



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF
EDUCATION

Division of Procurement

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Khadila D. Joseph
Director

INVITATION FOR BID (IFB)-VIDE-2019-009

SUMMER MAINTENANCE

Fire Extinguisher Maintenance Services

St. Thomas/St. John School District

Date: July 23, 2019

A. IFB SUMMARY:

The Department of Education "Department" is requesting bids for form qualified contractors to provide fire extinguisher inspection and maintenance services to various school campuses 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 –Tuesday, August 20, 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

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

For the complete servicing, hydro-testing, refilling and cleaning of fire extinguishers and portable fire suppression equipment. The service shall include, but not limited to: full breakdown, cleaning, replacement of work necessary parts, recharged, tagged, inventoried, and certified. Any cylinder requiring legal hydrostatic testing shall be accomplished within a certified and timely manner. An equal or better capacity appliance shall be provided while the cylinder is out for testing.

In the event that an appliance has to be removed from the location, a replacement will be made of equal or greater capacity. Further, all appliances shall, under the specification, comply with applicable Federal Regulations and Laws.

ITEMIZED BID SHEET

All open public schools in the St. Thomas/St. John School District to include the following:

1. Adelita Cancryn Jr. High	Approx. 25 extinguishers \$ _____
2. Charlotte Amalie High School	Approx. 101 extinguishers \$ _____
3. Uller Muller Elementary School	Approx. 25 extinguishers \$ _____
4. Joseph Sibilly Elementary	Approx. 21 extinguishers \$ _____
5. Lockahrt Elementary School	Approx. 56 extinguishers \$ _____
6. Bertha B. Boschulte Middle School	Approx. 30 extinguishers \$ _____
7. Ivanna Eudora Kean High School	Approx. 51 extinguishers \$ _____
8. Joseph Gomez Elementary School	Approx. 28 extinguishers \$ _____
9. Yvonne Bowsky Elementary School	Approx. 39 extinguishers \$ _____
10. Julius E. Sprauve (St. John)	Approx. 25 extinguishers \$ _____

THE TOTAL COST OF THE PROJECT IS \$ _____

Authorized Signatory: _____

Print Name: _____

Email Address: _____