



**VIRGIN ISLANDS  
PUBLIC BROADCASTING SYSTEM**

WTJX-TV | WTJX-FM 93.1  
**WWW.WTJX.ORG**

**REQUEST FOR PROPOSAL  
FOR  
DESIGN-BUILD SERVICES  
FOR  
VIPBS MOUNTAIN TOP FACILITY**

**RFP 0002-2022-STT**

**Issue date:**

November 14, 2022

**Submittal deadline:**

December 16, 2022

**ISSUED BY:**

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM  
HAVENSIGHT, ST. THOMAS, VI  
[https://www.wtjx.org/RFP/  
rfp002-2022@wtjx.org](https://www.wtjx.org/RFP/rfp002-2022@wtjx.org)

## **1.0 INTRODUCTION**

### *1.1 CONTEXT*

In September of 2017, St. Thomas sustained a direct hit from Hurricanes Irma and Maria. The hurricanes inflicted extensive damage to the transmission facilities of the Virgin Islands Public Broadcasting System (VIPBS) located at the Mountain Top area of St. Thomas. While VIPBS is still able to utilize the facility, repairs are required to bring it to 100% operational condition.

Through this Request for Proposal (RFP), VIPBS is soliciting bids from licensed and qualified construction firms to execute the repairs outlined in this RFP. This project will be largely funded by the Federal Emergency Management Agency (FEMA) with additional funding from Housing and Urban Development (HUD) and will be governed by the terms and conditions for federal grants.

### *1.2 VIPBS BACKGROUND*

The Virgin Islands Public Broadcasting System (VIPBS) is a not-for-profit media company providing television and radio programming to the US Virgin Islands on WTJX-TV and WTJX-FM.

VIPBS is run by a Board of Directors and the Chief Executive Officer is responsible for the day-to-day operations of the System. The basic goal of VIPBS is to advance the general welfare of the community through educational, cultural and public affairs programming, local and national, for the population of the Virgin Islands. The Stations' general policy is set by the Board of Directors. Some oversight duties are exercised by the V.I. Government's Executive and Legislative branches. The Legislative branch appropriates, and the Executive branch allots the majority of the funds necessary for the operation of the System.

VIPBS receives funds from the Corporation for Public Broadcasting (CPB), which is a private corporation created by the Federal government. It is the largest single source of funding for public television and radio programming. VIPBS is regulated by the Federal Communications Commission (FCC). VIPBS is a member of the Public Broadcasting Service (PBS) and National Public Radio (NPR).

VIPBS' mission is to partner with individuals, foundations, corporations, and Government Agencies, to develop community engagement projects, designed to enhance the quality of life for everyone in the Virgin Islands.

### *1.3 FUNDING STRUCTURE*

The scope of work embodied in this RFP is funded by two separate sources within the FEMA funding program. This RFP splits the total scope of work to be performed at the Mountain Top site into two distinct sections as further described below.

## **2.0 SCOPE OF WORK**

The facility is located at the Mountain Top area of St. Thomas, USVI (parcel 3A-17 Estate St. Peter) [GPS: 18.355640, -64.947020]. The Main Transmission Building and Office/Storage Building are located within the facility as are antennas, transmission towers, and other components of the facility.

## 2.1 MAIN TRANSMISSION BUILDING SITEWORK

2.1.1 General Description. This approximate 2,450 square foot building houses personnel and equipment responsible for the broadcasting of VIPBS' television and radio programming. This building will only have repairs performed to it. Attachment A, Scope of Work Details, is provided for reference.

2.1.2 Bid Format. The official scope of repair work for the Main Transmission Building is contained within Enclosure Document J. Proposers will be responsible for providing all-in unit costs and extensions for each line item of work.

2.1.3 Construction Conditions. Because this facility MUST remain operational during the course of construction operations, the successful Proposer will be responsible for ensuring that personnel and equipment are protected at all times. This includes potential phasing of work and temporary movement of personnel to be approved by and coordinated with VIPBS. Temporary protective measures such as erection of wood stud walls with plastic sheeting to control dust, and other measures, will be required if requested by VIPBS in consultation with the successful contractor.

Additionally, exterior equipment must be protected from damage during construction activities, such as antennas, overhead cable trays, underground utilities, A/C condenser units, etc.

2.1.4 Security Fence. The existing 820 lf of 8-ft security fence around the VIPBS property will be demolished and a new fence system installed including new vehicle and personal gates to replace existing. The new fence will be installed to comply with the 2021IBC wind loads for the location.

2.1.5 Generator Fuel Storage Shed – The existing shed covering the standby generator fuel tank will have the existing roof and walls demolished and a new roof and walls installed to comply with 2018 IBC wind loads.

## 2.2 OFFICE/STORAGE BUILDING

2.2.1 General Description. The existing 365 square foot building will require demolition and design/rebuilding according to the terms of this RFP. Attachment A, Scope of Work Details, is provided for reference.

### 2.2.2 Project Specifications.

#### 2.2.2.1 Demolition.

Drawings and Permits: Contractor is responsible for permit submission and cost  
FEMA EH&P: Contractor shall coordinate  
Hazardous Materials Assessment  
Debris Removal and Disposal

#### 2.2.2.2 New Construction. Outline specifications on the new building are listed below:

Building Dimensions: 10' x 36.5'  
Building Layout: office 1: 125 SF, office 2, 80 SF, storage: 160 SF  
Foundation: reinforced concrete strip footings with 5" slab  
Exterior Walls: reinforced masonry or cast-in-place concrete  
Roof Structure: reinforced cast-in-place concrete  
Roofing Membrane: 100 mil EPDM or TPO fleece-back, fully adhered

Doors: exterior hollow-metal, interior solid wood  
Windows: impact and wind resistant, insulated  
Ceilings: 2' x 2' suspended acoustic ceiling system w/seismic bracing  
Insulation: R-38 batt unfaced rockwool insulation, above ceiling.  
Electrical: per NEC and VI Building code  
Lighting: 2' x 2' LED troffer style light fixtures – spacing per code  
Phone: connection in each office  
Internet: provide connection to transmitter building network to both offices  
Plumbing: per code for rainwater and cisterns  
HVAC: split systems – one for each room  
Finishes: floor: VCT, interior/exterior walls paint on drywall finish  
Guttering and Downspouts: PVC, 4-in minimum.

**2.2.3 Bid Format.** Proposers shall use the official bid form in Enclosure Document K. Costs shall be all-in to include labor, materials, equipment, insurance, taxes, bonds, overhead, and profit.

**2.2.4 Construction Conditions.** The demolition and new construction work must not interfere with the ongoing operations of the facility. Special care must be taken to protect all existing buildings, antennas, cables, and other appurtenances. Such protection plan shall be approved by VIPBS prior to commencement of any work.

### 2.3 COMMENCEMENT OF SERVICES

Services will/shall commence as soon as can be scheduled.

### 2.4 NUMBER OF AWARDS

One respondent will be awarded the entire project described in this RFP.

## 3.0 REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT

The following subsections are required minimum qualifications.

- Respondents that are corporations, partnerships, or any other legal entity, shall be properly registered to do business in the Territory at the time of the submission of their Proposal to this RFP, or shall attain licensure within 30 days of award of contract. Such Respondents shall attach its license to do business or a copy of its application for a license.
- Neither Respondent nor any person or entity associated or partnering with Respondent has been the subject of any adverse findings that may prevent VIPBS from selecting Respondent. Such adverse findings may include, but are not limited to, the following:
  - a) Negative findings from the Inspector General, a Federal Inspector General, or from the U.S. Government Accountability Office, or from an Inspector General in another State
  - b) Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in another State or Territory
  - c) Pending litigation with the USVI or any other State or Territory
  - d) Arson conviction or pending case
  - e) Harassment conviction or pending case
  - f) Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
  - g) In rem foreclosure
  - h) Sale of tax lien or substantial tax arrears
  - i) Fair Housing violations or current litigation

- j) Defaults under any Federal, Territory, State or locally sponsored program
  - k) A record of substantial building code violations or litigation against properties owned and/or managed by Respondent or by any entity or individual that comprises Respondent
  - l) Past or pending voluntary or involuntary bankruptcy proceeding
  - m) Conviction for fraud, bribery, or grand larceny
  - n) Listing on the Federal Debarment or State excluded-parties lists
- Respondent has adequate financial resources to perform the contract, or the ability to obtain them. Financial records for the past two (2) years must be included in the Proposal.
  - Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
  - Respondent has a satisfactory performance record.
  - Respondent has a satisfactory record of integrity and business ethics.
  - Respondent has the necessary organization, experience, operational controls, and technical skills, or the ability to obtain them.
  - Respondent has established prior experience in successfully performing the scope of services requested.
  - Respondent and its employees hold and maintain any and all territorial, federal, state, and local licenses or certifications as required to perform the services requested.
  - Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.

### ***3.1 REQUIREMENT OF LEGAL ENTITIES***

Respondents that are corporations, partnerships, or any other legal entity, shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this RFP. Such respondents shall attach a certificate of good standing from the Office of the Lieutenant Governor in the area in which they are incorporated to their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

### **4.0 TERM OF ENGAGEMENT**

Eighteen (18) months with a six (6) month extension per mutual agreement. VIPBS reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract.

### **5.0 PRICE AND PAYMENT**

Submitted price shall be a fixed price and be all-inclusive including fees, taxes, general conditions, overhead, profit, and any other costs required to perform and complete the work. Respondents are required to present their fee breakdown in Enclosure Documents J and K. Invoicing and payment shall be on a monthly basis on percent of completed work.

### **VIRGIN ISLANDS CODE GROSS RECEIPTS TAX LAW**

Per Virgin Islands Law, cited below, VIPBS will withhold 5% of all vendor payments over \$225,000 to cover gross receipts taxes.

### **VIRGIN ISLANDS CODE**

Title Thirty-Three, Subtitle 1, PART I Chapter 3. Miscellaneous Excise Taxes; Gross Receipts Taxes; Wharfage and Docking, etc., Fees (§§ 41 — 58)

§ 43. Rate and base of gross receipts tax; exemption; definition

(a) Every individual and every firm, corporation, and other association doing business in the Virgin Islands shall report their gross receipts and pay a tax of five percent (5%) on the gross receipts of such business. The proceeds of gross receipts taxes shall be covered into the General Fund of the Treasury of the Virgin Islands.

(b) The term “gross receipts” as used in this title shall mean all receipts, cash or accrued, of the taxpayer for services or derived from trade, business, commerce or sales, and the value accruing from the sale of tangible personal property or services, or both, including rentals, fees and other involvements, however, designated, without any deduction on account of the cost of the property sold, the cost of materials used, labor cost, royalties, taxes, interest or discount paid, and any other expenses whatsoever.

(c) The provisions of this section shall apply to contractors with the Government of the United States Virgin Islands for public works, projects or undertakings.

**6.0 USE OF SUBCONTRACTORS**

VIPBS shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for execution of all work specified in the RFP and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, however, they shall acknowledge in their proposal’s total responsibility for the entire contract. VIPBS reserves the right to approve any subcontractor proposed for the contract.

**7.0 CONFLICT OF INTEREST**

A respondent submitting a proposal hereby certifies that no officer, agent or employee of VIPBS has a pecuniary interest in this bid or has participated in contract negotiations on behalf of VIPBS; 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 Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

A respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

**8.0 MINORITY & WOMEN BUSINESS ENTERPRISE (M/WBE)**

In accordance with the Virgin Islands law, service contracts awarded with fees in excess of twenty-five thousand dollars (\$25,000) must comply with equal employment opportunity requirements. Respondents that are not M/WBEs 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 companies. Enclosure G to be provided to document M/WBE subcontractors.

**9.0 GENERAL FEDERAL GRANT REQUIREMENTS**

This disaster recovery project is funded by the Federal Emergency Management Agency (FEMA) under the guidelines and regulations of The Stafford Act, and as such is subject to Federal audit and compliance. The final contract as well as any subsequent construction contracts shall include the Federal clauses required by 2 CFR 200 Appendix II. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

Additionally, because the project is receiving Federal funding, there may be a requirement for archeological monitoring and reporting during the demolition and construction phases as required by National Historic and Preservation Act (NHPA) and Virgin Island State Historical Preservation Officer (SHPO). Further, the project may be evaluated, as required by the National Environmental Policy Act (NEPA), for impacts to Federal EHP laws, regulations and executive orders including floodplain, wetlands and listed threatened and endangered species and their habitats. Any schedule or cost implications will be mutually resolved by VIPBS and the selected firm.

## 10.0 RFP PROCEDURES

### 10.1 GENERAL

All proposals must be complete and convey all the information requested in order to be considered responsive. If the proposal fails to conform to any requirement of the RFP, VIPBS alone will determine whether the defect is significant and, therefore, may not be considered. Only the information provided with the response, addenda, and materials submitted in response to VIPBS's requests for additional information will be used in the evaluation process and award determination. Failure to provide all information requested may result in disqualification.

All materials submitted in response to this RFP shall become the property of VIPBS and will not be returned. Selection or rejection of this proposal does not affect this provision.

### 10.2 BID BOND

Each bid must be accompanied by a Bid Guarantee as provided for in **Standard Form 24** which is hereby made a part of this RFP and by this reference incorporated herein as fully and effectively as if set forth in detail.

The Bid Guarantee for bidders will be five per cent (5%) of the bid price. Bid Guarantee will be in the form of a Bond (Corporate or Individual Surety), Money Order, Certified Check or Irrevocable Letter of Credit. The bid bond form provided in the bid document must be properly filled out to accompany checks and money orders. Failure to provide a five per cent (5%) bond will render the bid unresponsive. No Bidder will be allowed to withdraw his bond within a period of thirty (30) calendar days following the date set for the opening thereof.

The selected contractor will be required to secure a Performance Bond and a Payment Bond in the amount of 100% of the contract value.

### 10.3 QUESTIONS DURING RFP PROCESS

Proposers may submit questions during and after the Pre-BID Conference and before the last day for questions per the RFP Process Timeline, below. All questions shall be submitted electronically with the RFP identifier as the subject using the attached Form for Submission of Inquiries (Attachment L) to:

Tanya-Marie Singh  
Chief Executive Officer  
Virgin Islands Public Broadcasting System  
[rfp002-2022@wtjx.org](mailto:rfp002-2022@wtjx.org) (rfp002-2022@wtjx.org)

Responses in the form of RFP Addenda will be issued to all firms who have indicated an interest in submitting a proposal.

From the issue date of this RFP until a determination is made regarding the selection of a Contractor, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of

this condition is cause for VIPBS to reject the contractor’s package. VIPBS will not be responsible for any oral information given by any employee.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. VIPBS reserves the right to amend this RFP at any time. Any amendments to the RFP will be issued as written addenda. The issuance of a written addendum by the Procurement/Contract Officer is the only official method by which interpretation, clarification or additional information can be given. If VIPBS amends this RFP, the Procurement/Contract Officer will email the addenda to all potential respondents.

VIPBS will not be held responsible if any potential respondent does not provide current contact information to receive all addenda. It is the responsibility of the potential respondents to update all contact information and contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the bid package. The bid package will be considered non-responsive if all modifications are not incorporated.

**10.4 BID SUBMISSION AND DUE DATE**

Bids shall be delivered to:

Bids must be received by:

Virgin Islands Public Broadcasting System  
Attn: Ms. Tanya-Marie Singh  
19 Estate Thomas 6H  
St. Thomas, VI 00801

**Friday, December 16, 2022, 4:00 pm AST**

Bids received after this date and time will not be considered.

The package containing the Bid Documents shall be securely taped closed and clearly marked with the following label:

PROPOSAL FOR RFP 002-2022-STT  
ONLY TO BE OPENED BY ADDRESSEE

Bids will also be accepted by mail, received before the Bid Due Date, at the following address only: P.O. Box 808, Christiansted, VI 00821.

**10.5 RFP TIMETABLE**

The following are anticipated key dates in the RFP process:

Issuance of RFP	4:00 pm	November 16, 2022
Pre-Bid Meeting	10:00 am	November 29, 2022
Last Date for Questions	4:00 pm	December 9, 2022
Last Date for Responses to Questions	4:00 pm	December 13, 2022
<b>BID Due Date</b>	<b>4:00 pm</b>	<b>December 16, 2022</b>
Award Date (tentative)	4:00 pm	January 2, 2023
Notice to Proceed (tentative)	4:00 pm	January 16, 2022

The Pre-Bid meeting will take place at VIPBS’ temporary location at 1B Kongens Gade. Immediately afterwards a site visit to the Mountain Top facility will take place.



### 10.6 BID PACKAGE FORMAT & PROPOSAL CONTENT

Proposals shall be typewritten on standard 8 ½” by 11” paper. Pages shall have a one-inch margin and the font shall be 12-point Times New Roman. Written content of the Proposal must be set at one and one-half (1.5) line spacing. Larger paper (up to 11” x 17”) and smaller fonts are permissible for charts, diagrams, spreadsheets, etc. The mandatory documentation should be organized and submitted in a single 3-ring binder with tabs in the order shown below. A total of four (4) complete binders shall constitute a valid proposal. Additionally, an electronic copy of the proposal (PDF format) will be required to be included in a jump/flash drive (delivery instructions included in section 10.3).

All names must be included below each signature. Documents consisting of more than one page that require signature shall contain the initials of the Proposer’s Authorized Representative at the right-top corner of each page.

#### Cover Page:

- Proposer’s Name
- Contact Information
- Mailing address
- RFP submission date
- Project title

#### Tab One: Cover Letter

- Cover letter should be provided on the company’s official business letterhead, if the proposal is submitted by an organization, with contact information. Must be signed by an officer of the organization authorized to bind the company contractually to all commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda.
- State that if awarded the contract, the firm or individual will be solely responsible for all aspects of the engagement including any portion that may be performed by subcontractors, if any.
- Make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- State that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
- Disclose and identify any existing contractual work for the Territorial Government, whether direct or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

#### Tab Two: Firm Profile

- Firm Profile: Name, Mailing Address, Phone, Website
- Number of Years in Business
- Type of Organization
- Principals Names and Resumes
- Staffing Count by Position
- Description of Services Offered

- Professional and General Liability Insurance Coverage Description
- Insurance Claims Against Firm (past 10 years)
- Current Workload Details
- Proof of Licensure as a U.S. Virgin Islands Business, or in the jurisdiction in which it is located

Tab Three: Firm Experience

- Firm Overall Project Experience (past 10 years)

Tab Four: Subcontractors

- Provide same information as Tabs Two and Three for all Subcontractors

Tab Five: Project Approach

Provide a description of the methodology and considerations your firm proposes to employ in the event it is selected to provide the requested services for each building project.

Tab Six: Project Structure

- Project Organizational Chart for All Phases of Project
- Key Personnel Resumes Assigned to Project

Tab Seven: Enclosures

- Enclosure Document A Enclosure Checklist Form
- Enclosure Document B Non-Collusive Affidavit
- Enclosure Document C Debarment Certification Form
- Enclosure Document D Contract Document Checklist
- Enclosure Document E Contractor's Qualification Statement Form with References (3)
- Enclosure Document F Conflict of Interest
- Enclosure Document G M/WBE Disclosure Form
- Enclosure Document H Authorization for Background Check & Financial Information
- Enclosure Document I Prior Performance Certification
- Enclosure Document J Official Itemized Bid Sheet – Main Transmission Building
- Enclosure Document K Official Bid Sheet – New Storage/Office Building

Tab Eight: Schedule

- One-Page Project Schedule

Tab Nine (optional): Brochure which describes the firm's services, organization and examples of similar work completed to date.

### *10.7 PROPOSAL/BID EVALUATION AND SELECTION CRITERIA*

Bids will be opened on the date and time given in Section 10.5 of this RFP to determine the low bidder. All submittals will be subsequently reviewed to confirm they are complete and responsive by the evaluation committee. If the low bidder is determined to be non-responsive, the next, lowest, responsive bidder will be selected.

### *10.8 REQUIRED DOCUMENTS*

The successful respondent shall have ten (10) days from the day the notice of selection is received to submit the following documents:

- A. Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company's Annual Report on June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.
- B. Liability Insurance** - The successful respondent will be required to obtain and have in place Liability Insurance in an amount no less than Five Hundred Thousand Dollars (\$500,000.00). The Insurance policy shall name the VIPBS as an "Additional Insured." The successful respondent must provide a copy of the Liability Insurance.
- C. Performance and Payment Bonds** – Respondents shall provide bonds for 100% of the contract value.
- D. Worker's Compensation** - The successful respondent will be required to provide proof of Worker's Compensation.

Failure to provide the required documents within the stated time period may result in the proposals deemed non-responsive and may be immediately disqualified with no further consideration given for potential awarding of the contract.

#### *10.9 CONTRACTING INSTRUMENT*

It is expected that VIPBS and the selected construction firm will execute the following agreement modified to suit the project: American Institute of Architects Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

A sample may be previewed at the following web page:

[https://content.aia.org/sites/default/files/2017-04/A104\\_2017%20sample%20%28002%29.pdf](https://content.aia.org/sites/default/files/2017-04/A104_2017%20sample%20%28002%29.pdf)

*ENCLOSURE DOCUMENT A*  
**Virgin Islands Public Broadcasting System**  
***ENCLOSURE CHECKLIST***

**RFP 002-2022-STT**

**Construction Services for Repairs to Mountain Top Facility**

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**Proposer:**

**Date:**

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<input type="checkbox"/>	Enclosure Document A Enclosure Checklist Form
<input type="checkbox"/>	Enclosure Document B Non-Collusive Affidavit
<input type="checkbox"/>	Enclosure Document C Debarment Certification Form
<input type="checkbox"/>	Enclosure Document D Contract Document Checklist
<input type="checkbox"/>	Enclosure Document E Contractor's Qualification Statement Form with References (3)
<input type="checkbox"/>	Enclosure Document F Conflict of Interest
<input type="checkbox"/>	Enclosure Document G M/WBE Disclosure Form
<input type="checkbox"/>	Enclosure Document H Authorization for Background Check & Financial Information
<input type="checkbox"/>	Enclosure Document I Prior Performance Certification
<input type="checkbox"/>	Enclosure Document J Itemized Bid Sheet

*ENCLOSURE DOCUMENT B*  
**Virgin Islands Public Broadcasting System**  
***NON-COLLUSIVE AFFIDAVIT***

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or sham; that said proponent has not colluded conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham proposal cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal cost of the affinity or of any other proponent, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, or to secure any advantage against the Virgin Islands Public Broadcasting System or any person interested in the proposed contract; and that all statements in said proposal or cost proposal are true.

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Corporation)

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Limited Liability Corporation)

\_\_\_\_\_  
(Name of the Respondent, if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me on the Island of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_  
of legal age, \_\_\_\_\_  
(Trade or Corporation)

and personally, known to me.

(SEAL)

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

ENCLOSURE DOCUMENT C  
Virgin Islands Public Broadcasting System  
**DEBARMENT CERTIFICATION FORM**

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

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- (1) The respondent certifies, by submission of this RFP Response, 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.
- (2) The respondent will provide immediate written notice to whom this Certification is submitted if at any time the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) The respondent shall not knowingly enter any agreement/subcontractor relationship lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this procurement, unless authorized by the department or agency with which this procurement originated.
- (4) 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. VIPBS may also exercise any other remedy available by law.
- (5) Where the respondent is unable to certify to any of the statements in this certification, such respondent shall attach an explanation to this RFP Response.

Name and Title of Authorized Representative

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Signature

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Date

ENCLOSURE DOCUMENT D  
**Virgin Islands Public Broadcasting System**  
***CONTRACT DOCUMENT CHECKLIST***

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

Contact Person: \_\_\_\_\_

Telephone Number:   Office \_\_\_\_\_                      Mobile \_\_\_\_\_

1. \_\_\_ Contractor Corporate Documents

- \_\_\_ **Corporation**           \_\_\_ Copy of Articles of Incorporation & By Laws  
                                 \_\_\_ Letter of Good Standing from Office of the Lt. Governor/Copy of  
                                 receipt demonstrating Annual Report is filed.
  
- \_\_\_ **LLC**                       \_\_\_ Copy of Articles of Organization  
                                 \_\_\_ Copy of Operating Agreement  
                                 \_\_\_ Certificate of Existence from Office of the Lt. Governor/Copy of  
                                 receipt demonstrating Annual Report is filed.

\_\_\_ **Sole Proprietor**   \_\_\_ Copy of Trade Name Certificate

2. \_\_\_ Current business license    Expiration date: \_\_\_/\_\_\_/20\_\_\_  
Type of business license: \_\_\_\_\_
3. \_\_\_ Employer Identification Number (EIN)/Social Security Number (SSN): \_\_\_\_\_
4. \_\_\_ Insurance Binder    Expiration date: \_\_\_/\_\_\_/20\_\_\_  
Type of Insurance:   \_\_\_ General Liability   \_\_\_ Automobile   \_\_\_ Errors and Omissions
5. \_\_\_ Workers Compensation Insurance    Expiration date: \_\_\_/\_\_\_/20\_\_\_
6. \_\_\_ Bid Bond

-----*For VIPBS use only*-----

- 1. \_\_\_ Proposed Scope of Work   EBID#\_\_\_\_\_   RFP#\_\_\_\_\_   RFQ#\_\_\_\_\_   RFP# \_\_\_\_\_
- 2. \_\_\_ Proposals           \_\_\_ Bids           \_\_\_ Signed Evaluation Spreadsheet   \_\_\_ Recommendation
- 3. \_\_\_ Request for approval from Legal Counsel and Executive Director.

Legal Counsel: \_\_\_\_\_    Date approved: \_\_\_/\_\_\_/20\_\_\_

VIPBS, CEO: \_\_\_\_\_    Date approved: \_\_\_/\_\_\_/20\_\_\_

Date submitted to BOD for Contract Approval : \_\_\_/\_\_\_/20\_\_\_

Suggested # of Days in Contract \_\_\_\_\_

Mobilization/Payment Terms \_\_\_\_\_

Outstanding Issues: \_\_\_\_\_

*ENCLOSURE DOCUMENT E*  
**Virgin Islands Public Broadcasting System**  
***CONTRACTOR'S QUALIFICATION STATEMENT***

Name of License Holder: \_\_\_\_\_

Name of Company/DBA (if any): \_\_\_\_\_

Legal Status: (check one) Corp. \_\_\_\_\_ LLC \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Business Location (office): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website address (if any): \_\_\_\_\_

Number of Years licensed to conduct business in the U.S. Virgin Islands \_\_\_\_\_

Number of construction projects completed in the last 5 Years \_\_\_\_\_, Average value of these Contracts \$ \_\_\_\_\_

Do you have current Liability Insurance Coverage?  Yes  No If yes, value \$ \_\_\_\_\_

Have you ever failed to complete a project, been fired and/or sued by one of your clients? \_\_\_\_\_

*(If yes, explain on another sheet, the circumstances and outcome)*

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? \_\_\_\_\_

*(If yes, explain on another sheet, the circumstances and outcome)*

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**Complete the following pages for information related to your current and past projects references/client listing.**

List the **Subcontractors** you will utilize:

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*ENCLOSURE DOCUMENT E*  
**Virgin Islands Public Broadcasting System**  
***CONTRACTOR'S QUALIFICATION STATEMENT***

continued

Provide at least three (3) references for the most recent, relevant work comparable to the scope requested in this RFP.

- Referral Name, Company, Title, and Contact Information (Phone and Email)
- Project Name, Location, and Description
  - Contract Value, Start and End Date, % Complete, etc.
- Services Performed
- Referral #1 \_\_\_\_\_
- Referral #1 \_\_\_\_\_
- Referral #1 \_\_\_\_\_
- Referral #1 \_\_\_\_\_
- Referral #1 \_\_\_\_\_
  
- Referral #2 \_\_\_\_\_
- Referral #2 \_\_\_\_\_
- Referral #2 \_\_\_\_\_
- Referral #2 \_\_\_\_\_
- Referral #2 \_\_\_\_\_
- Referral #2 \_\_\_\_\_
  
- Referral #3 \_\_\_\_\_
- Referral #3 \_\_\_\_\_
- Referral #3 \_\_\_\_\_
- Referral #3 \_\_\_\_\_
- Referral #3 \_\_\_\_\_
- Referral #3 \_\_\_\_\_

Certification of truth of the above Statements, by: \_\_\_\_\_ Title:

\_\_\_\_\_

*ENCLOSURE DOCUMENT F*  
Virgin Islands Public Broadcasting System  
***CONFLICT OF INTEREST***

**By signing this form, the Respondent certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, for the organization or any of its staff, and that the Respondent, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the Respondent, subcontractor, employee, or consultant).**

Conflicts may arise in but not limited to the following situations:

- a) Unequal access to information. A potential respondent, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in the Virgin Islands.
  - b) Biased ground rules. A potential respondent, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract for disaster recovery services in the Virgin Islands.
  - c) Impaired objectivity. A potential respondent, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.
- 1) Proposer must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.
  - 2) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, VIPBS will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest.
  - 3) The Respondent, subcontractor, employee, or consultant agrees that if “impaired objectivity”, or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the

Proponent has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

The Respondent, \_\_\_\_\_, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from RFP No. **RFP 002-2022-STT** that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The Respondent further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to VIPBS’s satisfaction, such conflict of interest (or apparent conflict of interest).

Name and Title of Authorized Representative

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*ENCLOSURE DOCUMENT G*  
**Virgin Islands Public Broadcasting System**  
***M/WBE DISCLOSURE FORM***

The Government of the Virgin Islands promotes and encourages the involvement of minority and women-owned firms, generally referred to as M/WBE, in all phases of work and provides equal opportunities to compete for construction, professional services, technical services, equipment, supplies, and other contracts.

For purposes of this Disclosure Form, term “subcontractors” is intended to refer to subcontractors, suppliers, consultants, sub-consultants, vendors or other contracting parties, as applicable.

**Name of Prime Firm:** \_\_\_\_\_

1. If your firm will provide all of the labor, materials, equipment, supplies and/or services required for this procurement, please complete Sections A of this Disclosure Form.

**SECTION A**

Our firm has not identified any subcontracting opportunities and will not subcontract any portion of the work.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Our firm’s M/WBE status is as follows (check all that apply):

- Minority owned business enterprise
- Women-owned business enterprise
- None of the above

2. If your firm will subcontract any portion of this procurement, please complete Section B of this Disclosure Form.

**SECTION B**

Our firm will subcontract portions of the work to one or more subcontractors.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Our firm’s M/WBE status is as follows (check all that apply):

- Minority owned business enterprise
- Women-owned business enterprise
- None of the above

*ENCLOSURE DOCUMENT G*  
**Virgin Islands Public Broadcasting System**  
***M/WBE DISCLOSURE FORM***

continued

Our firm intends to subcontract portions of the work to the following subcontractor(s) described below:

Subcontractor Firm Name, Contact and Phone # / Role	M/WBE Status
1.	<input type="checkbox"/> Minority owned business enterprise <input type="checkbox"/> Women-owned business enterprise <input type="checkbox"/> None of the above
2.	<input type="checkbox"/> Minority owned business enterprise <input type="checkbox"/> Women-owned business enterprise <input type="checkbox"/> None of the above
3.	<input type="checkbox"/> Minority owned business enterprise <input type="checkbox"/> Women-owned business enterprise <input type="checkbox"/> None of the above

ENCLOSURE DOCUMENT H

Virgin Islands Public Broadcasting System  
***AUTHORIZATION FOR BACKGROUND CHECK & FINANCIAL  
INFORMATION***

By signing this Authorization, the Proposer authorizes the Virgin Islands Public Broadcasting System (VIPBS) to seek any background and/or financial information it deems necessary to evaluate the Respondent's financial capacity in connection to the Request for Proposal (RFP) referenced above.

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Name of Proposer Entity

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Signature of Authorized Representative

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Date

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Printed Name of Authorized Representative

*ENCLOSURE DOCUMENT I*  
**Virgin Islands Public Broadcasting System**  
***PRIOR PERFORMANCE CERTIFICATION***

1. Has the Proposer or any of its Team Members been notified with a “Letter of Concern”, which refers to any written communication from a Government entity notifying the Proposer or any of its Team Members, wariness or caution about the performance under a contract to provide services.

Yes       No       Other (Specify):

\_\_\_\_\_

If yes, provide a copy of every “Letter of Concern” received from and as a contractor of a Government entity.

2. Has the Proposer or any of its Team Members been found in default of contract terms with any contracting entity?

Yes       No

If yes, indicate below if a Performance Bond or other means was used to resolve the default issue:

Yes       No       Other (Specify):

\_\_\_\_\_

Name of Surety Company: \_\_\_\_\_

Telephone of Surety Company: \_\_\_\_\_

Contact Person of Surety Company: \_\_\_\_\_

Provide an explanation regarding the circumstances that created the need for the contracting entity to invoke the terms of the Performance Bond, or other means, to include the current status of the matter (Include additional sheets if necessary).

\_\_\_\_\_  
Proposer Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

<i>ENCLOSURE DOCUMENT J</i>								
<b>Virgin Islands Public Broadcasting System</b>								
<b>OFFICIAL ITEMIZED BID FORM – REPAIRS TO TRANSMITTER BUILDING</b>								
#	BI		BUILDING / AREA	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
1.	1	a	BUILDING AIR CONDITIONING	Remove and dispose of air conditioner condensing units	7	EA		
2.	1	b	BUILDING AIR CONDITIONING	Provide 60,000 BTU condensing units designed for IBC wind loads. Work to include installed, evacuated and fully charged including electrical wire and disconnects. Service indoor fan coil units and provide system performance report to confirm installation.	1	EA		
3.	1	c	BUILDING AIR CONDITIONING	Provide 54,000 BTU condensing units designed for IBC wind loads. Work to include installed, evacuated and fully charged including electrical wire disconnects. Service indoor fan coil units and provide system performance report to confirm installation.	1	EA		
4.	1	d	BUILDING AIR CONDITIONING	Provide 120,000 BTU condensing units designed for IBC wind loads. Work to include installed, evacuated and fully charged including electrical wire and disconnects. Service indoor fan coil units and provide system performance report to confirm installation.	2	EA		
5.	1	e	BUILDING AIR CONDITIONING	Provide and install protective cage for all installed air conditioner condensing units to protect from hurricane force winds and debris.	4	EA		
6.	1	f	BUILDING AIR CONDITIONING	Provide wall mountings for air conditioner condensing units rated for hurricane wind loads	4	EA		
7.	2	a	BUILDING EXTERIOR WALL	Pressure wash exterior wall to prepare for painting/sealing	2,340	SF		
8.	2	b	BUILDING EXTERIOR WALL	Patch and repair CMU and stucco on exterior wall	500	SF		
9.	2	c	BUILDING EXTERIOR WALL	Provide exterior primer and two coats paint system to provide 10-yr life warranty	2,340	SF		
10.	2	d	BUILDING EXTERIOR WALL	Provide silane/siloxane sealant over exterior wall paint	2,340	SF		
11.	2	e	BUILDING EXTERIOR WALL	Remove and replace 24-in x 24-in impact-resistant, glass, operating, exterior window in bathroom.	1	EA		



<i>ENCLOSURE DOCUMENT J</i>								
<b>Virgin Islands Public Broadcasting System</b>								
<b>OFFICIAL ITEMIZED BID FORM – REPAIRS TO TRANSMITTER BUILDING</b>								
#	BI		BUILDING / AREA	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
12.	3	a	BUILDING EXTERIOR ROOF	Pressure wash concrete roof base to prepare for new roof	1,650	SF		
13.	3	b	BUILDING EXTERIOR ROOF	Patch and seal cracks in concrete roof base	50	SF		
14.	3	c	BUILDING EXTERIOR ROOF	Provide and install TPO or EDPM membrane roof - 15-yr warranty application	1,650	SF		
15.	3	d	BUILDING EXTERIOR ROOF	Inspect and repair corrugated metal panel roof over generator bay	40	SF		
16.	3	e	BUILDING EXTERIOR ROOF	Prepare corrugated metal roof, provide and apply acrylic liquid roof sealant	180	SF		
17.	4	a	DRAINAGE AND ACCESS WALKWAY	Excavate along east exterior wall approximately 80-ft x 10-ft x 10-inches deep to expose wall at concrete floor slab.	640	CF		
18.	4	b	DRAINAGE AND ACCESS WALKWAY	Apply silane/siloxane based or similar waterproof barrier to exterior wall section below grade and 1-ft above new concrete walkway.	80	LF		
19.	4	c	DRAINAGE AND ACCESS WALKWAY	Install 4-in drainage pipe along wall below grade with connections to floor drains in new concrete walkway	80	LF		
20.	4	d	DRAINAGE AND ACCESS WALKWAY	Provide and install compacted 6-inch gravel base and 80-ft x 10-ft x 4-in concrete walkway with floor drains.	800	SF		
21.	5	a	BUILDING EXTERIOR CISTERN	Remove existing building gutters and downspouts	200	LF		
22.	5	b	BUILDING EXTERIOR CISTERN	Repair roof gutters and provide/install 4-in downspouts to existing cisterns	200	LF		
23.	5	c	BUILDING EXTERIOR CISTERN	Pump out, clean, reseal and sanitize cistern	2	EA		
24.	5	d	BUILDING EXTERIOR CISTERN	Provide 5,000-gal potable water to 2 cisterns.	10,000	GAL		
25.	5	e	BUILDING EXTERIOR CISTERN	Pressure wash and repaint south exterior wooden steps. Include tread aggregate to step surface.	75	SF		
26.	6	a	BUILDING INTERIOR	Remove ceiling acoustical tile, grid and ceiling insulation	1,100	SF		
27.	6	b	BUILDING INTERIOR	Remove wood doors and frames	2	EA		

<i>ENCLOSURE DOCUMENT J</i>								
<b>Virgin Islands Public Broadcasting System</b>								
<b>OFFICIAL ITEMIZED BID FORM – REPAIRS TO TRANSMITTER BUILDING</b>								
#	Bl		BUILDING / AREA	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
28.	6	c	BUILDING INTERIOR	Provide 36-in x 80-in solid wood doors, frame, trim and painted	2	EA		
29.	6	d	BUILDING INTERIOR	Remodel doorways to 36-in x 80-in openings include frame and trim.	2	EA		
30.	6	e	BUILDING INTERIOR	Provide new ceiling acoustical tile suspension grid	1,100	SF		
31.	6	f	BUILDING INTERIOR	Provide and install new unfaced batt insulation, R-38, rockwool	1,100	SF		
32.	6	g	BUILDING INTERIOR	Provide and install new 2x2 ceiling acoustical tile, moisture and mold resistant	1,100	SF		
33.	6	h	BUILDING INTERIOR	Remove and replace 2-ft x 2-ft, drop ceiling light fixtures	4	EA		
34.	6	i	BUILDING INTERIOR	Clean and patch cracks in interior CMU wall	300	SF		
35.	6	j	BUILDING INTERIOR	Paint interior walls	2,200	SF		
36.	6	k	BUILDING INTERIOR	Remove damaged wall wood panel, drywall, or plywood	850	SF		
37.	6	l	BUILDING INTERIOR	Replace gypsum wallboard, 1/2-in	80	SF		
38.	6	m	BUILDING INTERIOR	Replace 1/4-in wood paneling	550	SF		
39.	6	n	BUILDING INTERIOR	Replace 3/8-in plywood	220	SF		
40.	7	a	GENERATOR FUEL SHED	Demolish Galvalume roofing, lattice and framing	1	LS		
41.	7	b	GENERATOR FUEL SHED	Provide and install decorative screen CMU blocks	250	SF		
42.	7	c	GENERATOR FUEL SHED	Provide and install reinforced, CIP concrete roof deck with column supports.	250	SF		
43.	7	d	GENERATOR FUEL SHED	Provide and install liquid applied roof sealer	250	SF		
44.	7	e	GENERATOR FUEL SHED	Provide and install steel open grate door- 32-in x 80-in	1	EA		
45.	7	f	GENERATOR FUEL SHED	Pressure wash, prime and paint exterior wall	575	SF		
46.	7	g	GENERATOR FUEL SHED	Replace existing fuel lines (supply and return) from fuel shed to generator room. New lines will be encased in protective covering or pipe to prevent damage	20	LF		
47.	8	a	Perimeter security fence	Demolish existing steel chain link fence material, barbwire, braces, fence posts, gates and footings	1	LS		

<i>ENCLOSURE DOCUMENT J</i>								
<b>Virgin Islands Public Broadcasting System</b>								
<b>OFFICIAL ITEMIZED BID FORM – REPAIRS TO TRANSMITTER BUILDING</b>								
#	BI		BUILDING / AREA	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
48.	8	b	Perimeter security fence	Provide and install 8-ft high, # 9 gauge, galvanized steel chain link fence, 80 each, 6-5/8-inch galvanized sch 40 steel posts set in concrete footers, with top, middle and bottom braces, 12 each, 8-inch, sch 40 steel posts for corner and gate openings. Provide barbwire holders for each post to hold 3 runs of barbwire and provide 2,400 lf of barbwire. Installation to comply with IBC wind load requirements.	800	LF		
49.	8	c	Perimeter security fence	Provide and install 20-ft x 8-ft steel frame, galvanized steel chain link fence, barbwire automatic, rolling gate with heavy-duty gate operator with 2 (each) outdoor pushbutton code operator stations and 6 wireless remotes.	1	EA		
50.	8	d	Perimeter security fence	Provide and install 12-ft x 8-ft steel frame, double, swing gate, galvanized steel chain link fence, with barbwire.	1	EA		
51.	8	e	Perimeter security fence	Provide and install 16-ft x 8-ft steel frame, double, swing gate, galvanized steel chain link fence with barbwire	1	EA		
52.	8	f	Perimeter security fence	Provide steel frame, 36-in x 8-ft pass-way swing gate with pushbutton code station and remote latch, galvanized steel chain link fence with barbwire	1	EA		
53.	ADD/DEDUCT ALTERNATE ITEM							
54.	1	A	Construction and Demolition Debris	Shipping and safe, legal disposal to the U.S. Mainland, including dump charges and tipping fees. In lieu of line items 50 and 56 above.	200	CY		
<b>TOTAL PROPOSED COST (numeric)</b>								
<b>TOTAL PROPOSED COST (written)</b>								

\_\_\_\_\_  
Proposer Company Name

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Signature of Authorized Representative

Date

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Printed Name of Authorized Representative

<i>ENCLOSURE DOCUMENT K</i>								
<b>Virgin Islands Public Broadcasting System</b>								
<b>OFFICIAL ITEMIZED BID FORM – NEW OFFICE/STORAGE BUILDING</b>								
#	Bl		BUILDING / AREA	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
1.	1	c	Engineer's Office and Storage Building	Excavation, provided foundation, and floor slab	365	SF		
2.	1	d	Engineer's Office and Storage Building	Exterior walls, roof with TPO or EDPM roof covering.	365	SF		
3.	1	e	Engineer's Office and Storage Building	Provide 36-in x 80-in steel exterior doors.	2	EA		
4.	1	f	Engineer's Office and Storage Building	Provide 48-in x 80-in double, steel exterior doors.	1	EA		
5.	1	g	Engineer's Office and Storage Building	Provided 36-in x 60-in aluminum framed, single hung, hurricane rated and impact resistance exterior windows	5	EA		
6.	1	h	Engineer's Office and Storage Building	Provide exterior primer and two coats paint system to provide 10-yr life warranty	1,115	SF		
7.	1	i	Engineer's Office and Storage Building	Provide interior, partition wall, light-weight steel studs with 1/4" plywood on two sides.	20	LF		
8.	1	j	Engineer's Office and Storage Building	Provide and install gypsum wallboard	600	SF		
9.	1	k	Engineer's Office and Storage Building	Provide 2x2 LED drop ceiling light fixtures	11	EA		
10.	1	l	Engineer's Office and Storage Building	Provide 2x2 LED drop ceiling light fixtures with battery backup	3	EA		
11.	1	m	Engineer's Office and Storage Building	Provide furring strips and 1/4" plywood on masonry walls	300	SF		
12.	1	n	Engineer's Office and Storage Building	Provide 100-amp Electrical service, distribution panel	1	EA		
13.	1	o	Engineer's Office and Storage Building	HVAC units, (8,000 BTU each), mini-split, wall mounted with debris cage	3	EA		
14.	1	p	Engineer's Office and Storage Building	Provide interior wall paint, primer and two coats	1,500	SF		
15.	1	q	Engineer's Office and Storage Building	Provide acoustical ceil tile and support frame, 2x2, with R-38 unfaced, batt rockwool insulation	80	SF		
16.	1	r	Engineer's Office and Storage Building	Provide soundproof ceiling tile and support frame, 2x2, with R-38 unfaced, batt rockwool insulation	125	SF		

#	BI		BUILDING / AREA	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
17.	1	s	Engineer's Office and Storage Building	Provide soundproof wall covering	400	SF		
18.	1	t	Engineer's Office and Storage Building	Provide VCT tile flooring	80	SF		
19.	1	u	Engineer's Office and Storage Building	Provide VCT antistatic tile flooring	125	SF		
20	2	a	Construction and Demolition Debris	Develop and provide demolish plans to DPNR for review and approval	1	LS		
21	2	b	Construction and Demolition Debris	Demolish existing, damaged building	150	CY		
22	2	c	Construction and Demolition Debris	All C&D debris will be transported away from work site. Contractor shall be responsible for final disposal at local WMA landfill	150	CY		
23	ADD/DEDUCT ALTERNATE ITEM							
24	2	d	Construction and Demolition Debris	Shipping and safe, legal disposal to the U.S. Mainland, including dump charges and tipping fees. In lieu of line items 50 and 56 above.	150	CY		
<b>SUBTOTAL - DIRECT COST OF WORK</b>								
General Conditions (incl Gen Req. Insurance, & Bond)								
Overhead & Profit								
<b>SUBTOTAL - CONTRACTOR GMP COST</b>								
A&E FEES- Provide Architectural Engineering (A/E) plans for new building								
PERMITS, TESTING AND INSPECTIONS								
<b>SUBTOTAL - SOFT COSTS</b>								
<b>GRAND TOTAL</b>								

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Proposer Company Name

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Signature of Authorized Representative and Date

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Printed Name of Authorized Representative

ENCLOSURE DOCUMENT L  
Virgin Islands Public Broadcasting System  
**FORM FOR SUBMISSION OF INQUIRIES**

**RFP 002-2022-STT**

**Design-Build Services for Mountain Top Facility**

*Submit additional sheets of this Form for Submission of Inquiries if more than 10 questions are to be submitted*

**Proposer:**

**Date:**

No.	Question	RFP Section or Document	RFP or Document Page No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			