



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS RFP 008-2019-DR-STT/STX

ADDENDUM 1

WAREHOUSE MANAGEMENT SERVICES

Issue date:

May 6, 2019

Submittal deadline:

June 4, 2019

Contact person:

Nicole Roberts
CDBG-DR Procurement Officer
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 *Unlocking the Door to Affordable Housing*



Virgin Islands Housing Finance Authority Community Development Block Grant – Disaster Recovery (CDBG-DR)

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ADDENDUM NO. 1 Request for Proposals Community Development Block Grant – Disaster Recovery Program Warehouse Management Services RFP-008-2019-DR-STT/STX

This addendum consists of four (4) letter size pages (8.5' x 11").

Addendum No. 1 is hereby made part of the RFP for Warehouse Management Services, RFP-008-2019-DR-STT/STX, dated May 6, 2019.

This addendum consists of Questions and Answers as follows:

1. Please provide a listing of the equipment at each facility and indicate which will be available for use by the successful bidder.

Answer: The successful bidder will be expected to provide the equipment to operate and maintain each facility.

2. Will the security firm present at the facilities be available for use by the contractor to secure the facilities? If so under what conditions.

Answer: The successful bidder will be expected to provide security for each site.

3. Are the facilities currently being leased by the local government? If so what is the lease term and will this lease transfer to the successful bidder?

Answer: The facilities are currently being leased by the local government and the lease will remain with the local government.

4. Will the furniture and office equipment convey with the contract to the successful bidder?

Answer: Currently, furniture and office equipment will not be conveyed to the successful bidder. However, an agreement can be made for the utilization for the use of any existing furniture and office equipment.

5. Please explain how material will be dispensed. Will contractors be sent by the government to the facility for pickup of equipment? Will the warehouse material be set up as sales?

Answer: The material will be dispensed through a work order prepared by the VIHFA or the Construction Management firm. Yes, the contractors will be sent by the government to the facility to pick-up the material. No, the warehouse material will not be set up as sales.

6. Will the contractor be responsible for reconciling assets to the government's books or separately after inventory is verified by contractor?

Answer: Yes, the contractor will be expected to verify / reconcile the inventory to the government's books and will be expected to perform periodically inventory counts.

7. The project seems to have a record of late payments. Does the prompt payment act apply to these federal funds or President Obama's rule for small business payment within 15 days of receipt of a valid invoice?

Answer: Prompt payments will be issued through approved detail invoices of services performed against the scope of work.

8. Is there any preference for a local contractor, DBE, or WOSB?

Answer: Per Section 20.0 of the RFP, "awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIHFA, considering such factors as the Bidder's ability to perform the work of the kind involved in the bid consideration, the Bidders' past experience, time of delivery, etc. and not solely the lowest price".

9. Can the financials presented be prepared by an independent CPA firms opposed to audited financials?

Answer: Yes.

10. Are subcontractors or key partners to the prime contractor required to provide financials as well?

Answer: No, the prime contractor will not be required to provide the financials of the subcontractors or key partners.

11. Will the VIHFA consider a two-week extension to mid-June as some of the RFP requirements require about 10 days to collate and provide on submission.

Answer: No, VIHFA will not consider a two-week extension.

12. Do the attachments or bid sheets count towards the 25-page limit?

Answer: No, the attachments or bid sheets does not count towards the 25-page limit.

13. Will VIHFA do the inventory count?

Answer: While VIHFA has completed an inventory count on all material stock on site; the successful bidder will be expected to complete an independent inventory count and/or verification of VIHFA's inventory count as well.

14. Will the selected winner be able to submit for the General Contractor RFQ?

Answer: The General Contractor RFQ is open to all who wish to submit proposals.

15. Will any material procurement be required in the execution of this contract? If it is, what are the procurement rules/standard?

Answer: No, there will not be any procurement of materials in the execution of this contract.

16. Question – Section 15.3: Would there be a conflict of interest with companies working on both the CDBG Construction Management opportunity and this opportunity?

Answer: No, we do not foresee a conflict of interest with companies working on both the CDBG-DR Construction Management opportunity and this opportunity.

17. Question – Section 12.0: With two separate contracts being awarded is it possible for one bidder to win both islands?

Answer: Yes, it is possible for one bidder to win the contract for both islands.

18. Question – Section 15.0: Can the W/MBE percentage goals be achieved by direct hires of Minority and Female employees rather than subcontracting with a minority firm?

Answer: Section 15.0 does not set forth W/MBE percentage goals; but Respondents are strongly encouraged to partner with other W/MBE firms. The percentage goals outlined are for minority and female participation in the Contractor's aggregate work force.

All other requirements and provisions of RFP 008-2019-DR-STT/STX, Warehouse Management Services, shall remain in full force and effect.

Each proposer shall make reference in his Proposal to Addendum 1 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.



Antoinette Fleming, Director
Community Development Block Grant –
Disaster Recovery

5.30.2019

Date



COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
 PRE-PROPOSAL CONFERENCE
 ATTENDANCE SIGN-IN SHEET

RFP 008-2019-DR-ST/STX WAREHOUSE MANAGEMENT SERVICES

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COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY

PRE-PROPOSAL CONFERENCE - St. Croix

ATTENDANCE SIGN-IN SHEET

RFP 008-2019-DR-ST/STX WAREHOUSE MANAGEMENT SERVICES

Friday, May 17, 2019

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