



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY**

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**REQUEST FOR PROPOSALS
RFP 005-2020-VIHFA-CDBG-DR-STT/STX**

ADDENDUM 1

WAREHOUSE MANAGEMENT SERVICES

Issue date:

May 12, 2020

Submittal deadline:

June 10, 2020

Contact person:

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 *Unlocking the Door to Affordable Housing*



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery
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ADDENDUM NO. 1 Request for Proposals Community Development Block Grant – Disaster Recovery Program Warehouse Management Services RFP-005-2020-DR-STT/STX

This addendum consists of two (2) letter size pages (8.5' x 11").

This Addendum is hereby made part of the RFP for Warehouse Management Services, RFP 005-2020-DR-STT/STX, dated May 12, 2020.

This addendum consists of Questions and Answers as follows:

1. Please provide a listing of the equipment at each facility and indicate which will be available.

Answer: The successful contractor will be expected to provide their own equipment to operate and maintain the facility.

2. Who will be handling the rent of the facilities?

Answer: The facilities are currently being leased by the Virgin Islands Housing Finance Authority.

3. Please explain how material will be dispensed.

Answer: The material will be dispensed through a work order prepared by VIHFA or Construction Management firm.

4. Will the VIHFA provide an inventory count to the contractors?

Answer: While VIHFA has completed an inventory count on all material stock on site; the successful bidder will be expected to complete an independent inventory count and/or verification of VIHFA's inventory count.

5. Question – Page 36 references “Ongoing Expense” who will be responsible for those expenses?

Answer: The selected vendor will be responsible for securing and procuring the identified ongoing expenses and invoice the VIHFA for payment of the identified ongoing expenses.

6. What are the VIHFA Bonding Requirements?

Answer: There are no bonding requirements; however, the vendor will be expected to carry all other insurance to cover operations, including loss insurance covering fraud and waste. VIHFA will be responsible for insurance on the materials.

7. Has HUD Approved the VIHFA bonding requirements?

Answer: See the response to Question #6.

8. If HUD has not approved the VIHFA bonding requirements, are items (1), (2), (3) in Part 29 (“Bonding Requirements”) required?

Answer: Part 29 is applicable to construction and facility improvement contracts. The services to be provided under this procurement does not include construction and facility improvement.

All other requirements and provisions of RFP-005-2020-DR-STT/STX, Warehouse Management Services, shall remain in full force and effect.

Each proposer shall make reference in his Proposal to Addendum 1 to the RFP Documents. Failure to do so may result in the Proposer’s disqualification.



Antoinette Fleming, Director
Community Development Block Grant-
Disaster Recovery

6/4/2020

Date