



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

1834 Kongens Gade
St. Thomas, U.S. Virgin Islands 00802-6746

INVITATION FOR BID

IFB-VIDE-2021-001

To provide:

Landscaping Services at Various Schools, St. Croix, USVI

Issuance Date: Monday, October 19, 2020

Bid Deadline: Thursday, October 29, 2020 at 3:00pm

For Bid Submission and Inquiries, E-mail To:

Bids@vide.vi

Virgin Islands Department of Education

Landscaping: Scope of Work

Location of Work:

The services are limited to the following campuses.

Ricardo Richards (Estate Strawberry)

Adult Education/Continuing Education (Estate Golden Rock, located behind of Juanita Gardine K-8)

Alfredo Andrews Elementary School (Fredensborg)

DOE Main Headquarters (Hospital Street)

Eulalie Rivera K-8 (Grove Place)

Alternative Education (LaGrande Princess)

Arthur A Richards K-8 (Estate Stoney Ground)

Claude O. Markoe Elementary School (Frederiksted)

Existing Conditions:

The hardscape of each campus is made up of paved parking lots, walkways, and landscaped areas. The landscaped areas are made up of various amounts of lawns, ornamental plants, hedges, shrubs, large trees, and undisturbed natural vegetation areas. The landscaped areas require periodical cutting, clearing, and cleaning to maintain a visually pleasing appearance. The areas of natural occurring vegetation weeds (guinea grass and wild tamarind) grow wild. These areas will require cleaning but at a different frequency of the areas between buildings and within student walking areas

1. Stump out guinea grass, remove weeds, weed eat low grass areas.
2. Shape all hedges and ornamental plants inside fence lines.
3. Trim large trees between buildings protruding into walking areas, and over roofs.
4. Prune branches that appears dying, dead, or rotten.
5. Clean vines from fences and any vegetation on buildings.
6. Remove all vegetation from property and blow clean paved areas.

Potential bidders will be required to submit itemized costs for particular areas of a campus.

1. **CONTRACTOR'S BID SHALL BE DISQUALIFIED IF ITEMIZED BID SHEET IS NOT FULLY COMPLETED WITH BOTH MONTHLY AND TOTAL ANNUAL COST**
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING A **TOTAL LUMP SUM COST** FOR THE PROJECT THAT INCLUDES ALL EQUIPMENT, MATERIAL AND LABOR FOR THE PROJECT.
3. PRICES BEEN SUBMITTED FOR WORK TO BE DONE SHALL INCLUDE THE CONTRACTOR'S OVERHEAD TAXES AND PROFIT ALONG WITH ALL COSTS FOR MATERIALS, EQUIPMENT AND MANPOWER NECESSARY TO

FACILITATE PROPER, SAFE, AND TIMELY COMPLETION OF THE PROJECT.

4. UNIT PRICES SUBMITTED ON THE ITEMIZED BID SHEET SHALL BE UTILIZED FOR ANY CREDITS OR DEBITS TO THE PROJECT; WHICH, IF NECESSARY, SHALL BE ADDRESSED AS A CHANGE ORDER TO THE PROJECT.
5. ATTACHED ARE SITE PICTURES, OUTLINING AREAS WHERE LANDSCAPING SERVICES ARE REQUIRED.- ATTACHMENT A

Maximum Allowable Limits

Landscape areas shall be kept below the maximum allowable limits for the components of the campus. The limits for these components are as follows.

- Grass areas/ lawns shall be kept below 6” above grade
- Hedges / ornamentals shall be kept within 9” of its shape
- Small trees shall not block visibility or create hiding
- Larger trees shall not extend over roofs

It will be the responsibility of the successful contractor to visit the site on a routine basis, inspect the campus for growth and appearance. Once it has been determined that the grounds has exceeded the allowable limits, the successful contractor will request authorization to perform the necessary services. The DOE will issue written authorization to perform said services. These written authorizations shall accompany any invoice and the invoice shall match. The contract period will be for one year November 1-September 30, 2021 these services will be billed for on a monthly as needed basis.

- November
- December
- January
- February
- March
- April
- May
- June
- August
- September

Allowable time of Performance:

The vendor shall be committed to the following time constraints:

- School Days: After 4:00 PM
- Weekends: No restrictions
- School Holidays: No restriction

VIDE Landscaping 2020-2021: Itemized Bid Sheet
CONTRACTUAL REQUIREMENTS (Required)

Item No.	Item Description	Quantity Months (Q)	Monthly Cost (MC) Cost per Month	Total Annual Cost (Q x MC)
<u>01</u>	Ricardo Richards	10		
<u>02</u>	Alfredo Andrews	10		
<u>03</u>	Eulalie Rivera K-8	10		
<u>04</u>	Adult Education/ Continuing Education	10		
<u>05</u>	VIDE Main Headquarters	10		
<u>06</u>	Alternative Education	10		
<u>07</u>	Arthur Richards K-8	10		
<u>08</u>	Educational Complex Softball Field Only	10		
<u>09</u>	Claude O. Markoe Elementary School – Recreational Field Only	10		

Contractual Document

All bid proposals and subsequent contract and supporting documents must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License**(General Construction) issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original

Certificate of Good Standing, Certificate of Existence, or Certificate of Status from the state of registration.

- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Million Dollars and Zero Cents (**\$1,000,000.00**)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages that indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

