



QUOTE REQUEST FORM

DATE OF REQUEST:	REQUISITION #:	CONTRACT #:	RESPOND BY:
7/15/2021			7/28/2021

QUOTES WILL NOT BE CONSIDERED AFTER THE RESPOND DATE INDICATED ABOVE.

TO: CONTRACTOR (Name, Address, Zip Code)	FROM: ISSUING OFFICE				
	Marilyn Miller Procurement Manager 9900 Oswald Harris Court St Thomas, VI 00832-3100				
CONTRACTOR'S TAX ID #:	ISSUING OFFICE TELEPHONE #:				
	(340) 715 - 7330				
CONTRACTOR'S TELEPHONE #:	ISSUING OFFICE FAX #:				
	(340) 775 - 0832				
CONTRACTOR'S FAX #:	ISSUING OFFICE E-MAIL ADDRESS:				
	mmiller@vihousing.org				
CONTRACTOR'S E-MAIL ADDRESS:	PAYMENT TERMS:				
	NET 30 DAYS				
BUSINESS CLASSIFICATION (Check all that apply):	<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> MINORITY	<input type="checkbox"/> WOMEN-OWNED	<input type="checkbox"/> SECTION 3	
MAIL INVOICE TO (Address, Zip Code):	SHIP TO:				
Virgin Islands Housing Authority ATTN: Chief Financial Office 9900 Oswald Harris Court St. Thomas, VI 00832-3100	Virgin Islands Housing Authority 9900 Oswald Harris Court St. Thomas, VI 00802-3100 Phone: 340-774-7485 Fax: 340-775-0832				

QUOTE REQUEST FORM INSTRUCTIONS:

ITEM # OR STOCK #	List one number for each line item requisitioned whether the line item is a single item, or a quantity of that item. Indicate the appropriate stock number, if any.
DESCRIPTION OF ARTICLES OR SERVICES	Item(s) being requested. If substitutes are being proposed, please identify proposed items with Item/Stock#, Description and any other defining and pertinent information.
QUANTITY	Enter the quantity of units for each item number
UNIT OF ISSUE	Describe the type of unit, e.g., dozen, square foot
UNIT PRICE	Enter the unit price for each unit described
AMOUNT	Enter the price for the total number of units requested
TOTAL	Enter the price for ALL items requisitioned
GRAND TOTAL	Enter the price for ALL items requisitioned plus any shipping, delivery and/or packaging cost. This amount shall represent the TOTAL amount that will be invoiced for this Quote Request.

NOTE: Unless otherwise specified herein, all prices shall be on a firm, fixed-price basis and are not subject to adjustment based on cost incurred. "Fixed price includes all shipping and handling costs." VIHA is exempt from sales tax. The Contractor agrees to pay all taxes incurred in performance of an awarded purchase order/contract.



QUOTE REQUEST FORM

The Virgin Islands Housing Authority (VIHA) is soliciting quotes for: **Installation of Automatic Sliding Glass Doors at Wilford Pedro Office** as specified and listed under the item description columns on the Quote Request Forms.

Item #	Location or Mark	Description of Articles or Services	Unit	Quantity	Unit Price	Amount
<p>The proposed scope of work (Scope) describes the tasks to be performed to assist the Virgin Islands Housing Authority (VIHA) with completing Site and Building Common Area Repairs. The proposed scope of work is distributed at various locations throughout the site as described below.</p>						
Wilford Pedro Management Office						
1	Office	Remove/Reconfigure curtain wall at office entrance to accommodate two sliding doors. 18'- 3" X 10'- 8" height, pictures attached.	EA	1		
2	Office	Supply and install automatic sliding doors. 2 X 36" wide by 80" height	EA	2		
3	Office	Supply and install hardware for automatic door, switch, sensor, motor, track.	EA	1		
4	Office	Supply and install aluminum retractable shutters to cover entire curtain wall	SF	198		
Time of Completion: 28 Calendar Days						
Provide One Year Warranty Statement at completion of work.xp						
TOTAL						

COMPANY NAME	
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	
SIGNATURE OF AUTHORIZED REPRESENTATIVE	

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REQUEST FOR QUOTATIONS (RFQ)



Install new glass sliding door at Wilford Pedro Office

SCOPE OF WORK

1. REQUIREMENTS INCLUDE

The Project consists of, but is not limited to the Contractor supplying labor, equipment, tools, transportation, and materials required to **Install new automatic sliding glass doors at Wilford Pedro Office** as specified and listed under the item description columns on the Quote Request Form.

The scope of services is detailed on the Quote Request Forms and on the sheets of Drawings attached. The project summary is as follows but not limited to the following:

2. PROJECT LOCATION

The work will be located at the following VIHA property:

Wilford Pedro
53 Estate Whim
Frederiksted, St. Croix, VI 00840

3. PURPOSE

The purpose of the proposed work is to Install automatic sliding doors on the specified Management Office Building within the community.

4. SCOPE OF SERVICES

The scope of services is detailed in the Drawings attached as part of the quote request documents. The work consists of but is not limited to the contractor supplying labor, equipment, tools, transportation, and materials required to **Install new automatic sliding glass doors at Wilford Pedro Office** as specified and listed under the item description columns on the Quote Request Form.

5. TIME OF COMPLETION

The work shall be completed within **28** Calendar days as stipulated on the Quote Request Form.

6. SPECIAL WORK CONDITIONS

The contractor shall verify all measurements and ascertain quantities and existing conditions prior to commencement of work.

The Contractor shall schedule, program, and perform all work in such a manner to assure the health, safety, and welfare of the tenants at all times and under all conditions. Prior to commencing any work under this contract, the Contractor shall submit to the Virgin Islands Housing Authority for its approval, the program schedule proposed to accomplish the work.

Areas of Work will be occupied by the Owner during the course of this project. The Contractor shall protect the occupants and other persons and property from injury or damage from actions of the Contractor in conjunction with this project work. Keep public right-of-way clear. Do not use these areas for parking or staging.

7. GENERAL NOTES

The Owner shall continue to occupy the site at all times during the construction period. Contractor shall not impede on the Owner's continued use of the site.

Temporary bridge with a safety net cover has to be installed for egress on the apartments.

Keep existing driveways and entrances serving the premises clear and available at all times. Do not use the driveways for parking or storage of materials.

Do not encumber the site with materials or equipment. Confine stockpiling of materials and location of storage sheds to the areas indicated or approved by VIHA.

Lock automotive type vehicles and other mechanized or motorized construction equipment, when parked and unattended with the motor running or ignition key in place.

8. DEFINITIONS

The following terms are used throughout the documents. The work shall be governed in accord with the following definitions and definitions.

Provide: Provide means Furnish and install.

Shop Fabricated: Shop Fabricated refers to items made by the contractor in his own shop.

9. INSURANCE

The following insurance coverage shall be carried by the Contractor during the term of this contract and will be subject to approval by VIHA. The premium cost of all insurance purchased by the Contractor for protection against risks assumed by virtue of the contract shall be borne by the Contractor and is not reimbursable by VIHA.

A. Worker's Compensation, in accordance with the laws of the Territory of the U.S. Virgin Islands.

B. The Contractor shall carry Commercial General Liability Insurance in the amount of \$500,000 with combined minimum limits of coverage of \$500,000 per occurrence, and motor vehicle liability insurance with minimum limits of \$500,000 per accident for bodily injury and property damage

C. VIHA shall be specified as an additional insured. The Contractor shall also agree to indemnify and hold VIHA, its officers, agents and employees, harmless from any and all claims made against VIHA's officers, agents and employees, which arise out of any action or omission of the Contractor or any of its officers, employees or agents, which agreement to indemnify and hold VIHA, its officers, agents and employees, harmless shall not be limited to the limit of liability insurance required under the provisions of these specifications or contract, of which these specifications are made a part.

D. Proof of insurance shall be provided to VIHA prior to execution of this Contract. VIHA specifically reserves the right to require the Contractor to provide certified copies of such policy or policies. Each such policy will not be canceled or materially changed or altered without first giving thirty (30) days written notice thereof to **Marilyn Miller, Procurement Manager, Procurement Department, #9900 Oswald Harris Court, St. Thomas, U. S. Virgin Islands 00802-3100**, sent by certified mail, return receipt requested.

10. LICENSE

The successful Respondent must have all applicable licenses and permits required by Federal and State/Territory Laws to perform under the subsequent contract. The contractor must have a demolition contractor license and all applicable business licenses must be in place at time of bid submission.

11. CONTRACTS

Construct project under a single Construction Contract.

12. CONTRACTOR USE OF PREMISES

Confine operations at site to areas permitted by:

- Law
- Permits
- Contract
- Housing Authority's Representative

Confer with Housing Authority's representative and obtain full knowledge of all site rules and regulations affecting work.

Conform to site rules and regulations while engaged in project construction.

Site Rules and Regulations take precedence over others that may exist outside such jurisdiction.

Employee List: The Housing Authority's representative may examine Contractor's list of employees, including those of his subcontractors and their agents.

Vehicle Use: Rigidly enforce the following

1. Keep all vehicles, mechanized or motorized equipment locked at all times when parked and unattended on the premises.
2. Do not, under any circumstances, leave any vehicle unattended with motor or engine running, or with ignition key in place.

Parking: Permitted only in areas designated by the Housing Authority representative.

1. All traffic control subject to Housing Authority's representative's approval.

Storage: Assume full responsibility for protection and safekeeping of products stored on premises.

1. Move all stored products or equipment which interfere with operations of the Housing Authority.
2. Obtain and pay for use of additional storage or work area needed for operations.
3. Limit use of site for work and storage:
4. All storage of materials shall be consolidated in one area only.
5. Access to site by Contractor's personnel shall be limited to construction areas only.
6. Construction materials and equipment shall not be stored in parking areas.

Contractors and the Housing Authority will provide reasonable access to the site and shall not prohibit nor interfere with lawfully conducted inspections or site visits by properly identified representatives of regulatory agencies.

1. All site visitors shall comply with personal protection regulations, including hard hats.
2. Reasonable proof of identification and signature to the visitor's log shall be required of the visitors by the contractor.

13. FIRE PROTECTION

1. Fires: Contractor shall prohibit the lighting of fires about the premises and use due diligence to see that such prohibition is enforced. Debris and waste materials shall not

be burned at the construction site but shall be removed from the site not less than once per day to prevent the accumulation of combustibles on the site or within the building.

2. **Welding and Cutting:** It shall be the responsibility of the Contractor to take precautionary measures to prevent fire.
3. **Flammables:** Gasoline and other fuels shall be kept and handled in accord with NFPA and in UL Listed and Labeled safety cans and shall be stored away from hazardous work areas.

VIHA - Wilford Pedro - Glass
Entrance Elevation - Office







