



INVITATION FOR BID (IFB)-VIDE-2019-007

SUMMER MAINTENANCE

Fire Extinguisher Maintenance Services

St. Croix School District

August 5, 2019

A. IFB SUMMARY:

The Department of Education "Department" is requesting bids for form qualified contractors to provide fire extinguisher inspection and maintenance services to various school campuses in the St. Croix School District.

B. SCHEDULE:

Deadline for Proposal submission: **Friday, August 9, 2019 at 4:00pm. Proposal must be hand delivered to the Anna's Hope Warehouse (Procurement Warehouse).** 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 16, 2019 –Tuesday, August 27, 2019**

Please address proposal to:

Department of Education
Khadila D. Joseph, Director of Procurement
6179 Anna's Hope
Suite # 3
Christiansted, Virgin Islands 00820
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 1st, 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

For the complete servicing, hydro-testing, refilling and cleaning of fire extinguishers and portable fire suppression equipment. The service shall include, but not limited to: full breakdown, cleaning, replacement of work necessary parts, recharged, tagged, inventoried, and certified. Any cylinder requiring legal hydrostatic testing shall be accomplished within a certified and timely manner. An equal or better capacity appliance shall be provided while the cylinder is out for testing.

In the event that an appliance has to be removed from the location, a replacement will be made of equal or greater capacity. Further, all appliances shall, under the specification, comply with applicable Federal Regulations and Laws.

ITEMIZED BID SHEET

All open public schools and program centers in the St. Croix School District to include the following:

| Location | Cost |
|---------------------------------------|------|
| CENTRAL HIGH SCHOOL | |
| EDUCATIONAL COMPLEX HIGH SCHOOL | |
| JOHN H. WOODSON JUNIOR HIGH SCHOOL | |
| ARTHUR A. RICHARDS JUNIOR HIGH SCHOOL | |
| ALFREDO ANDREWS ELEMENTARY SCHOOL | |
| JUANITA GARDINE ELEMENTARY SCHOOL | |
| LEW MUCKLE ELEMENTARY SCHOOL | |
| PEARL B. LARSEN ELEMENTARY SCHOOL | |
| RICARDO RICHARDS ELEMENTARY SCHOOL | |
| CLAUDE O. MARKOE ELEMENTARY SCHOOL | |
| EULALIE RIVERA ELEMENTARY SCHOOL | |
| ALTERNATIVE EDUCATION | |
| CAREER & TECHNICAL EDUCATION CENTER | |
| CAREER/TECH & ADULT EDUCATION (STATE) | |
| ADULT EDUCATION (DISTRICT) | |
| YOUTH REHABILITATION CENTER | |

THE TOTAL COST OF THE PROJECT IS \$_____

Authorized Signatory: _____

Print Name: _____

Email Address: _____