



# **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

## **INVITATION FOR BIDS**

for

## **ST. THOMAS OFFICE ROOF REPLACEMENT**

**IFB 004-2021-STT**

Issue date:

**March 30, 2021**

Submittal deadline:

**May 4, 2021**

Contact person:

**Afisha M. Hillocks**

**Procurement/Contract Officer**

**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 004-2021-STT  
INVITATION FOR BIDS  
ST. THOMAS OFFICE ROOF REPLACEMENT

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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”) Roofing Contractor or General Construction Contractor (“Respondent”) to remove and replace existing metal roof system as well as repair the elastomeric coated flat roofs for VIHFA’s main office located at 3202 Demarara Plaza on St. Thomas, USVI (see **Attachment A for the Location Map**).

**2.0 SCOPE OF WORK**

The Respondent shall be responsible for furnishing all labor, tools, materials, equipment, miscellaneous supplies, and services necessary to remove and replace existing metal roof system as well as repair the elastomeric coated flat roofs in accordance with the specifications listed here-in.

**Panel Roof**

1. Remove the existing roof system down to the existing wood substrate.
2. Re-fasten the existing wood substrate at 8” o.c.
3. Dispose of roofing debris per local codes.
4. Install new panel roof system over top of the existing wood substrate as follows:

Panel Roof	-----	Screw attached	Peterson Aluminum, Snap-Clad, 032 Alum, 16” wide, Standard Color
Underlayment	1 ply	Self-adhered	40 mil Peel n Stick, High Temp Membrane

5. Metal flashings are fabricated per panel manufacturer and SMACNA guidelines using Aluminum metal in standard color to match existing panels. *In the event existing panel color cannot be matched, or an equal product is proposed, then the Respondent shall submit information including standard colors for review and approval.*

**Gutters**

1. Remove the existing gutters and dispose of per local codes.
2. Install new 040 Aluminum gutters in color to match panels.
3. 6” Gutter is per SMACNA Style A, fabricated in ten-foot lengths. If gutters can be fabricated in longer lengths, please indicate gutter lengths. Bid shall include all Plumbing work necessary to tie gutters into existing downspouts located at rear of building. Gutter is attached with internal support straps at 24” o.c.

**Flat Roof**

1. Remove abandoned equipment.
2. Clean existing roof deck as needed for new coating system.
3. Install new coating system on top of the existing concrete substrate as follows:

Top Coat	2 coats	rolled on	GAF's Hydro Stop Premium Coat Finish Coat (white color), or equal.
Base Coat (top)	1 coat	rolled on	GAF's Hydro Stop Premium Coat Primer coat, or equal.
Fabric	1 layer	loose laid	GAF's Hydro Stop Premium Coat Fabric, or equal.
Base Coat (bottom)	1 coat	rolled on	GAF's Hydro Stop Premium Coat Foundation Coat, or equal.

4. Install flashing details per manufacturers guidelines. *In the event a different system is being proposed by the Respondent then all manufacturer's data sheets and guidelines must be submitted for review and approval by VIHFA.*

**Warranties**

1. The selected Respondent shall provide a two (2) year Labor and Material warranty.
2. The selected Respondent shall provide Panel Roof Panel Manufacturer's Twenty (20) year material warranty to include all supports, and fasteners designed for conditions affecting the USVI.

**Exclusions**

Mechanical Curbs, Stands, Supports	Rough Carpentry
Non-Roof Related Metal Flashings	Wall Waterproofing
Asbestos Testing & Abatement	Lead Paint Testing & Abatement
Existing Structure & Substrate	
Electrical	

**Clarifications**

1. Price to include all permit fees, hoisting & scaffolding, taxes, liability, and builders' risk insurances.
2. Respondent to furnish water, temporary power, and temporary facilities for employees for duration of project.

**2.1 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 TERM**

The VIHFA will contract for a period of **Three Hundred Sixty-Five (365) 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 VIHFA shall also extend the completion date if there are delays caused by acts of God, unavoidable circumstances, or the negligence of the VIHFA or its agents or employees other than that of 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. The Respondent must submit the written request for an extension of the completion date within three (3) calendar days of the event that caused the delay. All written requests for a time extension shall detail the cause of delay in order to satisfactorily substantiate the number of days requested.

### **4.0 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.

### **5.0 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").

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.

### **6.0 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 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.

## **7.0 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.

## **8.0 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.

## **9.0 BONDING REQUIREMENTS**

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

### **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.

## **10.0 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 Roofing Contractor or 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 (\$1,000,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Furnish an Assurance of Completion (Performance bond, Payment bond, etc.)
- Complete the Project within Three Hundred Sixty-Five (365) 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" for the Scope of Work.
- Submit timely approval to CM, in writing, for items that needs review and approval.
- Provide a two (2) year Labor and Material warranty for all work under the Contract 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 (i.e., AIA form G702/G703), based upon a previously approved SOV.

## **11.0 VIHFA'S RESPONSIBILITIES**

- Aid as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform periodic inspections of progress to ensure compliance with the project drawings, specifications, and requirements, workmanship quality, and VIHFA's policies and procedures.
- Hold weekly construction meetings and project site visits to maintain coordination of the construction work.
- Review all weekly status reports, final project closeout report prior to final acceptances of same.

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Review all invoices, process pay applications, and ensure timely delivery of payments to the Respondent.

## 12.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	March 30, 2021	
Pre-Bid Conference	April 13, 2021	2:00 p.m.
Final date to submit written questions	April 20, 2021	
IFB Submittal Deadline	May 4, 2021	2:00 p.m.
IFB Bid Opening	May 5, 2021	2:00 p.m.

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

## 13.0 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 004-2021-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.

#### **14.0 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 13, 2021**. Participants may join the Zoom meeting at <https://us02web.zoom.us/j/84033310381>, **Meeting ID: 840 3331 0381**. If a Respondent requires additional site visit, it must be scheduled with the Procurement Officer prior to the bid due date so that access can be arranged accordingly.

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.

#### **15.0 DELIVERY OF BID PACKAGE**

All responses to this IFB are to be submitted no later than **2:00 p.m.** on **May 4, 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 – St. Thomas Roof Replacement**". 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.

#### **16.0 VIRTUAL BID OPENING**

The VIHFA will conduct a virtual Bid Opening at **2:00 p.m.** AST on **May 5, 2021**. Participants may join the meeting at <https://us02web.zoom.us/j/84809650926>, **Meeting ID 848 0965 0926**.

#### **17.0 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 a licensed Roofing Contractor or General Construction Contractor in the USVI. **The Business License must be relevant to the Scope of Work in 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.

## **18.0 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

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 (\$1,000,000.00) 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.

## **19.0 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 Roofing Contractor or General Construction Contractor.
- Lowest reasonable price and responsive bid package.

## **20.0 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>Location Map – VIHFA's Main Office</b> |
| <b>2. Attachment B</b> | <b>Photos of existing Roof</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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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 Roof 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.

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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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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.

**Remove Existing metal Roof and Guttering** = \$ \_\_\_\_\_

**Supply and Install New Roof Panel System** = \$ \_\_\_\_\_

**Install New Guttering and connections to existing Downspouts** = \$ \_\_\_\_\_

**Clean and apply New Roof Coating on Flat Roof** = \$ \_\_\_\_\_

**General Conditions** = \$ \_\_\_\_\_

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

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

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**(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 004-2021-STT  
St. Thomas Office Roof Replacement



## **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

Afisha M. Hillocks  
Procurement/Contract Officer  
**ahillocks@vihfa.gov**  
**(340) 772-4432 ext. 3233**

 *Unlocking the Door to Affordable Housing*