 2021**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/89229520468>, **Meeting ID 892 2952 0468**.

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 **April 21, 2021**.

**Bid Packages must be submitted via email: [procurement@vihfa.gov](mailto: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 Donoe 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 **2:00 p.m.** AST on **April 22, 2021**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/82747517280>, **Meeting ID: 827 4751 7280**.

### **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

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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. 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 Two Million Five Hundred Thousand (\$2,500,000.00) 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  
3202 Demarara Plaza, Suite 200  
St. Thomas, U. S. Virgin Islands 00802

**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.
- A bid guarantee equivalent to five percent of the bid price in the form of a bid bond

## **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**

- |                                |  |
|--------------------------------|--|
| <b>1. Enclosure Document A</b> | <b>IFB Cover Letter</b>                          |
| <b>2. Enclosure Document B</b> | <b>Non-Collusive Affidavit</b>                   |
| <b>3. Enclosure Document C</b> | <b>Debarment Certification Form</b>              |
| <b>4. Enclosure Document D</b> | <b>Corporate Document Checklist Form</b>         |
| <b>5. Enclosure Document E</b> | <b>Respondent's Qualification Statement Form</b> |
| <b>6. Enclosure Document F</b> | <b>Bid Sheet</b>                                 |

### **Attachments**

- |                        |  |
|------------------------|--|
| <b>1. Attachment A</b> | <b>VIHFA Affordable Housing Guidelines</b>     |
| <b>2. Attachment B</b> | <b>Location Map – Estate Donoe Subdivision</b> |
| <b>3. Attachment C</b> | <b>Subdivision Plat Map</b>                    |
| <b>4. Attachment D</b> | <b>Permit Ready VIHFA Plans</b>                |
| <b>a. D1</b>           | <b>2J-29 Estate Donoe</b>                      |
| <b>b. D2</b>           | <b>2J-30 Estate Donoe</b>                      |
| <b>c. D3</b>           | <b>2J-31 Estate Donoe</b>                      |
| <b>d. D4</b>           | <b>2J-32 Estate Donoe</b>                      |
| <b>e. D5</b>           | <b>2J-33 Estate Donoe</b>                      |
| <b>f. D6</b>           | <b>2J-34 Estate Donoe</b>                      |
| <b>g. D7</b>           | <b>2J-35 Estate Donoe</b>                      |
| <b>h. D8</b>           | <b>2J-36 Estate Donoe</b>                      |

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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:

- (1) That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost; and
- (2) That such proposal/bid or proposal/bid cost is genuine and neither collusive nor a sham; and
- (3) That said Respondent (a) has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or person to put in a sham proposal/bid or to refrain from bidding and (b) has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person to fix (i) the proposal/bid cost of the affinity or that of any other Respondent or (ii) any overhead, profit or cost element of said cost proposal/bid or that of any other Respondent, to secure any advantage over the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and
- (4) That all statement in said proposal/bid or cost proposal/bid are true.

\_\_\_\_\_  
Signature of Respondent

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

(SEAL)

## ENCLOSURE DOCUMENT C

### VIRGIN ISLANDS HOUSING FINANCE AUTHORITY *DEBARMENT CERTIFICATION FORM*

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*Certification Regarding Debarment, Suspension and Ineligibility*

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- (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:

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Signature

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Date

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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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): \_\_\_\_\_

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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 \_\_\_\_\_

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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)*

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**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.

- |                      |                    |
|----------------------|--------------------|
| 1) Client Name _____ | Home Address _____ |
| 2) Client Name _____ | Home Address _____ |
| 3) Client Name _____ | Home Address _____ |
| 4) Client Name _____ | Home Address _____ |
| 5) Client Name _____ | Home Address _____ |

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 (2J-29 Estate Donoe) = \$ \_\_\_\_\_

TOTAL BID AMOUNT (2J-30 Estate Donoe) = \$ \_\_\_\_\_

TOTAL BID AMOUNT (2J-31 Estate Donoe) = \$ \_\_\_\_\_

TOTAL BID AMOUNT (2J-32 Estate Donoe) = \$ \_\_\_\_\_

TOTAL BID AMOUNT (2J-33 Estate Donoe) = \$ \_\_\_\_\_

TOTAL BID AMOUNT (2J-34 Estate Donoe) = \$ \_\_\_\_\_

TOTAL BID AMOUNT (2J-35 Estate Donoe) = \$ \_\_\_\_\_

TOTAL BID AMOUNT (2J-36 Estate Donoe) = \$ \_\_\_\_\_

GRAND TOTAL = \$ \_\_\_\_\_

**PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW**

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**(TYPE OR PRINT) NAME OF COMPANY**

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

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**(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 003-2021-STT  
Estate Donoe Single Family Home Construction



## **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  
[www.vihfa.gov](http://www.vihfa.gov)

Afisha M. Hillocks  
Procurement/Contract Officer  
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 *Unlocking the Door to Affordable Housing*