



TERRITORIAL HOSPITAL
REDEVELOPMENT TEAM



Invitation for Bids

IFB-005-2026-CKCI-THRT

Charlotte Kimmelman Parking Lot Paving & ADA Upgrades

Solicitation Issue Date:	Monday, June 8, 2026	
Pre- Bid Conference Date & Time:	Monday, June 22, 2026	11:00 am (AST)
Conference Meeting ID: (on Microsoft TEAMS)	Meeting ID: 223 587 998 010 753 Passcode: Pd2aN7BD	
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 Date & Time:	Monday, July 13, 2026	4:30pm (AST)
Meeting ID: (on Microsoft TEAMS)	Meeting ID: 285 510 892 916 211 Passcode: bD3mm3NE	
Submittal Email Address:	procurement@thrtvi.org	

“CONFIDENTIAL BID SUBMISSION”

OVERVIEW

Pursuant to Title 19, Subsection 245 (a) of the Virgin Islands Code, the Government Hospitals and Health Facilities Corporation, hereinafter referred to as the “Corporation” or GHHFC, is a public entity of the Government of the Virgin Islands. The “Corporation” established a division entitled the Territorial Hospital Redevelopment Team (THRT). On behalf of the Charlotte Kimmelman Cancer Institute (CKCI), THRT is requesting bids from qualified and licensed firms to provide **parking lot paving and ADA upgrades** for the Charlotte Kimmelman Cancer Institute to include all provisions of labor, materials, tools, equipment, transportation, superintendence, services, fees, taxes, and all other related items required in conjunction with incidental to design, permitting, installation, and other items as needed to complete the scope of services. The Selected Respondent is required to be licensed and registered in the United States Virgin Islands.

PROPOSED SCOPE OF WORK

The scope of work encompasses the mobilization, traffic control, and complete rehabilitation of three distinct pavement and accessibility improvement areas at the CKCI facility. The contractor shall furnish all supervision, labor, equipment, and materials necessary for the project, beginning with full mobilization (10% of the bid value) including site security and material storage. Throughout the work, the contractor must implement and maintain temporary traffic control measures (barricades, signage, flaggers, cones) to ensure continuous vehicular and pedestrian access to the hospital, fully complying with FP 24 Codes and local traffic regulations. Upon completion, the contractor is responsible for full demobilization and site cleanup.

The work is divided into three areas:

1. Repair Area No. 1 (Drop Off Circle)

- Mill 255 SY of existing asphalt to a 2-inch depth, apply a tack coat (26 gallons RS-1 at 0.10 gal/SY)
- Overlay with 35 tons of Class A, Grade D asphalt concrete (2-inch compacted thickness)
- Painting 170 LF of existing concrete curb semi-gloss yellow.

2. Repair Area No. 2 (Crosswalk)

- Excavating 5 CY of unsuitable material
- Installing 1.5 CY of aggregate base course (4-inch depth, Grading Cor D)
- Milling 22 SY at 2 inches
- Placing 3 CY of 6-inch reinforced concrete crosswalk
- 1 CY of 6-inch ADA-compliant reinforced concrete ramp
- 2 CY of 6-inch reinforced concrete speed humps tapered to 4 inches
- Finished with 134 LF of 24-inch-wide retro-reflective white crosswalk markings.

3. Repair Area No. 3 (ADA Parking – 1,535 SF total)

- Mill 335 SY at 2 inches
- Apply tack coat (34 gallons RS-1)
- Overlay with 40 tons of Class A, Grade D asphalt (2-inch thickness)
- Striping includes 200 LF of 4-inch yellow retro-reflective markings for standard stalls
- Stripping of 400 LF of 4-inch blue retro-reflective markings for accessible aisles, and 6 retro-reflective blue wheelchair symbols with the International Symbol of Accessibility

- 190 LF of existing curb shall be painted semi-gloss yellow
- 13 existing wheel stops shall be removed and reinstalled in ADA-compliant locations.

All work must strictly adhere to FP 24 Codes, ADA Standards for Accessible Design, and U.S. Virgin Islands regulations, with required submittals including product data, a traffic control plan, and ADA parking layout confirmation. The contractor shall complete the grand total using unit prices and extended totals per the bid schedule.

TERMS

THRT will contract for a period of **thirty (30) days with the option to renew for a similar term.** The 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

FEMA PA & CDBG-DR

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. The awarded respondent of the contract may be subject to gross receipt taxes, excise taxes, import taxes, or customs duty, depending on the nature of the scope of work. All taxes are the responsibility of the 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. THRT nor its employees or representatives shall be responsible nor liable due to any inquiries or representations regarding the Respondent(s) tax liability
4. **Schneider Regional Medical Center** in accordance with Title 33 section 44 of the Virgin Islands Code, will deduct, withhold, and pay the current gross receipt taxes of 5% of which such payment will be made to the Virgin Islands Bureau of Internal Revenue (VIBIR).

Tendering Process

1. The Contractor shall provide monthly billing services for all completed work, including itemized invoices, reconciliation of payments received, and submission of financial reports in accordance with federal and local regulations.

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 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 without prior written consent from THRT. Respondents must submit the request for an extension of the completion date within three (3) 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 PACKAGE

Responses to this solicitation should be submitted to procurement@thrtvi.org no later than **3:00 p.m. AST on Friday, July 13, 2026.**

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-005-2026-CKCI-THRT Charlotte Kimmelman Cancer Institute Parking Lot Paving & ADA Upgrades.**

The First Page of each electronic submission must also include Company’s Name – Solicitation Number IFB-005-2026-CKCI-THRT Charlotte Kimmelman Cancer Institute Parking Lot Paving & ADA Upgrades. The second page of each electronic submission must only contain the following words: “**CONFIDENTIAL BID SUBMISSION.**”

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

- i. **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.
- ii. **Attachment I:** Non-Collusive Affidavit (*form must be notarized*)
- iii. **Attachment II:** Debarment Certification Form (*form must be notarized*)
- iv. **Attachment III:** Conflict of Interest Form
- v. **Attachment IV:** Acknowledgement of any Addendum (if applicable)
- vi. **Attachment V:** Minority and Women Owned Business form
- vii. **Attachment VI:** Bid Sheet-All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is executed and there is reason to modify, or the procurement is canceled, whichever occurs first. The Bid Sheet must provide a manufacturer/model number for each piece of equipment, the individual cost for each piece of equipment, total quantity of equipment and a total price for that manufacturer/model number (extended cost). Configuration, installation and other associated costs can be provided as a lump sum.
- viii. **Enclosure I:** FEMA-HUD Rider
- ix. **Enclosure II:** Contract Provisions Sample
- x. **Enclosure III:** Drawings

Each respondent must adhere to the requirements of this section relative to the bid package contents and format to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their bid package closely follows the sequence and organizational outline described in this section.

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 may 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 THRT Executive Director reserves the right to reject any or all bids or award the contract to the **MOST RESPONSIVE and RESPONSIBLE** bidders. Past performance will be thoroughly checked before awarding any contract.

Bids must be prepared and submitted using the bid forms provided in this advertisement, typed or printed, and then signed in ink. All bids must include all requested work items, conform to the project schedule and 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

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

The selection criteria will include (i) Public Qualifications, registrations, and the general reputation of company or individual. (ii) the extent of which the bidder 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:

Public Qualification: Shall be evaluated based on the credentials of the Respondent’s resources such as professional qualification, license, and certification for the specialized field. Respondent must also be licensed and registered to perform business in the United States Virgin Islands. **25 points**

Specialized Experience: Shall be evaluated based on the Respondent’s relevant experience in providing services. **40 Points**

Technical Approach: Shall be evaluated based on the Respondent’s proposed plan. **10 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. **Certificate of Government Insurance (Workmen'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. A Certificate of Insurance reflects the required coverage by Virgin Islands law.

- b. **Builder's Risk Insurance**
 - i. Must cover the interests of both the Contractor and the Hospital, the interest of which 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.

- c. **Comprehensive General Liability Insurance:**
 - i. Comprehensive general liability on an occurrence form with no "x, c, or u" exclusions with the following minimum limits:
 1. Each Occurrence-\$1,000,000.00
 2. Damaged to Rented Premises-\$50,000.00
 3. Medical Expenses-\$5,000.00
 4. Personal & Advertising Injury-\$1,000,000.00
 5. General Aggregate-\$2,000,000.00
 6. Products-Completed Operations Aggregate-\$2,000,000.00
 - ii. General Aggregate shall apply on a policy basis.
 - iii. Contractors shall provide a Certificate of Insurance reflecting required coverage.

- d. **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 (\$1,000,000.000). 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, bids 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 respondent 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.

The deadline to submit questions or inquiries to this solicitation is on the first page of the solicitation. Failure to ask questions, 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 set forth.

This advertisement does not commit to THRT awarding a contract or paying any cost incurred while preparing and submitting a bid 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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