



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002

## REQUEST FOR PROPOSALS

for

## MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES

RFP 009-2020-STX

**Issue date:**

**June 9, 2020**

**Submittal deadline:**

**June 30, 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*

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## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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### RFP 009-2020-STX REQUEST FOR PROPOSALS MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES

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#### **1.0 INTRODUCTION**

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified firms or individual(s) (“Respondent”) to provide Property Management services for four (4) multi-family residential communities located on St. Croix, United States Virgin Islands (“USVI”).

The Respondent will be responsible for all Property Management services at all four (4) multi-family residential communities including the commercial spaces. There are four (4) multi-family residential communities but there are only three (3) sites due to the close proximity of two (2) of the communities. The four multi-family residential communities are subject to U.S. Department of Housing and Urban Development (“HUD”) regulations. A key responsibility of the Property Management firm will be ensuring that the multi-family residential communities are managed in compliance with the applicable HUD regulations. The Respondent will be responsible for providing and implementing a management plan and services, staffing plan, reports and financial statements for the communities.

#### **2.0 BACKGROUND**

The Virgin Islands Housing Finance Authority (“VIHFA”), an autonomous entity of the Government of the U.S. Virgin Islands, was established in 1981 to address the existing shortage of low- and moderate-income housing in the United States Virgin Islands. The VIHFA originates programs to create an adequate supply of affordable housing to meet the needs of low- and moderate-income families in the Territory. In essence, the VIHFA was created to ensure that all Virgin Islanders are granted an opportunity to obtain safe, sanitary and decent, affordable housing.

#### **2.1 SITE DESCRIPTION**

##### **BETHLEHEM VILLAGE/PROFIT HILLS\***

(commonly known as Harvey)  
144/146 Estate Profit  
St. Croix, VI

Fiscal Year: July 1<sup>st</sup> to June 30<sup>th</sup>.

**Bethlehem Village:** 94 units (47 duplex buildings containing 3-bedroom units)

**Profit Hills:** 99 units (3-bedroom single-family detached units)

The property also includes an administration building with management offices, a maintenance shop, restrooms, and a tenant meeting room.

**\*Because of the close proximity of Bethlehem Village and Profit Hills, these two communities will be treated as one site for the purposes of the property management contract.**

### **FRITS LAWAETZ HOMES**

(Commonly known as Lagoon Street Homes)

No. 1 & 2 Lagoon Street

Frederiksted, St. Croix, VI

Fiscal Year: July 1<sup>st</sup> to June 30<sup>th</sup>.

60 units: (36) 3-bedroom units; (24) 2-bedroom units

The property also includes a commercial building of approximately 11,680 square feet.

### **RUBY M. ROUSS HOMES**

(Also known as Watergut Homes)

1117 Watergut

Christiansted, St. Croix, VI

Fiscal Year: July 1<sup>st</sup> to June 30<sup>th</sup>.

114 units: (56) 3-bedroom units; (58) 2-bedroom units

The property also includes a commercial building of approximately 6,600 square feet.

## **2.2 EXISTING EMPLOYEES**

There are 30 employees working at these communities as Office, Maintenance and Grounds keeping staff. Of the 30 employees, eight (8) at the Profit/Bethlehem site are unionized with the Virgin Islands Steelworkers Union, two (2) employees at the Frits Lawaetz Homes and three (3) employees at the Ruby M. Rouss Homes are unionized with the Virgin Islands Workers Union. All remaining employees are not unionized. The Property Management firm will be expected to make every effort to retain the services of the existing employees at these communities especially the unionized employees.

## **3.0 SCOPE OF SERVICES**

The VIHFA seeks an experienced Property Management firm that is licensed to provide Property Management services in the USVI. The Property Management firm will provide the following services:

- Create and implement a Management Plan which addresses every aspect of property

management including, but not limited to, marketing, prospective tenant interviews, income verification, tenant selection, enforcement of community rules and regulations, unit lease-up, determination of eligibility for admission to the units, waiting list maintenance, unit assignment and execution of leases, rent collection, enforcement of leases, processing of evictions, the provision of supportive services and community activities, procurement according to VIHFA's Procurement Policy, financial operations, reporting and recordkeeping, unit maintenance and repairs, regular inspections, disaster plan, retention plan, grounds maintenance services, security services/options and managing personnel.

- Provide individual managers and support staff at each of the three (3) sites in order to provide daily management oversight and regular onsite presence at each community.
- Provide an adequately sized and active repair, maintenance and grounds keeping workforce at each community, and at no time utilize or incorporate any illegal chemical substances.
- Certify tenant eligibility and determining HUD rental subsidies for applicable tenants.
- Prepare monthly voucher requests to HUD for applicable tenants.
- Provide monthly reports to the VIHFA describing property management activities as well as the financial operations of each community.
- Maintain the properties and units in a manner that will result in an above-average score as it relates to the Real Estate Assessment Center (REAC) inspections.
- Conduct quarterly on-site physical inspections of each community in conjunction with VIHFA.
- Produce reports, action plans, and other documents as requested by the VIHFA.
- Conduct annual independent audits of the projects' finances within 90 days of the end of each project's fiscal year. The Auditor(s) shall be solicited by the Request for Proposal/Invitation for Bid process and be selected by a five-member evaluation of which at least two members shall be employees of the VIHFA.
- Give an accounting to all tenants on a monthly basis via print or online through manager's secured portal for tenants.
- Obtain and maintain adequate insurance and extended coverage per Owner's determination expressed and communicated to management company for all properties, to include Commercial Automobile Insurance for all vehicles.

### 3.1 QUALIFICATIONS

The VIHFA seeks a firm with substantial experience and success in providing quality property management services to federally subsidized multifamily housing communities with HUD regulations. Ideally, the selected Respondent will bring the following additional qualifications to the engagement:

- Experience in the provision of management services especially within the United States Virgin Islands.
- Experience in the provision of management services for multi-family properties receiving Federal subsidies equal to or similar to the HUD Section 8 rental subsidies.
- Experience with the working knowledge of the Federal multi-family regulations similar to HUD multi-family regulations.
- Expertise in the area of financial accounting to include experience in the implementation of accounting systems to ensure adequate internal practices and controls.
- An accounting staff with excellent working knowledge of generally accepted accounting principles, practices and proficiency in accounting software applications capable of tracking the financial operations of the properties at any given time.
- Proficiency in all areas of low-income multifamily housing property management including tenant relations, maintenance, financial recordkeeping and reporting, the procurement process, vendor relations, and Federal reporting.
- The firm must not have been involved in any litigation, violation of any Fair Housing laws, nor cited for code violations within the United States or the United States Virgin Islands within the past ten (10) years.

### 4.0 TERMS

The VIHFA will contract for a period of **five (5) years**, subject to VIHFA's option to extend the term of the contract for a similar term subject to satisfactory performance. 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 (i) any of the properties are converted to home ownership or otherwise disposed of by the VIHFA, or (ii) in the opinion of the VIHFA, the firm fails to manage the communities in a manner consistent with the terms of the contract, the requirements of the Housing Assistance Program (HAP) subsidy programs, or the best interests of the residents of the communities.

## **5.0 PRICE AND PAYMENT**

The contract price shall remain fixed regardless of the number of hours actually expended in performance of the work. Respondents must provide a detailed and specific monthly percentage, based on monthly effective gross rent.

## **6.0 USE OF SUBCONTRACTORS**

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for all deliverables specified in this RFP. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its RFP total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA.

Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA. The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

## **7.0 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.

## **8.0 CONFLICT OF INTEREST**

A Respondent submitting a proposal hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of the VIHFA; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Request for Proposals ("RFP"); the Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

## **9.0 REQUEST FOR PROPOSAL SCHEDULE**

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

<b>RFP SCHEDULE</b>	<b>DATE</b>	<b>TIME</b>
RFP Issue date	June 9, 2020	
Pre-proposal Conference	June 16, 2020	1:00 p.m.

Final date to submit written questions	June 22, 2020	
RFP Submittal Deadline	June 30, 2020	4:00 p.m.

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

## 10.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to:

Ms. Afisha M. Hillocks  
Procurement/Contract Officer  
Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
St. Croix, VI 00840-3912

OR

Inquiries may be submitted via e-mail to:

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

Mark subject line for e-mail: “**RFP 009-2020-STX**”.

From the issue date of this RFP until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFP 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 RFP. 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 RFP, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>. After the question 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 proposal package, and/or check VIHFA’s website for updates.

### **11.0 PRE-PROPOSAL CONFERENCE**

The VIHFA will conduct a Pre-Proposal Conference at **1:00 p.m.** Atlantic Standard Time (AST) on **June 16, 2020**. You may only join the meeting from your computer at <https://global.gotomeeting.com/join/892876413> or via teleconference by dialing 1 (877) 309 2073, Access Code 892-876-413. **See Attachment A for Site Maps for the communities.**

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFP prior to the Pre-Proposal 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 RFP package or any addenda thereto.

### **12.0 DELIVERY OF PROPOSAL PACKAGE**

All responses to this RFP are to be submitted no later than **4:00 p.m.** AST on **June 30, 2020**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to:

**procurement@vihfa.gov**

The email subject line must be clearly marked **“PROPOSAL – RFP 009-2020-STX”**. Failure to clearly mark the subject line with this information may cause the VIHFA to inadvertently manage the receipt of the proposal package. The VIHFA will log all received proposal packages with the date and time of receipt. Proposals received after the official deadline will be considered **LATE** and will **not** be considered.

### **13.0 CONTENTS OF PROPOSAL PACKAGE**

To be considered for award, the proposal package shall meet the following requirements.

#### **ENVELOPE #1**

#### **PROPOSAL FORMAT:**

**A. RFP 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. The letter shall state that all data presented in the proposal is accurate and complete. Additionally, the company must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal. It should also state that the proposal

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 ten (10) 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 **Respondent's current Business License**. For this section, Respondent must provide evidence that the company is licensed in the United States Virgin Islands to provide Property Management services. The Business License must be relevant to the Scope of Services for this solicitation.

**F. Respondent's Qualification Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant work comparable to the scope requested in this RFP who would be willing to discuss your company's competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.

**G. Technical Proposal** – Provide a detailed narrative explaining the Respondent's qualifications to provide the services, focusing on its company's key strengths and competitive advantages. The proposal shall consist of the following:

- A. A QUALIFICATION STATEMENT which should contain the following:
1. Organization name, local address, telephone, fax number, and e-mail address.
    - a. Identify the location of your company's corporate headquarters.
  2. Year established and any former name(s) under which the business has been conducted.
  3. List of current board members, if any.
  4. The number of employees in your organization, both locally and nationally.
  5. Types of services for which your organization is qualified.
  6. Copy of certifications.
  7. Resumes of key personnel that will be engaged in execution of the contracted work.
  8. Applicable HUD experience and certifications held.
  9. A brief description of current workload.
  10. List of current properties under management, the name, location, size of the specific community (number of buildings, apartments and commercial space,

etc.), term of management agreement, and size of the annual property budgets of each community. Further, the proposal shall include two-year budget variance reports for these properties evidencing the Respondent's ability to manage within budgetary constraints.

#### B. PROPERTY MANAGEMENT PLAN/PROPOSAL

The Respondent should submit a sample property management plan that meets the requirements outlined above at "Scope of Services". A sample property management plan which the Respondent has implemented at another housing community similar to those which are the subject of this solicitation. The plan shall include a description of resources/tools/technologies that will be employed to properly manage the communities.

#### ENVELOPE #2

##### **H. COST - All proposal 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.**

1. Enclosure Document F – Proposal Sheet – Provide monthly percentage rates for each listed item.
2. Comprehensive Cost Write-up - The Respondent may also provide a comprehensive write-up regarding the cost to complete the Scope of Services. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.

Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the proposal package closely follows the sequence and organizational outline described in this section.

#### **14.0 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 current Certificate of Good Standing
  - Limited Liability Company (LLC)
    - Copy of Trade Name Certificate (if applicable)
    - Copy of Articles of Organization

- Copy of Operating Agreement
- Copy of current Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Certificate of Good Standing (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. The Respondent may provide a Form W-9.

**C. General Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** for each occurrence 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” via an endorsement as follows:

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.

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

## **15.0 SELECTION PROCESS**

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

**Documentation:** Shall be evaluated based on Respondent's adherence to the requirements of this Request for Proposal relative to the proposal package content and format and whether all documentation has been provided and completed in its entirety.

**10 Points**

**Professional Qualifications:** Shall be evaluated based on the credentials of the Respondent's resources such as the key staff and management team assigned to perform the services.

**20 Points**

**Specialized Experience:** Shall be evaluated based on the Respondent's relevant experience in managing properties regulated by HUD

**25 Points**

**Technical Approach/Methodology:** Shall be evaluated based on the Respondent's proposed plan as it relates to the needs of the VIHFA

**25 Points**

**Cost:** Shall be evaluated based on the reasonableness of Respondent's price

**20 Points**

Respondents may be invited to make an oral presentation of their proposal before the Evaluation Committee Panel. The time and location of the presentations will be communicated to the Respondent via written correspondence from the VIHFA. The oral presentation/demonstration will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission.

After the Proposals have been evaluated, the Respondent with the highest evaluation score will be selected.

## **16.0 CONTRACT NEGOTIATIONS**

The VIHFA shall negotiate with the most qualified Respondent, as determined by an Evaluation Committee Panel of the responses and, if applicable, conduct interviews. If VIHFA is unable to reach an agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm(s), proceeding in turn to each firm that VIHFA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, VIHFA reserves the right to cancel the solicitation.

**17.0 RIGHT TO REJECT PROPOSAL PACKAGES**

The VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation. Further, proposals submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

**Enclosures**

- |                                |  |
|--------------------------------|--|
| <b>1. Enclosure Document A</b> | <b>RFP Cover Letter</b>                          |
| <b>2. Enclosure Document B</b> | <b>Non-Collusive Affidavit</b>                   |
| <b>3. Enclosure Document C</b> | <b>Non-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>Proposal Sheet</b>                            |

**Attachment**

- |                        |                  |
|------------------------|------------------|
| <b>1. Attachment A</b> | <b>Site Maps</b> |
|------------------------|------------------|

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

**RESPONDENT:**

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

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

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

DUNS #: \_\_\_\_\_

**RESPONDENT'S PRIMARY CONTACT PERSON:**

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

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**SCHEDULE OF ADDENDA:**

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP 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/bid or proposal/bid cost, that such proposal/bid or proposal/bid cost is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or person, to put in a sham proposal/bid 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/bid cost of the affinity or of any other Respondent, or to fix any overhead, profit or cost element of said cost proposal/bid, or of that of any other Respondent, 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/bid or cost proposal/bid are true.

\_\_\_\_\_  
Signature of Respondent (Authorized Representative)

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

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**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 solicitation, 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 solicitation.

Name and Title of Authorized Representative:

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Printed Name

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Signature

---

Date

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

---

Notary Public

My commission expires: \_\_\_\_\_



**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): \_\_\_\_\_

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Is the organization currently licensed to do business in the USVI? Yes No  
Type of License(s): \_\_\_\_\_  
Number of Years licensed to conduct business in the USVI \_\_\_\_\_  
Will subcontractors be used to perform any portion of the work? Yes No If yes, please list the name(s) of the proposed subcontractor(s): \_\_\_\_\_

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Have you ever failed to complete a project, been fired or sued by one of your clients, and/or found in default of contract terms? Yes No If yes, please explain on another sheet the circumstances, what means were used to resolve the issue, 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.

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Have any:

- a. 8823s been issued on any managed properties? Yes No
  - b. Bankruptcies or similar proceedings occurred? Yes No
  - c. Unresolved compliance issues existed on any managed properties? Yes No
  - d. Claims, threatened litigation or ongoing litigation existed on any managed properties? Yes No
  - e. IRS audits been filed on any managed properties. Yes No
- 

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 \_\_\_\_\_
- 

Respondent 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**  
***PROPOSAL SHEET***

**THE UNDERSIGNED RESPONDENT PROPOSES TO FURNISH ALL LABOR AND INCUR ANY OTHER COSTS AS MAY BE REQUIRED TO PERFORM THE SCOPES OF SERVICES, SUBJECT TO ALL THE CONDITIONS AS SET FORTH IN THE SCOPE OF SERVICES.**

<b>ITEM</b>	<b>SITES</b>	<b>COST TO MANAGE (Percentage)</b>
<b>1.</b>	<b>BETHLEHEM VILLAGE/PROFIT HILLS</b>	
<b>2.</b>	<b>FRITS LAWAEZ HOMES</b>	
<b>3.</b>	<b>FRITS LAWAEZ HOMES COMMERCIAL BUILDING</b>	
<b>4.</b>	<b>RUBY M. ROUSS HOMES</b>	
<b>5.</b>	<b>RUBY M. ROUSS HOMES COMMERCIAL BUILDING</b>	

**PLEASE TYPE OR PRINT THEN SIGN WHERE INDICATED BELOW**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this scope of services, unless clearly stated and specifically noted in the proposal submitted and in the contract between the VIHFA and the selected Respondent.



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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