



**INVITATION FOR BID (IFB)-VIDE-2019-008**

**SUMMER MAINTENANCE**

**GENERAL EXTERMINATION SERVICES**

St. Thomas/St. John School District

**Date: July 23, 2019**

**A. IFB SUMMARY:**

The Department of Education "Department" is requesting bids from qualified contractors to provide General Extermination services to various school campuses in the St. Thomas/St. John School District

**B. SCHEDULE:**

Deadline for Proposal submission: Wednesday, August 2, 2019 at 12:00pm. Proposal must be mailed or hand delivered to the VIDE Procurement Office, VIDE Main Complex, St. Thomas/ St. John. Packages received will be stamped with the time and date immediately upon receipt, then opened and evaluated based on the criteria outlined in Section D.

Anticipated Start Date for Services: Friday, August 9, 2019 –Tuesday, August 20, 2019

Please submit proposal to:

Department of Education  
Khadila D. Joseph, Director of Procurement  
1834 Kongens Gade  
St. Thomas V.I. 00802  
340-774-0100 X 8211

**C. PREPARATION OF PROPOSALS:**

Each bid must consist of the following information in the order indicated below:

1. A cover letter stating interest in project with signature of duly authorized person/principal. Please include as many of the following contact points as possible:
  - a. Name of firm
  - b. Complete address
  - c. Contact person
  - d. Telephone number
  - e. Fax number
  - f. Internet address
  - g. E-mail address

#### D. QUALIFICATIONS (Contracting Documents)

The following documents are necessary to support a contract for services:

- 1) **Current Business License** (Extermination/Pest Control) issued by the Government of the Virgin Islands (GVI), Department of Licensing and Consumer Affairs, in the legal name of the entity.
- 2) Original **Certificate of Good Standing or Certificate of Existence** issued on or after July 1<sup>st</sup>, 2019, in the legal name of the entity by GVI, Office of the Lt. Governor, Division of Corporations and Trademarks.(if applicable)
- 3) **Certificate of General Liability Insurance** in the minimum amount of \$100,000.00 **and Declaration/Endorsement Pages:**
  - a. *stating* that the “Virgin Islands Department of Education” is an **additional insured**; and
  - b. listing the “Virgin Islands Department of Education” as a **certificate holder**, and indicating the address as follows:  
Virgin Islands Department of Education  
1834 Kongens Gade,  
St. Thomas, U.S. Virgin Islands 00802-6746, and
  - c. a copy of the relative insurance policy for the coverage(s) indicated above and including indication of the indication of the name and address of the of the insured, the policy number, and the term of the policy.
- 4) Proof of Tax Identification Number. **Completed Form W9.**

#### E: SCOPE OF WORK:

Pests to be exterminated include, but not limited to, the following: rodents, insects, roaches, ants, millipedes, wasps, bees, centipedes, fleas, and flying gnats. Work shall be completed at each school campus in its entirety.

1. Prices must include price of chemicals to be used.
2. MSDS product information is to be provided immediately, upon request.
3. Vendor must comply with any local, state and federal requirements for this type of work.
4. Contractor must use if necessary, an EPA approved termiticide (for termites) or insecticide (for carpenter ants) and must supply Material Safety Data Sheets (MSDS) on products/materials used in extermination services, immediately upon request. Signage must be posted and the safety of the public and employees must be considered at all times.
5. The final inspection of completed work will be made by an authorized agent of the Department’s Director of Operations or Territorial Director of Facilities and Maintenance. Work must be completed in a satisfactory manner before authorization for payment will be made.

Itemized Bid Sheet

Charlotte Amalie High School	\$_____
Ivanna Eudora Kean High School	\$_____
Bertha C. Boschulte Middle School	\$_____
Joseph Gomez Elementary School	\$_____
Yvonne Bowsky Elementary School	\$_____
Jane E. Tuitt Elementary School	\$_____
STTJ Curriculum Center (formerly EWWA)	\$_____
Lockhart Elementary School	\$_____
Leonard Dober Elementary School	\$_____
Joseph Sibilly Elementary	\$_____
Ralph O. Wheatley Skill Center	\$_____
Career Tech. and Adult Education (Garden Street	\$_____
VIDE Main Complex	\$_____

Authorized Signatory \_\_\_\_\_

Authorized Printed: \_\_\_\_\_

Email\_\_\_\_\_