



INVITATION FOR BID (IFB)-VIDE-2019-010

SUMMER MAINTENANCE

Janitorial Services

St. Thomas/St. John School District

Date: July 23, 2019

A. IFB SUMMARY:

The Department of Education "Department" is requesting bids from qualified contractors to provide janitorial services to select school campuses/activity centers in the St. Thomas/St. John School District.

B. SCHEDULE:

Deadline for Proposal submission: Wednesday, August 2, 2019 at 12:00pm. Proposal must be mailed or hand delivered to the VIDE Procurement Office, VIDE Main Complex, St. Thomas/ St. John. Packages received will be stamped with the time and date immediately upon receipt, then opened and evaluated based on the criteria outlined in Section D.

Anticipated Start Date for Services: Friday, August 9, 2019 –Monday, August 26, 2019

Please submit proposal to:

Department of Education
Khadila D. Joseph, Director of Procurement
1834 Kongens Gade
St. Thomas V.I. 00802
340-774-0100 X 8211

C. PREPARATION OF PROPOSALS:

Each bid must consist of the following information in the order indicated below:

1. A cover letter stating interest in project with signature of duly authorized person/principal. Please include as many of the following contact points as possible:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address

ITEMIZED BID SHEET

D. QUALIFICATIONS (Contracting Documents)

The following documents are necessary to support a contract for services:

- 1) **Current Business License** (Extermination/Pest Control) issued by the Government of the Virgin Islands (GVI), Department of Licensing and Consumer Affairs, in the legal name of the entity.
- 2) Original **Certificate of Good Standing or Certificate of Existence** issued on or after July 1st, 2019, in the legal name of the entity by GVI, Office of the Lt. Governor, Division of Corporations and Trademarks.(if applicable)
- 3) **Certificate of General Liability Insurance** in the minimum amount of \$100,000.00 **and Declaration/Endorsement Pages:**
 - a. *stating* that the “Virgin Islands Department of Education” is an **additional insured**; and
 - b. listing the “Virgin Islands Department of Education” as a **certificate holder**, and indicating the address as follows:
Virgin Islands Department of Education
1834 Kongens Gade,
St. Thomas, U.S. Virgin Islands 00802-6746, and
 - c. a copy of the relative insurance policy for the coverage(s) indicated above and including indication of the indication of the name and address of the of the insured, the policy number, and the term of the policy.
- 4) Proof of Tax Identification Number. **Completed Form W9.**

E: SCOPE OF WORK

Supply all labor and materials necessary to perform general cleaning, sanitary and ground maintenance.

1. Sweep, machine scrub and finish (wax) floors: All classrooms, hallways, conference rooms, office areas, restrooms, library, lounges, lobbies, stairs, etc.
2. Dust all areas: chairs, desk, office equipment (including top of cabinets), picture frames, tables, counter, partitions, ceiling and corners with cobweb, etc.
3. Washroom Services: Clean and sanitize all sinks, toilets, urinals, mirrors, door, partitions, floors, polish accessories.
4. Clean chalkboards, desks, chairs, etc.
5. Remove smudges, chewing gums, spots or other marks from all surfaces using appropriate cleaners.
6. Wash and sanitize waste baskets
7. Vacuum, and shampoo carpets, if necessary

ITEMIZED BID SHEET

8. Clean all windows/louvers

9. Clean campus grounds

Lights shall be turned off, as directed by the Department and doors locked upon completion of duties each day/night

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Total Cost per School:

- 1. Leonard Dober Elementary School \$_____
- 2. Joseph Sibilly Elementary School \$_____
- 3. STTJ Curriculum Center (old Edith Williams Academy)\$_____

Authorized Signatory: _____

Print Name: _____

Email Address: _____