



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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INVITATION FOR BIDS

for

ST. THOMAS OFFICE GENERATOR **ADDENDUM I**

IFB 010-2020-STT

Issue date:

September 18, 2020

Submittal deadline:

October 5, 2020

Contact person:

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 *Unlocking the Door to Affordable Housing*

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ADDENDUM I

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 Respondent must acknowledge the receipt of any and all addenda by completing the IFB Cover Letter, Enclosure Document A. The following sections are hereby amended/added:

1.0 PROJECT SUMMARY

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting sealed bids from qualified V.I. licensed and approved generator supply companies (“Respondent”) to purchase and install a new emergency diesel generator to power the VIHFA’s main office located at 3202 Demarara Plaza, Suite 200 on St. Thomas, United States Virgin Islands (“USVI”). The Respondent will also be responsible for preventive/corrective maintenance services for the installed generator for a period of four (4) years as designated by the VIHFA.

2.0 SCOPE OF WORK

Provide a bid for work as per these specifications:

PURCHASING & INSTALLATION SERVICES

Purchase and Install one (1) new 125kw generator (a non-refurbished generator) with enclosure and fuel tank capable of supplying 434 amps, 12/240V that would supply the entire two-story building which includes the businesses on the first floor and the VIHFA office on the second floor. Unit to be supplied with an auxiliary 600 gal. fuel storage tank (**Specifications of proposed Generator and Auxiliary tank shall be supplied by Contractor with bid**).

Provide six (6) each 100 amp. 3 phase ATS to be mounted on wall next to, or near existing electrical panels and meters. (Exact location to be coordinated and approved by the VIHFA).

Provide a 400-amp 3 phase, 208V main breaker to replace existing 800-amp breaker for 2nd floor office.

Provide one (1) each 400 amp. 3 phase ATS to be mounted on wall at the rear of the building next to main supply panels.

Provide 6” concrete pad in area behind curb in rear parking area as designated by VIHFA. Units once set shall be minimum 24” above grade.

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Work shall include all labor, material and equipment required for this installation including saw cutting concrete, excavation, install conduit, and recast concrete from location of unit to area of transfer switches across roadway.

Please see Figures 1, 2 and 3 below of the VIHFA’s St. Thomas office.



Figure 1(Generator slab location)6' Max.

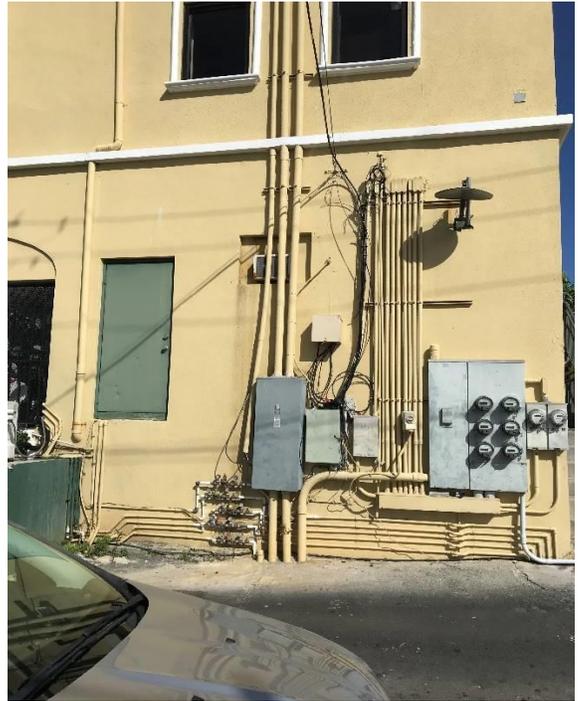


Figure 2(ATS/Meter location)

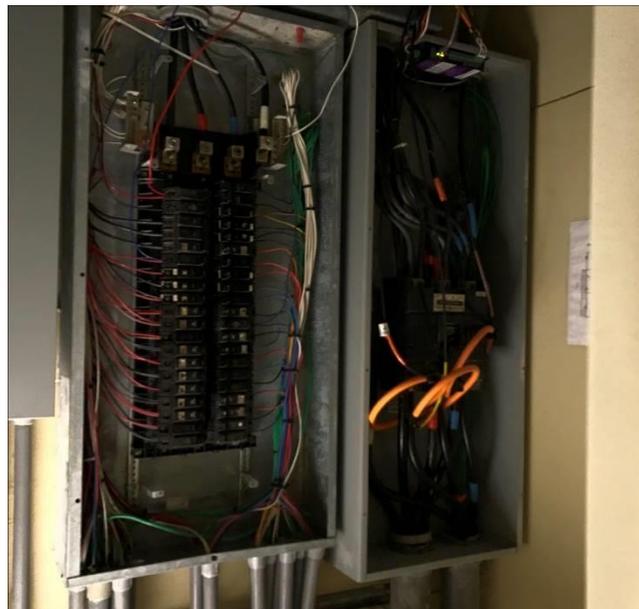


Figure 3 (800 amp. Main service)

MAINTENANCE SERVICES

Respondent must include a separate cost to provide maintenance services for a period of **four (4) years following the expiration of the manufactures standard service warranty period**. The Maintenance Services shall include purchase and changing of standard parts for normal servicing of the unit as specified and recommended by the manufacturer of the generator unit. Service areas are to include but not limited to:

- Coolant system maintenance.
- Drive equipment.
- Engine air cleaner system.
- Engine air pre-cleaner.
- Engine oil system (includes levels, filters, pumps, etc.).
- Fuel system including filters
- Belts and pulleys.
- Batteries and starters.

The Respondent shall continuously maintain the generator unit in good working order. The Respondent shall assure that the generator unit is maintained in a satisfactory condition and capable of providing the designed capacity with required system performance and reliability. The Respondent shall also assure that all servicing is done in accordance with manufacturer's recommendation and to maintain warranty on all components.

The Respondent will complete a "Preventative Maintenance" Statement/form for the maintenance of the generator unit. The Statement/form shall be completed each time preventative maintenance is performed. These forms shall be submitted within 24 hours of completion, to the VIHFA.

LABOR, PARTS AND REPAIR SERVICES

The Respondent shall perform and/or provide the following:

- All preventive/corrective maintenance replacement and repair parts, components and devices for the specified mechanical/electrical systems and equipment shall be supplied by the Respondent and shall be included in the cost of the service.
- All miscellaneous parts and supplies necessary to maintain the mechanical systems and equipment shall be supplied by the Respondent and shall be included in the cost of the service (belts, air filters, valve packings, lubricants, tools, paint, refrigerant, test instruments, meters, temperature control devices and back up batteries).
- When equipment or parts are replaced in their entirety and a new design of the device is available and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.

- When parts and/or repairs are needed that are not preventive/corrective maintenance replacement and repair parts, the Respondent shall supply the VIHFA’s designee with a written quote, stating ‘not to exceed’ said amount including labor, tax, and other related costs. The Respondent shall obtain written authorization from the VIHFA prior to proceeding with the repair. All parts furnished shall be new material and include a minimum 1-year warranty from date of installation or manufacturer’s warranty whichever is greater. Respondent shall certify all parts costs and mark-ups on invoices.
- The Respondent shall notify the VIHFA designee employee of any irregularities revealed as a result of the inspection and adjustments. A written report may be needed, depending on the status or severity of the findings. Corrective measures or repairs that are required must be approved by the VIHFA prior to work being completed.
- During the course of the Agreement, Respondent shall advise and assist in the determination of improvements to the mechanical system that shall conserve energy and minimize utility expenditures.

4.0 TERM

PURCHASING & INSTALLATION SERVICES

The VIHFA will contract for a period of **Seventy (70) calendar days** for purchase and installation services. The VIHFA reserves the right to modify and/or terminate the contract if the successful organization 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 request for an extension of the completion date within three (3) calendar days of the event that caused the delay.

MAINTENANCE SERVICES

The VIHFA will contract for a period of **four (4) years**, subject to VIHFA’s option to extend the term of the contract for similar term subject to satisfactory performance. 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.

8.0 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 90 calendar days and provide the documentation as specified in this IFB solicitation.

- Be duly licensed in the U.S. 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 Three Hundred Thousand (\$300,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Complete the total Purchasing & Installation of the generator project within **Seventy (70)** calendar days, subject to liquidated damages in the amount of \$500.00 for each day after the scheduled completion date.
- Complete the Maintenance Services of the generator for a period of four (4) years following the expiration of the manufactures standard service warranty period.
- Provide acceptable workmanship, according to “Industry Standards” in each Trade or Scope of Work.
- Provide a 12-month (365 calendar days) warranty from date of installation for the parts installed during this contract.

10.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	August 24, 2020	
Pre-Bid Conference	September 28, 2020	11:00 AM
Final date to submit written questions	September 30, 2020	
IFB Submittal Deadline	October 5, 2020	1:00 PM
IFB Bid Opening	October 5, 2020	1:15 PM

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

12.0 PRE-BID CONFERENCE

The VIHFA will conduct a virtual **Pre-bid Conference** at **11:00 a.m.** Atlantic Standard Time (AST) on **September 28, 2020**. You may join the meeting at <https://global.gotomeeting.com/join/148859157> or via teleconference by dialing: **1 (877) 309-2073, Access code 148-859-157**. Please see **Figure 1, 2 and 3** for more details on the worksite located at 3202 Demarara Plaza, Suite 200 on St. Thomas, USVI.

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. 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.

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13.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted **no later than 1:00 p.m. on October 5, 2020.**

Bid Packages must be submitted via email: procurement@vihfa.gov. The VIHFA will not consider fax submission of a bid or email submissions received after the deadline and submissions submitted to the wrong email address.

The email subject line must be clearly marked **“IFB BID – St. Thomas Office Generator”**. 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.

14.0 VIRTUAL BID OPENING

The VIHFA will conduct a virtual Bid Opening at **1:15 p.m.** Atlantic Standard Time (AST) on **October 5, 2020.** You may join the meeting at **<https://global.gotomeeting.com/join/875493221>** or via teleconference by dialing: **1 (877) 309 2073, Access code 875-493-221.**