INVITATION FOR BID
FOR
DEMOLITION OF HAYPIECE HILL BUILDINGS
FOR
VIRGIN ISLAND PUBLIC BROADCASTING SYSTEM
LOCATED AT
SUB-BASE 158 & 158A, ST. THOMAS VI
IFB 001-2020-STT

Issue date:
October 14, 2020

Submittal deadline:
November 23, 2020

ISSUED BY:
VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
HAVENSIGHT, ST. THOMAS, VI
https://www.wtjx.org/IFB/
VIPBS_IFB001@wtjx.org
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1.0 INTRODUCTION

1.1 CONTEXT
In September of 2017, St. Thomas sustained a direct hit from Hurricanes Irma and Maria. The hurricanes inflicted extensive damage to the transmission facilities of the Virgin Islands Public Broadcasting System (VIPBS) located at the Mountain Top area of St. Thomas. While VIPBS is still able to utilize the facility, repairs are required to bring it to 100% operational condition.

Through this Invitation for Bid (IFB), VIPBS is soliciting bids from licensed, qualified and experienced contractors in demolition of multi-story buildings for demolishing and disposal of several buildings. This project will be largely funded by the Federal Emergency Management Agency (FEMA) and will be governed by the terms and conditions for federal grants.

1.2 VIPBS BACKGROUND
The Virgin Islands Public Broadcasting System (VIPBS) is a not for profit media company providing television and radio programming to the US Virgin Islands on WTJX-TV and WTJX-FM.

VIPBS is run by a Board of Directors and the Chief Executive Officer is responsible for the day-to-day operations of the System. The basic goal of VIPBS is to advance the general welfare of the community through educational, cultural and public affairs programming, local and national, for the population of the Virgin Islands. The Stations’ general policy is set by the Board of Directors. Some oversight duties are exercised by the V.I. Government’s Executive and Legislative branches. The Legislative branch appropriates and the Executive branch allots the majority of the funds necessary for the operation of the System.

VIPBS receives funds from the Corporation for Public Broadcasting (CPB), which is a private corporation created by the Federal government. It is the largest single source of funding for public television and radio programming. VIPBS is regulated by the Federal Communications Commission (FCC). VIPBS is a member of the Public Broadcasting Service (PBS) and National Public Radio (NPR).

VIPBS’ mission is to partner with individuals, foundations, corporations, and Government Agencies, to develop community engagement projects, designed to enhance the quality of life for everyone in the Virgin Islands.

2.0 SCOPE OF WORK

2.1 GENERAL EXPECTATIONS
2.1.1 Project Execution. - The selected contractor is expected to provide all labor, supervision, tools, equipment materials and transportation to demolish the buildings in this IFB. Contractor shall be responsible for compliance with Federal and local codes, and environmental requirements. This includes maintaining an organized, secure and safe job site.

2.2 PROJECT DESCRIPTION
2.2.1 Site Location. The facility is located at the Haypiece Hill Complex of St. Thomas, USVI (parcel 158 and 158A Sub Base) [GPS: 18.330451 N, -64.958239 W]. The project involves demolition and disposal of the main studio and office building including foundation and cistern and a storage trailer.

2.2.1.1 Scope of Work, (Base Bid)
Demolition, removal and disposal of structures listed in Table 1

Appendix A illustrates the scope of work. The table below summarizes this scope.
Table 1 Structures to be demolished

<table>
<thead>
<tr>
<th>Building/Structure</th>
<th>Levels</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Volume¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>1</td>
<td>79’</td>
<td>41’</td>
<td>14’</td>
<td>554 CY</td>
</tr>
<tr>
<td>Studio</td>
<td>2</td>
<td>54’</td>
<td>42’</td>
<td>27’</td>
<td>748 CY</td>
</tr>
<tr>
<td>Stair/Storage</td>
<td>3</td>
<td>30’</td>
<td>10’</td>
<td>23’</td>
<td>84 CY</td>
</tr>
<tr>
<td>Cistern (Office)</td>
<td>1</td>
<td>10’</td>
<td>41’</td>
<td>8’</td>
<td>40 CY</td>
</tr>
<tr>
<td>Storage Trailer</td>
<td>1</td>
<td>45’</td>
<td>12’</td>
<td>9’</td>
<td>290 CY</td>
</tr>
<tr>
<td>Vegetative Debris a²</td>
<td>1</td>
<td>700’</td>
<td>10’</td>
<td>8’</td>
<td>1,000 CY</td>
</tr>
</tbody>
</table>

¹Contractors is responsible to visit the site and obtain any and all measurements of the buildings and other structures within the demolition boundary required to determine the actual scope of work to be removed and hauled away.
²Estimated peak of roof or structure
³Estimated debris volume
⁴Vegetative Debris estimated around demolition site and along road from security gate to parking lot.

The following items shall be removed and hauled away:

- Building structures indicated above including existing steel framing, concrete slabs and foundations
- Mechanical, plumbing and electrical equipment including concrete equipment pads
- All contents inside the buildings or attached to the slab or foundations. A joint site inspection will be conducted with VIPBS, prior to beginning removal, to identify any contents to be retained by VIPBS.
- Vegetative debris around demolition site and along driveway from security gate to parking lot.

2.2.1.3 Repair of existing security fence and gate.
Contractor shall provide the necessary repairs to restore the existing driveway security gate to operation and repair the connected security fence.

2.2.1.2 Optional Work - Demolition of TELCO Antenna
Provide as a separate option to the IFB, a quote to demolish, down to the concrete pad, the damaged 40-ft diameter by 50-ft tall, steel frame dish antenna located at the southern limit of the property. The dish antenna is estimated to generate approximately 60 CY of steel and C&D debris to be removed and disposed. Work shall include all requirements stipulated in this IFB.

2.2.2 Site Features. The following are considerations and requirements areas of the site will require selective demolition and remedial work:

- The site is located on the top of Haypiece Hill with single land road access.
- Studio and office building demolition shall be down to and including foundation, grade beams and piers.
- All underground utility lines within the demolition boundary. Contractor to arrange and confirm utilities have been disconnected prior to demolition
- Electrical service shall be removed to the interface point of VI Water and Power Authority (WAPA).
- Underground utility connections shall be removed to the closest underground valve box or access box, or a minimum of 25’ from building footprint, capped, protected and identified for possible reuse.
- Lowest elevation of building includes cistern which is included in the scope of work.
- Existing outdoor deck, second cistern (under outdoor deck), outdoor bathrooms and generator room shall remain and are not included in the scope of this IFB.
- Trailer, foundation, supports, piers and all utility connections shall be removed and/or capped as needed.
• Site Perimeter Fence and Gates- Security gate and fence shall be restored to operation to provide security and to limit access to the site and is included in this IFB.
• Vegetative debris around demolition site and along driveway from security gate to parking lot.
• Construction and Demolition Debris- contractor shall remove and dispose of all debris.

All work shall comply with 2018 IBC and US. Virgin Island Building Code. Contractor is responsible for all fees, permits, sketches/drawings and required inspections to complete the work.

2.3 COMMENCEMENT OF SERVICES
Services will/shall commence as soon as can be scheduled.

2.4 NUMBER OF AWARDS
One respondent will be awarded the job.

3.0 REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT
The following subsections are required minimum qualifications.

• Respondents that are corporations, partnerships, or any other legal entity, shall be properly registered to do business in the Territory at the time of the submission of their Proposal to this IFB, or shall attain licensure within 30 days of award of contract. Such Respondents shall attach its license to do business or a copy of its application for a license.
• Neither Respondent nor any person or entity associated or partnering with Respondent has been the subject of any adverse findings that may prevent VIPBS from selecting Respondent. Such adverse findings may include, but are not limited to, the following:
  a) Negative findings from the Inspector General, a Federal Inspector General, or from the U.S. Government Accountability Office, or from an Inspector General in another State
  b) Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in another State or Territory
  c) Pending litigation with the USVI or any other State or Territory
  d) Arson conviction or pending case
  e) Harassment conviction or pending case
  f) Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
  g) In rem foreclosure
  h) Sale of tax lien or substantial tax arrears
  i) Fair Housing violations or current litigation
  j) Defaults under any Federal, Territory, State or locally sponsored program
  k) A record of substantial building code violations or litigation against properties owned and/or managed by Respondent or by any entity or individual that comprises Respondent
  l) Past or pending voluntary or involuntary bankruptcy proceeding
  m) Conviction for fraud, bribery, or grand larceny
  n) Listing on the Federal Debarment or State excluded-parties lists
• Respondent has adequate financial resources to perform the contract, or the ability to obtain them. Financial records for the past two (2) years must be included in the Proposal.
• Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
• Respondent has a satisfactory performance record.
• Respondent has a satisfactory record of integrity and business ethics.
• Respondent has the necessary organization, experience, operational controls, and technical skills, or the ability to obtain them.
• Respondent has established prior experience in successfully performing the scope of services requested.
• Respondent and its employees hold and maintain any and all territorial, federal, state, and local licenses or certifications as required to perform the services requested.
• Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.

3.1 REQUIREMENT OF LEGAL ENTITIES
Respondents that are corporations, partnerships, or any other legal entity, shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this IFB. Such respondents shall attach a certificate of good standing from the Office of the Lieutenant Governor in the area in which they are incorporated to their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

4.0 TERM OF ENGAGEMENT
Twelve (12) months with a six (6) month extension per mutual agreement. VIPBS 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.

5.0 PRICE AND PAYMENT
Submitted price shall be a fixed price and be all-inclusive including fees, taxes, general conditions, overhead, profit, and any other costs required to perform and complete the work. Respondents are required to present their fee breakdown in Enclosure Document J. Invoicing and payment shall be on a monthly basis on percent of completed work.

6.0 USE OF SUBCONTRACTORS
VIPBS shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for execution of all work specified in the IFB and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, however, they shall acknowledge in their proposal’s total responsibility for the entire contract. VIPBS reserves the right to approve any subcontractor proposed for the contract.

7.0 CONFLICT OF INTEREST
A respondent submitting a proposal hereby certifies that no officer, agent or employee of VIPBS has a pecuniary interest in this bid or has participated in contract negotiations on behalf of VIPBS; that the proposal 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 in its own behalf without connection with, or obligation to, any undisclosed person or firm.

A respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this IFB.

8.0 MINORITY & WOMEN BUSINESS ENTERPRISE (M/WBE)
In accordance with the Virgin Islands law, service contracts awarded with fees in excess of twenty-five thousand dollars ($25,000) must comply with equal employment opportunity requirements. Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by M/WBE companies. Enclosure G to be provided to document M/WBE subcontractors.
9.0 GENERAL FEDERAL GRANT REQUIREMENTS

This disaster recovery project is funded by the Federal Emergency Management Agency (FEMA) under the guidelines and regulations of The Stafford Act, and as such is subject to Federal audit and compliance. The final contract as well as any subsequent construction contracts shall include the Federal clauses required by 2 CFR 200 Appendix II. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

Additionally, because the project is receiving Federal funding, there may be a requirement for archeological monitoring and reporting during the demolition and construction phases as required by National Historic and Preservation Act (NHPA) and Virgin Island State Historical Preservation Officer (SHPO). Further, the project may be evaluated, as required by the National Environmental Policy Act (NEPA), for impacts to Federal EHP laws, regulations and executive orders including floodplain, wetlands and listed threatened and endangered species and their habitats. Any schedule or cost implications will be mutually resolved by VIPBS and the selected firm.

10.0 IFB PROCEDURES

10.1 GENERAL

All proposals must be complete and convey all the information requested in order to be considered responsive. If the proposal fails to conform to any requirement of the IFB, VIPBS alone will determine whether the defect is significant and, therefore, may not be considered. Only the information provided with the response, addenda, and materials submitted in response to VIPBS’s requests for additional information will be used in the evaluation process and award determination. Failure to provide all information requested may result in disqualification.

All materials submitted in response to this IFB shall become the property of VIPBS and will not be returned. Selection or rejection of this proposal does not affect this provision.

10.2 BID BOND

Each bid must be accompanied by a Bid Guarantee as provided for in Standard Form 24 which is hereby made a part of this Invitation and by this reference incorporated herein as fully and effectively as if set forth in detail.

The Bid Guarantee for bidders will be five per cent (5%) of the bid price. Bid Guarantee will be in the form of a Bond (Corporate or Individual Surety), Money Order, Certified Check or Irrevocable Letter of Credit. The bid bond form provided in the bid document must be properly filled out to accompany checks and money orders. Failure to provide a five per cent (5%) bond will render the bid unresponsive.

No Bidder will be allowed to withdraw his bond within a period of thirty (30) calendar days following the date set for the opening thereof.

The selected contractor will be required to secure a Performance Bond and a Payment Bond in the amount of 100% of the contract value.

10.3 QUESTIONS DURING IFB PROCESS

Proposers may submit questions during and after the Pre-BID Conference and before the last day for questions per the IFB Process Timeline, below. All questions shall be submitted electronically with the IFB identifier as the subject using the attached Form for Submission of Inquiries (Attachment K) to:

Tanya-Marie Singh
Chief Executive Officer
Virgin Islands Public Broadcasting System
VIPBS_IFB001@wtjx.org
Responses in the form of IFB Addenda will be issued to all firms who have indicated an interest in submitting a proposal.

From the issue date of this IFB until a determination is made regarding the selection of a Contractor, all contacts concerning this IFB must be made through the Procurement/Contract Officer. Any violation of this condition is cause for VIPBS to reject the contractor’s package. VIPBS will not be responsible for any oral information given by any employee.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this IFB. VIPBS reserves the right to amend this IFB at any time. Any amendments to the IFB will be issued as written addenda. 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 VIPBS amends this IFB, the Procurement/Contract Officer will email the addenda to all potential respondents.

VIPBS will not be held responsible if any potential respondent does not provide current contact information to receive all addenda. It is the responsibility of the potential respondents to update all contact information and contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the bid package. The bid package will be considered non-responsive if all modifications are not incorporated.

10.4 BID SUBMISSION AND DUE DATE

Bids shall be delivered to:

Virgin Islands Public Broadcasting System  
Attn: Ms. Tanya-Marie Singh  
19 Estate Thomas 6H  
St. Thomas, VI 00801

Bids must be received by:

Monday, November 23, 10:00 am AST

Bids received after this date and time will not be considered.

Electronic submissions of proposals shall be accepted to VIPBS_IFB001@wtjx.org if received before the Bid Due Date and time. Electronic submissions must be followed by printed proposal as required by IFB Section 10.6 included the electronic copy on a flash drive. The shipping confirmation or tracking number of the printed proposal must be included with the electronic submission to confirm it was shipped before the BID Due Deadline. Electronic submissions which differ from the printed proposal shall be considered as non-responsive.

The package containing the Bid Documents shall be securely taped closed and clearly marked with the following label:

PROPOSAL FOR IFB 001-2020-STT  
ONLY TO BE OPENED BY ADDRESSEE

Bids will also be accepted by mail, received before the BID Due Date, at the following address only: P.O. Box 808, Christiansted, VI 00821.

10.5 IFB TIMETABLE

The following are anticipated key dates in the IFB process:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>October 14, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of IFB</td>
<td>4:00 pm</td>
<td>October 14, 2020</td>
</tr>
<tr>
<td>Pre-Bid Meeting</td>
<td>10:00 am</td>
<td>October 27, 2020</td>
</tr>
<tr>
<td>Last Date for Questions</td>
<td>4:00 pm</td>
<td>November 3, 2020</td>
</tr>
<tr>
<td>Last Date for Responses to Questions</td>
<td>4:00 pm</td>
<td>November 12, 2020</td>
</tr>
<tr>
<td><strong>BID Due Date</strong></td>
<td>10:00 am</td>
<td>November 23, 2020</td>
</tr>
<tr>
<td><strong>Bid opening</strong></td>
<td>10:15am</td>
<td>November 23, 2020</td>
</tr>
</tbody>
</table>
The Pre-Bid meeting will take place at VIPBS’ temporary location in Havensight at Al Cohen’s Mall, 19 Estate Thomas 6H. Immediately afterwards a site visit to the Mountain Top facility will take place.

10.6 BID PACKAGE FORMAT & PROPOSAL CONTENT

Proposals shall be typewritten on standard 8 ½” by 11” paper. Pages shall have a one-inch margin and the font shall be 12-point Times New Roman. Written content of the Proposal must be set at one and one-half (1.5) line spacing. Larger paper (up to 11” x 17”) and smaller fonts are permissible for charts, diagrams, spreadsheets, etc. The mandatory documentation should be organized and submitted in a single 3-ring binder with tabs in the order shown below. A total of four (4) complete binders, signed and initialed, shall constitute a valid proposal. Additionally, an electronic copy of the proposal (PDF format) will be required to be included in a jump/flash drive (delivery instructions included in section 10.3).

All names must be included below each signature. Documents consisting of more than one page that require signature shall contain the initials of the Proposer’s Authorized Representative at the right-top corner of each page.

Cover Page:
- Proposer’s Name
- Contact Information
- Mailing address
- IFB submission date
- Project title

Tab One: Cover Letter
- Cover letter should be provided on the company’s official business letterhead, if the proposal is submitted by an organization, with contact information. Must be signed by an officer of the organization authorized to bind the company contractually to all commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda.
- State that if awarded the contract, the firm or individual will be solely responsible for all aspects of the engagement including any portion that may be performed by subcontractors, if any.
- Make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- 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.
- Disclose and identify any existing contractual work for the Territorial Government, whether direct or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this IFB.

Tab Two: Firm Profile
- Firm Profile: Name, Mailing Address, Phone, Website
- Number of Years in Business
- Type of Organization
- Principals Names and Resumes
- Staffing Count by Position
• Description of Services Offered
• Professional and General Liability Insurance Coverage Description
• Insurance Claims Against Firm (past 10 years)
• Current Workload Details
• Proof of Licensure as a U.S. Virgin Islands Business, or in the jurisdiction in which it is located

Tab Three: Firm Experience
• Firm Overall Project Experience (past 10 years)

Tab Four: Subcontractors
• Provide same information as Tabs Two and Three for all Subcontractors

Tab Five: Project Approach
Provide a description of the methodology and considerations your firm proposes to employ in the event it is selected to provide the requested services.

Tab Six: Project Structure
• Project Organizational Chart for All Phases of Project
• Key Personnel Resumes Assigned to Project

Tab Seven: Enclosures
• Enclosure Document A Enclosure Checklist Form
• Enclosure Document B Non-Collusive Affidavit
• Enclosure Document C Debarment Certification Form
• Enclosure Document D Contract Document Checklist
• Enclosure Document E Contractor’s Qualification Statement Form with References (3)
• Enclosure Document F Conflict of Interest
• Enclosure Document G M/WBE Disclosure Form
• Enclosure Document H Authorization for Background Check & Financial Information
• Enclosure Document I Prior Performance Certification
• Enclosure Document J Official Itemized Bid Sheet

Tab Eight: Schedule
• One-Page Project Schedule

Tab Nine (optional): Brochure which describes the firm’s services, organization and examples of similar work completed to date.

10.7 PROPOSAL/BID EVALUATION AND SELECTION CRITERIA
Bids will be opened on the date and time given in Section 10.5 of this IFB to determine the low bidder. All submittals will be subsequently reviewed to confirm they are complete and responsive by the evaluation committee. If the low bidder is determined to be non-responsive, the next, lowest, responsive bidder will be selected.

10.8 REQUIRED DOCUMENTS
The successful respondent shall have ten (10) days from the day the notice of selection is received to submit the following documents:
A. **Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company’s Annual Report on June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.

B. **Liability Insurance** - The successful respondent will be required to obtain and have in place Liability Insurance in an amount no less than Five Hundred Thousand Dollars ($500,000.00). The Insurance policy shall name the VIPBS as an “Additional Insured.” The successful respondent must provide a copy of the Liability Insurance.

C. **Performance and Payment Bonds** – Respondents shall provide bonds for 100% of the contract value.

D. **Worker’s Compensation** - The successful respondent will be required to provide proof of Worker’s Compensation.

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

**10.9 CONTRACTING INSTRUMENT**

It is expected that VIPBS and the selected construction firm will execute the following agreement modified to suit the project: American Institute of Architects Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

A sample may be previewed at the following web page: [https://content.aia.org/sites/default/files/2017-04/A104_2017%20sample%20%28002%29.pdf](https://content.aia.org/sites/default/files/2017-04/A104_2017%20sample%20%28002%29.pdf)
ENCLOSURE DOCUMENT A  
Virgin Islands Public Broadcasting System  
ENCLOSURE CHECKLIST  

IFB 001-2020-STT  
Demolition of Haypiece Hill Buildings

<table>
<thead>
<tr>
<th>Proposer:</th>
<th>Date:</th>
</tr>
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</table>

- Enclosure Document A Enclosure Checklist Form
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- Enclosure Document E Contractor’s Qualification Statement Form with References (3)
- Enclosure Document F Conflict of Interest
- Enclosure Document G M/WBE Disclosure Form
- Enclosure Document H Authorization for Background Check & Financial Information
- Enclosure Document I Prior Performance Certification
- Enclosure Document J Itemized Bid Sheet
ENCLOSURE DOCUMENT B
Virgin Islands Public Broadcasting System

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 Public Broadcasting System 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 ____________, 2020, by ________________________________________________________________

of legal age, ______________________________________________________________

(Trade or Corporation)

and personally, known to me.

(SEAL) __________________________________

Notary Public

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ENCLOSURE DOCUMENT C

Virgin Islands Public Broadcasting System

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) The respondent will provide immediate written notice to whom this Certification is submitted if at any time the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(3) The respondent shall not knowingly enter any agreement/subcontractor relationship lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this procurement, unless authorized by the department or agency with which this procurement originated.

(4) 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. VIPBS may also exercise any other remedy available by law.

(5) 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
ENCLOSURE DOCUMENT D

Virgin Islands Public Broadcasting System

CONTRACT DOCUMENT CHECKLIST

Name of Contractor: _____________________________________________________________

Contact Person: __________________________________________________________________

Telephone Number: Office____________________ Mobile___________________________

1. ___ Contractor Corporate Documents

___ Corporation
   ___ Copy of Articles of Incorporation & By Laws
   ___ Letter of Good Standing from Office of the Lt. Governor/Copy of receipt demonstrating Annual Report is filed.

___ LLC
   ___ Copy of Articles of Organization
   ___ Copy of Operating Agreement
   ___ Certificate of Existence from Office of the Lt. Governor/Copy of receipt demonstrating Annual Report is filed.

___ Sole Proprietor
   ___ Copy of Trade Name Certificate

2. ___ Current business license
   Expiration date: ___/___/20___
   Type of business license: ____________________________________________________

3. ___ Employer Identification Number (EIN)/Social Security Number (SSN):______________

4. ___ Insurance Binder
   Expiration date: ___/___/20___
   Type of Insurance: ___ General Liability ___ Automobile ___ Errors and Omissions

5. ___ Workers Compensation Insurance
   Expiration date: ___/___/20___

6. ___ Bid Bond

--For VIPBS use only--

1. ___ Proposed Scope of Work   EBID#__________ RFP#__________ RFQ#__________ IFB#_______

2. ___ Proposals
   ___Bids
   ___ Signed Evaluation Spreadsheet
   ___ Recommendation

3. ___ Request for approval from Legal Counsel and Executive Director.

   Legal Counsel: ________________________________ Date approved: ___/___/20___
   VIPBS, CEO: ________________________________ Date approved: ___/___/20___

   Date submitted to BOD for Contract Approval: ___/___/20___

   Suggested # of Days in Contract: __________________________________________

   Mobilization/Payment Terms: ________________________________________________

   Outstanding Issues: ________________________________________________________
ENCLOSURE DOCUMENT E

Virgin Islands Public Broadcasting System

CONTRACTOR’S QUALIFICATION STATEMENT

Name of License Holder: _________________________________________________________

Name of Company/DBA (if any): __________________________________________________

Legal Status: (check one) Corp. _____ LLC _____ Partnership _____ Sole Proprietorship _____

Business Location (office): ______________________________________________________________________________________

Mailing Address: _________________________________________________________________________________________________

Telephone Number: ___________ Fax Number: ___________ Email: ___________

Website address (if any): ______________________________________________________

Number of Years licensed to conduct business in the U.S. Virgin Islands ______________

Number of construction projects completed in the last 5 Years ______________ , Average value of these Contracts $ ________________

Do you have current Liability Insurance Coverage? □ Yes □ No If yes, value $ ______________

Have you ever failed to complete a project, been fired and/or sued by one of your clients? __________

(If yes, explain on another sheet, the circumstances and outcome)

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? __________

(If yes, explain on another sheet, the circumstances and outcome)

Complete the following pages for information related to your current and past projects references/client listing.

List the Subcontractors you will utilize: ________________________________________________

________________________________________________________________________________________

Provide at least three (3) references for the most recent, relevant work comparable to the scope requested in this IFB.

- Referral Name, Company, Title, and Contact Information (Phone and Email)
- Project Name, Location, and Description
  - Contract Value, Start and End Date, % Complete, etc.
- Services Performed

Certification of truth of the above Statements, by: __________________________ Title: ______________
CONFlict OF INTEREST

By signing this form, the Respondent certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, for the organization or any of its staff, and that the Respondent, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the Respondent, subcontractor, employee, or consultant).

Conflicts may arise in but not limited to the following situations:

a) Unequal access to information. A potential respondent, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in the Virgin Islands.

b) Biased ground rules. A potential respondent, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract for disaster recovery services in the Virgin Islands.

c) Impaired objectivity. A potential respondent, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.

1) Proposer must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.

2) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, VIPBS will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest.

3) The Respondent, subcontractor, employee, or consultant agrees that if “impaired objectivity”, or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proponent has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).
The Respondent, ________________________________________________, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from IFB No. IFB 001-2020-STT that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The Respondent further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to VIPBS’s satisfaction, such conflict of interest (or apparent conflict of interest).

Name and Title of Authorized Representative

__________________________________________________________

_________________________  ____________________________
Signature                        Date
Virgil Islands Public Broadcasting System

M/WBE DISCLOSURE FORM

The Government of the Virgin Islands promotes and encourages the involvement of minority and women-owned firms, generally referred to as M/WBE, in all phases of work and provides equal opportunities to compete for construction, professional services, technical services, equipment, supplies, and other contracts.

For purposes of this Disclosure Form, term “subcontractors” is intended to refer to subcontractors, suppliers, consultants, sub-consultants, vendors or other contracting parties, as applicable.

Name of Prime Firm: ________________________________

1. If your firm will provide all of the labor, materials, equipment, supplies and/or services required for this procurement, please complete Sections A of this Disclosure Form.

SECTION A

Our firm has not identified any subcontracting opportunities and will not subcontract any portion of the work.

Authorized Signature: ________________________________

Printed Name: ________________________________ Date: ________________

Our firm’s M/WBE status is as follows (check all that apply):

☐ Minority owned business enterprise
☐ Women-owned business enterprise
☐ None of the above

2. If your firm will subcontract any portion of this procurement, please complete Section B of this Disclosure Form.

SECTION B

Our firm will subcontract portions of the work to one or more subcontractors.

Authorized Signature: ________________________________

Printed Name: ________________________________ Date: ________________

Our firm’s M/WBE status is as follows (check all that apply):

☐ Minority owned business enterprise
☐ Women-owned business enterprise
☐ None of the above

Our firm intends to subcontract portions of the work to the following subcontractor(s) described below:

<table>
<thead>
<tr>
<th>Subcontractor Firm Name, Contact and Phone # / Role</th>
<th>M/WBE Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>☐ Minority owned business enterprise</td>
</tr>
<tr>
<td></td>
<td>☐ Women-owned business enterprise</td>
</tr>
<tr>
<td></td>
<td>☐ None of the above</td>
</tr>
<tr>
<td>2.</td>
<td>☐ Minority owned business enterprise</td>
</tr>
<tr>
<td></td>
<td>☐ Women-owned business enterprise</td>
</tr>
<tr>
<td></td>
<td>☐ None of the above</td>
</tr>
<tr>
<td>3.</td>
<td>☐ Minority owned business enterprise</td>
</tr>
<tr>
<td></td>
<td>☐ Women-owned business enterprise</td>
</tr>
<tr>
<td></td>
<td>☐ None of the above</td>
</tr>
</tbody>
</table>
ENCLOSURE DOCUMENT H

Virgin Islands Public Broadcasting System

AUTHORIZATION FOR BACKGROUND CHECK & FINANCIAL INFORMATION

By signing this Authorization, the Proposer authorizes the Virgin Islands Public Broadcasting System (VIPBS) to seek any background and/or financial information it deems necessary to evaluate the Respondent’s financial capacity in connection to the Request for Proposal (IFB) referenced above.

Name of Proposer Entity

__________________________________________________________

Signature of Authorized Representative Date

__________________________________________________________

Printed Name of Authorized Representative
Virgin Islands Public Broadcasting System

PRIOR PERFORMANCE CERTIFICATION

1. Has the Proposer or any of its Team Members been notified with a “Letter of Concern”, which refers to any written communication from a Government entity notifying the Proposer or any of its Team Members, wariness or caution about the performance under a contract to provide services.
   - Yes
   - No
   - Other (Specify):

If yes, provide a copy of every “Letter of Concern” received from and as a contractor of a Government entity.

2. Has the Proposer or any of its Team Members been found in default of contract terms with any contracting entity?
   - Yes
   - No

If yes, indicate below if a Performance Bond or other means was used to resolve the default issue:
   - Yes
   - No
   - Other (Specify):

   Name of Surety Company: __________________________________________

   Telephone of Surety Company: _______________________________________

   Contact Person of Surety Company: _________________________________

Provide an explanation regarding the circumstances that created the need for the contracting entity to invoke the terms of the Performance Bond, or other means, to include the current status of the matter (Include additional sheets if necessary).

Proposer Name

Signature of Authorized Representative _______________________________ Date ______________________

Printed Name of Authorized Representative ____________________________
## OFFICIAL ITEMIZED BID FORM

<table>
<thead>
<tr>
<th>#</th>
<th>BUILDING / AREA</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Office</td>
<td>Demolition, down to and included foundation, and utilities removal and disposal</td>
<td>554</td>
<td>CY</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Studio</td>
<td>Demolition, down to and included foundation, and utilities removal and disposal</td>
<td>748</td>
<td>CY</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Stair/Storage</td>
<td>Demolition, down to and included foundation, and utilities removal and disposal</td>
<td>84</td>
<td>CY</td>
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<tr>
<td>4</td>
<td>Cistern (office)</td>
<td>Demolition, down to and included foundation, and utilities removal and disposal</td>
<td>40</td>
<td>CY</td>
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<tr>
<td>5</td>
<td>Storage Trailer</td>
<td>Demolition, down to and included foundation, and utilities removal and disposal</td>
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<td>CY</td>
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<td>6</td>
<td>Vegetative Debris</td>
<td>Demolition, removal and disposal</td>
<td>1,000</td>
<td>CY</td>
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**BASE BID (written)**

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<th>BASE BID (numeric)</th>
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Optional Work – 40-ft Dish Antenna

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION</th>
<th>QTY</th>
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<tbody>
<tr>
<td>7</td>
<td>40-ft Dish Antenna Demolition, down to concrete pad</td>
<td>60</td>
<td>CY</td>
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</table>

**TOTAL COST (numeric)**

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<th>TOTAL COST (written)</th>
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Proposer Company Name

Signature of Authorized Representative  Date

Printed Name of Authorized Representative


ENCLOSURE DOCUMENT K  
Virgin Islands Public Broadcasting System  
FORM FOR SUBMISSION OF INQUIRIES

IFB 001-2020-STT  
Demolition of Haypiece Hill Buildings  
Submit additional sheets of this Form for Submission of Inquiries if more than 10 questions are to be submitted

<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
<th>IFB Section or Document</th>
<th>IFB or Document Page No.</th>
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