



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

INVITATION FOR BIDS

for

ST. THOMAS OFFICE GENERATOR

IFB 010-2020-STT

Issue date:

August 24, 2020

Submittal deadline:

September 18, 2020

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

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

IFB 010-2020-STT
INVITATION FOR BIDS
ST. THOMAS OFFICE GENERATOR

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 an 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 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.

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.

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Figure 1(Generator slab location)6' Max. width

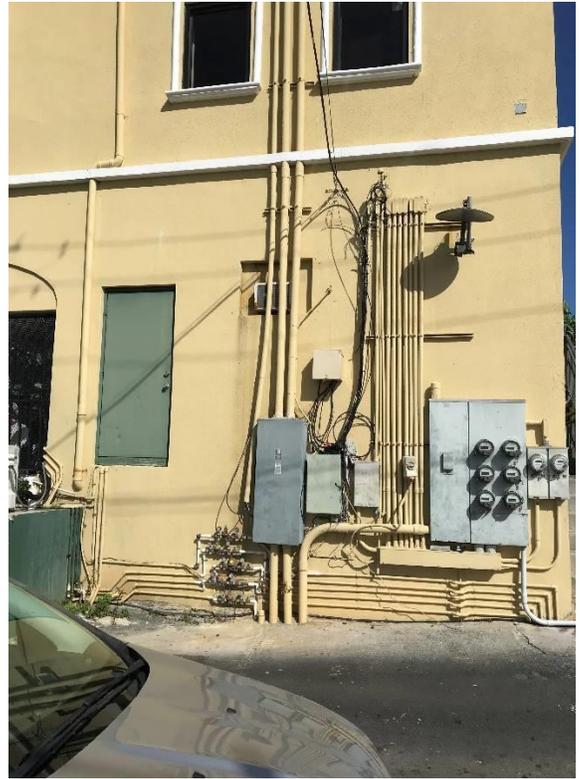


Figure 2(ATS/Meter location)

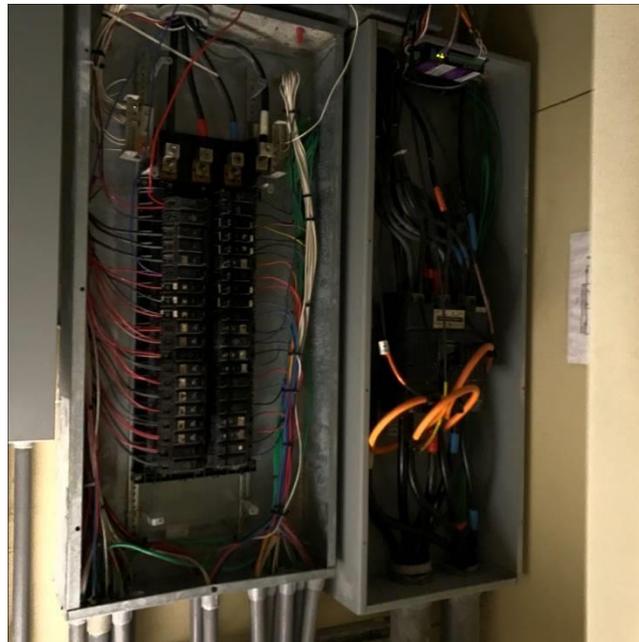


Figure 3(800 amp. Main service panel)

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.

3.0 RESPONSE TIME

The Respondent must guarantee a maximum 2-hour response time for emergencies and a 24-hour response time for non-emergency service calls, twenty-four (24) hours per day, seven (7) days per week, including holidays. Whether or not the problem is an emergency will be determined by the VIHFA's designee employee calling in the work during and/or after normal business hours.

The Respondent shall provide a local telephone number where service personnel can be reached on an "on call" basis twenty-four (24) hours a day, seven (7) days per week. Any calls to this number must be returned within thirty (30) minutes. This telephone number will be made available to all authorized personnel designated by the VIHFA. Time to respond shall start when the VIHFA calls the problem in to the Respondent's designated phone number.

4.0 TERM

PURCHASING & INSTALLATION SERVICES

The VIHFA will contract for a period of **Forty-Five (45) 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.

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 contractor'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 LIQUIDATED DAMAGES

PURCHASING & INSTALLATION SERVICES

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 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.

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- 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 45 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.

9.0 VIHFA’S RESPONSIBILITIES

- 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 specifications and VIHFA’s policies and procedures.
- VIHFA’s Construction Manager to hold weekly coordination meetings to maintain coordination of the project.
- Provide review of all weekly status reports, draft and final project close out report prior to final acceptances of same.
- Review all invoices and ensure payments.

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 2, 2020	11:00 AM
Final date to submit written questions	September 8, 2020	
IFB Submittal Deadline	September 18, 2020	1:00 PM
IFB Bid Opening	September 18, 2020	1:15 PM

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

11.0 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

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100 Lagoon Complex, Suite 4
St. Croix, VI 00840-3912

OR

Inquiries can be made by e-mail.
Email: ahillocks@vihfa.gov
Mark subject line for email "IFB 010-2020-STT"

From the issue date of this IFB until a determination is made regarding the selection of a 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 can 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 questions 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 Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential Respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the bid package, and/or check VIHFA's website for updates.

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 2, 2020**. You may join the meeting at <https://global.gotomeeting.com/join/498155485> or via teleconference by dialing: **1 (877) 309-2073, Access code 498-155-485**. 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.

13.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted via **drop box** on **September 18, 2020 from 12:00 p.m. to 1:00 p.m. in the St. Thomas office only** or via **mail** no later than **September 18, 2020 at 1:00 p.m.** The Respondent's selected mail carrier must postmark the package. The postmark indicates the location and date the company accepts custody of the mail. To be considered for

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award, all bid packages must be delivered to the VIHFA no later than **September 18, 2020 at 1:00 p.m.**

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 deadline due date and time. Bid Package 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 010-2020-STT
ST. THOMAS OFFICE GENERATOR

OR

SEALED BID – DO NOT OPEN
Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, VI 00840
IFB 010-2020-STT
ST. THOMAS OFFICE GENERATOR

The envelope must be clearly marked “**SEALED BID – DO NOT OPEN**” as indicated above. 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.

14.0 VIRTUAL BID OPENING

The VIHFA will conduct a virtual Bid Opening at **1:15 p.m.** Atlantic Standard Time (AST) on **September 18, 2020.** You may join the meeting at <https://global.gotomeeting.com/join/961265493> or via teleconference by dialing: **1 (877) 309 2073, Access code 961-265-493.**

15.0 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 their 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 of 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 price will remain in effect for a period of 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 your current Business License**. For this section, Respondent must provide evidence that the company is licensed to provide generator installation and maintenance services in the U.S. Virgin Islands. 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, you must provide a minimum of three (3) non-VIHFA references for the most recent, relevant work comparable to the scope requested in this IFB whom 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 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. **Please provide the specifications (make and model no.) of proposed Generator and Auxiliary tank with your bid. You may provide it on a separate sheet of paper if you need more space, just specify on the bid sheet.**

16.0 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 (valid from July 1st thru June 30th)

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 (valid from July 1st thru June 30th)

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

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 Liability Insurance in an amount no less than **Three Hundred Thousand (\$300,000.00) 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.

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Failure to provide the required documents within the stated time period may result in the bids being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

17.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider the following criteria:

- Respondent is duly organized, validly existing, qualified and licensed to conduct business in the U.S. Virgin Islands.
- Lowest reasonable price and responsive bid package.

18.0 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

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

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 proposal.

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 or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or sham; that said proponent has not colluded, conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham proposal 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 cost of the affinity or of any other proponent, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, 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 or cost proposal are true.

(Signature of Authorized Representative)

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2020.

Notary Public
My commission expires: _____

(SEAL)

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this IFB Response, 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 Response.

Name and Title of Authorized Representative:

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2020.

Notary Public

My commission expires: _____

(SEAL)

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): _____

Do you have a current USVI Business License? Yes No Number of Years licensed to conduct business in the USVI _____ Type of License(s) _____
Number of Generator Installation completed in the last 5 Years _____, Number of Generator Maintenance services completed in the last 5 years _____, Average value of these contracts \$ _____

Do you have plan to use Subcontractors? Yes No If yes, company _____

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 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: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
BASE BID SHEET

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, misc. supplies and incur any other costs as may be required to perform the scopes of work, subject to all the conditions as set forth in the project specifications.

REMOVAL/DISPOSAL & INSTALLATION SERVICES	BASE BID
1) Mobilization & General Conditions	\$ _____
2) Total Cost of Electrical Installation	\$ _____
Cost of the Generator	\$ _____
Cost of Fuel Storage Tank	\$ _____
Cost of Automatic Transfer Switches	\$ _____
Cost of main breaker	\$ _____
3) Cost of concrete Pad	\$ _____
4) Generator Installation Cost	\$ _____
5) Maintenance Services	Monthly \$ _____ (4 Years) \$ _____
TOTAL AMOUNT = \$ _____	

Provide the Specifications (make and model no.) of proposed Generator and Auxiliary tank (may provide on separate sheet if more space is needed) _____

PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW

(TYPE OR PRINT) NAME OF COMPANY

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

(SIGNATURE) NAME OF OWNER or PRESIDENT OF COMPANY BIDDING

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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

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