



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002  
[www.vihfa.gov](http://www.vihfa.gov)

## **INVITATION FOR BIDS**

for

### **LAGOON STREET COMPLEX RENOVATION “BUILDING 2”**

**IFB 005-2022-STX**

Issue date:

**June 29, 2022**

Submittal deadline:

**July 18, 2022**

Contact person:

**Afisha 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 005-2022-STX INVITATION FOR BIDS LAGOON STREET COMPLEX RENOVATION

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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”) for the renovation of a commercial building located at Plot B, building 2, Lagoon Street (more popularly known as the “old legislature building”) on St. Croix, USVI.

Respondents will be asked to provide a price for the renovation project, as detailed in the Architectural Drawings, Specifications, and the Scope of Work. The renovation project will include but not be limited to roofing repairs, ceiling repairs, wall repairs, door repairs, window repairs, flooring repairs and painting.

#### **2.0 SCOPE OF WORK**

Provide a bid on the bid sheet for work as per these specifications:

The Respondent shall be responsible for furnishing all labor, tools, materials, equipment, miscellaneous supplies, and services necessary to renovate the project within 120 calendar days, in accordance with the Architectural Drawings (**See Attachment A, Architectural Drawings**), and Scope of Work listed here-in. **This renovation project is only for Building #2.**

##### **Roof**

- Pressure wash roof – 8,949 SF
- Pressure wash roof over north staircase 544 SF
- Pressure wash Breeze way roof attached to Elevator shaft 127.5 SF
- Apply 2 coats of Elastomeric roof coating to main roof, staircase roof, breezeway roof and elevator shaft roof
- Repair damaged parapet wall 8’ 5”x41” SF
- Pressure wash and paint all existing parapet walls 278’x164” SF
- Remove and dispose of old satellite dish

##### **Exterior Walls**

Prep (repair any holes and cracks pressure wash, scrape, prime) and paint approximately, 8,920 SF of exterior wall paint. All masonry walls to be primed and 2 coats of acrylic latex satin or flat paint applied

### **Exterior Ceilings Prep and Paint**

- Prep (pressure wash, scrape, prime) and paint with 2 coats, approximately 2,250 SF of exterior ceiling paint.

### **Exterior Planter Box and Courtyard**

- Repair 32 LF of CMU on northside planter box
- Prep (pressure wash, scrape, prime) and paint approximately, 77 SF of planter box
- Clean and pressure wash Concrete Courtyard
- Add 4 (62.5" long x 31" tall x 14" wide) benches for outside seating
- Pressure wash and paint elevator housing 315 SF
- Remove and replace vinyl tiles in elevator 24 SF

### **Exterior Stairs & Fences**

- Prep (scrape railings and hand railings), Paint 96 LF with Rust-Oleum (or similar)
- Pressure wash 47 LF of 8' picket fence, remove trash, tree, and all other debris. Paint interior and exterior picket fence surrounding Chiller Unit.
- Prep (scrape, 8' fence North and South sides of bldg.), Paint 251 LF with Rust-Oleum (or similar)

### **Windows**

- Remove and replace any damage windows 2'x8'
- Remove any existing window caulking and replace 2'x8' @ 1,010 LF

### **Interior Walls**

- Remove all cable and telephone wires, brackets, or connectors on walls except for the IT closet wiring system
- Repair damage drywall as required approximately 10 SF
- Remove and replace damage wall panel 5 @ 4'x8'
- Remove and replace damage sheet rock wall 4 @ 4'x8'
- Prep and paint approximately 12,545 SF of wall paint
- Prep and paint approximately 11,271 SF of wall paint
  - All interior wood or drywall to be primed and 2 coats of acrylic latex paint applied, finish to match walls
- Open wall 4'X6' to install see through glass for IT server closet
- Open wall 32"X37"X41" to install payment window in Collections
- Erect multiple partition walls for room dividers (2"x4" lumber with ½" sheet rock)
  - 12'x8' partition wall - Federal Programs,
  - 3'x8' partition wall with return and two 36"x 80" hollow core doors with lock sets – Federal Programs
  - Remove and rehang with opposite swing – Federal Programs
  - 10'x8' partition wall – IT Division
- Repair door trim 7 LF

### **Interior Ceiling**

- Install new ceiling grid and tiles upon completion of new HVAC system 11,762SF

### **Interior Flooring Throughout Building**

- Demolition of ceramic tiles and wood flooring except for the custom tile flooring on 1<sup>st</sup> floor, all hallways (upstairs) and all bathrooms in building - except one (upstairs – Executive Office)
- Demolition of raised wood flooring on 1<sup>st</sup> level 919 SF
- Install New Ceramic Tiles (18”x18”) approximately 8,925 SF throughout the building
- Install new base board in specified areas within the building 101 LF

### **Doors**

- Detach 77 38”x8’ doors, clean sand, re-stain and or paint then Re-attach
- Remove and replace one 38”x8’ panel door stain and or paint then hang
- Install new locks on all doors

### **Cabinetry**

- Remove and replace 10ft base cabinet in break room
- Remove and replace 8’x16” L shape bathroom cabinet
- Install overhead cabinet 10ft

### **Debris Disposal**

- Remove all debris from site

### **Cleaning Services**

- Clean all offices, halls, closets, storage areas, bathrooms, cabinets, courtyards, external walkways, etc. to allow for Substantial Completion and Final Completion certification.

### **Project Plans, Schedules & Reports**

- Project Work Plan with Project Health and Safety Plan (HASP)
  - Approval of Work Plan with HASP will be required prior to Mobilization
- Initial Project Schedule
- Final Close Out Report – Photo documentation of completed work and One Year Warranty for all work.

The Respondent shall coordinate with the VIHFA for any required progress inspections and final inspections. The architectural drawings have already been approved by the VIHFA.

## **2.1 CONTACT INFORMATION**

The selected 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 **One Hundred Twenty (120) 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 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. 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.

### **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 Schedule of Values ("SOV").

After the notice to proceed is issued, the contract payment will consist of a 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 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.

### **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 VIHFA may require bonds for construction contracts when deemed appropriate; however, there are no bonding requirements for this IFB solicitation.

## **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 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.
- Complete the Project within One Hundred Twenty (120) 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.
- Submit timely approval to Construction Manager ("CM"), in writing, for items that needs review and approval.

- Submit timely to VIHFA’s CM, an Inspection Request form signed, “passed or failed”, and the “Inspected” sticker from Department of Planning & Natural Resources (“DPNR”) Building Permits office, before pouring any concrete or covering any electrical or plumbing work. **This is contingent for contractor payment.**
- 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 for each component installed.
- Prepare and submit an application for payment and invoice, based upon a mutually agreed upon the SOV.

### 11.0 VIHFA’S RESPONSIBILITIES

- Provide the Respondent with an electronic copy of the Architectural Plans with specifications.
- Provide assistance, 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, expected 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, 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.

### 12.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	June 29, 2022	
Pre-Bid Conference	July 5, 2022	2:00 p.m.
Site Tour	July 5, 2022	3:00 p.m.
Final date to submit written questions	July 11, 2022	
IFB Submittal Deadline	July 18, 2022	2:00 p.m.
IFB Bid Opening	July 18, 2022	3:00 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:

Inquiries can be made by e-mail.

Email: [ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)

Mark subject line for email "IFB 005-2022-STX"

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 PRE-BID CONFERENCE**

The VIHFA will conduct a virtual Pre-bid Conference at **2:00 p.m.** Atlantic Standard Time ("AST") on **July 5, 2022**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/86706891084>, **Meeting ID 867 0689 1084**.

**A site tour will be conducted on July 5, 2022 at 3:00 p.m. after the Pre-Bid Conference.**

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference and the Site Tour. All prospective Respondents are urged to attend. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this bid package or any addenda thereto.



## **15.0 DELIVERY OF BID PACKAGE**

All responses to this IFB are to be submitted no later than **2:00 p.m. AST on July 18, 2022.**  
**Bid Packages must be submitted:**

via email: [procurement@vihfa.gov](mailto:procurement@vihfa.gov)

The email subject line must be clearly marked **“IFB BID – LAGOON STREET COMPLEX RENOVATION”**. 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.

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 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 **3:00 p.m. AST on July 18, 2022.**  
Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/89262178162>,  
**Meeting ID: 892 6217 8162.**

## **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 licensed as a General Construction Contractor in the USVI.
- 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. 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 General Construction Contractor.
- Lowest reasonable price, responsive, and responsible bid package.

## **20.0 TERMS AND CONDITIONS**

This IFB is a request for the submission of bids but is not itself an offer and shall under no circumstances be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the IFB process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the IFB.

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>                                 |

## **ATTACHMENT**

- |                        |                               |
|------------------------|-------------------------------|
| <b>1. Attachment A</b> | <b>Architectural Drawings</b> |
|------------------------|-------------------------------|

**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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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 \_\_\_\_\_, 2022.

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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

- |                         |  |
|-------------------------|--|
| ____ <b>Corporation</b> | ____ Copy of Trade Name Certificate (if applicable)<br>____ Copy of Articles of Incorporation & By Laws<br>____ Copy of Certificate of Resolution<br>____ Certificate of Good Standing |
|-------------------------|--|

- |                 |   |
|-----------------|---|
| ____ <b>LLC</b> | ____ Copy of Trade Name Certificate (if applicable)<br>____ Copy of Articles of Organization<br>____ Copy of Operating Agreement<br>____ Certificate of Good Standing |
|-----------------|---|

- |                                 |  |
|---------------------------------|--|
| ____ <b>General Partnership</b> | ____ Copy of Trade Name Certificate (if applicable)<br>____ Copy of Partnership Agreement (if applicable)<br>____ Certificate of Good Standing |
|---------------------------------|--|

- |   |   |
|---|---|
| ____ <b>L.P, LLP, LLLP</b><br>( <i>for LLP and LLLP</i> ) | ____ Copy of Trade Name Certificate (if applicable)<br>____ Certificate of Limited Partnership or Statement of Qualification<br>____ Current Certificate of Good Standing |
|---|---|

- |                                 |   |
|---------------------------------|---|
| ____ <b>Sole Proprietorship</b> | ____ 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 ____ Proof of Automobile Insurance ____ Certificate Professional Liability	Expiration date: ____/____/20__ Expiration date: ____/____/20__ Expiration date: ____/____/20__
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5. ____ Workers Compensation Insurance	Expiration date: ____/____/20__
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**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 Renovations 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)*

---

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: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

**Lagoon Street Complex Renovation**

<b>1</b>	<b>Mobilization</b>	<b>\$</b> _____
<b>2</b>	<b>Roof</b>	<b>\$</b> _____
<b>3</b>	<b>Exterior Walls</b>	<b>\$</b> _____
<b>4</b>	<b>Exterior Ceilings, Prep &amp; Paint</b>	<b>\$</b> _____
<b>5</b>	<b>Exterior Planter &amp; Courtyard</b>	<b>\$</b> _____
<b>6</b>	<b>Exterior Stairs &amp; Fences</b>	<b>\$</b> _____
<b>7</b>	<b>Windows</b>	<b>\$</b> _____
<b>8</b>	<b>Interior Walls</b>	<b>\$</b> _____
<b>9</b>	<b>Interior Ceilings</b>	<b>\$</b> _____
<b>10</b>	<b>Interior Flooring</b>	<b>\$</b> _____
<b>11</b>	<b>Doors</b>	<b>\$</b> _____
<b>12</b>	<b>Cabinetry</b>	<b>\$</b> _____
<b>13</b>	<b>Debris Removal</b>	<b>\$</b> _____
<b>14</b>	<b>Cleaning</b>	<b>\$</b> _____
<b>15</b>	<b>Project Plans, Schedules &amp; Reports</b>	<b>\$</b> _____

**BID SHEET TOTAL \$** \_\_\_\_\_

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

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

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

\_\_\_\_\_  
**DATE**

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

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



## **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002  
[www.vihfa.gov](http://www.vihfa.gov)

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