



QUOTE REQUEST FORM

DATE OF REQUEST:	REQUISITION #:	CONTRACT #:	RESPOND BY:
8/9/2021			8/18/2021

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.



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The Virgin Islands Housing Authority (VIHA) is soliciting quotes for: **The Demolition of the Warehouse and Annex building at COCC STX** 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
The proposed scope of work describes the tasks to be performed the demolition of two metal buildings at VIHA COCC STX, Warehouse and Annex.						
	COCC	Building 1: Warehouse/Youth Building; 100'x40'x19'H Footprint 4,000 SF				
1	Warehouse /Youth Building	Remove and dispose metal structure, metal siding and roofing panels		4,000	SF	
2	Warehouse /Youth Building	Remove and dispose bat insulation		4,000	SF	
3	Warehouse /Youth Building	Remove and dispose roof awning		90	SF	
4	Warehouse /Youth Building	Remove and dispose roll up door		1	EA	
5	Warehouse /Youth Building	Remove and dispose vinyl flooring		1,600	SF	
6	Warehouse /Youth Building	Remove and dispose ceramic tile flooring		76	SF	
7	Warehouse /Youth Building	Remove and dispose windows		25	EA	
8	Warehouse /Youth Building	Remove wood doors		13	EA	
9	Warehouse /Youth Building	Remove and dispose exhaust fan		2	EA	
10	Warehouse /Youth Building	Remove and dispose lights fixtures		25	EA	

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11	Warehouse /Youth Building	Remove and dispose ceiling fans		4	EA	
12	Warehouse /Youth Building	Remove and dispose electrical panels		2	EA	
13	Warehouse /Youth Building	Remove wooden staircase and mezzanine East and West		2,400	SF	
14	Warehouse /Youth Building	Remove and dispose gypsum ceiling		450	SF	
15	Warehouse /Youth Building	Remove all wood paneling on walls and ceilings		600	SF	
16	Warehouse /Youth Building	Remove and dispose wooden framing wall		2,456	SF	
17	Warehouse /Youth Building	Remove and dispose acoustical ceiling		360	SF	
18	Warehouse /Youth Building	Remove and dispose CMU wall.		2,000	SF	
19	Warehouse /Youth Building	Remove sanitary fixtures in bathrooms, lavatories, faucets.		7	EA	
20	Warehouse /Youth Building	Remove and dispose wood doors and chain-link fence next to the north side building(storage)		1	EA	
	COCC	Building 2: Annex Building; 80'x40'x12'H Footprint 3,200 SF				
21	Annex Building	Remove and dispose metal structure, metal siding and roofing panels		3,200	SF	
22	Annex Building	Remove and dispose bat insulation		3,200	SF	
23	Annex Building	Remove and dispose roll up door		2	EA	
24	Annex Building	Remove and dispose vinyl flooring		680	SF	
25 26	Annex Building	Remove and dispose windows		9	EA	

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27	Annex Building	remove and dispose window security grills		2	EA	
28	Annex Building	Remove and dispose exhaust fan		1	EA	
29	Annex Building	Remove and dispose lights fixtures		20	EA	
30	Annex Building	Remove and dispose electrical panels		1	EA	
31	Annex Building	Remove and dispose plywood ceiling/framing		1,454	SF	
32	Annex Building	Remove and dispose gypsum ceiling		650	SF	
33	Annex Building	Remove and dispose wooden framing wall		2,688	SF	
34	Annex Building	Remove and dispose wooden lockers		4	EA	
		Note: remove all metal structure components, siding, roofing, all wooden, masonry structure to be removed, electrical wiring, receptacles, lights fixtures, ceramic tile, vinyl flooring, gypsum board, wood paneling, doors, windows, contents. Concrete foundation to remain for Warehouse and Annex buildings.				
		Time of Completion: 60 Calendar Days				
			TOTAL			

COMPANY NAME	
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	
SIGNATURE OF AUTHORIZED REPRESENTATIVE	

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REQUEST FOR QUOTATIONS (RFQ)



COCC – Warehouse & Annex Demolition – Hurricane Maria Repair

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 **Demolition the Hurricane Maria damaged COCC – Warehouse & Annex Building** 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 sheet of Drawing attached. The project summary is as follows but not limited to the following:

2. PROJECT LOCATION

2-Warehouse Buildings - Warehouse Building (17.72725, -64.78482) & Annex Building (17.72708, -64.78562), Estate Kingshill St. Croix, U.S.V.I. 00850

Owner: Virgin Islands Housing Authority #402 Anna's Retreat, St. Thomas, Virgin Islands 00802; Robert Graham, Executive Director (340) 777-8442.

3. PURPOSE

The Virgin Island Housing Authority is requesting bids from qualified demolition contractors to demolish two (2) commercial structures and building components, etc. adjacent to the VIHA St. Croix Central Office. The entire structures within the limits indicated on the drawing.

4. SCOPE OF SERVICES

The contractor shall remove and legally dispose of off-site; All man made, site & building components including, but not limited to roofing, building wall and roof structures, finishes, windows, doors, enclosures, mechanical-electrical-plumbing systems; Including trash, contents, debris, etc.

The contractor shall verify all conditions, materials, locations and configurations before bid quote is presented.

5. TIME OF COMPLETION

The work shall be completed within 60 Calendar days as stipulated on the Quote Request Form.

6. SPECIAL WORK CONDITIONS

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

6.2 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.

6.3 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. See limits of work on attached drawing.

6.4 All work shall be performed in accordance with applicable: Virgin Islands code, DPNR, EPA, OSHA and VIHA regulations and requirements.

6.5 The Contractor shall comply with all applicable Federal, State/Territory and local laws, regulations, ordinances and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity programs, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and those laws and regulations concerning the abatement and remediation of asbestos and lead-based paint, and shall provide for such compliance in the contract documents. To the extent the work required under this contract is related to development, Contractor shall further comply with the applicable Annual Contributions Contract (ACC) related to such development. To the extent such work is related to a mixed finance development, Contractor shall comply with the provisions of 24 CFR ' 941.208. The Contractor shall obtain, at Contractor's expense, such permits, certificates and licenses as may be required in the performance of the work specified.

7. GENERAL NOTES

- 7.1 The contractor is responsible for using safe work practices. Provide temporary enclosure fence sufficient to accommodate construction. See limits of work on attached drawing.
- 7.2 Adjacent offices, housing, schools, businesses/structures, etc. will be occupied. The contractor shall take precautions to protect life and property outside the areas of work.
- 7.3 The Contractor shall be demolished, and all debris removed from the site and legally disposed.
- 7.4 Legally remove all owner belongings, furniture, contents, trash and debris in the buildings and on the site within the limits of work.
- 7.5 Refer to attached drawing for existing building or site components to remain.
- 7.6 Existing Utilities: Electrical, storm water and potable systems identified to remain in place shall be protected during the work. Utility connections to demolished structures are to be terminated at the connection to the main service line; coordinate this work with the local utilities.
- 7.7 Abatement work to be done by a licensed LBP and Asbestos Abatement Contractor per Territorial Requirements.
- 7.8 Hazardous Waste Permit: The Contractor shall include the costs to apply for and obtain permits in accordance with the Virgin Islands Code Title 19 for work that generates, stores, transports, treats, disposes, or recovers hazardous wastes from the Virgin Islands' Department of Planning and Natural Resources. Contractor to provide all required asbestos and LBP abatement controls, methods and procedures to comply with DPNR, EPA and OSHA regulations. See attached pre-demolition asbestos and LBP inspection report for locations of asbestos and LBP containing materials.
- 7.9 The Owner shall continue to always occupy the site during the construction period. Contractor shall not impede on the Owner's continued use of the site.
- 7.10 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.
- 7.11 Do not disturb portions of the site beyond the areas indicated nor in the public right-of-way.
- 7.12 Keep public right-of-way's clear. Do not use these areas for parking or staging.
- 7.13 Do not disturb or disrupt activities of occupants in adjacent buildings.
- 7.14 Protect down-hill properties from debris.
- 7.15 Maintain drive access to adjacent property.

7.16 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. See limits of work on attached drawing.

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

7.18 Utilities: Verify the location of all existing underground utilities-Drawings indicate general location and quantities.

Remove all utilities to all demolished buildings.

Terminate all gas, and sewer lines from the building to within 3' of limits of work or main supply. Terminate with approved, permanent methods to prevent contamination of functioning systems. Mark the location of these termination points with stakes at grade and indicate on "as-built" drawings.

Contact U.S. Virgin Island Water and Power Authority and include costs in bid associated with WAPA performed demolition of utility system components.

Terminate all electrical connections to the transformer.

Utility poles existing to remain lighting.

7.19 Utilities to remain:

Storm and sanitary drainage systems shall be maintained. Do not crush or otherwise damage. Do not allow fill or debris to enter the inlets or pipes.

Pole mounted lighting shall be preserved and protected from damage and disconnection of electrical service. Provide temporary connections as needed.

Clean out, protect and maintain utility access points

8. 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 \$100,000 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.

9. 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.

10. CONTRACTS

Construct project under a single Construction Contract.

11. 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

Keep all vehicles, mechanized or motorized equipment locked at all times when parked and unattended on the premises.

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.

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

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

Move all stored products or equipment which interfere with operations of the Housing Authority.

Obtain and pay for use of additional storage or work area needed for operations.

Limit use of site for work and storage:

All storage of materials shall be consolidated in one area only.

Access to site by Contractor's personnel shall be limited to construction areas only.

Construction materials and equipment shall not be stored in parking areas. Use only a designated area for contractor use. See limits of work in attached drawing.

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.

All site visitors shall comply with personal protection regulations, including hard hats.

Reasonable proof of identification and signature to the visitor's log shall be required of the visitors by the contractor.

12. FIRE PROTECTION

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.

Welding and Cutting: It shall be the responsibility of the Contractor to take precautionary measures to prevent fire.

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 COCC - Warehouse & Annex
Demolition Site
Plan

General Notes:

Warehouse, side storage and Annex to be demolish.
Concrete slab foundation to remain for both Buildings.
Contractor to keep all equipment within the limits of work.
Contractor to install temporary fence at North side of limits of work.

