



**REQUEST FOR PROPOSALS  
SCHNEIDER REGIONAL MEDICAL CENTER**

**Request for Proposal  
Janitorial Services**

Pursuant to Title 19, Subsection 245 (a) of the Virgin Islands Code, the Government Hospitals and Health Facilities Corporation, hereinafter referred to as GHHFC and the Schneider Regional Medical Center (SRMC) will receive proposals for the work described below. Proposals will be received by **Tuesday, September 30, 2025 at 12:00 PM ATLANTIC STANDARD TIME.**

**DESCRIPTION OF WORK:**

**Housekeeping/Janitorial Services Scope of Work**

Schneider Regional Medical Center – Housekeeping/Janitorial Service Specification

**Description of Roy L. Schneider Hospital (RLSH):**

RLSH is a five-story hospital facility at over 200,000 square feet that operates 24/7 365 days. This facility provides patient care on each of the five floors consisting of a labor and delivery unit, an emergency room, operating rooms and a Radiology department to name a few as well as other ancillary services. As the only hospital in the St. Thomas/St. John District, RLSH has experienced over 40,000 patient visits per year and has a varying patient census through the year. Natural disasters such as Hurricanes can impact the operations of the hospital, and the selected vendor must be flexible to an ever-changing environment. In addition, the selected vendor must possess the necessary skill set, experience and competencies required to operate in a highly demanding environment under varying hazardous conditions.

- 1<sup>st</sup> Floor approximately 46,600 sqft
- 2<sup>nd</sup> Floor approximately 66,000 sqft
- 3<sup>rd</sup> Floor approximately 36,000 sqft
- 4<sup>th</sup> Floor approximately 26,000 sqft
- 5<sup>th</sup> Floor approximately 26,000 sqft

**Description of Charlotte Kimelman Cancer Institute (CKCI):**

CKCI is a two-story cancer center at over 28,000 square feet that operates approximately ten (10) hours per day and five (5) days per week. This facility provides patient care on each of the two floors which consists of chemotherapy and radiation treatment.

**(NOTE: Facility is presently closed, however services will resume during the term of this contract.)**



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### Description of Myrah Keating Smith Community Health Center (MKSCHS):

MKSCHS is a single-story urgent care facility located on the island of St. John at over 28,000 square feet that operates 24/7 365 days. This facility provides patient care consisting of an Emergency Department, Laboratory Services, Radiology and other outpatient services.

**(NOTE: Facility is presently closed, however services may resume during the term of this contract. Services are to be provided in the 3,500 square feet interim facility.)**

### Description of Residential Services:

SRMC currently has approximately four (4) off-site residential properties (Homes/Condos) that we contract with to provide lodging for off island medical personnel who provide services to the hospital. This section is to be a fixed rate for 1 Bedroom, 2 Bedroom or 3 bedroom apartments for each cleaning request by the Medical Staff Office or designated representative of SRMC.

#### A. SCOPE

Housekeeping/Janitorial Contractor agrees to furnish all supervision, labor, tools, two-way radios, cell phones, and all other materials required for furnishing janitorial service daily 24/7 365. All supplies and equipment and supply related to equipment are to be supplied by the contractor.

#### B. HOURS OF SERVICE

Contractor will provide the necessary personnel hours to maintain the areas of responsibility outlined in EXHIBIT. The contractor understands that from time-to-time extended hours due to emergencies may increase the amount of manpower required to provide satisfactory service. This will include all weekends, holidays and any other extenuating circumstances. SRMC will only be responsible for additional costs as outlined in EXHIBITS for additional services.

#### C. PERSONAL QUALIFICATIONS

Housekeeping/Janitorial Contractor shall employ only qualified operators and workers who are skilled in the performance of janitorial work. The contractor will also ensure that employees will have the skills needed to effectively communicate with hospital personnel.

#### D. SECURITY

Housekeeping/Janitorial Contractor shall screen all employees through the Virgin Islands Police Department (VIPD) and shall require satisfactory personal references to determine the character of prospective employees before hiring. All new hires should also be screened for illegal drug use. Any person testing positive for illegal drug use shall not be employed at Schneider Regional Medical Center. All employees must pass a background check.



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**E. IDENTIFICATION OF EMPLOYEES**

Each employee shall be furnished with a Schneider Regional Medical Center identification (name tags) with both the name of Housekeeping/Janitorial contractor and the employee.

**F. APPEARANCE OF EMPLOYEES**

All employees of the contractor shall be neatly attired in janitorial contractor always supplied uniform in a manner that will reflect credit upon the janitorial contractor and SRMC. While not on duty, but still on property, employees must remove their uniform shirt.

**G. WORK HOURS**

The schedule of work hours for accomplishment of housekeeping/janitorial services shall conform to the requirements of SRMC and the contractor's services shall not in any way interfere with the normal routine of patient care. Work schedules shall be prepared by the contractor and presented to the Vice President of Facilities and the Director of Environment Services for approval.

**H. USE OF BUILDING, PREMISES AND UTILITIES**

SRMC will provide a storage space for the contractor. The contractor, at his expense, will re-key the space and be solely responsible for the space and its contents. SRMC will provide all light, water, electricity, and trash disposal facilities necessary to the contractor to perform the services.

**I. SAFETY PRECAUTION**

Housekeeping/Janitorial Contractor shall designate a responsible superintendent who will, along with his/her staff of supervisors, constantly check the quality of workmanship and the safety aspect of the work being performed. Housekeeping/Janitorial Contractor agrees not to dispose of any hazardous materials in the normal disposal facilities. Any hazardous materials generated by the contractor i.e. Waste oils, spent chemical solutions shall be disposed of in the manner in accordance with the EPA and dictated by the Department of Planning and Natural Resources (DPNR) and the Virgin Islands Waste Management Authority (VIWMA). Copies of all Hazardous Waste Manifests are the responsibility of SRMC and must be filed with the Facilities Management Department. Contractor also agrees to file the SDS sheets for all chemicals used on the property with the Management of SRMC.

**J. INSPECTIONS**

All work, equipment and supplies furnished in performance of the attached scope of work shall be subject to inspection at any and all times by the Management of SRMC or its duly authorized representative.



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**K. CONTRACTORS REPRESENTATIVE**

Contractor shall designate a responsible Supervisor(s) who will constantly check and be responsible for the quality of the housekeeping/janitorial work. On a regular basis, or from time to time, the Management of SRMC may, at its option, require said Supervisor(s) to attend weekly staff meetings to keep abreast of upcoming events or other activities that may or may not affect the contractor's performance of service.

**L. UNIFORM**

Uniforms will be provided by the contractor. SRMC shall approve of the Color, Type and Look. Uniforms will be provided for all the contractor's employees working at SRMC regardless of the shift or hours worked. All employees shall wear the same uniform.

**M. COMMUNICATION**

Contractors will provide FM Radios to appropriate members of each working shift to maintain constant communication with the management staff. Radios will be fitted with the same frequency as the existing management radios.

**N. EQUIPMENT**

The contractor is to provide equipment to perform the job. All heavy equipment such as scrubbers will be required to have rubber wheels so that it will cushion the impact between the equipment and floor tiles. All equipment is to be properly maintained to prevent damage to floors or other items, as well as be clean to present a professional look. All equipment used during business hours in the common area will need approval by SRMC. If ever SRMC's management allows contractors to use hospital owned equipment it is agreed that contractor shall defend, indemnify and hold harmless owner and its respective present and former general and limited partners, affiliates, officers' agents, servants and employees from and against all claims (as defined above) together with attorney's fees and litigation expenses, resulting from contractor's use of the equipment. In addition, the contractor agrees to use equipment correctly and repair or replace any damage caused to equipment.

**O. PRICING AND TERMS**

It is understood that the contractor's price is based on an average wage for all the contractor's employees. Contractor will charge a flat fee for service. It is understood that staffing and hours worked (could vary) at no additional cost. All invoices that are submitted for payment must have the appropriate back-up prior to being paid. Invoices will be submitted by the contractor by the first of every month and will be paid within thirty days.

**JOB RESPONSIBILITES**



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**Supervisors**

1. Responsible for the cleaning maintenance functions for all three hospital facilities and off-site locations.
2. Directly responsible to SRMC Management and will coordinate the maintenance programs to fit the changing requirements of the hospital and associated facilities.
3. Designated to meet with SRMC Management on an as needed basis to review:
  - a. The results of the building inspections.
  - b. Any significant items on the weekly report.
  - c. Any problems or damage noted.
  - d. Any major schedule changes.
  - e. Revised manpower requirements
  - f. Any specific requirements that will require long range planning.
4. Responsible for maintaining accurate record for manpower allocations for determining the proper billing of additional services.
5. Responsible for ordering necessary materials and equipment and maintaining an adequate inventory of items necessary for the cleaning program.
6. Responsible for recruiting, hiring, training, supervising and scheduling all employees.
7. Responsible for the care and maintenance of all equipment.
8. Provide SRMC Management with written verification of jobs performed which receive weekly, monthly, quarterly, etc. action along with an overview of the week's activities.
9. Ensure that all heavy cleaning is performed on an agreed upon schedule which would not impact the delivery of patient care.
10. Provide SRMC Management with a weekly staffing schedule.
11. Provide SRMC Management with a detailed power washing schedule.

**Housekeeping Employees**

1. Clean metal and glass in public entrances.
2. Service all public and employee restrooms.
3. Service facilities for trash pickup and spills.
4. Service all soft seating areas.
5. To be available for emergency clean up.
6. To empty trash containers when required.
7. Service corridors and service areas.
8. Facilitate the packaging of the Medical Infectious Waste including waste from outside entities, packing of trailers to ship medical waste, and repacking of damaged boxes when necessary. SRMC will provide training for staff handling medical waste. Contractor is responsible for providing the necessary Personal Protective Equipment for the staff.



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CONTRACT SPECIFICATION

Schneider Regional Medical Center – Housekeeping/Janitorial Scope of Services

Scope of Services	
This Scope of Services forms the base of requirements for the solicitation requirements which includes routine cleaning of (approximately +/- 200,000 sqft RLSH, +/- 28,000 CKCI and +/- 28,000 MKSCHC), terminal cleaning of procedural spaces and floor maintenance to include carpet/chair shampooing within the SRMC.	
<b>Basic Task</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li><b>Hallways:</b> dust all surfaces, clean walls on both sides; maintain floors by scrubbing, waxing, buffing, restoring, cleaning base boards, clean stainless steel on doors, etc. Pay close attention to corners and areas where dust can build up.</li> </ul>	<b>Daily</b>
<ul style="list-style-type: none"> <li><b>Elevators:</b> Wipe all elevator cabs to remove dust, graffiti, gum, etc; clean all visible soil and stains; vacuum and damp mop (paying special attention to corners, where dust can build up); vacuum tracks to remove debris; polish all metal surfaces, leaving surface visibly clean and free of any residue cleaner; clean handrails; maintain floors, (sweep, wet mop, scrub, wax, restore, buff), clean baseboards.</li> </ul>	<b>Daily</b>
<ul style="list-style-type: none"> <li><b>Entrances:</b> Empty all waste bins, wash, as necessary, re-lined, spot clean, remove visible trash from property, vacuum/clean carpeting/door mats, vacuum tracks/grooves on automatic doorways, remove debris from smoke boxes, sweep all external walkways, landings and footpath outside leading to entrances, clean any windowsills, dust all surfaces, clean glass/mirrors, replenish any supplies maintain floors (sweep, wet mop, scrub, wax, restore, burr), clean baseboards, polish any door hardware.</li> </ul>	<b>Daily</b>
<ul style="list-style-type: none"> <li><b>Waiting Areas:</b> Empty trash, spot clean, dust all surfaces, vacuum rugs, clean blinds, clean artificial plants, remove debris from chairs or under furniture,</li> </ul>	<b>Daily</b>



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<p>arrange reading material in area, clean glass/mirrors, maintain floors, as necessary, (sweep, wet mop, scrub, wax, restore, buff), clean baseboards, polish any door hardware, replenish any supplies.</p> <ul style="list-style-type: none"> <li>• <b>Stairwells:</b> Check landings for and remove debris, clean banister/ handrail, clean all fixtures, clean glass panels on doors, spot clean walls and doors, scrub stairs at least once a year. <b>NOTE:</b> Stairwells are alarmed; to enter security must be notified. If door does not alarm – notify security.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Office Areas:</b> Desk surfaces to be wiped clean, clean mirrors/glass windows, dust thoroughly; empty trash bins at workstations; clean all corners, edges, and under furniture; flower boxes, if any, to be cleared of rubbish; artificial flowers are to be cleaned; wall sills to be cleaned; maintain floors (sweep, dust or wet mop, scrub, wax buff, restore, vacuum, shampoo extraction); clean baseboards, clean stainless steel on doors or door hardware, clean all visible soils and stains.</li> </ul>	<p><b>Daily</b></p> <hr/> <p><b>Daily</b></p>
<ul style="list-style-type: none"> <li>• <b>Restrooms:</b> Wipe clean all cubicles, and partitions; clean mirrors/glass wipe clean all wall dryers, fixtures and fittings; empty trash, clean and disinfect (utilizing hospital approved/supplied products; clean moldings, door hardware, any stainless Steel; de-scaling for calcium build up on surfaces, as necessary; replenish consumables, maintain floors (sweep, wet mop, scrub, wax, restore, buff) RESTROOMS to be serviced completely and maintained at all times) Public Restrooms will be checked every <b>15 – 30 minutes/hour.</b></li> </ul> <ol style="list-style-type: none"> <li>1. Clean and sanitize fixtures including toilet bowl, urinals and hand basins.</li> <li>2. Clean and sanitize toilet seats.</li> <li>3. Clean and polish mirrors and glass.</li> <li>4. Clean and polish chrome fittings.</li> <li>5. Clean counter tops.</li> <li>6. Remove spots, stains and splashes from the wall area adjacent to hand basins, toilets and dispensers.</li> <li>7. Dust and spot clean partitions.</li> </ol>	<p><b>Daily</b></p>



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<ol style="list-style-type: none"> <li>8. Spot clean partitions.</li> <li>9. Empty containers and disposals and insert liners as required.</li> <li>10. Wash and sanitize the exterior of containers.</li> <li>11. Remove fingerprints from doors, frame, light switches, kick and push plates, handles, etc.</li> <li>12. Refill dispensers to normal limits – soap, tissue, liners, seat covers &amp; feminine products,</li> <li>13. Sweep and damp mop floors with germicidal disinfectants.</li> <li>14. Report all repair items to maintenance.</li> </ol>	
<ul style="list-style-type: none"> <li>• <b>Elevators:</b> <ol style="list-style-type: none"> <li><b>A. Daily</b> <ol style="list-style-type: none"> <li>1. Dust corridors, vents and ceilings.</li> <li>2. Clean interior and exterior surfaces.</li> <li>3. Damp wipe/polish directory board and moldings.</li> <li>4. Damp wipe handrails.</li> <li>5. Damp wipe polish interior and exterior of walls and doors (where reachable from floor).</li> <li>6. Clean door tracks.</li> <li>7. Sweep/mop floors.</li> </ol> </li> <li><b>B. Weekly</b> <ol style="list-style-type: none"> <li>1. High dust vents and corners.</li> <li>2. Damp clean vents.</li> <li>3. Polish door tracks and handrails.</li> <li>4. Machine scrub composition floor and burnish.</li> </ol> </li> <li><b>C. Monthly</b> <ol style="list-style-type: none"> <li>1. Topcoat composition floor to restore shine.</li> <li>2. Dust exterior cab.</li> </ol> </li> <li><b>D. Quarterly</b> <ol style="list-style-type: none"> <li>1. Refinish floor.</li> </ol> </li> </ol> </li> </ul>	<p style="text-align: center;"><b>Daily</b></p> <p style="text-align: center;"><b>Weekly</b></p> <p style="text-align: center;"><b>Monthly</b></p> <p style="text-align: center;"><b>Quarterly</b></p>
<ul style="list-style-type: none"> <li>• <b>Showers:</b> Complete de-scaling of the patient room bathrooms to include showers and around toilet base; surface should be cleaned of stains. Cleaning items (eg. cloths, etc.) should not be used for cleaning any other area of the hospital.</li> </ul>	





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disinfectant wipes are also available for surface wiping.	
• <b>Carpeting/Material Furniture:</b> Shampoo extraction	<b>Quarterly</b>
• <b>Medical Waste:</b> Pack medical waste such as, sharp containers and red bag waste in medical waste boxes. Load pack boxes on trailers to be transported off island.	<b>As needed</b>
• <b>Power Clean:</b> Power clean <b>exterior windows</b> of buildings at least 2x/p/yr (RLSH) and <b>outside Landings</b> at least / monthly and <b>Loading Dock Area</b> at Least weekly.	<b>2x/p/yr</b>
• <b>Dietary/Kitchen Deep Cleaning:</b> Deep Cleaning, high dusting, scrubbing and power washing of the floors in the Dietary /Kitchen are of SRMC twice per year.	<b>2x/p/yr</b>
• <b>AC Vent Cleaning</b>	<b>Monthly</b>

**The task and expectations related to the cleaning functions in this solicitation are not all inclusive**

**The Director of Environmental Services in collaboration with the Vice President of Facilities Management & Engineering will manage vendor services according to the following:**

- **Inspections to monitor the performance of the vendor.**
- **Performance monitoring, ensure the vendor completes the daily housekeeping checklist.**
- **Ensure the vendor performs services to the listed specifications.**
- **Ensure all vendor equipment is maintained to the highest possible standard (clean, operates, not in a state of disrepair.**
- **Imposes non-payment for non-compliance of requirements.**

**NEGOTIATED PROCEDURES:**

The Director of Procurement & Materials Management will appoint an Evaluation Committee to assist in evaluating and selecting the vendor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the “Factors for Discussions.” After reviewing and rating the proposals, the Committee may select for discussions from the firm/s or person/s deemed to be the most highly qualified to provide the services herein required. Discussions will be conducted with the firm/s or person/s so selected. In addition, the Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2), deemed to be the most highly qualified.



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### FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration, and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) project approach and capability of meeting schedules; and (v) quality of performance on other similar projects. Proposals will be evaluated according to the following criteria in descending order: (a) Approach (b) Qualifications (c) Responsiveness (d) Cost and (e) Responsibility. The Evaluation Committee may, in its option, request any or all proposers to participate in on-site or virtual interviews.

- **Approach (30 points possible):** Did the Respondent provide a detailed plan that illustrates how the firm will complete the scope of services and accomplish required objectives?
- **Qualifications (20 points possible):** Did the Respondent submit qualifications of the Firm including past performance, experience, and service capabilities? Did the Respondent provide required references and proof of all eligibility requirements?
- **Responsiveness (15 points possible):** Did the Respondent demonstrate a clear indication that all minimum requirements are met? Does the quality of the proposal indicate clear understanding of the scope of work?
- **Cost (15 points possible):** Ability to deliver the facility described in the bidding documents within a reasonable cost that is within the project construction budget.
- **Responsibility (10 points possible):** Indication of the breadth and depth of the Respondent to deliver a quality project that meets or exceeds SRMC's vision.
- **Alternate Proposal Approach (10 Bonus points):** Did the Respondent provide an alternate proposal that improved the process or included advanced technology

The Evaluation Committee may, in its option, request any or all proposers to participate in on-site or virtual interviews. Proposers may only ask questions that are intended to clarify the questions that are being asked to respond. Each Proposer's time slot for oral interviews will be determined randomly. Proposers who are selected shall make every effort to attend. If SRMC have trouble on any part of Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

### NEGOTIATION:

The Evaluation Committee shall recommend to the Chief Executive Officer (CEO) the **highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations if conducted.** The CEO with the assistance of the Evaluation Committee, shall attempt to negotiate a contract with such firm or person.

Should the CEO be unable to negotiate a satisfactory contract with the firm to be the most qualified, at a price determined to be fair and reasonable to SRMC, negotiations with that firm will be formally



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terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms to preference and their competence and qualification and shall continue until an agreement is reached.

**INSTRUCTIONS TO PROPOSERS**

**A. NOTICE**

**RFP 0001-25 SRMC for Janitorial Services**

Information provided on the scope of services is to be used only for the purpose of preparing a proposal. It is further expected that each bidder will read the scope of services thoroughly, because failure to meet certain specified conditions may invalidate the proposal.

Schneider Regional Medical Center herein, after referred to as SRMC respectively, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to SRMC. The **price** shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals based on the scope of services. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration provided such new features and/or technology are clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to LeRue C. Browne, Director of Procurement & Materials Management at [ebids.proposalsrsmc@srmedicalcenter.org](mailto:ebids.proposalsrsmc@srmedicalcenter.org).

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions, and requirements in this RFP. The issuance of a written addendum by JFLH and SRMC is the **only** official method by which interpretation, clarification or additional information can be given. It is the responsibility of the potential Bidder to contact SRMC to ensure that they receive all addenda prior to the submittal of the proposal package.

**The proposal package will be considered non-responsive if all modifications are not incorporated.**

**B. STATEMENT OF PURPOSE**

To assist SRMC in meeting the requirements for the following services: **RFP 0001-25 SRMC for Janitorial Services.**

**C. PROPOSED SCOPE OF WORK:**

Refer to the description of work in page 1.



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**D. TIMETABLE**

- 1. Last Day for Written Clarification will be **Thursday, September 20, 2025, at 11:00 AM Atlantic Standard Time.**

**E. SUBMISSION OF PROPOSAL**

All interested parties shall submit their electronic submissions, [ebids.proposalssrmc@srmedicalcenter.org](mailto:ebids.proposalssrmc@srmedicalcenter.org) no later than **Tuesday, September, 30 2025, at 4:00 p.m. ATLANTIC STANDARD TIME.** Electronic submissions must include the Company’s Name – Solicitation Number and Due Date in the Subject Line of the email. For Example: ABC Company, Inc. – RFP 0000-001 – March 16, 2020.

The First Page of each electronic submission must also include 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”**



All electronic submissions must be received at [ebids.proposalssrmc@srmedicalcenter.org](mailto:ebids.proposalssrmc@srmedicalcenter.org). Where proposals are sent by email, the bidder shall be responsible for their email before the date and time set for the closing 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.

**F. WITHDRAWALS OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of SRMC after having been notified that said proposal has been accepted by both organizations.

**G. INTERPRETATION OF SPECIFICATIONS**

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to SRMC a written request for an interpretation thereof to LeRue C. Browne, Director of Procurement & Materials Management at [ebids.proposalssrmc@srmedicalcenter.org](mailto:ebids.proposalssrmc@srmedicalcenter.org). SRMC will not respond to questions received after the above established date. The Respondent will be responsible for its



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prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

### H. CONSIDERATION OF PROPOSAL

The Director of Procurement & Materials Management shall represent and act for SRMC in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit SRMC to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. SRMC reserves the right to reject any or all proposals and to disregard any informal and/ or irregularity in the proposal when, in its opinion, the best interest of SRMC will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly substantiated.

### I. ACCEPTANCE OF PROPOSAL

SRMC will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

### J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP, and failure to comply with any requirement as outlined may disqualify the respondent.

1. Table of Contents (The proposal must contain a table of contents. All major parts must be identified by page numbers.)
2. Organization:
  - a. Executive Summary (in letter form) (*2 pages maximum*)
    - i. Include Respondent's name, address, email, and telephone numbers.
    - ii. Include the history and background of the firm. Include date established, record of growth, type of work, and any specialties.
    - iii. Include an overview of the respondent's company background and qualifications.
    - iv. Provide a summary of why your firm/team should be selected to provide hospital the requested services for SRMC.
  - b. Provide a list of staff available for the project (*6 pages maximum*)
    - i. Provide your team's organization chart and key members. Identify associations, consultants or any team members which are not employees of the firm and the team's past working relationships. (*SRMC reserves the right to approve each firm's personnel. At the written request of SRMC the firm will immediately replace any personnel assigned.*)



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- ii. Provide a brief description of each key team member's project role and responsibility.
  - iii. Provide resumes for key team members highlighting education, years of experience, professional licenses, and similar project experiences. Special attention will be paid to the project manager and team leader. This is the individual that will be personally charged with the responsibility of making sure the tasks are on schedule. *(Do not submit resumes of the firm's principals unless those individuals are directly involved with the project management efforts on a routine basis and have assignable hours to the project.)*
  - iv. Provide each key team member's current work assignments and the proposed workload they will be responsible for as it pertains to this project.
- c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1<sup>st</sup>, 2025, or later
  - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or Statement of Qualification (Limited Partnerships), if applicable.
  - g. Corporate Resolution or equivalent identifying the person who is authorized to act for the respondent with respect to this RFP.
  - h. Proof of Sam.Gov Status
  - i. Listing of **ALL** of Vendor's Pending Litigation
3. Project experience:
- a. Describe the three (3) most relevant projects for which Janitorial Services were performed in the last eight (8) years. If a project was done by a principal/partner/employee while at another firm, clearly note. Include a detailed description of the work performed and the cost of each project.
4. Reference Letters: Two (2) letters minimum related to the project being solicited. To obtain maximum points allotted, each letter must:
- a. Include information about past performance on similar project from authorized representative;
  - b. Include a working telephone number; and email address to be contacted; and



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- c. Notarized.
5. Project Approach:  
a. The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested. Respondent shall present their vision of how they propose meeting SRMC needs and identifying the overall approach to the project, define the scope of their offered services, and how they propose to meet the Scope of Services and deliverables as defined in this RFP.
7. **The Cost Proposal must be submitted in a separate file. The Contractor will provide cost estimates for the following outlined services.**

**K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent, or employee of SRMC has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of SRMC; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the respondent is competing solely on its own behalf without connection with or obligation to, any undisclosed person or firm.

**L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS**

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of SRMC's standard Professional Services Contract, a copy of which is attached to this RFP, if the proposer is selected for award. In addition, the respondent agrees to comply with all legal requirements to contract with SRMC.

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

1. See Attachment I.

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

**N. REQUIRED DOCUMENTS**

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other necessary insurance as requested in this package proposal. Insurance policy (ies) shall name SRMC as the certificate holder and additional insured via an endorsement. The public liability insurance shall have a minimum limit of not less than one million dollars (\$1,000,000.00) for



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anyone per occurrence for death or personal injury and one million dollars (\$1,000,000.00) for any one occurrence for property damage. Bidder must provide public liability insurance within (10) working days after award. ***The amount is subject to change based on contract value.***

2. PROFESSIONAL LIABILITY: The successful bidder will be required to supply proof of professional liability insurance for the services to be performed, with policy limits of no less than \$1,000,000.00 per each occurrence. JFLH and SRMC shall be listed thereon as certificate holders but not as an additional insured. Proof of professional liability coverage must be provided within ten (10) working days after award. ***The amount is subject to change based on contract value.***
3. WORKERS' COMPENSATION: Within ten (10) working days after award of project, the successful bidder must submit a copy of their certificate providing that the firm and its agents are covered by Workers' Compensation Employee's Liability.
4. Such other types of insurance and such additional amounts of insurance as, in the Hospitals' judgment, are necessitated by good business practice.

**O. DEBARMENT**

By execution of an agreement, the Firm certifies that it is eligible to receive grant awards using federally appropriated funds that it has not been suspended or debarred from entering into contracts with any federal agency. The Firm shall include this provision in each of its subcontracts 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 JFLH and SRMC 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.

**P. TAXES**

The price proposed by Offeror(s) shall be the total consideration, inclusive of taxes, is applicable. The Offeror(s), if awarded the Contract, may be subject to gross receipt taxes; excise taxes, import taxes or custom 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 or liable due to any inquiries or representations regarding the Offeror(s)/Firm's tax liability.

"In accordance with Title 33 section 44 of the Virgin Islands Code, SRMC when making a

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**Date: 09/10/25**



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payment as defined under subsection (b) of this section, to any person, partnership, firm, corporation, or other business association that is subject to the payment of gross receipts tax, SRMC will deduct, withhold and pay 5% of such payment to the Virgin Islands Bureau of Internal Revenue (VIBIR). Payment is defined as (1) any single payment of at least \$30,000 and (2) any payment pursuant to a contract providing for a total expenditure of \$225,000 or more.

Any questions regarding withholdings should be directed to the VIBIR."

**Q. 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 may be subject to the provisions of Title 3 V.I.C. § 881, et seq. (Public Records Act). The Public Records Act requires 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 SRMC." Confidential Information" includes all technical business, personnel, 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) becomes generally available to the 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.

**R. APPENDIX A**

Proposal Package Checklist

**S. APPENDIX B**

Respondent's Qualification Statement & Minimum Qualifications Questionnaire

**T. APPENDIX C**

Bid Fee Schedule

**U. APPENDIX D**

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Certification of Information

**V.     APPENDIX E**

Women & Minority Owned Business Enterprise Participation Plan

**W.     APPENDIX F**

GVI Non-Collusion Affidavit

**X.     APPENDIX G**

Debarment Certification Form

**Y.     APPENDIX H**

Acknowledgement of any Amendment(s)/Addenda(s)

**Z.     APPENDIX I**

Professional Service Contract Template



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**APPENDIX A**

**Proposal Package Checklist**

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined will disqualify the applicant.

1. Submission of Proposal to:

[ebids.proposalssrmc@srmedicalcenter.org](mailto:ebids.proposalssrmc@srmedicalcenter.org).

Subject line contains – **Company’s Name – Solicitation Number and Due Date.**

a. Proposals to include each of the following:

- i.* Title Page
- ii.* Table of Contents
- iii.* Executive Summary with Key Personnel with relevant experience, including resumes as applicable and length of time with the organization
- iv.* Number of Staff Available for Assignment (Local & Out of Territory)
- v.* Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
- vi.* Firm Background and Experience
- vii.* Current Business License
- viii.* Current Tradename Registration Certificate (if applicable)
- ix.* Certificate of Good Standing
- x.* Certificate of Resolution/Memorandum Authorizing Signatory on Company Letterhead
- xi.* Copy of SAM.GOV Status
- xii.* Articles of Incorporation/Articles of Organization/Limited Partnership Agreement
- xiii.* Listing of **ALL** of Vendor’s Pending Litigation
- xiv.* Confidential/Proprietary Information (if applicable)
- xv.* Provide at least two (2) references for work done on similar projects within the last 5 years
- xvi.* Technical Proposal; Describe how you will approach this project



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and availability to perform the services requested

- xvii.* Copy of Audited Financial Statement
- xviii.* Alternate Technical Proposal (if applicable)
- xix.* Appendix A: Proposal Package Checklist;
- xx.* Appendix B: Respondent's Qualification Statement & Minimum Qualifications Questionnaire
- xxi.* Appendix C: Bid Fee Schedule
- xxii.* Appendix D: Certification of Information
- xxiii.* Appendix E: Subcontractor, Women and Minority Owned Business Enterprises Participation Plan
- xxiv.* Appendix F: GVI Non-Collusive Affidavit
- xxv.* Appendix G: Debarment Certification Form
- xxvi.* Appendix H: Acknowledgement of any Addenda
- xxvii.* Appendix I: Professional Service Contract Provisions Sample



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APPENDIX B RESPONDENT'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:
Telephone Number: Email:
Website address (if any):

Type of License(s)
Number of Similar Services completed in the last 5 Years, Average value of these Contracts \$
Do you have plan to use Subcontractors? Yes No If yes, company

Have you 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 or have there been any; Claims, Arbitration, Judgments or Liens against you? Yes No If yes, explain on another sheet, the circumstances and outcome.

List three references that can be contacted for their input concerning your abilities:
1) Client Name Contact Number
2) Client Name Contact Number
3) Client Name Contact Number

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

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

Respondent shall certify that the above information is true and shall grant permission to the JFL Hospital to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative:



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**MINIMUM QUALIFICATIONS QUESTIONNAIRE**

**1. Licensing & Credentials**

1.1. Are all proposed dosimetrists certified by the **Medical Dosimetrist Certification Board (MDCB)**?

Yes  No

*Please provide MDCB certification numbers and expiration dates.*

1.2. Are your dosimetrists legally authorized to provide remote services in [Jurisdiction – e.g., U.S. Virgin Islands or your state]?

Yes  No

*Attach any required licenses or documentation.*

1.3. Is your company licensed to do business in the jurisdiction where services will be provided?

Yes  No

*Include a copy of your business license.*

**2. Experience & Capacity**

2.1. Has your company provided remote medical dosimetry services for at least **3 years**?

Yes  No

*Indicate how many years and attach client references.*

2.2. How many board-certified medical dosimetrists do you currently employ or contract with?

1–5  6–10  11–20  20+

2.3. Do you currently provide remote dosimetry services to any **hospital-based** or **freestanding radiation oncology departments**?

Yes  No

*Please provide a list of current clients (names can be redacted if necessary).*

**3. Technology & Security**

3.1. Are your systems **HIPAA-compliant** for the transmission, storage, and processing of patient data?

Yes  No

*Attach documentation or attestation.*

3.2. Do you have experience working with the following treatment planning systems? (Check all that apply)

Varian Eclipse

Elekta Monaco

RayStation

Pinnacle

Other: \_\_\_\_\_



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3.3. Can your team access and operate within our treatment planning system **remotely and securely**?

Yes  No

*Describe your remote access protocols and cybersecurity measures.*

**4. Availability & Turnaround**

4.1. Can you commit to providing **routine treatment plans** within \_\_ business days? (Specify)

Yes  No

*State standard turnaround time: \_\_\_\_*

4.2. Do you have the ability to provide **same-day or urgent turnaround** for high-priority cases?

Yes  No

*Explain process for urgent requests.*

4.3. Will your team be available for communication during our business hours (8am–5pm AST)?

Yes  No

*Explain how communication will be managed.*

**5. Quality Assurance**

5.1. Do you have a documented **Quality Assurance (QA) process** for treatment plans?

Yes  No

*Attach your QA process or provide a summary.*

5.2. Are your dosimetrists supervised or reviewed by a **Qualified Medical Physicist**?

Yes  No

*Provide a description of your QA hierarchy.*

5.3. Have you had any **malpractice claims, HIPAA violations, or service-level breaches** in the past 5 years?

Yes  No

*If yes, explain.*

**6. Insurance**

6.1. Do you maintain **professional liability insurance** (malpractice) covering your dosimetry services?

Yes  No

*Attach certificate of insurance (COI).*

6.2. Do you carry **cyber liability insurance**?

Yes  No

*Attach COI or describe coverage.*

**7. Compliance & References**

7.1. Will you comply with all **federal, state, and local regulations**, including all applicable CMS and ACR standards?



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Yes  No

7.2. Can you provide at least **3 references** from current or recent clients for whom you've provided remote dosimetry services?

Yes  No

*Attach contact info or reference letters.*

All questions must be answered.

Supporting documents should be attached as clearly labeled appendices.

Incomplete questionnaires may result in disqualification from the RFP process.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name:

\_\_\_\_\_



REQUEST FOR PROPOSALS SCHNEIDER REGIONAL MEDICAL CENTER

APPENDIX C COST PROPOSAL

Below is the bid fee schedule that outlines the expected costs for the services required: PRICING AND PROPOSAL FORM

I acknowledge I have received, read, and reviewed all of the bid documents including the Schneider Regional Medical Center Service Contract, Certification of Responsible Contractors, Insurance Requirements, and Specifications.

After reading and reviewing the entire Request for Proposal documents, I submit the following bid for services:

Table with 5 columns: Employee, Yearly Salary, Hourly Wage, Paid Vacation Days Per Year, Health Benefits Offered. Rows include Manager, Assistant Manager, Supervisor, and three empty rows.

Table with 2 columns for cost breakdown: Proposed Weekly Hours, Monthly Equipment Cost, Monthly Vehicle Cost, Miscellaneous Costs, Monthly Total, and Yearly Total.

List any and all additional fees, surcharges, etc. that may be incurred:

\$ \_\_\_\_\_

Date: 03/21/25



**REQUEST FOR PROPOSALS  
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**APPENDIX C**

(Itemize any specifics, ie. COVID-19, Hurricane response)

Schneider Regional Medical Center – Housekeeping/Janitorial  
**EMPLOYEE WAGES & BENEFITS**

In the boxes provided below, please list all positions/job titles that would be assigned to this contract with Schneider Regional Medical Center as well as the hourly wage.

Title	Hourly Rate

Total number of employees: \_\_\_\_\_

Percentage of full-time employees: \_\_\_\_\_

Percentage of part-time employees: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**APPENDIX D**

**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 contained in the enclosed response is accurate and truthful as it relates to this Request for Proposal for **RFP-0001-25 SRMC**.
- Compliance to all applicable laws, regulation, 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 cooperation with any other company and or individual.
- The firm named below unconditionally accepts all terms and conditions listed in this request for proposal, unless fully disclosed in the response.
- They have examined the Request for Proposal and related documents, and hereby submit the following Proposal for **RFP-0002-25 SRMC** and doing all things necessary for the satisfactory completion of the work in accordance with 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 written “Notice to Proceed” from JFLH and SRMC and to substantially complete the entire work of the contract as specified.
- This proposal shall hold for and may not be withdrawn for a period of thirty (30) calendar days from the Proposal due date.
- They have received all addenda to the Request for Proposal, all of the provisions and requirements of which addenda have been taken into consideration in preparation of this Proposal.



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- No claim will be made on account of any increased wage, scale, material prices, taxes, insurance, cost indexes, or material prices.
- JFLH and SRMC reserves the right to reject any or all bids and to waive any formality in the bidding.

Date: \_\_\_\_\_

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, indicate 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, and must be forwarded to the Vice President, Territorial Capital Projects for file record following award.



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**APPENDIX E**

**Women & Minority Owned Business Enterprise Participation Plan**

**D.1 Subcontractor Participation Plan**

**Check one:** Initial Plan Amended Plan

*The purpose of this form is to ensure that appropriate planning and consideration go into the subcontractor utilization process, and to serve as documentation of your commitment to comply with MWBE requirements for this project. Please complete and sign this form and submit with the proposal package.*

I affirm the following statements are true and accurate:

I have read and understand the MWBE requirements of the project.

I will make and thoroughly document good faith efforts to meet MWBE requirements.

This Subcontractor Participation Plan lists all subcontractors I intend to use, including non- MWBE firms. I understand the Intent to Perform as Subcontractor form, which verifies subcontractors have been contacted and intend to participate in this project, must be submitted for each contractor with this form.

I understand that I must submit an amended Subcontractor Participation Plan if there are any changes to the information provided herein.

Upon request, I will provide Virgin Islands State Division of Homeland Security and Emergency Services (DHSES) with proof of payments made to subcontractors.

**FOR CONSTRUCTION CONTRACTS ONLY**

I must submit a separate Subcontractor Participation Plan for each direct subcontractor listed below who will retain second-tier subcontractors. Each direct subcontractor plan should be received prior to the date that subcontractor commences work on the project. If a direct subcontractor on this form is not subcontracting out part of its work, it must submit a Self- Perform Statement in lieu of a plan.

Authorized Person: \_\_\_\_\_

Date: \_\_\_\_\_



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**Subcontractor Information**

Business Name	MWBE Certified (Y/N)	Award Amount	Services to be Provided	Anticipated Start Date

**D.2 Intent to Perform as Subcontractor**

Respondent/ Prime Contractor Firm		Subcontractor	
Name		Name	
Address		Address	
Phone		Phone	
Federal Id Number		Federal Id Number	
Contract/RFP Number			
Projected Start Date			
Projected Completion Date			
Work to be Performed			
Price of Work to be Performed			

**Certification**

The Contractor Firm hereby commits to hiring the Subcontractor, and the Subcontractor hereby affirms its intent to participate on the project. The Firm must notify JFLH of any changes to the information provided herein. By signing below, each party certifies that the above information is true and accurate. Providing false or misleading information shall be grounds for the application of any applicable criminal and/or civil penalties for perjury.



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Prime Contractor Firm Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Prime Contractor Firm Title

Subcontractor Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Subcontractor Title

**D.3 Self-Perform Statement**

This project has Minority and Women Owned Business Enterprise (MWBE) goals. Any subcontracting must be reported by filling out the Subcontractor Participation Plan and submitting to your Prime Contractor Firm. If your business will be self-performing all the work assigned under this contract, an authorized representative must sign below and submit to your Prime Contractor Firm. Signing below is an acknowledgment that if circumstances change and subcontracting does occur, a Subcontractor Participation Plan must be submitted immediately else payment may be withheld.

I have read and understand the above state, and I affirm that business (name of business) \_\_\_\_\_ will be executing 100 percent of the work assigned to it by (Prime Contractor Firm) \_\_\_\_\_ under the \_\_\_\_\_ (Project Location name) Redevelopment Project, and thus will not be subcontracting any work.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Title



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**APPENDIX F  
GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF PROPERTY AND PROCUREMENT  
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 bidder 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 bidder, 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 bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, 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 bidder 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 G**

**GVI Debarment Certification Form**

**GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF PROPERTY AND PROCUREMENT**

***DEBARMENT CERTIFICATION FORM***

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***Certification Regarding Debarment, Suspension, and Ineligibility***

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- The Respondent certifies, by submission of this solicitation, 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. JFLH 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 \_\_\_\_\_, 2025, by \_\_\_\_\_ of legal age,

\_\_\_\_\_  
(Trade or Corporation)

and personally, known to me.

(SEAL)

\_\_\_\_\_  
Notary Public



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**APPENDIX H**

**Addendum Acknowledgment**

**RESPONDENT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Identification #: \_\_\_\_\_

**RESPONDENT 'S CONTACT PERSON**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**SCHEDULE OF ADDENDA**

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

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

**RESPONDENT 'S AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SCHNEIDER REGIONAL**  
M E D I C A L   C E N T E R

ROY LESTER SCHNEIDER  
HOSPITAL

MYRAH KEATING SMITH  
COMMUNITY HEALTH CENTER

CHARLOTTE KIMELMAN  
CANCER INSTITUTE

**REQUEST FOR PROPOSALS**  
**SCHNEIDER REGIONAL MEDICAL CENTER**

**APPENDIX I**

**Professional Service Contract Template**

## CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (the “Contract”) is made the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, [Note: Date to be inserted by GHHFC Board Chair, who will sign last, and inserting the date s/he signs] in the Territory of the Virgin Islands, by and between the **Schneider Regional Medical Center** (hereinafter “SRMC”), a medical facility under the jurisdiction and control of the **Government Hospitals and Health Facilities Corporation** (hereinafter “GHHFC”), which in turn is a body corporate and politic constituting a public benefit corporation and public entity of the Government of the Virgin Islands (the “Government”) whose address is 4007 Estate Diamond Ruby, Christiansted, St. Croix, U.S. Virgin Islands 00821, by and through the **GHHFC** (SRMC by and through the GHHFC shall hereinafter be referred to as the “Hospital”); and [LEGAL NAME OF CONTRACTOR], a [JURISDICTION OF FORMATION] [TYPE OF ENTITY (e.g., corporation, limited liability company)] whose address is [STREET ADDRESS] (hereinafter referred to as “Contractor”) (collectively, the Hospital and the Contractor shall be referred to as the “Parties”).

### WITNESSETH:

**WHEREAS**, the Hospital is in need of the services of a Contractor to [Insert SUMMARY SCOPE OF SERVICES], which duties and responsibilities are more particularly described in **Addendum I (Scope of Work)** attached hereto and incorporated herein; and

**WHEREAS**, in furtherance of the foregoing need, the Hospital issued and published an [Invitation for Bids or Request for Proposals] [SOLICITATION NUMBER] dated [DATE] along with Appendix I to the said Solicitation containing the scope of work and other pertinent requirements, and [REFERENCE ANY MODIFICATIONS TO THE SOLICITATION by modification number and date] (collectively, the [“IFB” or “RFP”]), all of which are incorporated herein by reference; and

**WHEREAS**, as a result of the competitive procurement process conducted in conformity with applicable law including the Hospital’s standard procurement policy, the Contractor’s [Bid or Proposal] submitted in response to the [IFB or RFP] (the [“Contractor’s Bid” or “Contractor’s Proposal”]), which is incorporated herein by reference, was selected for the [DESCRIPTION] work which is the subject of the [IFB or RFP] and this Contract (the “[DESCRIPTION] Work”); and

### OR:

**WHEREAS**, the Contract is for [insert description of services quoting the *specific* language from 19 V.I.C. § 245a exempting the procurement from advertised bidding] and the Contractor was selected in accordance with 19 V.I.C. § 245a; and

**WHEREAS**, the Contractor represents that it is willing and capable of providing such services;

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, and intending to be legally bound by this written instrument, the parties hereto do covenant and agree as follows:

## 1. SERVICES

The Contractor will provide the services described in **Addendum I (Scope of Work)** attached hereto and made a part of this Contract.

## 2. TERM

This Contract shall commence upon execution by the Parties. The term of this Contract shall expire [DATE] unless extended or terminated pursuant to the terms hereof. No work is authorized or subject to compensation hereunder unless and until this Contract shall have been fully executed by the Parties.

## 3. COMPENSATION

**(A) Fixed Fee for Services** [If hourly, modify subhead to **Fee for Services** and set forth the hourly compensation terms; there should be a cap on the total amount; and the Compensation addendum should include a schedule of specific deliverables]

The Hospital, in consideration of the satisfactory performance of the services described in **Addendum I (Scope of Work)**, agrees to pay Contractor a fixed fee in the amount of **[AMOUNT in WORDS] Dollars (\$[AMOUNT in NUMBERS])** (the “Fixed Fee”) in accordance with the provisions set forth in **Addendum II (Compensation)**, attached hereto and incorporated herein.

**(B) Travel Expenses** [If no expenses allowed, modify to state that the compensation includes all expenses]

In addition to the Fixed Fee set forth above, Contractor shall be reimbursed, on an actual cost basis for ordinary out of pocket travel expenses reasonably necessary to the timely performance of its obligations hereunder, for trips which have been authorized in advance by the Hospital in writing. The total expense reimbursement hereunder shall be subject to a cap of **[AMOUNT in WORDS] Dollars (\$[AMOUNT in NUMBERS])** and the following restrictions: **(i)** any air travel shall be booked at the lowest available main cabin fare and in advance to minimize cost; **(ii)** any hotel accommodations shall be for standard rooms at non-luxury hotels; **(iii)** any ground transportation costs shall be at published taxi fare rates of the Virgin Islands Taxi Commission or for the rental of standard non-premium class vehicles and associated fuel charges; **(iv)** any meals shall be at non-luxury establishments; **(v)** the amount of any reimbursement for hotel lodging, meals and incidentals shall not exceed the per diem rates in effect at the time the charge was incurred as set by the U.S. Department of Defense through the General Services Administration for St. Thomas, St. John, or St. Croix, as applicable; and **(vi)** costs shall conform to the Cost Principles for federally funded projects set forth at Subpart E of Title 2 of the Code of Federal Regulations.

**(C) Contract Price**

As more fully set forth above, for purposes of this Contract, the total compensation hereunder, including expenses, shall not exceed the amount of [AMOUNT in WORDS] Dollars (\$[AMOUNT in NUMBERS]) (the “Contract Price”).

**4. INVOICES AND RECORDS**

Contractor shall maintain fully documented and precise records of all tasks performed in sufficient detail to enable the Hospital to verify compliance with the Scope of Work and shall submit its duly completed invoices, which shall include an itemization of all expenses and copies of all expense receipts, no more frequently than once per month. [If no expenses, delete expenses and receipts clause]

**5. PROFESSIONAL STANDARDS**

The Contractor agrees to maintain the professional standards applicable to its profession and to consultants doing business in the United States Virgin Islands.

**6. DOCUMENTS, PRINTOUTS, ETC.**

All documents, books, records, instructional materials, programs, printouts and memoranda of every description derived therefrom and pertaining to this Contract shall become the property of the Hospital and shall be turned over to it at the termination of this Contract. The above described materials shall not be used by Contractor or by any other person or entity except upon the written permission of the Hospital.

**7. LIABILITY OF OTHERS**

Nothing in this Contract shall be construed to impose any liability upon the Hospital or the Government to persons, firms, associations, or corporations engaged by Contractor as servants, agents, or independent contractors, or in any other capacity whatsoever, or make the Hospital or the Government liable to any such persons, firms associations, or corporations for the acts, omissions, liabilities, obligations and taxes of Contractor of whatsoever nature, including but not limited to unemployment insurance and social security or other taxes for Contractor, its servants, agents or independent contractors.

**8. ASSIGNMENT**

The Contractor shall not subcontract or assign any part of the services under this Contract without the prior written consent of the Hospital.

**9. INDEMNIFICATION**

The Contractor agrees to indemnify, defend and hold harmless the Hospital as defined

above and the Government from and against any and all losses, damages, liabilities, claims, demands, detriments, costs, charges and expenses (including attorney's fees) and causes of action of whatsoever character which the Hospital, expressly including the GHHFC, or the Government generally may incur, sustain or be subjected to, arising out of or in any way connected to the services to be performed by Contractor under this Contract and arising from any cause except the sole negligence of the Hospital, GHHFC or the Government.

#### **10. INDEPENDENT CONTRACTOR**

The Contractor shall perform this Contract as an independent contractor and nothing herein contained shall be construed to be inconsistent with this relationship or status.

#### **11. GOVERNING LAW**

This Contract shall be governed by the laws of the United States Virgin Islands and jurisdiction over this Contract as well as venue shall be and remain in the United States Virgin Islands.

#### **12. WAIVERS AND AMENDMENTS**

No waiver, modification or amendment of any term condition or provision of this Contract shall be valid or of any force or effect unless made in writing, signed by the Parties hereto or their duly authorized representatives, and specifying with particularity the nature and extent of such waiver, modification or amendment. Any such waiver, modification or amendment in any instance or instances shall in no event be construed to be a general waiver, modification or amendment of any of the terms, conditions or provisions of this Contract, but the same shall be strictly limited and restricted to the extent and occasion specified in such signed writing or writings.

#### **13. ENTIRE AGREEMENT**

This Contract, including the provisions of **Addendum I (Scope of Work)**, **Addendum II (Compensation)**, **Addendum III (FEMA Rider)**, and **Addendum IV (HUD Rider)**, all of which are attached hereto and incorporated herein by reference, as well as relevant provisions of the [IFB or RFP] and Contractor's [Bid or Proposal], which are also incorporated herein by reference, constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and all prior understandings or communications, written or oral, with respect to subject matter of this Contract are merged herein. In the event of a direct conflict between the [Bid or Proposal] and the [IFB or RFP], the terms of the [IFB or RFP] shall be controlling, and in the event of a direct conflict between the [IFB or RFP] and the terms of this Contract, the terms of this Contract shall be controlling.

#### **14. RIGHT TO WITHHOLD**

If work under this Contract is not performed in accordance with the terms hereof, Hospital will have the right to withhold out of any payment due to Contractor, such sums as the Hospital

may deem ample to protect it against loss or to assure payment of claims arising therefrom, and, at its option, the Hospital may apply such sums in such manner as the Hospital may deem proper to secure itself or to satisfy such claims. The Hospital will immediately notify the Contractor in writing in the event that it elects to exercise its right to withhold. No such withholding or application shall be made by the Hospital if and while Contractor gives satisfactory assurance to the Hospital that such claims will be paid by Contractor or its insurance carrier, if applicable, in the event that such contest is not successful.

#### **15. CONDITION PRECEDENT**

This Contract shall be subject to the availability and appropriation of funds and to the approval or ratification of the Board of Directors of GHHFC.

#### **16. TERMINATION**

The Hospital shall have the general right to terminate this Contract with or without cause or for convenience on ten (10) calendar days written notice to the Contractor specifying the date of termination. The Contractor shall be entitled to receive payment for authorized services provided to the date of termination.

#### **17. PARTIAL TERMINATION**

The performance of work under this Contract may be terminated by the Hospital, in part, whenever the Hospital shall deem such termination advisable or convenient. This partial termination shall be effected by ten (10) days' notice to the Contractor specifying the extent to which the term(s) and/or duties under this Contract are terminated and the date upon which such termination becomes effective. The Contractor shall be entitled to receive payment for authorized services provided to the date of termination, including payment for authorized services rendered during the period of the ten (10) day notice.

#### **18. NON-DISCRIMINATION**

No person shall be excluded from participating in, be denied the proceeds of or be subject to discrimination in the performance of this Contract on account of race, creed, color, sex, religion, disability or national origin.

#### **19. CONFLICT OF INTEREST**

- (A) Contractor covenants that it has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.
- (B) Contractor further covenants, on behalf of itself and its principals, that Contractor (and any principal of Contractor) is:

- (1) not a territorial officer or employee (*i.e.*, the Governor, Lieutenant Governor, member of the Legislature, or any other elected territorial official; or an officer or employee of the legislative, executive or judicial branch of the Government or any agency, board, commission or independent instrumentality of the Government, whether compensated on a salary, fee or contractual basis); or
- (2) a territorial officer or employee and, as such, has:
  - (i) familiarized itself (or himself/herself, as the case may be) with the provisions of Title 3, Chapter 37 of the Virgin Islands Code, pertaining to conflicts of interest, including the penalties provision set forth in section 1108 thereof;
  - (ii) not made, negotiated or influenced this Contract, in an official capacity;
  - (iii) no financial interest in the Contract as that term is defined in section 1101(1) of said Code chapter.

## 20. EFFECTIVE DATE

The effective date of this Contract shall be the date all Parties have fully executed the Contract (the “Effective Date”).

## 21. NOTICE

Any notice required to be given by the terms of this Contract shall be deemed to have been given when the same is sent by certified mail, postage prepaid or personally delivered, addressed to the following officer, or authorized successor thereof, of the parties or as follows:

**to the Hospital:** Jerry R. Smith, PT, DPT, MHA, ATC  
Board Chair  
Government Hospitals and Health Facilities Corporation  
4007 Estate Diamond Ruby  
Christiansted, St. Croix, U.S. Virgin Islands 00821

**with copies via email to:** jrsmith@srmedicalcenter.org  
tcomissiong@srmedicalcenter.org  
suwalker@srmedicalcenter.org

**to the Contractor:** [NAME]  
[TITLE]  
[ADDRESS]

with a copy via email to: [CONTRACTOR’S EMAIL ADDRESS]

Notice which is hand delivered shall be deemed given upon delivery. Notice which is mailed shall be deemed given three (3) days following deposit in the U.S. Mail, postage prepaid. Email copies shall be deemed provided upon transmission. A party may change the person or address for notice hereunder by providing notice pursuant to this provision.

## 22. LICENSURE

The Contractor covenants that it has:

- (A) familiarized itself with the applicable provisions of Title 27 of the Virgin Islands Code pertaining to professions and occupations; and has
- (B) obtained all applicable licenses or permits, permanent, temporary or otherwise, as may be required for the performance of the work hereunder, whether by federal law or by Title 27 of the Virgin Islands Code, and is, to the extent required under the provisions of Title 13 of the Virgin Islands Code, authorized to do business in the Territory.

To the extent applicable to the services to be performed hereunder, Contractor further represents that it is in compliance with the corporate and licensing laws of the United States Virgin Islands and if authorization to do business in the Virgin Islands is required by law, has provided the Hospital with proof of same in the form of a valid Virgin Islands business license in the company name of Contractor and the relevant documentation from the Corporations Division of the Office of the Lieutenant Governor. Contractor further covenants that as a condition of continued payment hereunder, it shall maintain the validity of any required business license at all times while performing work hereunder. Any subcontractors approved by the Hospital pursuant to the terms of this Contract shall similarly provide such documentation as a condition of approval of any subcontract and payment for any work performed thereunder.

## 23. CONTRACT PROVISIONS FOR FEMA OR HUD FUNDING

Contractor acknowledges that 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 III (FEMA Rider)** and **Addendum IV (HUD Rider)**, both of which are attached hereto and incorporated herein by reference, to the extent applicable.

#### **24. FALSE CLAIMS**

Contractor warrants that it shall not, with respect to this Contract, make or present any claim upon or against the Hospital or the Government of the Virgin Islands, or any officer department, board, commission, or other agency thereof, knowing such claims to be false, fictitious or fraudulent. Contractor acknowledges that making such a false, fictitious or fraudulent claim is an offence under Virgin Islands law.

#### **25. NOTICE OF FEDERAL FUNDING**

Contractor acknowledges that this Contract may be funded, in whole or in part, by federal funds and that the Government and the Hospital are recipients of federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offence.

#### **26. INSURANCE**

Throughout the term of this Contract, Contractor shall pay all premiums for and maintain in effect, with a responsible insurance company or companies acceptable to the Hospital and authorized to do business in the Territory, policies of insurance in a form acceptable to the Hospital for the benefit of the Hospital (specifically covering the SRMC and the GHHFC) and Contractor, as their interests may appear, for the following types of insurance with minimum amounts as indicated, and Contractor agrees to a waiver of subrogation against the Hospital and the Government for any and all matters related to an insured loss:

- (A) Workers' Compensation in an amount and type specified by the laws of the Territory;
- (B) Professional liability insurance, in a form acceptable to the Government, which covers the services being performed under this Contract, with policy limits of not less than One Million Dollars (\$1,000,000.00) per claim.
- (C) Commercial General Liability insurance, with coverage on an occurrence basis, for any occurrence resulting in bodily harm and personal injury to or the death of

any person(s) and consequential damages arising therefrom and (b) property damage with both coverages being in a sum of at least One Million Dollars (\$1,000,000.00) per occurrence, and Two Million Dollars (\$2,000,000.00) general aggregate; such insurance to also include coverage for completed operations;

- (D) Automobile/vehicle liability for all owned, hired, and non-owned automobiles in an amount of at least Five Hundred Thousand Dollars (\$500,000.00) combined single limit; and
- (E) Such other types of insurance and such additional amounts of insurance as, in the Hospital’s judgment, are necessitated by good business practice.

Prior to starting any work under this Contract but in no case later than ten (10) calendar days after the Effective Date, Contractor shall provide the Hospital with a certificate of insurance which confirms that Contractor has the above coverages, names the Hospital (specifically including SRMC and GHHFC) as an “Additional Insured” and states that the Contractor shall be notified thirty (30) days prior to any cancellation or non-renewal of any such coverage. A complete certified copy of each policy shall also be sent to the Hospital within thirty (30) days of the Effective Date of the Contract.

**27. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) COMPLIANCE**

Contractor shall respect and abide by all federal and local laws pertaining to confidentiality with regard to all information and records obtained or reviewed in the course of providing services under this Contract. Contractor agrees to adhere to policies and procedures adopted by the Hospital and all federal requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) governing the privacy, security and use of protected health information.

**28. CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) COMPLIANCE**

In performing its obligations hereunder, Contractor shall comply with all laws, regulations and policies administered by the Centers for Medicare & Medicaid Services (CMS). To the extent applicable, all work performed hereunder shall conform to relevant CMS standards, and the Contractor shall maintain compliance documentation for any and all relevant components or systems of design, testing, performance, and commissioning of the project which is the subject of this Contract and provide such documentation within the time period specified by the most current version of the codes and regulations that govern such component or system.

**29. COUNTERPARTS**

This Contract may be executed in counterpart copies, which together shall constitute a fully executed agreement. Counterparts may be delivered via fax, e-mail (including pdf of any electronic signature complying with the provisions of 15 U.S.C. §§ 7001 et seq. and 11 V.I.C. §§ 101-120) and any counterparts so delivered shall be deemed to have been duly and validly

delivered and shall be valid and effective for all purposes and treated in all respects as an original instrument bearing original signature.

**30. AUTHORIZATION**

By signing below, the signatories represent that they are duly authorized to bind the entity on behalf of which they execute this Contract as provided herein.

**IN WITNESS WHEREOF**, the Parties have hereunto set their hands on the day and year written below.

**SCHNEIDER REGIONAL MEDICAL CENTER  
by and through the GOVERNMENT HOSPITALS AND  
HEALTH FACILITIES CORPORATION**

**WITNESS:**

\_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Jerry R. Smith, PT, DPT, MHA, ATC  
Government Hospitals and Health  
Facilities Board Chair**

**[FULL LEGAL NAME OF CONTRACTOR]**

\_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**[NAME]  
[TITLE]**

**Addendum I  
(Scope of Work)**

**Housekeeping/Janitorial Services Scope of Work**

Schneider Regional Medical Center – Housekeeping/Janitorial Service  
Specification

**Description of Roy L. Schneider Hospital (RLSH):**

RLSH is a five-story hospital facility at over 200,000 square feet that operates 24/7 365 days. This facility provides patient care on each of the five floors consisting of a labor and delivery unit, an emergency room, operating rooms and a Radiology department to name a few as well as other ancillary services. As the only hospital in the St. Thomas/St. John District, RLSH has experienced over 40,000 patient visits per year and has a varying patient census through the year. Natural disasters such as Hurricanes can impact the operations of the hospital, and the selected vendor must be flexible to an ever-changing environment. In addition, the selected vendor must possess the necessary skill set, experience and competencies required to operate in a highly demanding environment under varying hazardous conditions.

- 1<sup>st</sup> Floor approximately 46,600 sqft
- 2<sup>nd</sup> Floor approximately 66,000 sqft
- 3<sup>rd</sup> Floor approximately 36,000 sqft
- 4<sup>th</sup> Floor approximately 26,000 sqft
- 5<sup>th</sup> Floor approximately 26,000 sqft

**Description of Charlotte Kimelman Cancer Institute (CKCI):**

CKCI is a two-story cancer center at over 28,000 square feet that operates approximately ten (10) hours per day and five (5) days per week. This facility provides patient care on each of the two floors which consists of chemotherapy and radiation treatment.

**(NOTE: Facility is presently closed, however services will resume during the term of this contract.)**

**Description of Myrah Keating Smith Community Health Center (MKSCHS):**

MKSCHS is a single-story urgent care facility located on the island of St. John at over 28,000 square feet that operates 24/7 365 days. This facility provides patient care consisting of an Emergency Department, Laboratory Services, Radiology and other outpatient services.

**(NOTE: Facility is presently closed, however services may resume during the term of this contract. Services are to be provided in the 3,500 square feet interim facility.)**

### **Description of Residential Services:**

SRMC currently has approximately four (4) off-site residential properties (Homes/Condos) that we contract with to provide lodging for off island medical personnel who provide services to the hospital. This section is to be a fixed rate for 1 Bedroom, 2 Bedroom or 3 bedroom apartments for each cleaning request by the Medical Staff Office or designated representative of SRMC.

### **A. SCOPE**

Housekeeping/Janitorial Contractor agrees to furnish all supervision, labor, tools, two-way radios, cell phones, and all other materials required for furnishing janitorial service daily 24/7 365. All supplies and equipment and supply related to equipment are to be supplied by the contractor.

### **B. HOURS OF SERVICE**

Contractor will provide the necessary personnel hours to maintain the areas of responsibility outlined in EXHIBIT. The contractor understands that from time-to-time extended hours due to emergencies may increase the amount of manpower required to provide satisfactory service. This will include all weekends, holidays and any other extenuating circumstances. SRMC will only be responsible for additional costs as outlined in EXHIBITS for additional services.

### **C. PERSONAL QUALIFICATIONS**

Housekeeping/Janitorial Contractor shall employ only qualified operators and workers who are skilled in the performance of janitorial work. The contractor will also ensure that employees will have the skills needed to effectively communicate with hospital personnel.

### **D. SECURITY**

Housekeeping/Janitorial Contractor shall screen all employees through the Virgin Islands Police Department (VIPD) and shall require satisfactory personal references to determine the character of prospective employees before hiring. All new hires should also be screened for illegal drug use. Any person testing positive for illegal drug use shall not be employed at Schneider Regional Medical Center. All employees must pass a background check.

### **E. IDENTIFICATION OF EMPLOYEES**

Each employee shall be furnished with a Schneider Regional Medical Center identification (name tags) with both the name of Housekeeping/Janitorial contractor and the employee.

### **F. APPEARANCE OF EMPLOYEES**

All employees of the contractor shall be neatly attired in janitorial contractor always supplied uniform in a manner that will reflect credit upon the janitorial contractor and SRMC. While not on duty, but still on property, employees must remove their uniform shirt.

## **G. WORK HOURS**

The schedule of work hours for accomplishment of housekeeping/janitorial services shall conform to the requirements of SRMC and the contractor's services shall not in any way interfere with the normal routine of patient care. Work schedules shall be prepared by the contractor and presented to the Vice President of Facilities and the Director of Environment Services for approval.

## **H. USE OF BUILDING, PREMISES AND UTILITIES**

SRMC will provide a storage space for the contractor. The contractor, at his expense, will re-key the space and be solely responsible for the space and its contents. SRMC will provide all light, water, electricity, and trash disposal facilities necessary to the contractor to perform the services.

## **I. SAFETY PRECAUTION**

Housekeeping/Janitorial Contractor shall designate a responsible superintendent who will, along with his/her staff of supervisors, constantly check the quality of workmanship and the safety aspect of the work being performed. Housekeeping/Janitorial Contractor agrees not to dispose of any hazardous materials in the normal disposal facilities. Any hazardous materials generated by the contractor i.e. Waste oils, spent chemical solutions shall be disposed of in the manner in accordance with the EPA and dictated by the Department of Planning and Natural Resources (DPNR) and the Virgin Islands Waste Management Authority (VIWMA). Copies of all Hazardous Waste Manifests are the responsibility of SRMC and must be filed with the Facilities Management Department. Contractor also agrees to file the SDS sheets for all chemicals used on the property with the Management of SRMC.

## **J. INSPECTIONS**

All work, equipment and supplies furnished in performance of the attached scope of work shall be subject to inspection at any and all times by the Management of SRMC or it's duly authorized representative.

## **K. CONTRACTORS REPRESENTATIVE**

Contractor shall designate a responsible Supervisor(s) who will constantly check and be responsible for the quality of the housekeeping/janitorial work. On a regular basis, or from time to time, the Management of SRMC may, at its option, require said Supervisor(s) to attend weekly staff meetings to keep abreast of upcoming events or other activities that may or may not affect the contractor's performance of

service.

#### **L. UNIFORM**

Uniforms will be provided by the contractor. SRMC shall approve of the Color, Type and Look. Uniforms will be provided for all the contractor's employees working at SRMC regardless of the shift or hours worked. All employees shall wear the same uniform.

#### **M. COMMUNICATION**

Contractors will provide FM Radios to appropriate members of each working shift to maintain constant communication with the management staff. Radios will be fitted with the same frequency as the existing management radios.

#### **N. EQUIPMENT**

The contractor is to provide equipment to perform the job. All heavy equipment such as scrubbers will be required to have rubber wheels so that it will cushion the impact between the equipment and floor tiles. All equipment is to be properly maintained to prevent damage to floors or other items, as well as be clean to present a professional look. All equipment used during business hours in the common area will need approval by SRMC. If ever SRMC's management allows contractors to use hospital owned equipment it is agreed that contractor shall defend, indemnify and hold harmless owner and its respective present and former general and limited partners, affiliates, officers' agents, servants and employees from and against all claims (as defined above) together with attorney's fees and litigation expenses, resulting from contractor's use of the equipment. In addition, the contractor agrees to use equipment correctly and repair or replace any damage caused to equipment.

#### **O. PRICING AND TERMS**

It is understood that the contractor's price is based on an average wage for all the contractor's employees. Contractor will charge a flat fee for service. It is understood that staffing and hours worked (could vary) at no additional cost. All invoices that are submitted for payment must have the appropriate back-up prior to being paid. Invoices will be submitted by the contractor by the first of every month and will be paid within thirty days.

### **JOB RESPONSIBILITIES**

#### **Supervisors**

4. Responsible for the cleaning maintenance functions for all three hospital facilities and off-site locations.

5. Directly responsible to SRMC Management and will coordinate the maintenance programs to fit the changing requirements of the hospital and associated facilities.
6. Designated to meet with SRMC Management on an as needed basis to review:
  - a. The results of the building inspections.
  - b. Any significant items on the weekly report.
  - c. Any problems or damage noted.
  - d. Any major schedule changes.
  - e. Revised manpower requirements
  - f. Any specific requirements that will require long range planning.
4. Responsible for maintaining accurate record for manpower allocations for determining the proper billing of additional services.
5. Responsible for ordering necessary materials and equipment and maintaining an adequate inventory of items necessary for the cleaning program.
6. Responsible for recruiting, hiring, training, supervising and scheduling all employees.
7. Responsible for the care and maintenance of all equipment.
8. Provide SRMC Management with written verification of jobs performed which receive weekly, monthly, quarterly, etc. action along with an overview of the week's activities.
9. Ensure that all heavy cleaning is performed on an agreed upon schedule which would not impact the delivery of patient care.
10. Provide SRMC Management with a weekly staffing schedule.
11. Provide SRMC Management with a detailed power washing schedule.

#### Housekeeping Employees

1. Clean metal and glass in public entrances.
2. Service all public and employee restrooms.
3. Service facilities for trash pickup and spills.
4. Service all soft seating areas.
5. To be available for emergency clean up.
6. To empty trash containers when required.
7. Service corridors and service areas.
8. Facilitate the packaging of the Medical Infectious Waste including waste from outside entities, packing of trailers to ship medical waste, and repacking of damaged boxes when necessary. SRMC will provide training for staff handling medical waste. Contractor is responsible for providing the necessary Personal Protective Equipment for the staff.

### **SCHNEIDER REGIONAL MEDICAL CENTER**

## CONTRACT SPECIFICATION

### Schneider Regional Medical Center – Housekeeping/Janitorial Scope of Services

Scope of Services	
This Scope of Services forms the base of requirements for the solicitation requirements which includes routine cleaning of (approximately +/- 200,000 sqft RLSH, +/- 28,000 CKCI and +/- 28,000 MKSCHC), terminal cleaning of procedural spaces and floor maintenance to include carpet/chair shampooing within the SRMC.	
<b>Basic Task</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• <b>Hallways:</b> dust all surfaces, clean walls on both sides; maintain floors by scrubbing, waxing, buffing, restoring, cleaning base boards, clean stainless steel on doors, etc. Pay close attention to corners and areas where dust can build up.</li> </ul>	<b>Daily</b>
<ul style="list-style-type: none"> <li>• <b>Elevators:</b> Wipe all elevator cabs to remove dust, graffiti, gum, etc; clean all visible soil and stains; vacuum and damp mop (paying special attention to corners, where dust can build up); vacuum tracks to remove debris; polish all metal surfaces, leaving surface visibly clean and free of any residue cleaner; clean handrails; maintain floors, (sweep, wet mop, scrub, wax, restore, buff), clean baseboards.</li> </ul>	<b>Daily</b>
<ul style="list-style-type: none"> <li>• <b>Entrances:</b> Empty all waste bins, wash, as necessary, re-lined, spot clean, remove visible trash from property, vacuum/clean carpeting/door mats, vacuum tracks/grooves on automatic doorways, remove debris from smoke boxes, sweep all external walkways, landings and footpath outside leading to entrances, clean any windowsills, dust all surfaces, clean glass/mirrors, replenish any supplies maintain floors (sweep, wet mop, scrub, wax, restore, burr), clean baseboards, polish any door hardware.</li> </ul>	<b>Daily</b>
<ul style="list-style-type: none"> <li>• <b>Waiting Areas:</b> Empty trash, spot clean, dust all surfaces, vacuum rugs, clean blinds, clean artificial plants, remove debris from chairs or under furniture, arrange reading material in area, clean glass/mirrors, maintain floors, as necessary, (sweep, wet mop, scrub, wax, restore, buff), clean baseboards, polish any door hardware, replenish any supplies.</li> </ul>	<b>Daily</b>

<ul style="list-style-type: none"> <li>• <b>Stairwells:</b> Check landings for and remove debris, clean banister/ handrail, clean all fixtures, clean glass panels on doors, spot clean walls and doors, scrub stairs at least once a year. <b>NOTE:</b> Stairwells are alarmed; to enter security must be notified. If door does not alarm – notify security.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Office Areas:</b> Desk surfaces to be wiped clean, clean mirrors/glass windows, dust thoroughly; empty trash bins at workstations; clean all corners, edges, and under furniture; flower boxes, if any, to be cleared of rubbish; artificial flowers are to be cleaned; wall sills to be cleaned; maintain floors (sweep, dust or wet mop, scrub, wax buff, restore, vacuum, shampoo extraction); clean baseboards, clean stainless steel on doors or door hardware, clean all visible soils and stains.</li> </ul>	<hr/> <p><b>Daily</b></p>
<ul style="list-style-type: none"> <li>• <b>Restrooms:</b> Wipe clean all cubicles, and partitions; clean mirrors/glass wipe clean all wall dryers, fixtures and fittings; empty trash, clean and disinfect (utilizing hospital approved/supplied products; clean moldings, door hardware, any stainless Steel; de-scaling for calcium build up on surfaces, as necessary; replenish consumables, maintain floors (sweep, wet mop, scrub, wax, restore, buff)        RESTROOMS to be serviced completely and maintained at all times)        Public Restrooms will be checked every <b>15 – 30 minutes/hour</b>.</li> </ul> <ol style="list-style-type: none"> <li>1. Clean and sanitize fixtures including toilet bowl, urinals and hand basins.</li> <li>2. Clean and sanitize toilet seats.</li> <li>3. Clean and polish mirrors and glass.</li> <li>4. Clean and polish chrome fittings.</li> <li>5. Clean counter tops.</li> <li>6. Remove spots, stains and splashes from the wall area adjacent to hand basins, toilets and dispensers.</li> <li>7. Dust and spot clean partitions.</li> <li>8. Spot clean partitions.</li> <li>9. Empty containers and disposals and insert liners as required.</li> <li>10. Wash and sanitize the exterior of containers.</li> <li>11. Remove fingerprints from doors, frame, light switches, kick and push plates, handles, etc.</li> <li>12. Refill dispensers to normal limits – soap, tissue, liners, seat covers &amp; feminine products,</li> <li>13. Sweep and damp mop floors with germicidal disinfectants.</li> <li>14. Report all repair items to maintenance.</li> </ol>	<p><b>Daily</b></p>

<ul style="list-style-type: none"> <li>• <b>Elevators:</b> <ul style="list-style-type: none"> <li><b>A. Daily</b> <ol style="list-style-type: none"> <li>1. Dust corridors, vents and ceilings.</li> <li>2. Clean interior and exterior surfaces.</li> <li>3. Damp wipe/polish directory board and moldings.</li> <li>4. Damp wipe handrails.</li> <li>5. Damp wipe polish interior and exterior of walls and doors (where reachable from floor).</li> <li>6. Clean door tracks.</li> <li>7. Sweep/mop floors.</li> </ol> </li> <li><b>B. Weekly</b> <ol style="list-style-type: none"> <li>1. High dust vents and corners.</li> <li>2. Damp clean vents.</li> <li>3. Polish door tracks and handrails.</li> <li>4. Machine scrub composition floor and burnish.</li> </ol> </li> <li><b>C. Monthly</b> <ol style="list-style-type: none"> <li>1. Topcoat composition floor to restore shine.</li> <li>2. Dust exterior cab.</li> </ol> </li> <li><b>D. Quarterly</b> <ol style="list-style-type: none"> <li>1. Refinish floor.</li> </ol> </li> </ul> </li> </ul>	<p style="text-align: center;"><b>Daily</b></p> <p style="text-align: center;"><b>Weekly</b></p> <p style="text-align: center;"><b>Monthly</b></p> <p style="text-align: center;"><b>Quarterly</b></p>
<ul style="list-style-type: none"> <li>• <b>Showers:</b> Complete de-scaling of the patient room bathrooms to include showers and around toilet base; surface should be cleaned of stains. Cleaning items (eg. cloths, etc.) should be not be used for cleaning any other area of the hospital.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Patient Rooms/Spaces:</b> Maintain floors (sweep, dust or wet mop, scrub, restore, wax, buff), dust surfaces, ledges, walls; clean baseboard, Wipe clean all fixtures and fittings; clean blinds; empty trash; clean and disinfect restroom; effect a regular cleaning schedule of all bedside curtains, however, remove all curtains that are visibly soiled; clean door hardware, any stainless steel; replenish consumables, as necessary; check and refill dispensers, as necessary.</li> <li>• <b>Emergency Rooms:</b> 2 designated staff assigned to the ER area 7 days a week and 1 person overnight on Fridays and Saturdays. Maintain floors (sweep, dust or wet mop, scrub, restore, wax, buff), dust surfaces, ledges, walls; clean baseboard, Wipe clean all fixtures and fittings; clean blinds;</li> </ul>	<p style="text-align: center;"><b>Daily</b></p>

<p>empty trash; clean and disinfect restroom; effect a regular cleaning schedule of all bedside curtains, however, remove all curtains that are visibly soil; clean door hardware, any stainless steel; replenish consumables, as necessary; check and refill dispensers, as necessary.</p>	<p>Daily</p>
<ul style="list-style-type: none"> <li>• <b>OR-Operating Room:</b> One designated staff assigned to the ER area 5 days a week Maintain floors (sweep, dust or wet mop, scrub, restore, wax, buff), dust surfaces, ledges, walls; clean baseboard, Wipe clean all fixtures and fittings; clean blinds; empty trash; clean and disinfect restroom; effect a regular cleaning schedule of all bedside curtains, however, remove all curtains that are visibly soil; clean door hardware, any stainless steel; replenish consumables, as necessary; check and refill dispensers, as necessary.</li> </ul>	<p>Daily</p>
<ul style="list-style-type: none"> <li>• <b>Ancillary Spaces:</b> Clean all vertical and horizontal surfaces; damp dust counters, desks, cabinets, telephones, empty trash, replace with appropriate liners; spot clean walls, doors and partitions, as appropriate, pay close attention to visibly soil areas; vacuum or dust mop floor; mop space/ maintain floors.</li> </ul>	<p>Daily</p>
<ul style="list-style-type: none"> <li>• <b>Isolated Spaces:</b> Must be handled with appropriate personal protection wear/ equipment; when spaces are used for contact / airborne isolation a hospital approved product be used; disinfectant wipes are also available for surface wiping.</li> </ul>	<p>Daily</p>
<ul style="list-style-type: none"> <li>• <b>Carpeting/Material Furniture:</b> Shampoo extraction</li> </ul>	<p>Quarterly</p>
<ul style="list-style-type: none"> <li>• <b>Medical Waste:</b> Pack medical waste such as, sharp containers and red bag waste in medical waste boxes. Load pack boxes on trailers to be transported off island.</li> </ul>	<p>As needed</p>
<ul style="list-style-type: none"> <li>• <b>Power Clean:</b> Power clean <b>exterior windows</b> of buildings at least 2x/p/yr (RLSH) and <b>outside Landings</b> at least / monthly and <b>Loading Dock Area</b> at Least weekly.</li> </ul>	<p>2x/p/yr</p>
<ul style="list-style-type: none"> <li>• <b>Dietary/Kitchen Deep Cleaning:</b> Deep Cleaning, high dusting, scrubbing and power washing of the floors in the Dietary /Kitchen are of SRMC twice per year.</li> </ul>	<p>2x/p/yr</p>
<ul style="list-style-type: none"> <li>• <b>AC Vent Cleaning</b></li> </ul>	<p>Monthly</p>

**The task and expectations related to the cleaning functions in this solicitation are not all inclusive**

**The Director of Environmental Services in collaboration with the Vice President of Facilities Management & Engineering will manage vendor services according to the following:**

- **Inspections to monitor the performance of the vendor.**
- **Performance monitoring, ensure the vendor completes the daily housekeeping checklist.**
- **Ensure the vendor performs services to the listed specifications.**
- **Ensure all vendor equipment is maintained to the highest possible standard (clean, operates, not in a state of disrepair.**
- **Imposes non-payment for non-compliance of requirements.**

**Addendum II  
(Compensation)**

[INSERT COMPENSATION SCHEDULE: note that compensation should be tied to specific deliverables; there should be a correspondence between the price and the value/effort required for each deliverable; a timetable for performance should also be incorporated as applicable.]

30. —TAXES

"In accordance with Title 33 section 44 of the Virgin Islands Code, SRMC when making a payment as defined under subsection (b) of this section, to any person, partnership, firm, corporation, or other business association that is subject to the payment of gross receipts tax, SRMC will deduct, withhold and pay 5% of such payment to the Virgin Islands Bureau of Internal Revenue (VIBIR). Payment is defined as (1) any single payment of at least \$30,000 and (2) any payment pursuant to a contract providing for a total expenditure of \$225,000 or more.

Any questions regarding withholdings should be directed to the VIBIR.

**Addendum III  
(FEMA Rider)**

**STAFFORD ACT PUBLIC ASSISTANCE GRANT COMPLIANCE**

This Contract may be funded, in whole or in part, under a Public Assistance grant made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (“Stafford Act”). To the extent the same may be applicable to the performance of the Contractor’s obligations under this Contract, the following required funding provisions are incorporated as terms and conditions of the Contract:

**Equal Employment Opportunity**

In compliance with the provisions of 41 C.F.R. Part 60-1.4(b), to the extent the same may apply hereto, during the performance of this Contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge,

in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of

September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The Hospital further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of the Government which does not participate in work on or under the Contract.

The Hospital agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of Contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The Hospital further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the Hospital agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

**Compliance with the Contract Work Hours and Safety Standards Act**

(1) Overtime requirements. No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. FEMA or the relevant grant recipient hereunder shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the

clauses set forth in paragraphs (b)(1) through (4) of this section.

#### **Clean Air Act**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*

(2) The Contractor agrees to report each violation to the Hospital and understands and agrees that the Hospital will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### **Federal Water Pollution Control Act**

(1) The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.*

(2) The Contractor agrees to report each violation to the Hospital and understands and agrees that the Hospital will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### **Suspension and Debarment**

(1) This Contract is a covered transaction for purposes of 2 C.F.R. part 180 and 2 C.F.R. part 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Contractor must comply with 2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by the Hospital. If it is later determined that the Contractor did not comply with 2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C, in addition to remedies available to the Hospital, the Federal Government may pursue available remedies,

including but not limited to suspension and/or debarment.

(4) The Contractor agrees to comply with the requirements of 2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C throughout the period of this Contract, and further agrees to include a provision requiring such compliance in any of its lower tier covered transactions.

#### **Byrd Anti-Lobbying Amendment**

Under the provisions of 31 U.S.C. § 1352 (as amended), contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency. By executing this Contract, the Contractor hereby specifically adopts and endorses the following certification:

APPENDIX A, 44 C.F.R. PART 18 –  
CERTIFICATION REGARDING LOBBYING  
Certification for Contracts, Grants, Loans, and  
Cooperative Agreements

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal

contract, grant, loan, or cooperative agreement, the undersigned Contractor shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By execution of this Contract, the Contractor expressly certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

#### **Procurement of Recovered Materials**

(1) In the performance of this Contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

- (A) Competitively within a timeframe providing for compliance with the Contract performance schedule;
- (B) Meeting Contract performance requirements; or
- (C) At a reasonable price.

(2) Information about this requirement, along with the list of EPA- designated items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

(3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

#### **Access to Records**

The following access to records requirements apply to

this Contract:

(1) The Contractor agrees to provide the Government and any relevant recipient agency, the Hospital, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the Contract.

(4) In compliance with the Disaster Recovery Act of 2018, the Hospital and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

#### **U.S. Department of Homeland Security (DHS) Seal, Logo and Flags**

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

#### **Compliance with Federal Law, Regulations, and Executive Orders**

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the Contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

#### **No Obligation by Federal Government**

The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the Contract.

#### **Program Fraud and False or Fraudulent Statements or Related Acts**

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor’s actions pertaining to this Contract.

**Addendum IV  
(HUD Rider)**

**COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) COMPLIANCE**

This Contract may be funded, in whole or in part, from a grant by the United States Department of Housing and Urban Development (“HUD”). To the extent the same may be applicable to the performance of the Contractor’s obligations under this Contract, the following required funding provisions are incorporated as terms and conditions of the Contract. In addition, the Contractor and any subcontractor hereunder shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <https://www.hud.gov/sites/documents/4010.PDF>.

**Provisions Required by Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

**Statutory and Regulatory Compliance**

Contractor and any subcontractors hereunder shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Disaster Relief Appropriations Act, 2017 (Pub. L. 115-56) and the Bipartisan Budget Act of 2018 (“BBA”), Pub. Law 115-123, including but not limited to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including the allowability of certain expenses.

**Breach of Contract Terms**

The Hospital reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this Contract, in instances where the Contractor or any of its subcontractors violate or breach any Contract term. If the Contractor or any of its subcontractors violate or breach any Contract term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the Contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

**Reporting Requirements**

The Contractor and any subcontractors hereunder shall complete and submit all reports, in such form and according to such schedule, as may be required by the Hospital, and shall cooperate with all Hospital efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 24 C.F.R. §§ 85.40-41 (or 84.50-52, if applicable) and 570.507.

**Access to Records**

The Government or a relevant agency or instrumentality thereof, the United States Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Contractor which are related to this Contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

**Maintenance/Retention of Records**

All records connected with this contract will be maintained in a central location and will be retained and made available for inspection for a period of at least three (3) years following the date of final payment and close-out of all pending matters related to this Contract.

**Small and Minority Firms, Women’s Business Enterprises, and Labor Surplus Area Firms**

The Contractor and any subcontractor hereunder will take necessary affirmative steps to assure that minority firms, women’s business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include:

- (A) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
- (B) Assuring that small and minority businesses,

and women’s business enterprises are solicited whenever they are potential sources;

(C) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women’s business enterprises;

(D) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises; and

(E) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

#### **Rights to Inventions Made under a Contract or Agreement**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Finns Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by HUD.

#### **Energy Efficiency**

The Contractor and any subcontractor hereunder shall comply with mandatory standards and policies relating to energy efficiency issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

#### **Title VI of The Civil Rights Act of 1964**

The Contractor and any subcontractor hereunder shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Section 109 of the Housing And Community Development Act of 1974**

The Contractor and any subcontractor hereunder shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under said title. Section 109 further provides

that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

#### **Section 504 of the Rehabilitation Act of 1973**

The Contractor and any subcontractor hereunder shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 94), as amended, and any applicable regulations. The Contractor and any subcontractor hereunder agree that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from HUD.

#### **Age Discrimination Act of 1975**

The Contractor and any subcontractor hereunder shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

#### **Debarment, Suspension, and Ineligibility**

The Contractor and any subcontractor hereunder represent and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. part 2424.

#### **Conflicts of Interest**

The Contractor and any subcontractor hereunder shall notify the Hospital as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (or 84.42, if applicable)). The Contractor and any subcontractor hereunder shall explain the actual or potential conflict in writing in sufficient detail so that the Hospital is able to assess such actual or potential conflict. The Contractor and any subcontractor hereunder shall provide the Hospital any additional information necessary for the Hospital to fully assess and address such actual or potential conflict of interest. The Contractor and any subcontractor hereunder shall accept any reasonable conflict mitigation strategy employed by the Hospital, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that

gives rise to the actual or potential conflict.

### **Subcontracting**

All subcontracting, including the selection of any subcontractor, must be approved in advance in writing by the Hospital pursuant to the Contract provisions. When subcontracting, the Contractor and any subcontractor hereunder, as and where applicable, shall solicit for and contract with such subcontractors in a manner providing for fair competition. Some of the situations considered to be restrictive of competition include but are not limited to:

- (A) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (B) Requiring unnecessary experience and excessive bonding;
- (C) Noncompetitive pricing practices between firms or between affiliated companies;
- (D) Noncompetitive awards to consultants that are on retainer contracts;
- (E) Organizational conflicts of interest;
- (F) Specifying only a brand name product instead of allowing an or equal product to be offered and describing the performance of other relevant requirements of the procurement; and
- (G) Any arbitrary action in the procurement process.

The Contractor and any subcontractor hereunder represent to the Hospital that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this Contract.

The Contractor will include these HUD General Provisions in every subcontract issued by it so that such provisions will be binding upon each of its subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors.

### **Assignability**

Neither the Contractor nor any subcontractor shall assign any interest in this Contract or transfer any interest in the same (whether by assignment or novation) without prior written approval of the Hospital.

### **Copeland “Anti-Kickback” Act (applicable to all construction or repair contracts)**

Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to

the Copeland “Anti-Kickback Act” of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c).

The Contractor shall comply with all applicable “Anti-Kickback” regulations and shall insert appropriate provisions in all subcontracts covering work under this Contract to ensure compliance by subcontractors with such regulations and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

### **Contract Work Hours and Safety Standards Act (applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers)**

The Contractor and any subcontractor hereunder shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 C.F.R. part 5).

All laborers and mechanics employed by the Contractors or any subcontractor shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act, and the Contractor and any subcontractors shall comply with all regulations issued pursuant to the said Act and with other applicable Federal laws and regulations pertaining to labor standards.

### **Davis-Bacon Act (applicable to construction contracts exceeding \$2,000 when required by Federal program legislation)**

The Contractor and any subcontractor hereunder shall comply with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. part 5).

All laborers and mechanics employed by the Contractors or any subcontractor, including employees of other governments, on construction work assisted under this Contract, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

### **Termination for Cause or Convenience**

The provisions set forth in the body of the Contract and any termination addendum shall govern termination of this Contract, in whole or in part, for cause or convenience.

**Section 503 of the Rehabilitation Act of 1973**  
(applicable to contracts exceeding \$10,000)

The Contractor and any subcontractor hereunder shall comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793) as amended, and any applicable regulations.

**Equal Opportunity for Workers with Disabilities**

(A) Neither the Contractor nor any subcontractor hereunder will discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor and any subcontractor agree to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:

- (1) Recruitment, advertising, and job application procedures;
- (2) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- (3) Rates of pay or any other form of compensation and changes in compensation;
- (4) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- (5) Leaves of absence, sick leave, or any other leave;
- (6) Fringe benefits available by virtue of employment, whether or not administered by the Contractor or any subcontractor;
- (7) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- (8) Activities sponsored by the contractor including social or recreational programs; and
- (9) Any other term, condition, or privilege of employment.

(B) The Contractor and any subcontractor hereunder agree to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(C) In the event of the Contractor's or any subcontractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and

relevant orders of the Secretary of Labor issued pursuant to the Act.

(D) The Contractor and any subcontractor hereunder agree to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the obligation of the Contractor and any subcontractor hereunder under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Contractor and any subcontractor hereunder must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the Contractor and any subcontractor may have the notice read to a visually disabled individual or may lower the posted notice so that it might be read by a person in a wheelchair).

(E) The Contractor and any subcontractor hereunder will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor or any subcontractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.

(F) The Contractor and any subcontractor hereunder will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the Act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor and any subcontractor will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

**Executive Order 11246 (applicable to construction contracts and subcontracts exceeding \$10,000)**

The Contractor and any subcontractor hereunder shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 C.F.R. Chapter 60).

During the performance of this Contract, the

Contractor and any subcontractor hereunder agree as follows:

(A) The Contractor and any subcontractor hereunder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor and any subcontractor hereunder shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(B) The Contractor and any subcontractor hereunder shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The Contractor and any subcontractor hereunder shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(C) The Contractor and any subcontractor hereunder will, for all employees placed by or on behalf of the Contractor or any subcontractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(D) The Contractor and any subcontractor hereunder will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's or subcontractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(E) The Contractor and any subcontractor hereunder will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

(F) The Contractor and any subcontractor hereunder will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will

permit access to books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(G) In the event of the Contractor's or any subcontractor's non-compliance with the non-discrimination clause of this Contract or with any of such rules, regulations or orders, this Contract may be cancelled, terminated or suspended in whole or in part and the Contractor and/or subcontractor, as applicable, may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

(H) The Contractor and any subcontractor hereunder shall incorporate the provisions of (A) through (G) above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on the Contractor and any subcontractor. The Contractor and any subcontractor hereunder will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor and/or subcontractor, as applicable, may request the United States to enter into such litigation to protect the interests of the United States.

**Certification of Nonsegregated Facilities (applicable to construction contracts exceeding \$10,000)**

The Contractor and any subcontractor hereunder certify that they do not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained, and certify further that they will not maintain or provide for employees any segregated facilities at any of their establishments, and it will not permit employees to perform their services at any location under their control where segregated facilities are maintained. The Contractor and any subcontractor hereunder agree that a breach of this certification is a violation of the equal opportunity clause of this Contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or

dressings areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The Contractor further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in its files; and that it will forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

**Certification of Compliance with Clean Air and Water Acts (applicable to contracts exceeding \$100,000)**

The Contractor and all its subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 1857 *et seq.*, the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.*, and the regulations of the Environmental Protection Agency with respect thereto, at 40 C.F.R. Part 15 and 32, as amended, Section 508 of the Clean Water Act (33 U.S.C. § 1368) and Executive Order 11738.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the Hospital, the following:

(A) A stipulation by the Contractor or subcontractor, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to 40 C.F.R. 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 C.F.R. Part 15, as amended.

(B) Agreement by the Contractor and any subcontractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as any other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

(C) A stipulation that as a condition for the award of the Contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility

utilized, or to be utilized for the Contract, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.

(D) Agreement by the Contractor that he will include, or cause to be included, the criteria and requirements in paragraph (A) through (D) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the government may direct as a means of enforcing such provisions.

**Lobbying (applicable to contracts exceeding \$100,000)**

By executing this Contract or any subcontract hereunder, the Contractor and any subcontractor certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor or subcontractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor/Subcontractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a

civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Section 3 of the Housing and Urban Development Act of 1968 (as required by applicable thresholds)**

(A) The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(B) The Parties to this Contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement section 3. As evidenced by their execution of this Contract, the Parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

(C) The Contractor and any subcontractor hereunder agree to send to each labor organization or representative of workers with which the Contractor or any subcontractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(D) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The Contractor will not subcontract with any subcontractor where the subcontractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.

(E) The Contractor and any subcontractor will certify that any vacant employment positions, including training positions, that are filled: (1) after the Contractor or subcontractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor and any subcontractor's obligations under 24 C.F.R. part 135.

(F) Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

(G) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## ATTACHMENT I

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

*This list applies to all contracts, amendments and exercises of renewal options. All supporting documents must be submitted for every contract, amendment or renewal of a contract.*

1. Current VI Business License (to conduct activity covered by contract being pursued); and/ or copy of a current business license issued by a state. IRS 501(c)(3) certification letter required for non-profit corporations.
2. Proof of Commercial General Liability Insurance with the Government of the Virgin Islands as Certificate Holder and Additional Insured as indicated on Endorsement (policy number on endorsement must match policy number on certificate). An endorsement that explicitly names the Government of the Virgin Islands as an additional insured is required– blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted)
3. Proof of Worker’s Compensation Coverage/ Government Insurance Coverage
4. Proof of Professional Liability Coverage with Government of the Virgin Islands as Certificate Holder for professional services contract. Professional services include but are not limited auditing and accounting firms, doctors, lawyers, architectural and engineering services, consulting, marketing firms. Professional liability (also known as errors and omissions/ malpractice insurance) is required only to professional services contracts where the Government will rely on the advice and services of the Contractor in its decision making processes or where the government can suffer harm/ losses from faulty performance of the services from the quality of the contractor’s work.
5. **Corporations (Inc., Corp, Co., Corporation)**
  - a. Articles of Incorporation (and applicable amendments)
  - b. Tradename Certificate if company uses a tradename (valid for two years)
  - c. Certificate of Good Standing (valid from July 1<sup>st</sup> thru June 30<sup>th</sup>)
  - d. Corporate Resolution on company letterhead (signed/ attested & dated by corporate secretary authorizing signatory)
6. **Limited Liability Company (LLC)**
  - a. Articles of Organization (and applicable amendments)
  - b. Tradename Certificate if company uses a tradename (valid for two years)
  - c. Certificate of existence (valid from July 1<sup>st</sup> thru June 30<sup>th</sup>)
  - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
7. **General Partnerships**
  - a. Partnership agreement (if it exists)
  - b. Memorandum authorizing signatory signed by all partners or secretary if one exists (valid for two years)
  - c. Tradename Certificate if company uses a tradename (valid for two years)
8. **Limited Partnerships (L.P/ LLP/ LLLP)**
  - a. Certificate of Limited Partnership or Statement of Qualification for LLP/LLLP
  - b. Tradename Certificate if company uses a tradename (valid for two years)
  - c. Certificate of Existence (valid from July 1<sup>st</sup> thru June 30<sup>th</sup>)
  - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
9. **Sole Proprietorship**
  - a. Tradename certificate if a tradename is used (valid for two years)