



Invitation For Bids
TERRITORIAL HOSPITAL
REDEVELOPMENT TEAM

Development of the JFLH Five (5) Acre Leased Parcel

Invitation No. 002-THRT-C-023(C)

Date: August 31, 2023

Pursuant to Title 19, Subsection 245 (a) of the Virgin Islands Code, the Government Hospitals and Health Facilities Corporation, hereinafter referred to as GHHFC, The Territorial Hospital Redevelopment Team (THRT) on behalf of the Governor Juna F. Luis Hospital and Medical Center (JFLH) will receive sealed bids for the above-referenced **IFB-002-THRT-C-023 (C)**. Bids must be received no later than **October 16, 2023, at 2:00 p.m. Atlantic Standard Time and publicly open thereafter via Microsoft Teams Meeting. Bids received after this date and time will not be accepted nor included in the public reading of the bids.**

DESCRIPTION OF WORK:

The Territorial Hospital Redevelopment Team is seeking bids for IFB-002-THRT-C-023 (C) from qualified and licensed contractors for the development of the JFLH five (5) acre leased parcel located at plot 2A Estate Sion Farm, St. Croix, USVI. The plans and specifications can be further reviewed in **Attachments III and IV.**

Hard copies of this project can be obtained at the THRT office located at 4201 Estate Diamond Ruby Suite #1 Christiansted, VI 00820 for a non-refundable fee of One Hundred Fifty Dollars and Zero Cents (\$150.00).

TIMETABLE:

1. Pre-Bid Conference will take place on **Wednesday, September 13, 2023**, at 10:00 a.m. via Microsoft Teams.
2. **One Mandatory Site Visit is required.** The first site visit will occur immediately following the Pre-Bid meeting on **Thursday, September 14, 2023**. The second site visit will take place on **Thursday, September 14, 2023, from 10 a.m. to 11:00 a.m.**
3. Last day for request for written clarification will be **Monday, September 18, 2023**, at 12:00 noon Atlantic Standard Time.

PERIOD OF PERFORMANCE:

The proposed estimated time to complete this project is Two Hundred and Eighty-Seven (287) calendar days.

MINORITY BUSINESS ENTERPRISE PARTICIPATION:

The overall Minority Business Enterprise (MBE) Participation Subcontractor goal for this solicitation is fifteen (15%) percent of the estimated dollar value of the submitted bid amount.



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FUNDING AGENCY:
 FEMA PA and CDBG-DR

PROPOSED LIQUIDATED DAMAGES:

The proposed liquidated damages, which may be assessed for failure to complete the project on time, will be included in the contract for the project.

TYPE OF AGREEMENT:

The THRT anticipates that the resulting contract will be a firm-fixed-price contract. The THRT and JFLH reserve the right to modify and/or terminate the contract if the successful offeror fails to perform in a manner consistent with the terms of the contract.

SUBMISSION OF BIDS:

All interested parties shall submit their electronic submissions to ebids.proposalsTHRT@thrtvi.org no later than **Monday, October 16, 2023, at 2:00 p.m. ATLANTIC STANDARD TIME.**

Electronic submissions must include the Company’s Name – Solicitation Number, and Due Date in the email’s Subject Line—for Example, ABC Company, Inc. – IFB-001-THRT-C-022 (C) – March 16, 2023.

The First Page of each electronic submission must also include the Company’s Name – Solicitation Number, and Due Date. The second page of each electronic submission must only contain the following words in red font: **“CONFIDENTIAL BID SUBMISSION.”**

The screenshot shows an email composition interface with the following fields:

- From:** ABC Company
- To:** ebids.proposals@jflusvi.org
- Cc:** (empty)
- Subject:** ABC Company, Inc.-RFP 0000-001-March 16, 2020

All electronic submissions must be received at ebids.proposalsTHRT@thrtvi.org. Where proposals are sent by email, the bidder shall be responsible for their email before the date and time set for the closing of acceptance of proposals. Proposals received after the official deadline will be considered **LATE** and will **NOT** be considered for evaluation. There will be no exceptions.

CONSIDERATION OF BIDS:

The Territorial Procurement Manager shall represent and act for THRT in all matters pertaining to the scope of work and contract in conjunction therewith. **This IFB does not commit THRT to award a contract nor pay any cost incurred in preparing and submitting proposals in anticipation of a contract. THRT reserves the right to reject any or all bids and to disregard any informal and/ or irregularity in the bids when, in its opinion, the best interest of THRT will be served by such action.** Bids failing to provide the requested information shall be rejected per se.



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INFORMATION REGARDING BIDDING DOCUMENTS:

The THRT Executive Director reserves the right to reject any or all bids or award the contract to the **LOWEST RESPONSIVE and RESPONSIBLE** bidder. Past performance will be thoroughly checked prior to the awarding of any contract.

Bids must be prepared and submitted using the bid forms provided in this Invitation for Bids and must be typed or printed and then signed in ink. All bids must include all requested work items, conform to the Project Standards/Specifications and be responsive, accurate, and cost-reasonable. **There are elements to eligibility for award: (a) responsiveness to the bid; and (b) responsibility of the bidder considering delivery terms, technical and financial resources, capacity, and service reputation.”**

Definition of the Elements:

- a. Responsiveness to the bid specifications:
 - a. Bid must meet all requirements specified therein.
 - b. Bid must not contain any restrictions or qualifications beyond those stipulated.
- b. Responsibility of the Bidder:
 - a. Bidder must have the facilities, technical capabilities, and financial resources to complete the contract in accordance with the terms of the Invitation.
- c. Price reasonableness, “quality offered, delivery terms and service reputation.”
 - a. All costs must be included. Your bid is your formal offer to supply the required items at the price you indicate and on the terms we specify.
 - b. Do not promise deliveries you cannot fulfill.
 - c. Past performance will be thoroughly checked prior to awarding any contract.

Bidding Documents include the Public Notice, this Invitation for Bid, the Bid Sheet, Instruction to Bidders, Contractor’s Qualification Statement, Condensed Current Financial Statement, Non-Collusion Affidavit Form, the Contract, Notice to Bidders Checklist, Bid, Performance and Payment Bonds, General Provisions, Plans, and Specifications. All of these are incorporated into this package.

Each bidder must complete the following forms in accordance with the instructions on each form and submit the completed forms within the bid package. The following forms are hereby made part of this Invitation and incorporated herein as fully and effectively as set forth in the details below:

1. Notice to Bidders Checklist
2. Bid Sheet
3. Contractors Qualification Statement Form
4. Condensed Current Financial Statement Form
5. Non-Collusion Affidavit Form
6. Debarment Certification Form
7. Certification of Information
8. Women & Minority Owned Business Enterprise Participation Plan Form
9. Bid Bond Form



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- a. Bid Guarantee as provided for in Form in the amount of **Five Percent (5%)** of the Contract Price, and
 - b. Bid Guarantee will be in the form of a Bond (Corporate or Individual Surety), Money Order, Certified Check, or Irrevocable Letter of Credit.
10. Amendment to the Solicitation Acknowledgment Form

Corporate Documents:

The following documents listed a. through e. are required to be submitted with your bid package to meet the responsiveness of the Invitation for Bid. Failure to submit the required documents may be grounds for bid packages to be deemed non-responsive.

- a. Current Business License for services being advertised. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands;
- b. Current trade name registration certificate, if applicable;
- c. Certificate of Good Standing dated July 1, 2023, or later;
- d. Articles of Incorporation (for Corporations) or Articles of Organization (for LLCs) or Statement of Qualification (Limited Partnerships), if applicable; and
- e. Proof of Current Sam.Gov Status.

No Bidder will be allowed to withdraw his bid within thirty (30) calendar days following the date set for the opening.

POST AWARD REQUIREMENTS:

The successful bidder will be required to meet the following insurance and bonding requirements for executing the contract with the Government.

1. Insurance Requirements

The Contractor shall bear the cost and be maintained fully during the contract term.

- a. **Certificate of Government Insurance** (Workmen's Compensation):
 - i. A Certificate of Insurance reflecting the required coverage by Virgin Islands law.
- b. **Comprehensive General Liability Insurance:**
 - ii. Comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
 1. Each occurrence- \$1,000,000.00
 2. Damaged to rented premises-\$50,000.00
 3. Medical Expenses- \$5,000.00
 4. Personal & Adv Injury-\$1,000,000.00
 5. General Aggregate-\$2,000,000.00
 6. Products-Completed Ops. Aggregate- \$2,000,000.00
 - iii. General Aggregate shall apply on a policy basis.
 - iv. Contractor shall provide a Certificate of Insurance reflecting required



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coverage.

- v. If awarded, the Contractor shall provide proof of adding the Government Hospitals and Health Facilities Corporation as an additional insured via a scheduled/individual endorsement.

c. Builder's Risk Insurance

- vi. Must cover the interests of both the Contractor and the Hospital, which interest the of Hospital shall include property insurance, on an all-risk basis inclusive of windstorms, earthquakes, and floods, to ensure the total replacement cost of materials, fixtures, and equipment used in construction as well as coverage for soft costs, in an amount of at least the Contract Price;

d. Commercial Automobile Liability (when applicable):

- vii. Contractor shall carry automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:
 - 1. Combined Single Limit - \$1,000,000.00
- viii. Contractor shall provide a Certificate of Insurance reflecting required coverage.

2. BONDS:

A Performance Bond and Payment Bond each are required as follows:

Performance Bond: 100% of the Contract Price.
Payment Bond: 100% of the Contract Price.

ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS

By submitting a proposal in response to this IFB, the Respondent agrees to accept the boilerplate terms and conditions of Government Hospitals and Health Facilities Corporation's (GHHFC) standard Construction Contract, which is attached to this IFB, if the proposer is selected for award. In addition, the Respondent agrees to comply with all legal requirements to contract with GHHFC. **(Attachment V)**

MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH THE GOVERNMENT OF THE VIRGIN ISLANDS

- 1. See attached. **(Attachment VI)**

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.



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DEBARMENT

By execution of an agreement, the firm certifies that it is eligible to receive grant awards using federally appropriated funds that have not been suspended or debarred from entering into contracts

with any federal agency. The firm shall include this provision in each subcontract hereunder and shall furnish its Subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT."

In the event the Firm or Subcontractor misrepresents its eligibility to receive grant awards using federal funds, the Firm or Subcontractor agrees that it shall not be entitled to payment for any work performed under the executed agreement and that the Firm or Subcontractor shall promptly reimburse THRT for any progress payments heretofore made.

If, during the term of the executed agreement, the firm shall become ineligible to receive grant awards using federal funds, the agreement shall be terminated forthwith for cause, and the firm shall not be entitled to payment for any work or purchase under the agreement or Subcontractor after the effective date of ineligibility.

TAXES

The price offered by Offeror(s) shall be the total consideration, including taxes, if applicable. The Offeror(s), if awarded the contract, may be subject to gross receipt taxes, excise taxes, import taxes, or customs duty, depending on the nature of the scope of work. All taxes are the responsibility of the Offeror(s) unless exempt by law. The Offeror(s) is advised to contact the Virgin Islands Bureau of Internal Revenue ("IRB"), (340) 715-1040, for information on their tax obligations. Neither the Authority nor its employees or representatives shall be responsible nor liable due to any inquiries or representations regarding the Offeror(s)/Firm's tax liability.

OPEN RECORDS

Respondents are advised that any and all materials, information, and documentation in any proposal submitted in connection with an RFP or an IFB may become a record of The Facility and be subject to Title 3 V.I.C. § 881, et seq. (Public Records Act). The Public Records Act requires the disclosure of public documents upon request of any citizen unless the public document is deemed to be confidential or otherwise exempted by law. To date, however, no court of law has ruled on the application of this law to independent instrumentalities such as THRT." Confidential Information" includes all technical business, personnel, the taxpayer, or other information, including customer or client information and details of customer accounts, however, communicated or disclosed to the receiving party or its employees, relating to past, present and future research, development, and business activities of the disclosing party and that has been identified as "confidential." Both parties agree: (i) that the receiving party and its employees may disclose Confidential Information to others if required by law or with the prior written consent of the disclosing party; (ii) not to make use of Confidential Information other than for the performance of this Agreement; and (iii) that it will not use such information for its own advantage to the detriment of the disclosing party or its customers. Confidential information shall not include information which: (i) generally becomes available to the



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public (other than by the acts or omissions of the receiving party or its employees): (ii) was known prior to the date of this Agreement by “or becomes known to” the receiving party or its employees and was not obtained from any person under any obligation of confidentiality to the disclosing party, (iii) is independently developed by the receiving party: or (iv) is required to be disclosed pursuant to legal process or regulation.

CONTRACT PROVISIONS FOR FEMA OR HUD FUNDING

This Contract may be funded in whole or in part with federal funds administered by the Federal Emergency Management Agency (FEMA) subject to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (the “Stafford Act”) or by local matching funds or other local or federal public sources, including without limitation Community Development Block Grant Disaster Recovery (“CDBG-DR”) funds administered by the United States Department of Housing and Urban Development (HUD), and this Contract is accordingly subject to availability and approval of such funding. To the extent the same may be applicable, the Contractor shall comply with all relevant provisions and execute and provide any further compliance certifications and such related documentation as may be appropriate or mandated under local and federal law, regulations and implementing guidance as well as all program-specific requirements as administered by FEMA, HUD, the Virgin Islands Territorial Emergency Management Agency (VITEMA), the Office of Disaster Recovery of the Virgin Islands Public Finance Authority, the Virgin Islands Housing Finance Authority (VIHFA), or other relevant local or federal administering agency in connection with Stafford Act or CDBG-DR funding and any related or supplemental federal or local funding, as the same may be revised and updated from time to time, including but not limited to relevant provisions of 2 C.F.R. Part 200, as well as the specific compliance requirements and flow-down clauses set forth in Appendix II of 2 C.F.R. Part 200, along with the additional terms and conditions of **Addendum V (FEMA Rider)** and **Addendum VI (HUD Rider)**, both of which are attached to the Construction Contract Template (**Appendix V**).

APPENDICES

Appendices A through J must be filled out and returned with your package for consideration of bid submission.

ATTACHMENTS

Attachment I through IX provides guidance and information that you will need to assist with completing your bid fee sheet and doing business with the Government of the Virgin Islands. **Please pay particularly close attention to Attachments III and IV.**



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PAYMENT PROCESS USING DISASTER RECOVERY FUNDS (FEMA AND CDBG-DR):

1. Contractor Prepares Payment Application (Pay App)
 - a. Schedule of values less 10% retainage
Example:
Pay App total = \$100.00
10% retainage = (\$10.00)
Total payment due vendor = \$90.00
Contractor submits invoice of =\$90.00
2. Hospital processes payment amount of \$90.00 and submits to VITEMA
3. VITEMA approves payment amount of \$90.00. Pursuant to the 90/10 (FEMA/Local GVI Match)
 - a. Payment is further split as follows:
 - i. 90% Federal Funds =\$81.00
 - ii. 10% Local Match (CDBG Funds)= \$9.00 (payment will be made once the project is 50% completed)
4. VITEMA submits the payment amount to the Department of Finance (DOF) for issuance of payment in the amount of = \$81.00
5. DOF issues check to the Hospital in the amount of \$81.00
6. Hospital issues check directly to the Vendor for = \$76.95 (95% of the \$81.00)
7. Hospital issues check to Bureau of Internal Revenue (BIR) on behalf of the Vendor for =\$4.05 (5% GRT)



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APPENDIX A

GOVERNMENT HOSPITALS AND HEALTH FACILITIES CORPORATION
NOTICE TO BIDDER CHECKLIST (Construction Contract)

RESPONDENT

Company Name: _____

Address: _____

To ensure the submission of complete bids and to avoid omissions that could result in your bid being non-responsive, please check each of the following:

2. Have you rechecked your estimates? Are all items and amounts included? Yes
3. Have you entered the bid amount in the proper space provided on the Bid Form? Yes
4. Have you submitted all of the required corporate listed in section D? Yes
5. Have you completed all Alternates, Separated Prices, and Unit Prices (if any) on the Bid Form? Yes
6. Have you acknowledged receipt of all amendments (if any) issued to the specification and included with your package? Yes
7. Did your list of subcontractors meet all applicable qualification requirements? Yes
8. Did you fill out the actual bid bond form provided in this package? Yes
9. Does your bid guarantee conform to the requirements of the Invitation for Bids and Instructions to Bidders? Yes
10. Have you read the clause “Termination for Default- Damages for Delay-Time Extensions,” General Provisions on delays and damages? Yes
 - a. Submission and acceptance of your bid commit you to complete your contract within the specified time. The contract will assess liquidated damages for each day’s delay beyond the contract time, for which a time extension is not granted.
11. Have you familiarized yourself with the GVI Gross Receipt Tax withholding process when federal funds may be used in part or whole to fund this project? Yes
12. Have you familiarized yourself with the applicable contracting provision covering Utilization of Small Business Concerns and the Small Business Subcontracting Program? Yes

CAUTION-LATE BIDS-Instructions to Bidders, clause entitled “Late Bids and Modifications of Withdrawals” which provides that late bids and modifications of withdrawals thereof sent through the mail ordinarily will be considered only if timely mailed by REGISTERED MAIL or by CERTIFIED MAIL for which POSTMARKED RECEIPT has been obtained.

RESPONDENT ’S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____



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APPENDIX B
BID FEE SCHEDULE

The Respondent shall complete and submit this Fee Schedule. The proposed Fee Schedule shall provide a fixed price for all services associated with each line item for the Development of the JFLH Five (5) Acre Leased Land.

APPENDIX B**BID FEE SCHEDULE**

Virgin Islands Government Hospitals and Health and Facilities Corporation ("GHHFC") and the Governor Juan F. Luis Hospital and Medical Center ("JFLH")
 Development of the JFLH Five (5) Acre Leased Parcel, located in Plot 2A Estate Sion Farm, St. Croix, USVI.

The Respondent shall complete and submit this Bid Fee Schedule. Offers shall include all travel expenses, wages, supplies, and materials necessary to perform work under the terms and conditions of this Invitation For Bid. Unless otherwise specified herein, all prices shall be on a firm, fixed-price basis and are not subject to adjustment based on cost incurred. Any stipulations made to the Respondent's Bid shall subject the offer to rejection. If the Respondent wishes to include additional information, the Respondent may do so with attachments.

Item No.	Description	Quantity (Contained in the 100% Construction Documents)	Units of measure (Contained in the 100% Construction Documents)	Unit Price	Total Price / Value
DIVISION 01 -- GENERAL REQUIREMENTS					
1	01 2300 - Alternates				
2	01 4533 - Special Inspection Requirements				
3	01 5000 - Temporary Facilities and Controls				
4	01 5719 - Temporary Environmental Controls				
5	01 7123 - Field Engineering				
6	01 7300 - Execution				
7	01 7419 - Construction Waste Management and Disposal				
8	01 7700 - Closeout Procedures				
9	01 7839 - Project Record Documents				
DIVISION 02 -- EXISTING CONDITIONS					
10	02 4100 - Demolition				
11	02 8213 - Asbestos abatement				
DIVISION 03 -- CONCRETE					
12	03 3000 - Cast-in-Place Concrete				
13	03 3543 - Polished Concrete Floor Finishing				
DIVISION 04 -- MASONRY					
14	04 2200 - Concrete Unit Masonry				
DIVISION 05 -- METALS					
15	05 0519 - Post-Installed Anchors				
16	05 1200 - Structural Steel Framing				
17	05 3100 - Steel Decking				
18	05 4000 - Cold-Formed Metal Framing				
19	05 5000 - Metal Fabrications				
20	05 5213 - Pipe and Tube Railings				
DIVISION 06 -- WOOD, PLASTICS, AND COMPOSITES					
21	06 1000 - Rough Carpentry				
22	06 1600 - Sheathing				
23	06 8316 - Fiberglass Reinforced Paneling				
DIVISION 07 -- THERMAL AND MOISTURE PROTECTION					
24	07 0553 - Fire and Smoke Assembly Identification				
25	07 1900 - Water Repellents				
26	07 2100 - Thermal Insulation				
27	07 2700 - Air Barriers				
28	07 5400 - Thermoplastic Membrane Roofing				
29	07 6200 - Sheet Metal Flashing and Trim				
30	07 7100 - Roof Specialties				
31	07 7123 - Manufactured Gutters and Downspouts				
32	07 8413 - Penetration Firestopping				
33	07 8443 - Joint Firestopping				
34	07 9200 - Joint Sealants				
35	07 9219 - Acoustical Joint Sealants				

Item No.	Description	Quantity (Contained in the 100% Construction Documents)	Units of measure (Contained in the 100% Construction Documents)	Unit Price	Total Price / Value
DIVISION 08 -- OPENINGS					
36	08 1113 - Hollow Metal Doors and Frames				
37	08 1116 - Aluminum Doors and Frames				
38	08 1423.17 - Plastic-Faced Wood Doors				
39	08 3323 - Overhead Coiling Doors				
40	08 5113 - Aluminum Windows				
41	08 7100 - Door Hardware				
42	08 7113 - Automatic Door Operators				
43	08 8000 - Glazing				
44	08 9100 - Louvers				
DIVISION 09 -- FINISHES					
45	09 2216 - Non-Structural Metal Framing				
46	09 2900 - Gypsum Board				
47	09 5100 - Acoustical Ceilings				
48	09 6513 - Resilient Base and Accessories				
49	09 6516.33 - Rubber Sheet Flooring				
50	09 9113 - Exterior Painting				
51	09 9123 - Interior Painting				
52	09 9153 - Floor Marking Paint				
DIVISION 10 -- SPECIALTIES					
53	10 1423 - Panel Signage				
54	10 2800 - Toilet and Bath Accessories				
55	10 4400 - Fire Protection Specialties				
56	10 5613 - Metal Storage Shelving				
57	10 7313 - Awnings				
58	10 7500 - Flagpoles				
DIVISION 11 -- EQUIPMENT					
59	11 1136 - Vehicle Charging Equipment				
60	11 8226 - Facility Waste Compactors				
DIVISION 12 -- FURNISHINGS					
61	12 2400 - Window Shades				
62	12 3200 - Manufactured Wood Casework				
63	12 3600 - Countertops				
DIVISION 21 -- FIRE SUPPRESSION					
64	21 0100 - Basic Fire Protection Requirements				
65	21 0500 - Common Work Results for Fire Suppression				
66	21 0548 - Vibration and Seismic Controls for Fire Suppression Piping and Equipment				
67	21 1100 - Facility Fire-Suppression Water-Service Piping				
68	21 1200 - Fire-Suppression Standpipes				
69	21 1313 - Wet-Pipe Sprinkler System				
70	21 1316 - Dry-Pipe and Preaction Sprinkler System				
71	21 2200 - Clean-Agent Fire-Extinguishing System				
72	21 3113 - Electric Drive Centrifugal Fire Pumps				
73	21 3400 - Pressure Maintenance Pumps				
74	21 3900 - Controllers for Fire Pump Drivers				
DIVISION 22 -- PLUMBING					
75	22 0100 - Basic Plumbing Requirements				
76	22 0500 - Common Work Results for Plumbing				
77	22 0519 - Meters and Gauges for Plumbing Piping				
78	22 0523 - General-Duty Valves for Plumbing Piping				
79	22 0529 - Hangers and Supports for Plumbing Piping and Equipment				
80	22 0548 - Vibration and Seismic Controls for Plumbing Piping and Equipment				
81	22 0553 - Identification for Plumbing Piping and Equipment				
82	22 0700 - Plumbing Insulation				
83	22 0800 - Commissioning of Plumbing				
84	22 1113 - Facility Fuel Oil Piping				
85	22 1114 - Liquefied Petroleum Gas				
86	22 1116 - Domestic Water Piping				
87	22 1119 - Domestic Water Piping Specialties				

Item No.	Description	Quantity (Contained in the 100% Construction Documents)	Units of measure (Contained in the 100% Construction Documents)	Unit Price	Total Price / Value
88	22 1120 – Domestic Water Piping Specialties				
89	22 1121 – Domestic Water Booster Pump				
90	22 1316 - Sanitary Waste and Vent Piping				
91	22 1319 - Sanitary Waste Piping Specialties				
92	22 1413 – Facility Storm Drainage Piping				
93	22 1423 – Storm Drainage Piping Specialties				
94	22 1429 – Sump Pumps				
95	22 1513 – General Service Compressed Air Piping				
96	22 1519 - General Service Packaged Air Compressors And Receivers				
97	22 3100 – Domestic Water Softeners				
98	22 4000 - Plumbing Fixtures				
99	22 4300 - Healthcare Plumbing Fixtures				
100	22 4500 – Emergency Plumbing Fixtures				
101	22 5216 – Condensing Boilers				
102	22 6113 – Medical Air Piping for Healthcare Facilities				
103	22 6119 – Medical Air Equipment for Healthcare Facilities				
104	22 6213 – Vacuum Piping for Healthcare Facilities				
105	22 6219 – Vacuum Equipment for Healthcare Facilities				
106	22 6313 – Gas Piping for Healthcare Facilities				
107	22 6411.1 – Facility Fuel Oil Piping				
108	22 6700 – Processed Water Systems for Healthcare Facilities				
109	22 6719 – Processed Water Equipment for Laboratory and Healthcare Facilities				
DIVISION 23 -- HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)					
110	23 0100 - Basic Mechanical Requirements				
111	23 0500 – Common Work Results for HVAC				
112	23 0513 – Common Motor Requirements for HVAC Equipment				
113	23 0515 – Variable Frequency Drives				
114	23 0516 - Expansion Fittings and Loops for HVAC Piping				
115	23 0519 - Meters and Gauges for HVAC Piping				
116	23 0523 - General-Duty Valves for HVAC Piping				
117	23 0529 - Hangers and Supports for HVAC Piping and Equipment				
118	23 0548 – Vibration and Seismic Controls for HVAC Piping and Equipment				
119	23 0548.13 – Vibration Controls for HVAC				
120	23 0553 - Identification for HVAC Piping and Equipment				
121	23 0593 - Testing, Adjusting, and Balancing for HVAC				
122	23 0700 - HVAC Insulation				
123	23 0800 - Commissioning of HVAC				
124	23 0900 - Instrumentation and Control for HVAC				
125	23 2113 - Hydronic Pumps				
126	23 2213 – Polypropylene Heating and Cooling Piping				
127	23 2213 - Steam and Condensate Piping				
128	23 2223 – Steam Condensate Pumps				
129	23 3113 - Metal Ducts				
130	23 3300 – Air Duct Accessories				
131	23 3413 - Axial HVAC Fans				
132	23 3416 - Centrifugal HVAC Fans				
133	23 3423 - HVAC Power Ventilators				
134	23 3600 - Air Terminal Units				
135	23 3713 - Diffusers, Registers and Grilles				
136	23 3714 – Operation Room Single Large Diffuser System				
137	23 3723 – HVAC Gravity Ventilators				
138	23 4100 – Particulate Air Filtration				
139	23 4133 – High-Efficiency Particulate Filtration				
140	23 5216 - Condensing Boilers				
141	23 6416 - Centrifugal Water Chillers				
142	23 6500 - Cooling Towers				
143	23 6700 – Direct Digital Controls Systems				
144	23 7313 – Modular Indoor Central Station Air Handling Units				
145	23 7323 – Custom Indoor Central Station Air Handling Units				

Item No.	Description	Quantity (Contained in the 100% Construction Documents)	Units of measure (Contained in the 100% Construction Documents)	Unit Price	Total Price / Value
146	23 8150 – Variable Refrigerant Flow VRF HVAC Equipment				
147	23 8219 - Fan Coil Units				
DIVISION 26 -- ELECTRICAL					
148	26 0100 - Basic Electrical Requirements				
149	26 0500 – Tests and Performance Verification				
150	26 0513 - Wires and Cables				
151	26 0526 – Grounding				
152	26 0529 – Raceways and Conduit				
153	26 0533 – Outlet Boxes				
154	26 0548 - Vibration and Seismic Controls for Electrical Systems				
155	26 0553 - Electrical Identification				
156	26 0800 - Commissioning of Electrical				
157	26 2200 - Energy Efficient Transformers				
158	26 2416 - Panelboards				
159	26 2726 - Wiring Devices				
160	26 2816 - Safety Switches				
161	26 2913 - Motor Controllers				
162	26 3213 - Exterior Engine Generators				
163	26 3600 - Automatic Transfer Switches (Up to 600V)				
164	26 4113 - Lightning Protection System				
165	26 4313 – Transient Voltage Surge Suppressors				
DIVISION 27 -- COMMUNICATIONS					
166	27 0010 - Technology Systems General Provisions				
167	27 0526 - Bonding for Telecommunications Systems				
168	07 0528 – Pathways and Spaces for Structured Cabling Systems				
169	07 0548 – Seismic Controls for Communications Systems				
170	27 1000 - Structured Cabling System				
171	27 1126 – Communications Rack Mounted Power Protection and Power Strips				
172	27 4100 - Audiovisual Systems				
173	27 4100 – Audio Visual Systems				
174	27 4134 – Broadband Distribution System				
175	27 4135 – CATV Headend				
176	27 4136 – Interactive Patient Room System				
177	27 4137 - Real Time Locating System				
178	27 4138 – RF Systems Infrastructure				
179	27 5113 - Public Address Background Music System				
180	27 5119 - Sound Masking Systems				
181	27 5223 - Nurse Call System				
DIVISION 28 -- ELECTRONIC SAFETY AND SECURITY					
182	28 0537 – Security Voice Communications – Distributed Antenna System				
183	28 1000 – Security System				
184	28 1010 – Intrusion Detection System				
185	28 2000 - Closed Circuit Television/Video Surveillance System				
186	28 3111 – Addressable Fire Alarm System				
187	28 3115 – Fire Alarm Graphic Workstation				
DIVISION 31 -- EARTHWORK					
188	31 0000 - Earthwork				
189	31 1001 - Site Preparation				
190	31 2013 - Earth Moving for Buildings				
191	31 2319 - Dewatering				
192	31 2334 - Excavation and Backfilling for Structures				
193	31 2335 - Excavating and Backfilling for Structures				
194	31 2500 - Erosion and Sedimentation Control				
DIVISION 32 -- EXTERIOR IMPROVEMENTS					
195	32 1123 - Aggregate Base Courses				
196	32 1130 - Subgrade Stabilization				
197	32 1216 - Asphalt Concrete Paving				
198	32 1600 - Curbs, Gutters, Sidewalks, and Driveways				
199	32 1723 - Pavement Markings				

Item No.	Description	Quantity (Contained in the 100% Construction Documents)	Units of measure (Contained in the 100% Construction Documents)	Unit Price	Total Price / Value
200	32 1731 - Steel Guardrail				
201	32 3113 - Chain Link Fences and Gates				
202	32 3136 - Security Gates and Barriers				
DIVISION 33 -- UTILITIES					
203	33 0526 - Pipe Identification				
204	33 1110 - Potable and Reuse Water Distribution Systems				
205	33 3313 - Sanitary Sewer Gravity Systems				
206	33 4000 - Storm Sewer Systems				
Subtotal of the DIRECT COST OF WORK					
207	Permits, Testing and Inspections				
208	General Conditions (5 % of the DIRECT COST OF WORK)				
209	Overhead and Profit (15 % of the DIRECT COST OF WORK)				
210	Contingency (5 % of the DIRECT COST OF WORK)				
Subtotal of the SOFT COSTS					
GRAND TOTAL BID AMOUNT					
Prepared by					
Bidder's Name		Bidder's Contact Number			
Bidder's Representative Signature		Bidder's Email			
Bidder's Title		Bidder's Submittal Date			
<p>Note: The undersigned Contractor acknowledges that the quantities included on the Bid Sheet are estimated values that are based on the construction drawings. It is the Contractor's responsibility to ascertain that the required materials and quantities are included in the Bid Sheet in the event that there is a discrepancy between what the Contractor estimates is required to complete said project. Any discrepancies in values or material required must be identified at the time of the Pre-Bid meeting. Once the contract is executed, the Contractor will be required to complete the project base on the selected bidder's contractual agreement cost.</p>					

Definitions & Long Lead Items Identified

PREPARED FOR THE

Virgin Islands Government Hospitals and Health and Facilities Corporation ("GHHFC") and the Governor Juan F. Luis Hospital and Medical Center ("JFLH")

Development of the JFLH Five (5) Acre Leased Parcel, located in Plot 2A Estate Sion Farm, St. Croix, USVI.

Definitions

Builder Risk	Builder's risk insurance helps protect construction projects from property damage due to: Fire, Lightning, Explosions, Theft, Vandalism, Acts of God, like hurricanes
Allowances	Bidder to provide detailed breakdown of inclusions as indicated in the construction documents
P & P Bond	A payment and performance bond is a guarantee from the contractor that they will pay their subcontractors, material suppliers or laborers for work done. These bonds are usually issued on construction projects to protect against uncompensated losses in case of non-performance by the main contract holder.
Long Lead Items	Long-lead items are components or materials that have a long manufacturing or delivery time and therefore need to be ordered well in advance of when they are required on a construction project. These items can include specialized equipment, custom-built machinery, or materials that are in high demand and have long manufacturing lead times.
General Conditions	General Conditions estimate includes as a minimum the following: Management personnel – project executives, superintendents, project managers, engineers, field office staff
Over Head & Profit	Overhead refer to the indirect costs associated with running a construction project, such as insurance, rent, utilities, and office expenses, as well
General Requirements	The non-management indirect cost of executing the project. Typically found in Division 1 of the specifications, the owner spells out exactly what the contractor needs to provide on the project.
Contingency	A contractor contingency is an amount built into the contractor's anticipated price for the project to account for various risk factors that cannot otherwise be accounted for in a schedule of values.

A. Identified Long Lead Items

Item No.	Specification Division	Price

Prepared by

	Bidder's Name	Bidder's Contact Number
	Bidder's Representative Signature	Bidder's Email
	Bidder's Title	Bidder's Submittal Date



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APPENDIX C

Construction Contractor'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: _____
 Office Number: _____ Cell Number: _____ E-mail: _____
 Website address (if any): _____

Type of License(s) _____
 How many years of experience in construction work has your organization had? As a general contractor and as a sub-contractor _____.

Number of Construction Management Services completed in the last 5 Years _____, Average value of these Contracts \$ _____

Do you have a plan to use Subcontractors? Yes No If yes, fill in the provided space below.

List your current Sub-Contractor under Contract (Contractor's Company Name), Contact Number and Percentage of Subcontracted work:

- 1) Sub-contractor _____ Contact Number: _____ % _____
- 2) Sub-contractor _____ Contact Number: _____ % _____
- 3) Sub-contractor _____ Contact Number: _____ % _____

(If you have more subcontractors, please list them on a separate sheet)

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value) and Percentage of Completion:

- 1) Client Name _____ Value: _____ % _____
- 2) Client Name _____ Value: _____ % _____
- 3) Client Name _____ Value: _____ % _____

(If you have more contracts, please list them on a separate sheet)

Has any officer or partner of this company ever failed to complete a project, been fired, sued by one of your clients, and/or found in default of contract terms? Yes No

If yes, explain on another sheet if a Performance Bond or other means were used to resolve the issue and the circumstances and the outcome.

Are there any, Claims, Arbitration, Judgments, or Liens against any officer or partner of this company? Yes No

If yes, explain on another sheet the circumstances and outcome.

List three references that can be contacted for their input concerning your past performance on similar jobs:

- 1) Reference Name _____ Contact Number _____
- 2) Reference Name _____ Contact Number _____
- 3) Reference Name _____ Contact Number _____



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Project Approach. Explain your plan or layout for performing the proposed work.

Blank lines for writing the project approach.

List the equipment that you have available for this project.

Table with 6 columns: Quantity, Item, Description, Size, Capacity, etc., Condition, Years of Service, Present Location.

(If you have more equipment, please list it on a separate sheet)

Respondent shall certify that the above information is accurate and grant the GHHFC permission to contact the person mentioned earlier or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature

Date

Subscribed and sworn to before me on the Island of _____, this _____ day of _____, 2023, by _____ of legal age,

(Trade or Corporation)

and personally, known to me.

(SEAL)

Notary Public



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APPENDIX D
Condensed Current Financial Statement

Condition at Close of Business —	Date		
ASSETS		Dollars	Cents
1. Cash			
(a) on hand \$			
(b) In Bank \$.....			
(c) Elsewhere \$.....			
(d) Total Cash \$.....			
2. Notes receivable			
(a) Due within 90 days			
(b) Due afterdays			
(c) Past due			
3. Accounts receivable from completed contracts, exclusive of claims not approved for payment			
4. Sums earned on uncompleted contracts as shown by Engineer's or Architect's estimate			
(a) Amount receivable after deducting retainage			
(b) Retainage to date due to upon commencement of Contracts			
5. Accounts receivable from source other than commencement of Contracts.....			
6. Deposits for bids or other guarantees:			
(a) Recoverable within days.....			
(b) Recoverable after days			
7. Interest accrued on loan, securities, etc.			
8. Real estate			
(a) Used for business purposes			
(b) Not used for business purposes			
9. Stocks and Bonds			
(a) Listed – present market value			
(b) Unlisted – present value			
10. Materials in stock not included in Item 4			
(a) For uncompleted controls (present value)			
(b) Other materials (present value)			
11. Equipment, book value			
12. Furniture and fixtures, book value			
13. Other assets			
TOTAL ASSETS			
LIABILITIES			
1. Notes payable			
(a) To banks regular			
(b) To bank for certified checks			
(c) To others for equipment obligations			
(d) To others exclusive of equipment obligations			
2. Accounts payable			
(a) Not past due			
(b) Past due			
3. Real Estate encumbrances			
4. Other Liabilities			
5. Reserves			



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- 6. Capital stock paid up (a) Common..... _____
- (b) Common..... _____
- (c) Preferred _____
- (d) Preferred..... _____
- 7. Surplus (net worth) Earned \$... _____
- Unearned \$..... _____

TOTAL LIABILITIES

CONTINGENT LIABILITIES

1. Liability on notes receivable, discounted or sold		
2. Liability on accounts receivable, pledged, assigned or sold		
3. Liability s bondman		
4. Liability as guarantor on contracts or on accounts of others		
5. Other contingent liabilities		
TOTAL CONTINGENT LIABILITIES		

Include all amounts owing subcontractors for all work in placed and accepted on completed and uncompleted contracts, including retainage.

This is to certify that the information herein reported is to the best of our knowledge, true and accurate.

.....
Name of Company

.....
Print Name

.....
Signature

.....
Telephone Number / Cell Phone Number



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Appendix E

Certification of Information

The undersigned, on behalf of the company named below, hereby represents and certifies to the best of their knowledge that:

- The information in the enclosed response is accurate and truthful regarding this Invitation for Bid 002-THRT-C-023(C).
- Compliance with all applicable laws, regulations, or ordinances of applicable Federal, State, Territorial, and other governmental or regulatory agencies, which have jurisdiction, will continually be maintained.
- Unless fully disclosed in the response, the information submitted was not prepared in conjunction or in cooperation with any other company or individual.
- The firm named below unconditionally accepts all terms and conditions listed in this invitation for bid unless fully disclosed in the response.
- They have examined the Invitation for Bid and related documents. They hereby submit the following Bid for 002-THRT-C-023 (C) and do everything necessary to complete the work according to said documents required.
- The individual signing this form is an officer of the Firm and is authorized to sign agreements on behalf of the company.
- They agree to commence work under this contract within ten (10) days of receipt of the written "Notice to Proceed" from THRT and complete the entire work of the contract as specified substantially.
- This bid shall hold for and may not be withdrawn for a period of thirty (30) calendar days from the bid due date.
- They have received all amendments to the Invitation for Bid, all of the provisions and requirements of which amendments have been considered in the preparation of this Bid.
- No claim will be made on account of any increased wage, scale, material prices, taxes, insurance, cost indexes, or material prices.
- THRT reserves the right to reject any or all bids and to waive any formality in the bidding.

Date: _____



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Signed: _____

Name: _____

Title: _____

Name of Firm: _____

Organized as a (mark one):

_____ Sole Proprietorship _____ Partnership _____ Corporation Under the

Law of the State of: _____

Legal Address: _____

Telephone: _____

Facsimile: _____

Web: _____

If a corporation indicates the state of incorporation is a partnership, enumerate all partners. Current, valid Insurance Certificates and Union Cards for all trades are required for this project. They must be forwarded to the Vice President of Territorial Capital Projects for file record following award.



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APPENDIX F

Minority Business Enterprise (MBE) Forms-Attachment D

D-1A
MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
& MBE PARTICIPATION SCHEDULE

PART 1 - INSTRUCTIONS

PLEASE READ BEFORE COMPLETING THIS DOCUMENT

This form includes Instructions and the MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule, which must be submitted with the bid/proposal. If the bidder fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for an award unless the inaccuracy is determined to be the result of a minor irregularity that is waived.

1. Contractor shall structure its procedures for the performance of the work required in this Contract to attempt to achieve the minority business enterprise (MBE) subcontractor participation goal stated in the Invitation for Bids or Request for Proposals. Contractor agrees to exercise good faith efforts to carry out the requirements set forth in these Instructions.
2. MBE Goals and Subgoals: Please review the solicitation for information regarding the Contract's MBE overall participation goals and subgoals. After satisfying the requirements for any established subgoals, the Contractor is encouraged to use a diverse group of subcontractors and suppliers from the various MBE classifications to meet the remainder of the overall MBE participation goal.
3. MBE means a minority business enterprise certified by the state where the business was established. Only MBEs qualified to do business in the United States Virgin Islands may be counted for purposes of achieving the MBE participation goals. To be counted to achieve the MBE participation goals, the MBE firm, including an MBE prime, must be certified for the services, materials, or supplies it is committed to performing on the MBE Participation Schedule. A firm whose MBE certification application is pending may not be counted.
4. Please refer to the Virgin Islands Small Business Development Center at visbdc.org or email info@visbdc.org to determine if a firm is certified to provide specific areas of work.
5. **Guidelines Regarding MBE Prime Self-Performance.** Please note that when a certified MBE firm participates as a prime contractor on a Contract, a procurement officer may count the distinct, clearly defined portion of the work of the Contract that the certified MBE firm performs with its own workforce toward fulfilling up to, but no more than, fifty percent (50%) of the overall MBE participation goal, including up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the Contract.

- a. In order to receive credit for self-performance, an MBE prime must be certified in the



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- appropriate specific area to do the work and must list its firm in the MBE Participation Schedule, including the certification category under which the MBE prime is self-performing and include information regarding the work it will self-perform.
- b. For the remaining portion of the overall goal and the remaining subgoals, the MBE prime must also identify on the MBE Participation Schedule the other certified MBE subcontractors used to meet those goals or request a waiver.
 - c. These guidelines apply to the work performed by the MBE Prime that can be counted to meet the MBE participation goals. These requirements do not affect the MBE Prime's ability to self-perform a greater portion of the work in excess of what is counted for purposes of meeting the MBE participation goals.
 - d. Please note that the requirements to meet the MBE participation overall goal and subgoals are distinct and separate. If the contract has subgoals, regardless of MBE Prime's ability to self-perform up to 50% of the overall goal (including up to 100% of any subgoal), the MBE Prime must either commit to using other MBEs for each of any remaining subgoals or request a waiver. As set forth in Attachment 1-B Waiver Guidance, the MBE Prime's ability to self-perform certain portions of the work of the Contract will not be deemed a substitute for the good faith efforts to meet any remaining subgoal or the balance of the overall goal.
 - e. In certain instances where the percentages allocated to MBE participation subgoals add up to more than 50% of the overall goal, the portion of self-performed work that an MBE Prime may count toward the overall goal may be limited to less than 50%.
6. Subject to items 1 through 5 above, when a certified MBE performs as a participant in a joint venture, a procurement officer may count a portion of the total dollar value of the Contract equal to the distinct, clearly-defined portion of the work of the Contract that the certified MBE performs with its own forces toward fulfilling the Contract goal, and not more than one of the Contract subgoals, if any.
7. **Dually certified firms.** An MBE that is certified in more than one subgroup category may only be counted toward goal fulfillment of ONE of those categories with regard to a particular contract.
- Example: A woman-owned Hispanic American (dually certified) firm may be used to fulfill the women-owned OR Hispanic American subgoal, but not both on the same contract.*
8. CAUTION: The percentage of MBE participation, computed using the percentage amounts determined for all of the MBE firms listed in PART 3, MUST meet or exceed the MBE participation goal and subgoals (if applicable) as set forth in PART 2- for this solicitation. If a bidder cannot meet the MBE participation goal or any subgoals (if applicable), then the bidder must request a waiver in PART 2, or the bid will be deemed not responsive, or the proposal not reasonably susceptible to being selected for award. Use the attached Goal/Subgoal Worksheet to assist in calculating the percentages and confirming that your commitment meets or exceeds the applicable MBE participation goal and subgoals (if any).



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Subgoals (if applicable)

Total African American MBE Participation:	_____	%
Total Asian American MBE Participation:	_____	%
Total Hispanic American MBE Participation:	_____	%
Total Women-Owned MBE Participation:	_____	%

Overall Goal

Total MBE Participation (include all categories):	_____	%
---	-------	---



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PART 2 - MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE

This MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule must be completed in its entirety and included with the bid/proposal. If the bidder fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award.

In connection with the bid/proposal submitted in response to Solicitation No. _____, I affirm the following:

1. MBE Participation (PLEASE CHECK ONLY ONE)

I acknowledge and intend to meet IN FULL both the overall certified Minority Business Enterprise (MBE) participation goal of _____ percent and all of the following subgoals:

- _____ percent for African American-owned MBE firms
- _____ percent for Hispanic American-owned MBE firms
- _____ percent for Asian American-owned MBE firms
- _____ percent for Women-owned MBE firms

Therefore, I am not seeking a waiver. I acknowledge that by checking the above box and agreeing to meet the stated goal and subgoal(s), if any, I **must** complete PART 3 - MBE Participation Schedule and Part 4 Signature Page in order to be considered for the award.

OR

After making good faith outreach efforts before making this submission, I conclude that I cannot achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. I acknowledge that by checking this box and requesting a partial waiver of the stated goal and/or one or more of the stated subgoal(s), if any, I **must** complete Part 3, the MBE Participation Schedule, and Part 4 Signature Page for the portion of the goal and/or subgoal(s) if any, for which I am not seeking a waiver, in order to be considered for award. I acknowledge that by checking this box and requesting a full waiver of the stated goal and the stated subgoal(s), if any, I **must** complete Part 4 Signature Page in order to be considered for award.



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Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 working days of receiving notice of potential award:

- (a) Good Faith Efforts Documentation to Support Waiver Request (Attachment D-1C)

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and, therefore, not eligible for contract award. If the contract has already been awarded, the award is voidable.

Information Provided to MBE Firms

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.



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PART 3 - MBE PARTICIPATION SCHEDULE

SET FORTH BELOW ARE THE (I) CERTIFIED MBEs I INTEND TO USE, (II) THE PERCENTAGE OF THE TOTAL CONTRACT VALUE ALLOCATED TO EACH MBE FOR THIS PROJECT, AND (III) THE ITEMS OF WORK EACH MBE WILL PROVIDE UNDER THE CONTRACT. I HAVE CONFIRMED WITH THE VI SMALL BUSINESS DEVELOPMENT CENTER DATABASE THAT THE MBE FIRMS IDENTIFIED BELOW (INCLUDING ANY SELF-PERFORMING MBE PRIME FIRMS) PERFORM WORK ACTIVITIES FOR WHICH THEY ARE -CERTIFIED. **To be included within the bid package**

Prime Contractor	Project Description	Solicitation Number

LIST INFORMATION FOR EACH CERTIFIED MBE FIRM YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. **MBE PRIMES:** PLEASE COMPLETE BOTH SECTIONS A AND B BELOW.

SECTION A: For All Contractors (including MBE Primes and MBE Primes in a Joint Venture)

<p>MBE Prime Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Percentage of total Contract Value to be performed with own forces and counted towards the MBE overall participation goal (up to 50% of the overall goal): _____% Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</p> <p>Percentage of total Contract Value to be performed with own forces and counted towards the subgoal, if any, for my MBE classification (up to 100% of not more than one subgoal): _____%</p> <p>Description of the work to be performed with MBE prime's own forces: _____ _____</p>
---	--

CONTINUE ON SEPARATE PAGE IF NEEDED



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PART 4 – SIGNATURE PAGE

**To complete Affidavit committing to MBE(s) or requesting waiver,
 Bidder must sign below:**

I solemnly affirm under the penalties of perjury that: (i) I have reviewed the instructions for the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule, and (ii) the information contained in the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule is true to the best of my knowledge, information and belief.

 Bidder Name
(PLEASE PRINT OR TYPE)

 Signature of Authorized Representative

 Address

 Printed Name and Title

 City, State and Zip Code

 Date

SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL



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<p>MBE Prime Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Percentage of total Contract Value to be performed with own forces and counted towards the MBE overall participation goal (up to 50% of the overall goal): <u> </u>% Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</p> <p>Percentage of total Contract Value to be performed with own forces and counted towards the subgoal, if any, for my MBE classification (up to 100% of not more than one subgoal): <u> </u>%</p> <p>Description of the work to be performed with MBE prime's own forces: _____ _____</p>
---	--

CONTINUE ON SEPARATE PAGE IF NEEDED



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D-1B – WAIVER GUIDANCE

GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET MBE PARTICIPATION GOALS

In order to show that it has made good faith efforts to meet the Minority Business Enterprise (MBE) participation goal (including any MBE subgoals) on a contract, the Bidder must either (1) meet the MBE Goal(s) and document its commitments for the participation of MBE Firms, or (2) when it does not meet the MBE Goal(s), document its Good Faith Efforts to meet the goal(s).

I. Definitions

MBE Goal(s) – “MBE Goal(s)” refers to the MBE participation goal and MBE participation subgoal(s).

Good Faith Efforts - The “Good Faith Efforts” requirement means that when requesting a waiver, the Bidder must demonstrate that it took all necessary and reasonable steps to achieve the MBE Goal(s), which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient MBE participation, even if those steps were not fully successful. Whether the Bidder that requests a waiver made adequate good faith efforts will be determined by considering the quality, quantity, and intensity of the different kinds of efforts that the Bidder has made. The efforts employed by the Bidder should be those that one could reasonably expect the Bidder to take if the Bidder were actively and aggressively trying to obtain MBE participation sufficient to meet the MBE contract goal and subgoals. Mere *pro forma* efforts are not good faith efforts to meet the MBE contract requirements. The determination concerning the sufficiency of the Bidder's good faith efforts is a judgment call; meeting quantitative formulas is not required.

Identified Firms – “Identified Firms” means a list of the MBEs identified by the Virgin Islands Small Business Development Center as available to perform the Identified Items of Work. It also may include additional MBEs identified by the Bidder as available to perform the Identified Items of Work, such as MBEs certified or granted an expansion of services after the solicitation was issued. If the solicitation does not include a list of Identified Firms, this term refers to all of the MBE Firms (if State-funded) the Bidder identified as available to perform the Identified Items of Work and should include all appropriately certified firms that are reasonably identifiable.

Identified Items of Work – “Identified Items of Work” means the scope of work items identified on the bid fee schedule listed in the solicitation. This term refers to all of the items of work the Bidder identified as possible items of work for performance by MBE Firms and should include all reasonably identifiable work opportunities.

II. Types of Actions the Agency will Consider

The Bidder is responsible for making relevant portions of the work available to MBE subcontractors and suppliers and selecting those portions of the work or material needs consistent with the available MBE subcontractors and suppliers, to facilitate MBE participation. The following is a list of types of actions the procuring agency will consider as part of the Bidder's Good Faith Efforts when the Bidder fails to meet the MBE Goal(s). This list is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.



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A. Identify Proposal Items as Work for MBE Firms

1. Identified Items of Work in Procurements

- (a) Certain procurements will include a list of Proposal items identified during the goal setting process as possible work for performance by MBE Firms. If the procurement provides a list of Identified Items of Work, the Bidder shall make all reasonable efforts to solicit quotes from MBE Firms to perform that work.
- (b) Bidder may, and are encouraged to, select additional items of work to be performed by MBE Firms to increase the likelihood that the MBE Goal(s) will be achieved.

2. Identified Items of Work by Bidder

- (a) When the procurement does not include a list of Identified Items of Work or additional Identified Items of Work, Bidder should reasonably identify sufficient items of work to be performed by MBE Firms.
- (b) Where appropriate, Bidder should break out contract work items into economically feasible units to facilitate MBE participation, rather than perform these work items with their own forces. The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Bidder of the responsibility to make Good Faith Efforts.

B. Identify MBE Firms to Solicit

1. MBE Firms Identified in Procurements

- (a) Certain procurements will include a list of the MBE Firms identified during the goal setting process as available to perform the items of work. If the procurement provides a list of Identified MBE Firms, the Bidder shall make all reasonable efforts to solicit those MBE firms.
- (b) Bidders may, and are encouraged to, search or reach out to the Virgin Islands Small Business Development Center to identify additional MBEs who may be available to perform the items of work, such as MBEs certified or granted an expansion of services after the solicitation was issued.

2. MBE Firms Identified by Bidders

- (a) When the procurement does not include a list of Identified MBE Firms, Bidders should reasonably identify the MBE Firms that are available to perform the Identified Items of Work.
- (b) Any MBE Firms identified as available by the Bidder should be certified to perform the Identified Items of Work.

C. Solicit MBEs

1. Solicit all Identified Firms for all Identified Items of Work by providing written notice. The Bidder should:

- (a) provide the written solicitation at least 10 days prior to Proposal opening to allow sufficient time for the MBE Firms to respond;
- (b) send the written solicitation by first-class mail, facsimile, or e-mail using the contact information in the MBE Directory, unless the Bidder has a valid basis for using different contact information; and
- (c) provide adequate information about the plans, specifications, anticipated time schedule for portions of the work to be performed by the MBE, and other requirements of the contract to assist MBE Firms in responding. (This information may be provided by including hard copies in the written solicitation or by electronic means as described in C.3 below.)

2. “All” Identified Firms includes the MBEs listed in the procurement and any MBE Firms you identify as potentially available to perform the Identified Items of Work, but it does not include MBE Firms who are no



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- longer certified to perform the work as of the date the Bidder provides written solicitations.
- 3. “Electronic Means” includes, for example, information provided *via* a website or file transfer protocol (FTP) site containing the plans, specifications, and other requirements of the contract. If an interested MBE cannot access the information provided by electronic means, the Bidder must make the information available in a manner that is accessible to the interested MBE.
- 4. Follow up on initial written solicitations by contacting MBEs to determine if they are interested. The follow up contact may be made:
 - (a) by telephone using the contact information in the MBE Directory, unless the Bidder has a valid basis for using different contact information; or
 - (b) in writing *via* a method that differs from the method used for the initial written solicitation.
- 5. In addition to the written solicitation set forth in C.1 and the follow up required in C.4, use all other reasonable and available means to solicit the interest of MBE Firms certified to perform the work of the contract. Examples of other means include:
 - (a) attending any pre-Proposal meetings at which MBE Firms could be informed of contracting and subcontracting opportunities.

D. Negotiate with Interested MBE Firms

Bidders must negotiate in good faith with interested MBE Firms.

- 1. Evidence of negotiation includes, without limitation, the following:
 - (a) the names, addresses, and telephone numbers of MBE Firms that were considered;
 - (b) a description of the information provided regarding the plans and specifications for the work selected for subcontracting and the means used to provide that information; and
 - (c) evidence as to why additional agreements could not be reached for MBE Firms to perform the work.
- 2. The Bidders using good business judgment would consider a number of factors in negotiating with subcontractors, including MBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration.
- 3. The fact that additional costs may be involved in finding and using MBE Firms is not sufficient reason for the Bidder's failure to meet the contract MBE goal(s), as long as such costs are reasonable. Factors to take into consideration when determining whether an MBE Firm's quote is excessive or unreasonable include, without limitation, the following:
 - (a) dollar difference between the MBE subcontractor's quote and the average of the other subcontractors' quotes received by the Bidder;
 - (b) percentage difference between the MBE subcontractor's quote and the average of the other subcontractors' quotes received by the Bidder;
 - (c) percentage that the MBE subcontractor's quote represents of the overall contract amount;
 - (d) number of MBE firms that the Bidder solicited for that portion of the work;
 - (e) whether the work described in the MBE and Non-MBE subcontractor quotes (or portions thereof) submitted for review is the same or comparable; and
 - (f) number of quotes received by the Bidder for that portion of the work.
- 4. The above factors are not intended to be mandatory, exclusive, or exhaustive, and other evidence of an



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- excessive or unreasonable price may be relevant.
- 5. The Bidder may not use its price for self-performing work as a basis for rejecting an MBE Firm's quote as excessive or unreasonable.
- 6. The “average of the other subcontractors’ quotes received” by the Bidder refers to the average of the quotes received from all subcontractors. The Bidder should attempt to receive quotes from at least three subcontractors, including one quote from an MBE and one from a Non-MBE.
- 7. The Bidder shall not reject an MBE Firm as unqualified without sound reasons based on a thorough investigation of the firm’s capabilities. For each certified MBE that is rejected as unqualified or that placed a subcontract quotation or offer that the Bidder concludes is not acceptable, the Bidder must provide a written detailed statement listing the reasons for this conclusion. The Bidder also must document the steps taken to verify the capabilities of the MBE and Non-MBE Firms quoting similar work.
 - (a) The factors to take into consideration when assessing the capabilities of an MBE Firm, include, but are not limited to the following: financial capability, physical capacity to perform, available personnel and equipment, existing workload, experience performing the type of work, conduct and performance in previous contracts, and ability to meet reasonable contract requirements.
 - (b) The MBE Firm’s standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of Proposals in the efforts to meet the project goal.

E. Assisting Interested MBE Firms

When appropriate under the circumstances, the decision-maker will consider whether the Bidder made reasonable efforts to assist interested MBE Firms in obtaining:

1. The bonding, lines of credit, or insurance required by the procuring agency or the Bidder; and
2. Necessary equipment, supplies, materials, or related assistance or services.

III. Other Considerations

In making a determination of Good Faith Efforts the decision-maker may consider engineering estimates, catalogue prices, general market availability and availability of certified MBE Firms in the area in which the work is to be performed, other Proposals or offers and subcontract Proposals or offers substantiating significant variances between certified MBE and Non-MBE costs of participation, and their impact on the overall cost of the contract to the territory and any other relevant factors.

The decision-maker may take into account whether the Bidder decided to self-perform subcontract work with its own forces, especially where the self-performed work is Identified Items of Work in the procurement. The decision-maker may also consider other Bidder's performance in meeting the contract. For example, when the apparent successful Bidder fails to meet the contract goal, but others meet it, this reasonably raises the question of whether, with additional reasonable efforts, the apparent successful Bidder could have met the goal. If the apparent successful Bidder fails to meet the goal but meets or exceeds the average MBE participation obtained by other Bidders, this, when viewed in conjunction with other factors, could be evidence of the apparent successful Bidder having made Good Faith Efforts.

IV. Documenting Good Faith Efforts

At a minimum, the Bidder seeking a waiver of the MBE Goal(s) or a portion thereof must provide written documentation of its Good Faith Efforts, within 10 Business Days after receiving notice that it is the apparent awardee. The written documentation shall include the following:



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A. Items of Work (Complete Good Faith Efforts Documentation Attachment D-1C, Part 1)

A detailed statement of the efforts made to select portions of the work proposed to be performed by certified MBE Firms in order to increase the likelihood of achieving the stated MBE Goal(s).

B. Outreach/Solicitation/Negotiation

1. The record of the Bidder's compliance with the outreach efforts.
(Complete Outreach Efforts Compliance Statement - D-2).
2. A detailed statement of the efforts made to contact and negotiate with MBE Firms including:
 - (a) the names, addresses, and telephone numbers of the MBE Firms who were contacted, with the dates and manner of contacts (letter, fax, e-mail, telephone, etc.) **(Complete Good Faith Efforts Attachment D-1C-Part 2, and submit letters, fax cover sheets, e-mails, etc. documenting solicitations);** and
 - (b) a description of the information provided to MBE Firms regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed and the means used to provide that information.

C. Rejected MBE Firms (Complete Good Faith Efforts Attachment D-1C, Part 3)

1. For each MBE Firm that the Bidder concludes is not acceptable or qualified, a detailed statement of the reasons for the Bidder's conclusion, including the steps taken to verify the capabilities of the MBE and Non-MBE Firms quoting similar work.
2. For each certified MBE Firm that the Bidder concludes has provided an excessive or unreasonable price, a detailed statement of the reasons for the Bidder's conclusion, including the quotes received from all MBE and Non-MBE firms proposing on the same or comparable work. **(Include copies of all quotes received.)**
3. A list of MBE Firms contacted but found to be unavailable. This list should be accompanied by an MBE Unavailability Certificate (see **D-1B - Exhibit A** to this Part 1) signed by the MBE contractor or a statement from the Bidder that the MBE contractor refused to sign the MBE Unavailability Certificate.

D. Other Documentation

1. Submit any other documentation the Procurement Bidder requests to ascertain the Bidder's Good Faith Efforts.
2. Submit any other documentation the Bidder believes will help the Procurement Officer ascertain its Good Faith Efforts.



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D-1B - Exhibit A
MBE Subcontractor Unavailability Certificate

1. It is hereby certified that the firm of _____
 (Name of Minority firm)
 located at _____
 (Number) (Street)

 (City) (State) (Zip)

was offered an opportunity to bid on Solicitation No. _____

in _____ Territory by _____
 (Name of Prime Contractor's Firm)

2. _____ (Minority Firm) is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):

_____ (Signature of Minority Firm's MBE Representative)
 (Title) (Date)

_____ (Certification #) (Telephone #)

3. To be completed by the prime contractor if Section 2 of this form is not completed by the minority firm. To the best of my knowledge and belief, said Certified Minority Business Enterprise is either unavailable for the work/service for this project, is unable to prepare a Proposal, or did not respond to a request for a price Proposal and has not completed the above portion of this submittal.

_____ (Signature of Prime Contractor) (Title) (Date)



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D- 2
OUTREACH EFFORTS COMPLIANCE STATEMENT

Complete and submit this form within 10 Business Days of notification of apparent award or actual award, whichever is earlier.

In conjunction with the Proposal submitted in response to Solicitation No. _____, I state the following:

1. Offeror identified subcontracting opportunities in these specific work categories:

2. Attached to this form are copies of written solicitations (with Proposal instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Bidder made the following attempts to personally contact the solicited certified MBE firms:

4. Please Check One:

- This project does not involve bonding requirements.
- Bidder assisted the certified MBE firms to fulfill or seek waiver of bonding requirements. (DESCRIBE EFFORTS):

5. Please Check One:

_____ Bidder did attend the pre-Proposal
 _____ conference. No pre -Proposal
 _____ meeting/conference was held.
 _____ Bidder did not attend the pre-Proposal conference.



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•
PLEASE PRINT OR TYPE

Company Name: _____
(please print or type)

By: _____
Signature of Authorized Representative

Printed Name: _____

Title:

Date: _____

Company Address: _____



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D-3A
CERTIFIED MBE SUBCONTRACTOR PARTICIPATION CERTIFICATION

INSTRUCTIONS:

PRIME CONTRACTOR: After completing SECTIONS A, B, and D, provide this form to *each* certified Minority Business Enterprise subcontractor (MBE) listed on the MBE Participation Schedule (Attachment D-1A), allowing sufficient time for the MBE to respond within the required timeframe to **be included within the bid package and submitted on the due date.**

CERTIFIED MBE SUBCONTRACTOR: Complete SECTION C to acknowledge and certify the information in SECTION A. Return the completed form to the Prime Contractor identified in SECTION D **to be included within the bid package and submitted on the due date.**

IF THIS FORM IS NOT RETURNED WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE PRIME CONTRACTOR IS NOT RESPONSIBLE AND, THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD.

SECTION A

Provided that (Prime Contractor) _____ is awarded the territory contract in conjunction with Solicitation Number _____, (Prime Contractor) _____ intends to enter into a subcontract with (Certified MBE Subcontractor) _____ with Certification Number _____ committing to participation by (Certified MBE Subcontractor) _____ of at least \$ _____ which equals ____% of the Total Contract Value for the following products/services:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

The Contractor and certified MBE each acknowledge that, for purposes of determining the accuracy of the information provided herein, the Procurement Officer may request additional information, including, without limitation, copies of the subcontract agreements and quotes. The Contractor and certified MBE each solemnly affirms under the penalties of perjury that: (i) the information provided in this Certified MBE Subcontractor Participation Certification is true to the best of its knowledge, information, and belief, and (ii) it has fully complied with the law, a Contractor may not identify a certified MBE in a Bid/Proposal and:



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- (1) fail to request, receive, or otherwise obtain authorization from the MBE to identify the MBE in its Bid/Proposal;
- (2) fail to notify the MBE before execution of the Contract of its inclusion of the Bid/Proposal;
- (3) fail to use the MBE in the performance of the Contract; or
- (4) pay the MBE solely for the use of its name in the Bid/Proposal.



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PAGE 2 – D-3A CERTIFIED MBE SUBCONTRACTOR PARTICIPATION CERTIFICATION

SECTION B – Prime Contractor

Signature of Representative: _____

Printed Name and Title: _____

Prime Firm’s Name: _____

Federal Identification Number: _____

Street Address, City, State, Zip Code: _____

Phone: _____

Date: _____

SECTION C – Certified MBE Subcontractor

Signature of Representative: _____

Printed Name and Title: _____

MBE Firm’s Name: _____

Federal Identification Number: _____

Street Address, City, State, Zip Code: _____

Phone: _____

Date: _____

SECTION D

This completed form is to be included within the bid submission on or before the bid due date.

Solicitation #: _____

Solicitation Title: _____

Agency: **Government Hospitals and Health Facilities Corporation**

Procurement Officer: **Territorial Hospital Redevelopment Team-Procurement Division**



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D-3B
MBE PRIME PROJECT PARTICIPATION CERTIFICATION

Please complete and submit this form to attest to each specific item of work that your MBE firm has listed on the MBE Participation Schedule (Attachment D-1A) for purposes of meeting the MBE participation goals. **This form must be included within the bid package and submitted on the due date.** If the Bidder fails to return this affidavit within the required time, the Procurement Officer may determine that Proposal is not susceptible of being selected for Contract award.

Provided that _____ (Prime Contractor’s Name) with Certification Number _____ is awarded the contract in conjunction with Solicitation No. _____, such MBE Prime Contractor intends to perform with its own forces at least \$ _____ which equals to _____ % of the Total Contract Amount for performing the following goods and services for the Contract:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE) For Construction Projects, General Conditions must be listed separately	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES	VALUE OF THE WORK

MBE Prime Contractor

Company Name: _____
(please print or type)

FEIN: _____
Federal Identification Number

Company Address: _____

Phone: _____

Printed Name: _____

Title: _____

By: _____

Signature of Authorized Representative

Date: _____



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D-1C
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST

Prime Contractor:	Project Description:	SOLICITATION #
Offeror Company Name, Street Address, Phone		

Parts 1, 2, and 3 must be included with this certificate along with all documents supporting your waiver request.

I affirm that I have reviewed **Attachment D-1B**, Waiver Guidance. I further affirm under penalties of perjury that the contents of Parts 1, 2, and 3 of this **Attachment D-1C** Good Faith Efforts Documentation Form are true to the best of my knowledge, information, and belief.

Company:

Company Name (please print or type)

By:

Signature of Authorized Representative

Printed Name:

Printed Name

Title:

Title

Date:

Date

Address:

Company Address



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GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST

PART 1 – IDENTIFIED ITEMS OF WORK OFFEROR MADE AVAILABLE TO MBE FIRMS

Prime Contractor:	Project Description:	SOLICITATION #:
Offeror Company Name, Street Address, Phone		

Identify those items of work that the Offeror made available to MBE Firms. This includes, where appropriate, those items the Offeror identified and determined to subdivide into economically feasible units to facilitate the MBE participation. For each item listed, show the anticipated percentage of the total contract amount. The Offeror's responsible for demonstrating that sufficient work to meet the goal was made available to MBE Firms and that the total percentage of the items of work identified for MBE participation equals or exceeds the percentage MBE goal set for the procurement. Note: If the procurement includes a list of Proposal items identified during the goal-setting process as possible items of work for performance by MBE Firms, the Offeror should make all of those items of work available to MBE Firms or explain why that item was not made available. If the Offeror selects additional items of work to make available to MBE Firms, those additional items should also be included below.

Identified Items of Work	Was this work listed in the procurement?	Does Offeror normally self-perform this work?	Was this work made available to MBE Firms? If no, explain why not.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please check if Additional Sheets are attached.



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PART 2 – IDENTIFIED MBE FIRMS AND RECORD OF SOLICITATIONS

Prime Contractor:	Project Description:	SOLICITATION #:
<i>Offeror Company Name, Street Address, Phone</i>		

Identify the MBE Firms solicited to provide quotes for the Identified Items of Work made available for MBE participation. Include the name of the MBE Firm solicited, items of work for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the MBE provided a quote, and whether the MBE is being used to meet the MBE participation goal. MBE Firms used to meet the participation goal must be included on the MBE Participation Schedule. Note: If the procurement includes a list of the MBE Firms identified during the goal-setting process as potentially available to perform the items of work, the Offeror should solicit all of those MBE Firms or explain why a specific MBE was not solicited. If the Offeror identifies additional MBE Firms who may be available to perform Identified Items of Work, those additional MBE Firms should also be included below. Copies of all written solicitations and documentation of follow-up calls to MBE Firms must be attached to this form. This list should be accompanied by a Minority Contractor Unavailability Certificate signed by the MBE contractor or a statement from the Offeror that the MBE contractor refused to sign the Minority Contractor Unavailability Certificate (**Attachment D-1B - Exhibit A**). If the Offeror used a Non-MBE or is self-performing the identified items of work, Part 4 must be completed.

Name of Identified MBE Firm & MBE Classification	Describe the Item of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	Quote Rec'd	Quote Used	Reason Quote Rejected
Firm Name: MBE Classification (Check only if requesting a waiver of MBE subgoal.) <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification		Date: <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Date: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Time of Call: Spoke with: <input type="checkbox"/> Left Message	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Used Other MBE <input type="checkbox"/> Used Non-MBE <input type="checkbox"/> Self-performing
Firm Name: MBE Classification (Check only if requesting waiver of MBE subgoal.) <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification		Date: <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Date: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Time of Call: Spoke with: <input type="checkbox"/> Left Message	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Used Other MBE <input type="checkbox"/> Used Non-MBE <input type="checkbox"/> Self-performing

Please check if Additional Sheets are attached.



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PART 3 – ADDITIONAL INFORMATION REGARDING REJECTED MBE QUOTES

Prime Contractor:	Project Description:	SOLICITATION #:
<i>Offeror Company Name, Street Address, Phone</i>		

This form must be completed if Part 1 indicates that an MBE quote was rejected because the Offeror is using a Non-MBE or is self-performing the Identified Items of Work. Provide the Identified Items Work, indicate whether the work will be self-performed or performed by a Non-MBE, and if applicable, state the name of the Non-MBE. Also, include the names of all MBE and Non-MBE Firms that provided a quote and the amount of each quote.

Describe Identified Items of Work Not Being Performed by MBE (Include spec/ section number from Proposal)	Self-performing or Using Non-MBE (Provide name)	Amount of Non-MBE Quote	Name of Other Firms who Provided Quotes & Whether MBE or Non-MBE	Amount Quoted	Indicate the Reason Why MBE Quote was Rejected & Briefly Explain
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other

Please check if Additional Sheets are attached.



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APPENDIX G
GOVERNMENT OF THE VIRGIN ISLANDS
GOVERNMENT HOSPITALS AND HEALTH FACILITIES CORPORATION
NON-COLLUSION AFFIDAVIT

————— 0 —————

..... being duly sworn, deposes and says that –

He is [owner, partner, officer, representative, or agent] of.....

..... the Respondent that has submitted that attached bid;

- He is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
- Such bid is genuine and is not a collusive or sham bid;
- Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached bid or of any other Respondent, or to fix any overhead, profit or cost element of the price or the bid price of any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Government of the Virgin Islands or any person interested in the proposed contract; and
- The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of

Notary Public



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APPENDIX H

GVI Debarment Certification Form

GOVERNMENT OF THE VIRGIN ISLANDS
GOVERNMENT HOSPITALS AND HEALTH FACILITIES CORPORATION

DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension, and Ineligibility

- By submission of this solicitation, the Respondent certifies 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.
- 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 THRT may also exercise any other remedy available by law.
- 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: _____

Signature _____ Date _____

Subscribed and sworn to before me on the Island of _____, this
 _____ day of _____, 2023, by _____ of legal age,

 (Trade or Corporation)

and personally, known to me.

(SEAL)

 Notary Public



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APPENDIX I

Bid Bond Form

BID BOND <i>(See instruction on reverse)</i>	DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i>	OMB NO.: 9000-0045
--	---	---------------------------

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION
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SURETY(IES) *(Name and business address)*

PENAL SUM OF BOND				BID IDENTIFICATION		
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS		
					FOR <i>(Construction, Supplies, or Services)</i>	

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL				
SIGNATURE(S)	1.	2.	3.	<i>Corporate Seal</i>
	<i>(Seal)</i>	<i>(Seal)</i>	<i>(Seal)</i>	
NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	3.	

INDIVIDUAL SURETY(IES)		
SIGNATURE(S)	1.	2.
	<i>(Seal)</i>	<i>(Seal)</i>
NAME(S) <i>(Typed)</i>	1.	2.

CORPORATE SURETY(IES)					
SURETY A	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed _____ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designed "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."



Invitation For Bids
TERRITORIAL HOSPITAL
REDEVELOPMENT TEAM
Appendix J

Amendment Acknowledgment

RESPONDENT

Name: _____

Address: _____

Tax Identification #: _____

RESPONDENT 'S CONTACT PERSON

Name: _____

Title: _____

Telephone: _____

SCHEDULE OF AMENDMENTS

(I) or (We) acknowledge receipt of the Amendment to the IFB Package hereinafter named for the project(s) included in this IFB and declare that (I) or (We) accept these Amendments and that every change is included in this proposal.

Amendment Number _____ Date _____

Amendment Number _____ Date _____

Amendment Number _____ Date _____

Amendment Number _____ Date _____

RESPONDENT 'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____