



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
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[www.vihfa.gov](http://www.vihfa.gov)

## INVITATION FOR BIDS for ST. CROIX OFFICE JANITORIAL SERVICES ADDENDUM I

**IFB 004-2020-STX**

**Issue date:**

**December 23, 2019**

**Submittal deadline:**

**January 8, 2020**

**Contact person:**

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(340) 772-4432 ext. 3233

 *Unlocking the Door to Affordable Housing*

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**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 bidder 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 INVITATION FOR BID SCHEDULE**

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

| IFB SCHEDULE                           | DATE                          | TIME             |
|--|-------------------------------|------------------|
| IFB Issue date                         | November 22, 2019             |                  |
| Pre-Bid Conference                     | December 2, 2019              | 11:00 A.M.       |
| Final date to submit written questions | December 9, 2019              |                  |
| <b>IFB Submittal Deadline</b>          | <b><u>January 8, 2020</u></b> | <b>1:00 P.M.</b> |
| <b>IFB Bid Opening</b>                 | <b><u>January 8, 2020</u></b> | <b>1:15 P.M.</b> |

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

**14.0 DELIVERY OF BID PACKAGES**

All responses to this IFB are to be submitted no later than **1:00 p.m.** AST on **January 8, 2020**. 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:

SEALED BID – DO NOT OPEN  
Virgin Islands Housing Finance Authority  
3202 Demarara Plaza, Suite 200  
St. Thomas, VI 00802-6447  
**IFB 004-2020-STX**  
**ST. CROIX OFFICE JANITORIAL SERVICES**

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.