



TERRITORIAL HOSPITAL  
REDEVELOPMENT TEAM



# Invitation for Bids

**IFB-002-2026-JFLH-THRT**

## **Interim Hemodialysis Outpatient Facility FFE**

IFB Issue Date:	Monday, June 8, 2026	
Pre- Bid Conference Date & Time:	Monday, June 22, 2026	10:00am (AST)
Conference Meeting ID: (on Microsoft TEAMS)	<b>Meeting ID:</b> 255 117 698 861 204 <b>Passcode:</b> Te9Ch7JD	
1 <sup>st</sup> Site Tour Walkthrough	Monday, June 22, 2026	12:00 p.m.
Question Deadline Date & Time:	Wednesday, July 1, 2026	2:00pm (AST)
Bid Submittal Deadline Date & Time:	Monday, July 13, 2026	3:00pm (AST)
Bid Opening	Monday, July 13, 2026	4:00pm (AST)
Bid Opening Meeting ID: (on Microsoft TEAMS)	<b>Meeting ID:</b> 225 069 786 829 443 <b>Passcode:</b> gE2QG2ek	
Submittal Email Address:	<a href="mailto:procurement@thrtvi.org">procurement@thrtvi.org</a>	

**“CONFIDENTIAL BID SUBMISSION”**

## OVERVIEW

Pursuant to Title 19, Subsection 245(a) of the Virgin Islands Code, the Government Hospitals and Health Facilities Corporation (GHHFC)—a public entity of the Government of the Virgin Islands, has established the Territorial Hospital Redevelopment Team (THRT) to provide procurement, delivery, installation, placement, verification, and closeout of all items identified in this solicitation. Acting on behalf of Governor Juan F. Luis Hospital (JFLH), THRT is soliciting bids from qualified and licensed contractor to provide and install all FF&E (Furniture, Fixtures and Equipment) components necessary for the successful delivery of a fully functional, turnkey Furniture, Fixtures, and Equipment implementation services for all furniture identified in this solicitation for Interim Hemodialysis Outpatient Facility.

The new facility, encompassing approximately 6,769 square feet, is located at 12C and 14A La Grande Princesse, Christiansted, St. Croix, U.S. Virgin Islands 00820. This state-of-the-art facility when constructed will include 18 treatment bays specifically designed to accommodate outpatient hemodialysis services.

### 1. DEFINITIONS.

The following definitions will be used in this document.

<b>OWNER</b> (identifying its officers, agents, and employees). (THRT)	Territorial Hospital Redevelopment Team (THRT)
<b>PROJECT</b>	The scope of work described in this document
<b>ARCHITECT OF RECORD (AOR)</b>	
<b>GENERAL CONTRACTOR (GC)</b>	The company providing a bid in response to this solicitation
<b>SELECTED RESPONDENT</b>	The company providing a bid in response to this solicitation
<b>TEAM</b>	Owner, AOR, GC and Selected Respondent

## SCOPE OF SERVICES

The Furniture, Fixtures, and Equipment (FF&E) package includes items identified in the approved Furniture Cut Book. This document collectively defines the furniture. The scope also includes interior signage to be developed and approved as part of the FF&E services. The FF&E Firm shall be responsible for procurement, delivery, installation, placement, verification, and closeout of all items identified in this document.

The selected FF&E Firm shall provide turnkey Furniture, Fixtures, and Equipment (FF&E) implementation services for all furniture identified in the approved Furniture Cut Book for the Hemodialysis Outpatient Clinical Care Facility, including layout coordination, specification confirmation, procurement, delivery, installation, verification, and closeout. All furniture provided under this contract shall support clinical workflow, patient safety, infection control requirements, and operational efficiency, and shall align with applicable healthcare standards including the FGI Guidelines for Design and Construction of Hospitals (2018 Edition), CMS requirements, The Joint Commission

(TJC) standards, the Virgin Islands Building Code, and other applicable regulations, as they relate to furniture implementation. The FF&E Firm shall demonstrate its ability to procure, coordinate, and install the approved Furniture Cut Book efficiently while delivering best value to Governor Juan F. Luis Hospital.

- **FF&E Coordination and Placement Requirements**

The requirements in this section define performance expectations for the coordination, placement, and installation of furniture for the Hemodialysis Outpatient Clinical Care Facility.

The approved **Furniture Cut Book** shall serve as the primary documents identifying required furniture for the facility. Signage coordination shall be addressed in the applicable signage phase, where required. This section establishes coordination responsibilities necessary to ensure proper integration with facility layout, clinical workflow, accessibility requirements, and operational needs.

- The FF&E Firm shall verify that all furniture placement maintains required clinical clearances and circulation paths.
  - The FF&E Firm shall coordinate furniture placement with an approved architectural layout and room data sheets.
  - The FF&E Firm shall coordinate placement and clinical workflow requirements.
  - The FF&E Firm shall verify ADA accessibility compliance for furniture placement and circulation pathways.
  - The FF&E Firm shall coordinate installation sequence with the construction contractor and THRT.
  - The FF&E Firm shall verify that the installed furniture matches the approved Cut Book.
  - The FF&E Firm shall identify and report any field conflicts or placement constraints prior to installation.
  - The FF&E Firm shall ensure furniture placement supports the infection control and patient safety requirements.
- **Schedule of Work: The project will be completed in phases:**

**Phase 1: FF&E Verification and Confirmation**

- The FF&E Firm shall review the approved Furniture Cut Book and perform field verification to confirm readiness for procurement and installation.
- The FF&E Firm shall verify that furniture quantities correspond with the Furniture Bid Form provided.
- The FF&E Firm shall conduct a site visit to confirm that room layouts and dimensions are consistent with approved construction drawings.
- The FF&E Firm shall identify any conflicts between the Furniture Cut Book and constructed field conditions.
- The FF&E Firm shall coordinate with THRT, JFL leadership, and the construction contractor to confirm delivery access, staging locations, and installation sequencing.
- The FF&E Firm shall identify any long-lead procurement items that may affect the project schedule.
- The FF&E Firm shall provide a brief FF&E Verification Summary documenting any discrepancies or required coordination prior to procurement.
- Upon THRT/JFL approval of the verification report, the project shall proceed to Phase 2.

## **Phase 2. FF&E Coordination and Final Layout Confirmation**

- The FF&E Firm shall coordinate procurement preparation and installation logistics following document review and verification.
- The FFE Firm shall confirm final quantities of all furniture items identified in the approved Furniture Cut Book.
- The FF&E Firm shall coordinate delivery sequence with the construction contractor to align with facility readiness.
- The FF&E Firm shall confirm staging areas, delivery routes, and installation access.
- The FF&E Firm shall develop a detailed procurement, delivery, and installation schedule aligned with the construction schedule.
- The FF&E Firm shall coordinate with THRT to confirm installation sequencing for clinical areas, patient bays, offices, and support spaces.
- The FF&E Firm shall identify any items requiring special handling, assembly, or installation requirements.
- The FF&E Firm shall proceed to Phase 3: FF&E procurement, delivery and installation upon approval by THRT.

## **Phase 3. FF&E Procurement, Delivery, and Installation**

- The FF&E Firm shall mobilize personnel, tools, and materials necessary to perform FFE procurement, delivery, and installation services for the Hemodialysis Outpatient Clinical Care Facility.
- The FF&E Firm shall procure and provide all approved furniture identified in the approved Furniture Cut Book.
- The FF&E Firm shall coordinate ordering, delivery schedules, staging requirements, and installation sequencing with THRT/JFL and the construction contractor.
- The FF&E Firm shall identify long-lead items and ensure timely procurement to prevent project delays.
- The FF&E Firm shall provide logistics coordination for shipping, receiving, storage, and staging of FF&E items.
- The FF&E Firm shall be responsible for shipping coordination, including freight, customs clearance, receiving, storage, and delivery to the project site.
- The FF&E Firm shall inspect all delivered furniture to confirm compliance with the approved cut book and specifications.
- The FF&E Firm shall coordinate installation sequences to align with construction completion and facility readiness.
- The FF&E Firm shall provide qualified personnel to install furniture.
- The FF&E Firm shall protect all installed furniture until final acceptance.
- The FF&E Firm shall provide updated FFE delivery and installation schedule to THRT/JFL.

#### **Phase 4. FF&E Signage Development, Procurement, Installation**

- A. The FF&E Firm shall develop a comprehensive interior signage for the Hemodialysis Outpatient Clinical Care Facility consistent with approved architectural drawings and department assignments.
- B. The FF&E Firm shall coordinate with THRT, JFL leadership, and department representatives to confirm signage requirements, including but not limited to:
  - Department Identification Signage
  - Treatment Bay Identification Signage
  - Room Identification Signage
  - Nurse Station and Support Area Signage
  - Patient Support and Waiting Area Signage
  - Directional and Wayfinding Signage
- C. The FF&E Firm shall verify compliance with applicable codes and standards, including ADA Accessibility Guidelines, Life Safety Requirements, infection control considerations, and Virgin Islands Building Codes.
- D. The FF&E Firm shall prepare and submit a Signage Package for approval, including:
  - Signage Schedule
  - Signage Types and Quantities
  - Material and Finish Specifications (suitable for healthcare environments)
  - Mounting Details
  - Graphic Layout and Typography Standards
- E. The FF&E Firm shall procure all approved signage items identified in the finalized signage schedule.
- F. The FF&E Firm shall coordinate fabrication, shipping, delivery, and staging of signage materials.
- G. The FF&E Firm shall provide qualified personnel to install signage in accordance with approved mounting heights, placement standards, infection control, and accessibility requirements.
- H. The FF&E Firm shall inspect all installed signage to verify proper placement, legibility, and compliance with approved specifications.
- I. The FF&E Firm shall correct any deficiencies identified during inspection.
- J. The FF&E Firm shall provide warranty documentation and maintenance guidelines for all signage materials.
- K. The FF&E Firm shall provide a final approved signage schedule reflecting installed locations and quantities.
- L. The FF&E Firm shall coordinate final inspection and acceptance of all signage installations with THRT.

## **Phase 5. FF&E Installation Verification and Closeout**

- The FF&E Firm shall complete installation verification and closeout of all furniture identified in the Furniture Cut Book.
- The FF&E Firm shall verify installed quantities against the approved Furniture Cut Book.
- The FF&E Firm shall verify the proper installation and placement of all furniture in accordance with the approved cut book and layout drawings.
- The FF&E Firm shall correct any deficiencies identified during installation review.
- The FF&E Firm shall provide warranty documentation for all FF&E items.
- The FF&E Firm shall provide product manuals and maintenance documentation.
- The FF&E Firm shall provide a final inventory list of installed furniture.
- The FF&E Firm shall participate in final inspection with THRT.
- The FF&E Firm shall complete punch-list items related to FF&E installation.
- The FF&E Firm shall demobilize personnel, equipment, tools, staging materials, and temporary storage associated with FF&E installation activities.
- The FF&E Firm shall provide close-out documentation confirming completion of installation.

## **FF&E and Medical Equipment Pricing**

Respondents shall provide pricing using the Furniture Bid Form.

Pricing shall be based on the approved Furniture Cut Book, and all items shall be priced using the provided Spec Codes.

The bidder must submit:

- Completed Furniture Bid Form/Bid Fee Schedule
- Grand Total Cost

## **Project Timeline Requirements (Deliverables)**

### **Phase 1: Furniture Verification and Confirmation (100% Draft Completed)**

Phase 1 shall commence upon issuance of Notice of Award (NOA).

The FF&E Verification Summary shall be submitted no later than fifteen (15) calendar days after Notice of Award.

THRT review shall be completed no later than ten (10) calendar days after receipt of the Phase 1 submission.

Revised and Final Furniture Verification Summary shall be submitted no later than seven (7) calendar days after receipt of review comments.

## **Phase 2: Furniture Coordination and Final Layout Confirmation (100% Completed)**

Final coordinated furniture layout confirmation, delivery plan, and installation schedule shall be submitted no later than fifteen (15) calendar days after approval of Phase 1 deliverables.

Identification of long-lead items and confirmed procurement timelines shall be submitted concurrently.

THRT review shall be completed no later than ten (10) calendar days after receipt of the Phase 2 submission.

Revised documents addressing review comments shall be submitted no later than seven (7) calendar days after receipt of comments.

## **Phase 3: FF&E Procurement, Delivery, and Installation**

Phase 3 shall commence upon issuance of Notice to Proceed (NTP) for installation activities.

The FF&E Firm shall submit a detailed delivery and installation schedule no later than seven (7) calendar days after issuance of NTP.

All furniture procurement, delivery, and installation activities shall be completed no later than ninety (90) calendar days after issuance of Notice to Proceed, unless otherwise approved in writing by THRT due to verified long-lead procurement items.

Substantial Completion of FF&E installation shall be confirmed in writing by THRT upon verification that all furniture has been delivered, installed, and is operational in accordance with the approved Furniture Cut Book.

## **100% Draft Completed Phase 4**

Phase 4 shall commence upon issuance of Notice of Award (NOA) and may proceed concurrently with Phases 1 and 2. Draft Signage Package shall be submitted no later than fifteen (15) calendar days after Notice of Award.

THRT review shall be completed no later than ten (10) calendar days after receipt of the Signage Package.

Final approved Signage Package shall be submitted no later than seven (7) calendar days after receipt of review comments.

Procurement, fabrication, delivery, and installation of all approved signage shall be completed in accordance with the approved project schedule and coordinated with facility readiness.

Final signage installation shall be verified by THRT upon confirmation that all signage has been installed in accordance with the approved Signage Package.

Closeout documentation, including warranties and final signage schedule, shall be submitted no later than fourteen (14) calendar days after completion of signage installation.

## TERMS

THRT will contract for a period of **one hundred twenty (120) days from the Notice to Proceed with an option to renew for a similar term.** THRT reserves the right to modify and/or terminate the contract if the Selected Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the THRT reserves the right to modify and/or terminate the contract if funding becomes unavailable.

## FUNDING AGENCY FOR DESIGN AND CONSTRUCTION

CDBG PA & FEMA

## COSTS

Costs as described in the following section shall be submitted in writing to the Owner (THRT) subject to approval:

1. All expenses paid or incurred on behalf of the THRT shall be related to the services performed in the scope of services.
2. All reasonable and necessary expenses for traveling and subsistence in connection with the performance of the duties shall be submitted in writing to the OWNER for approval prior to travel.
3. Awarded in the contract, may be subject to gross receipt tax, excise tax, import taxes, or customs duty, depending on the nature of the scope of work. All taxes are the responsibility of the Respondent(s) unless exempt from Law. The Respondent(s) is advised to contact the Virgin Islands Bureau of Internal Revenue (“IRB”), (340) 715-1040, for information on their tax obligations. Neither the Authority nor its employees or representatives shall be responsible nor liable due to any inquiries or representations regarding the Respondent(s) tax liability
4. In accordance with Title 33 section 44 of the Virgin Islands Code, 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. 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.
5. GHHFC will deduct, withhold, and pay the current GRT of 5% of which such payment will be made to the Virgin Islands Bureau of Internal Revenue (VIBIR).

## PRICING BILLING

1. Billing must include hourly rates for the selected individual, or each member of the selected firm who completes any task related to the Scope of Services.
2. Respondents must be capable of tracking and billing (invoicing) all work hours and materials (if reimbursable) **by specific program or funding source** as required by the THRT. Any Respondent who is not capable or willing to comply with this requirement will be considered non-responsive. Preferred formatting will be agreed upon during

contract negotiations. Respondents shall submit an invoice for payment to the THRT monthly.

3. The contract maximum hours per week may not exceed 40 hours in total. The THRT shall determine the number of hours to be worked to comply with budgetary restraints.

## **TERMINATION**

THRT may terminate the contract with or without cause with ten **(10) calendar days** written notice to the other party before the effective date of such termination. THRT may, by written notice, terminate the Respondent's services, in whole or in part, for failure of the Respondent to fulfil its obligations under the parties' contract. In such an event, the Respondent shall be liable for damages as authorized by law.

## **LIQUIDATED DAMAGES**

Should the successful Respondent fail to comply with the scope of work according to the terms of the contract, the successful Respondent agrees to pay VI GHHFC as liquidated damages, **\$1,000.00 USD** for each calendar day or portion thereof that the Respondent fails to commence or diligently perform the work in accordance with the contract documents and/is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the successful Respondent, to the extent available.

## **USE OF SUBCONTRACTORS**

THRT shall have a single prime Contractor and that prime Contractor shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter subcontractor arrangements. However, Respondents shall acknowledge in its IFB total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required by the prime contractor is also required for any subcontractor. The prime contractor shall be the single point of the contract for all subcontract work. Every subcontractor shall incorporate and follow the terms of the contract between the prime contractor and the THRT. Unless provided for in the contract with THRT, the prime contractor shall not contract with any other party for any of the services herein contracted without the express written approval of the THRT.

The prime contractor shall be responsible for fulfillment of all terms and conditions, timing, and payments to subcontractors regardless of funding provided by the THRT.

## **FORCE MAJEURE**

The THRT shall also extend the completion date if there are delays caused by acts of God, unavoidable circumstances, or the negligence of the THRT or its agents or employees other than the Respondent. The extension shall equal the length of the delay by any of the above factors. However, there shall be no extensions to the completion date due to lack of progress from the Selected Respondent without prior written consent from the THRT. Respondents must submit a request for an extension of the completion date within two (2) calendar days of the event that caused the delay. Alternatively, the Owner and Respondent may execute a Change Order reflecting a mutually agreeable adjustment in the delivery date.

## **INDEMNIFICATION**

To the extent permitted by law, the Respondent shall indemnify, hold harmless, and defend THRT, its Board of Directors, agents, and employees, from and against any and all claims, demands, actions, liabilities, losses, costs, and expenses, including but not limited to reasonable attorneys and other fees, asserted by third parties (“Claims”), which Claims are caused by or arise from the services performed by the Respondent in relation to the professional services provided to the THRT under contract.

## **CONFLICT OF INTEREST**

A respondent submitting a bid hereby certifies that no officer, agent, or employee of THRT has financial interest in this bid or has participated in contract negotiation on behalf of THRT; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Invitation for Bid (“IFB”)’ the Respondent is competing solely in its own behalf without connection with, or obligation to any disclosed person or company.

## **CONTRACT PROVISIONS FOR FEMA OR HUD FUNDING**

This Contract may be funded in whole or in part with federal funds administered by the Federal Emergency Management Agency (FEMA) subject to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (the “Stafford Act”) or by local matching funds or other local or federal public sources, including without limitation Community Development Block Grant Disaster Recovery (“CDBG-DR”) funds administered by the United States Department of Housing and Urban Development (HUD), and this Contract is accordingly subject to availability and approval of such funding. To the extent the same may be applicable, the Contractor shall comply with all relevant provisions and execute and provide any further compliance certifications and such related documentation as may be appropriate or mandated under local and federal law, regulations and implementing guidance as well as all program-specific requirements as administered by FEMA, HUD, the Virgin Islands Territorial Emergency Management Agency (VITEMA), the Office of Disaster Recovery of the Virgin Islands Public Finance Authority, the Virgin Islands Territorial Hospital Redevelopment Team (THRT), 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.

## **MINORITY/ WOMEN IN BUSINESS ENTERPRISE**

Respondents that are not M/WBE’s are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with THRT and monetary payments based on the M/WBE goal shortfall.

## CONSIDERATION OF BIDS

THRT reserves the right to reject any or all bids and to disregard any informal and/or irregularities in the bids when such action, in its opinion, is in the best interest of THRT. Bids failing to provide the requested information shall be rejected per se. THRT will award the contract to the **LOWEST RESPONSIVE** and **RESPONSIBLE** bidder. Past performance may be thoroughly checked prior to the awarding of any contract.

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

### Definition of the Elements

- a. **Responsiveness to the bid specifications:**
  - a. Bid must meet all requirements specified therein
  - b. Bid must not contain any restrictions or qualifications beyond those stipulated.
- b. **Price reasonableness**, “quality offered, delivery terms and service reputation”
  - a. All costs must be included. Your bid is your formal offer to supply the required items at the price you indicate and on the terms we specify.
  - b. All deliverable promises must be kept.

## SUBMISSION OF BIDS

All responses to this solicitation are to be submitted to [procurement@thrtvi.org](mailto:procurement@thrtvi.org) no later than **3:00 p.m. AST on Monday, July 13, 2026**. Submittals sent by any other means will not be accepted.

### LATE submittals received after the official deadline will not be considered.

Electronic submissions must include the Company’s Name – Solicitation Number in the email’s Subject Line—for Example, ABC Company, Inc. – **IFB-002-2026-JFLH-THRT Interim Hemodialysis Outpatient Facility FFE**

This IFB does not commit THRT to award a contract nor pay any cost incurred in preparing and submitting bid in anticipation of a contract. THRT reserves the right to reject any or all bids and to disregard any informal and/or irregularities in the bids when, in its opinion, the best interest of THRT will be served by such action. Bids failing to provide the requested information shall be rejected per se.

Bids must be prepared and submitted using the bid forms provided in this invitation for Bids and must be typed or printed and then signed in ink. All bids must include all requested work items, conform to the Project Standards/Specifications and be responsive, accurate, and cost-reasonable.

## BID PACKAGE

This checklist provides guidance for all documents that must be included with each submittal. Each Respondent must comply for consideration of the award by submitting to: [procurement@thrtvi.org](mailto:procurement@thrtvi.org)

- i. **Commitment Statement Letter:** The Statement of qualifications should be on the company’s letterhead with the company’s name, point of contact, address, email, telephone number and types

of service(s) for which the company is qualified. The letter must also include a statement of understanding of the company's approach and methodology for this assignment. It should indicate all staff members are available with copies of their resumes, credentials, and other means of qualifications. It should also include a detailed listing of any pending litigations and proprietary information if applicable. The letter must also state that the submittal will remain in effect for a period of ninety (90) calendar days from the submission deadline and thereafter, until the firm withdraws it, or a contract is executed and there is a cause to modify, or the procurement is cancelled, whichever occurs first.

- ii. **Corporate Documents (indicated on the checklist attached):** In accordance with Title 11 Chapter 21 subsection 1201 of the Virgin Islands Code, A person doing business in the United States Virgin Islands under any name other than his own, and every co-partnership or association of individuals, except corporations, doing business in the United States Virgin Islands, resident or nonresident, shall file in the office of the Lieutenant Governor a certificate setting forth the designation, and Title 13 Chapter 1 Subchapter XIV Subsection 401 of the Virgin Islands Code, No corporation created by the laws of any foreign country or any state of the United States, or the laws of the United States, shall do any business in the United States Virgin Islands through or by branch offices, agents or representatives located in the United States Virgin Islands until it shall have filed in the office of the Lieutenant Governor a certified copy of its charter or certificate of incorporation.
- iii. **Attachment I:** Non-Collusive Affidavit (*form must be notarized*)
- iv. **Attachment II:** Debarment Certification Form (*form must be notarized*)
- v. **Attachment III:** Conflict of Interest Form
- vi. **Attachment IV:** Acknowledgement of any Addendum (if applicable)
- vii. **Attachment V:** Minority and Women Owned Business form
- viii. **Attachment VI:** Bid Sheet
- ix. **Attachment VII:** Furniture Plans
- x. **Attachment VIII:** Bid Bond Form
- xi. **Enclosure I:** FEMA-HUD Rider
- xii. **Enclosure II:** Contract Provisions Sample

## **FACTORS FOR AWARD**

THRT reserves the right to reject any or all submittals or award the contract to the **MOST RESPONSIVE and RESPONSIBLE** respondent. Past performance will be thoroughly checked before awarding any contracts.

Submittals must be typed or printed and signed in ink. All submittals must include all requested work items, conform to the specifications listed in the scope of services, and be responsive, accurate, and cost-reasonable.

The Respondents may be invited to make a presentation of their submittals before the Evaluation Committee Panel to clarify or elaborate on their submittal, clarify submitted information, and respond to questions, but shall in no way materially change the Respondent's original submission.

After the submittals have been evaluated, the Respondent with the highest evaluation score/highest ranked firm will be selected.

THRT may negotiate with the most qualified Respondent, as determined by the Evaluation Committee Panel and, if applicable, conduct interviews. If THRT is unable to reach an agreement with any of the highest ranked firm(s), it may negotiate with the next highest ranked firm(s), proceeding in turn to each firm that THRT has determined to be qualified, in order of rank. If an agreement cannot be reached with any qualified firm, THRT A reserves the right to cancel the solicitation.

The selection criteria will include (i) Professional Qualifications, registrations, and the general reputation of principals of the firm or individual. (ii) the extent of which the firm or person encompass specialized experience in or has provided services similar to the scope of services; (iii) technical approach and capability of meeting schedules; and (v) overall cost to the project considering cost reasonableness.

***The elements for eligibility of award are scored using the legend below:***

**Professional Qualification:** Shall be evaluated based on the credentials of the Respondent's resources such as professional qualification, license, and certification for the specialized field. Responded must also be licensed and registered to perform business in the United States Virgin Islands. **15 Points**

**Specialized Experience:** Shall be evaluated based on the Respondent's relevant experience in providing services described in the scope. **35 Points**

**Technical Approach:** Shall be evaluated based on the Respondent's proposed plan to complete the project within the terms. **25 Points**

**Cost:** Shall be evaluated based on the reasonableness of the Respondent's cost. **25 Points**

## **INSURANCE**

The successful Respondent shall be required to meet the following and submit it to the Owner within ten (10) business days after receiving notice of the award:

**a. Builder's Risk Insurance**

- a. Must cover the interests of both the Contractor and the Hospital, which interest of the Hospital shall include property insurance, on all-risk basis inclusive of windstorms, earthquakes, and floods, to ensure the total replacement cost of materials, fixtures, and equipment used in construction as well as coverage for soft costs, in an amount of at least the Contract Price.
- a. **Worker's Compensation:** The successful Respondent must submit a copy of their certificate stating that Worker's Compensation Employee's Liability covers the Firm and its agents.
  - i. Certificate of Government Insurance (Workmen's Compensation)"
  - ii. A Certificate of Insurance reflecting the required coverage by Virgin Islands law.

**2. Comprehensive General Liability Insurance:**

- a. Comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
  - i. Each occurrence-\$1,000,000.00
  - ii. Damaged to rented premises-\$50,000.00

- iii. Medical Expenses-\$5,000.00
  - iv. Personal & Adv Injury-\$1,000,000.00
  - v. General Aggregate-\$2,000,000.00
  - vi. Products-Completed Ops. Aggregate-\$2,000,000.00
- b. General Aggregate shall apply on a policy basis.
  - c. The contractor shall provide a Certificate of Insurance reflecting required coverage.
3. **Commercial Automobile Liability:** The successful Respondent will be required to obtain and have in place commercial automobile liability insurance, including all owned, non-owned, scheduled, and hired automobile with the following minimum limit and coverage for a combined single limit of not less than five hundred thousand dollars (\$500,000.000). The respondent must provide a Certificate of Insurance reflecting required coverage if applicable.

**If awarded, the Contractor shall provide proof of adding GHHFC as the certificate holder and additional insured via an endorsement.**

Government Hospital and Health Facilities Corporation  
4007 Estate diamond Ruby  
Christiansted, VI 00821

## **BONDING REQUIREMENTS**

The Respondent shall comply with the THRT bonding requirements as described below:

### **Requirements**

A Performance Bond and Payment Bond are required as follows:

Performance Bond: 100% of the Contract Price

Payment Bond: 100% of the Contract Price

## **TERMS AND CONDITIONS**

The THRT anticipates that the resulting contracts will be a firm-fixed-price contract. THRT reserves the right to modify and/or terminate the contract if the successful respondent fails to consistently comply with the contract terms.

By submitting a bid in response to this advertisement, the Selected Respondent agrees to accept the boilerplate terms and conditions of Government Hospitals and Health Facilities Corporation's (GHHFC) standard Professional Contract, which is attached to this advertisement. In addition, the Respondent agrees to comply with all legal requirements for contracting with GHHFC. This solicitation is a request for the submission of packages but is not itself an offer and shall under no circumstances be construed as an offer.

THRT reserves the right to reject, without prejudice, all submittals in response to this solicitation.

THRT reserves the right to modify or withdraw this request at any time and not to award a contract pursuant to the solicitation.

THRT reserves the right to reject any or all companies, or to terminate the solicitation process at any time, if deemed to be in its best interest.

Further, packages submitted in response to this solicitation become the property of the THRT, and the THRT may use any idea or concept in a submitted package, regardless of whether that submittal is selected for award.

Under no circumstances shall a Vendor publicly identify or comment on the contents of this specification or any effort pursuant to it without the prior written permission from the Owner.

Respondents must obtain owner approval prior to making public release or announcements related to this procurement following any contract award.

This solicitation is being issued on behalf of THRT. From the issuance date of this solicitation and until a respondent has been awarded, all correspondence must be made through the Procurement Office. Violation of this condition may result in rejection of the Respondent's submittal and/or cancellation of the entire solicitation.

Failure to ask questions, request change or subject objections shall constitute acceptance of all terms, conditions and requirements of this solicitation. Written addendums to the solicitation will be posted on THRT's website for public review.

Failure to ask questions by the deadline noted in the solicitation, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this solicitation. The issuance of a written addendum by the Procurement Department is the only official method by which interpretation, clarification, or additional information shall be given. If the THRT amends this solicitation, the Procurement Department will post such notices on its website, <https://thrtvi.org/business/>

Federally funded procurements shall be governed by all terms and conditions attached hereto as [eCFR :: 40 CFR 35.3575 -- Application of Federal cross-cutting authorities \(cross-cutters\)](#). Respondents must adhere to the terms and conditions.

This advertisement does not commit to THRT awarding a contract or paying any cost incurred while preparing and submitting bids in anticipation of a contract from this solicitation.

The successful Respondent shall protect all THRT's confidential information and is prohibited from misusing confidential and proprietary information while providing services to THRT.

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**END**