



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
www.vihfa.gov

INVITATION FOR BIDS for ST. THOMAS OFFICE JANITORIAL SERVICES **ADDENDUM I**

IFB 002-2020-STT

Issue date:

December 16, 2019

Submittal deadline:

January 23, 2019

Contact person:

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 *Unlocking the Door to Affordable Housing*

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11.0 INVITATION FOR BID SCHEDULE

The following dates are proposed by the VIHFA. The deadlines associated with this IFB are further outlined:

IFB SCHEDULE	DATE	TIME
IFB Issue date	November 20, 2019	
Pre-Bid Conference	January 9, 2020	10:30 AM
Final date to submit written questions	January 15, 2020	
IFB Submittal Deadline	January 23, 2020	1:00 PM
IFB Bid Opening	January 23, 2020	1:15 PM

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

13.0 PRE-BID CONFERENCE

The VIHFA will conduct a Pre-bid Conference in its Training Room located at 3202 Demarara Plaza, Suite 200 on St. Thomas, U.S. Virgin Islands at **10:30 a.m.** Atlantic Standard Time (AST) on **January 9, 2020**. **A site tour shall immediately follow the Pre-bid Conference.**

It is highly recommended that you 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 proposal package or any addenda thereto.

14.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted no later than **1:00 p.m.** AST on **January 23, 2020**. 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 bid due date. Bid Packages must be submitted to:

SEALED BID – DO NOT OPEN
Virgin Islands Housing Finance Authority
3202 Demarara Plaza, Suite 200
St. Thomas, VI 00802-6447

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The envelope must be clearly marked. 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 mark all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered **LATE** and will **not** be opened nor considered.



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