



# 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

### IFB 002-2020-STT

**Issue date:**

**November 20, 2019**

**Submittal deadline:**

**December 17, 2019**

**Contact person:**

Afisha M. Hillocks  
Procurement/Contract Officer  
ahillocks@vihfa.gov  
(340) 772-4432 ext. 3233

 *Unlocking the Door to Affordable Housing*

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## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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### IFB 002-2020-STT INVITATION FOR BIDS ST. THOMAS OFFICE JANITORIAL SERVICES

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#### **1.0 PROJECT SUMMARY**

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting sealed bids from Janitorial companies (“Respondent”) for Office Janitorial Services at its main office location on St. Thomas, United States Virgin Islands (“USVI”). The main office is located at 3202 Demarara Plaza, Suite 200 and consists of approximately 6,900 square feet which includes office spaces, bathrooms, a reception area, a Kitchen/Lunch Room, a Training Room, a Conference Room, hallways, closets and exterior space.

#### **2.0 SCOPE OF SERVICES**

The Respondent shall provide Office Janitorial Services at the VIHFA’s main office location, three times per week.

1. Provide general cleaning services to the office spaces and reception area including but not limited to desks, computers, telephones, countertops, file cabinets, bookshelves and other office furnitures. Provide general cleaning services to common spaces including but not limited to walkways, stairways and planters.
2. Provide trash removal services including but not limited to emptying all paper shredders, waste and trash containers then replace liners. This includes cleaning the waste containers if necessary. All containers marked “TRASH” shall be removed as well. Remove all trash from receptacles located on the property.
3. All dusts, spider webs, cobwebs, and debris shall be removed from all desks, computers, telephones, countertops, file cabinets, bookshelves, vents, walls, ceilings, blinds, windows and other surfaces.
4. Sweep all tiled areas/offices. No dirt, debris or litter shall be left in corners, under desks or furnitures or behind doors.
5. Damp mop all tiled areas/offices. Damp mopping shall include removing all streaks, scuff marks, mop strands and other marks. The water used to mop must be fresh and changed daily.
6. Vacuum all carpeted areas/offices. The carpets shall be cleaned and free from dirt, dust and other debris. The carpets shall be shampooed twice a year.
7. Buff/scrub the walkway floors downstairs quarterly and Buff/scrub the off-white tiled areas of the office space bi-annually.
8. Clean all glass areas. Glass shall be cleaned and free of dirt, dust, grime, streaks, watermarks, fingerprints and spots.
9. Clean windows, blinds and vents periodically.
10. Clean exterior of office walkway and windows bi-annually.

11. Clean the Kitchen/Lunch Room including but not limited to damp wiping the dining table and chairs, clearing and washing sinks and countertops as well as cleaning the toaster, toaster oven, refrigerator, range, microwave and outside of cupboards. All appliances except the refrigerator should be sanitized as well.
12. Clean the Training Room and Conference Room including but not limited to damp wiping or polishing tables, chairs, podium and other items when necessary.
13. Clean and dedorize all the bathrooms including but not limited to restocking all the bathroom dispensers as required.
14. Organize supplies in the Janitorial storage space or Utility closet. Area must be kept clean and orderly at all times.

### **3.0 EMPLOYEES**

The Respondent shall maintain a fully qualified work force and shall make available throughout the period of the contract a sufficient number of employees to perform all required services within the hours indicated on the service days. It is the Respondent's responsibility to find a replacement if their employee(s) is not available on the service days for any reason.

The normal service days for the Office Janitorial Services will be on Monday, Wednesday and Friday, weekly from 4:00 p.m. When a VIHFA observed holiday or administrative leave fall on a normal service day, the Respondent shall perform the service on the next workday following the office closure.

### **4.0 PAYMENT**

Payments to the successful Respondent will be made on a monthly basis based on services performed. The Respondent must submit an invoice to receive payment. Payments shall be prorated if respondent fails to complete any service days during the month.

### **5.0 TERMS**

The VIHFA will contract for a period of two (2) 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.

### **6.0 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.

### **7.0 MATERIALS, SUPPLIES & EQUIPMENT**

The VIHFA shall supply all cleaning supplies and materials necessary to properly perform the Office Janitorial Services. Additionally, the selected Respondent shall not use any products or

materials that are not eco-friendly approved by the U.S. Environmental Protection Agency (“EPA”) and the VIHFA.

**8.0 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 bidder for the same request for proposals; the bidder is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

**9.0 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 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.
- Obtain and provide a copy of its current Liability Insurance policy to cover any claims and damages occasioned by executing the Scope of Work.
- Provide acceptable workmanship, according to “Industry Standards” or Scope of Work.

**10.0 VIHFA’S RESPONSIBILITIES**

- Provide all cleaning supplies and materials necessary to properly perform the Office Janitorial Services.
- Furnish electrical power at existing outlets for the Respondent to successfully complete required tasks.
- Furnish hot and cold water as necessary, where available.
- Furnish adequate storage space (i.e.-janitor’s closet), where available.
- Perform weekly inspection of Office Janitorial Services to ensure compliance with the VIHFA’s policies and procedures.

**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	November 26, 2019	11:00 AM
Final date to submit written questions	December 3, 2019	
IFB Submittal Deadline	December 17, 2019	1:00 PM
IFB Bid Opening	December 17, 2019	1:15 PM

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

## **12.0 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  
100 Lagoon Complex, Suite 4  
St. Croix, VI 00840-3912

OR

Inquiries can be made by e-mail.

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

Mark subject line for email "IFB 002-2020-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 acceptances 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/business/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. The bid package will be considered non-responsive if all modifications are not incorporated.

## **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 **11:00 a.m.** Atlantic Standard Time (AST) on **November 26, 2019**. **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 December 17, 2019**. 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  
**IFB 002-2020-STT**  
**ST. THOMAS OFFICE JANITORIAL SERVICES**

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.

#### **15.0 FORMAT OF BID PACKAGE**

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 subcontractors, 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 90 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. Contract 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 Janitorial 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) 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 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.

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 packages closely follow the sequence and organizational outline described in this section.

## 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) 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) or Social Security Number (SSN)** - The successful Respondent will be required to provide an official copy of their EIN or SSN 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  
3202 Demarara Plaza, Suite 200  
St. Thomas, U. S. Virgin Islands 00802-66447

**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 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:

- The 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**

- |                                |  |
|--------------------------------|--|
| <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>Contract 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>                                 |

**ENCLOSURE DOCUMENT A**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**IFB COVER LETTER**

**BIDDER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_

**BIDDER'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 \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

**BIDDER'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.

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Corporation)

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Limited Liability Corporation)

\_\_\_\_\_  
(Name of the Respondent, if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me on the Island of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by \_\_\_\_\_  
of legal age, \_\_\_\_\_  
(Trade or Corporation)

and personally known to me.

(SEAL)

\_\_\_\_\_  
Notary Public

**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 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:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me on the Island of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by \_\_\_\_\_  
of legal age, \_\_\_\_\_  
(Trade or Corporation)

and personally known to me.

(SEAL)

\_\_\_\_\_  
Notary Public



**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 Partnership Sole Proprietorship  
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 Office Janitorial 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, if a Performance Bond or other 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**  
***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.

<b>ITEM</b>	<b>DESCRIPTION OF WORK</b>	<b>COST Monthly</b>	<b>COST 2 YEARS</b>
1.	Office Janitorial Services as described in the Scope of Services		

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

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

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

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



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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