



Department of Property & Procurement

Government of the United States Virgin Islands

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MEMORANDUM

TO: Anthony D. Thomas
Commissioner

FROM: Evaluation Committee

DATE: June 17, 2020

SUBJECT: IFB037DOET20 (C)
Modernization/ Renovation of the Gladys's Abraham Elementary School on the island of St. Thomas, Virgin Islands

The Evaluation Committee ("Committee") met on Monday, June 15, 2020, at the Department of Property and Procurement to review and evaluate bids submitted on the above-referenced Invitation for Bids ("IFB"), which was issued on May 28, 2020, and publicly opened on June 15, 2020.

The Committee Chair was Ms. Melissa Mathurin; other members in attendance were Ms. Cassandra Stuart and Ms. Coreen Hamilton of the Department of Property and Procurement ("DPP"), along with Ms. Chaneel Callwood and Mr. Alan Fleming representing the Virgin Islands Department of Education ("VIDE").

The Committee Chair discussed the evaluation process and selection criteria with members of the Committee, noting that the bids will be selected based on the proposed cost submitted to be the most advantageous to the Government of the Virgin Islands ("GVI"), and other factors considered per the instructions contained in the IFB. It was read aloud by the Committee Chair that three (3) bid packages were submitted for this project, which was distributed to each Committee Member for review and discussions. Bids were submitted by LEBG, LLC, Navigation Construction LLC in a joint venture with Allco Virgin Islands, LLC and Professional Design Builders, Inc. d/b/a Custom Builders. To begin discussions about the qualifications of each company, the Committee Chair carefully read aloud the list of documents submitted in each bid package. Bids were further evaluated based on their financial resources, bid guarantee, and experience comparable with the requirement of the project scope of work. During review, LEBG LLC, and a joint venture between Navigation Construction LLC and Allco Virgin Islands, LLC were not considered for the award based on the findings below.

LEBG, LLC: The bid submitted did not conform in all material respect to the IFB requirement.

1. The company failed to submit the required Attachment "D- Disclosure Form" and "E-Statement of Responsibility" Forms in the bid package.
2. The Business Financial statement document, it was discovered that the company does not own sufficient assets to cover the appropriate percentage of the value of the bid.
3. Cost proposed in the line items and totals were not legible and therefore, the Committee could not determine the total amount of the bid.

The Bid submitted by LEBG, LLC was rendered nonresponsive and non-responsible because the company is deemed incapable of performing the work due to the documents submitted and for failing to insert required documentation in the bid submitted.

Navigation Construction LLC in a joint venture with Allco Virgin Islands, LLC

1. Joint Venture Agreement was not submitted in the bid package. The Committee lacked knowledge on which vendor will be posting the payment and performance bond if awarded and which contractor will be responsible for what section of the work, bonding, insurance, permits, and licenses. The risk of selecting this bidder was of significant concern to the Evaluation Committee.
2. No Business License was submitted in the name of the Joint Venture and conflicting company names were discovered on the bonding documents which include Allco Virgin Islands, LLC, and Allco, LLC. The DPP original bid form was completed by Navigation Construction LLC.
3. The price submitted to perform the work is abnormally low compared to the engineer's estimate and raises concerns about the capability of the contractor to perform the work for the price offered.
4. This project is time sensitive to the GVI and to avoid any conflict or delays with this bidder for the reasons above, the Committee agreed that the bid is not acceptable.

The bid was rendered nonresponsive and non-responsible and was not considered for award.

The Committee reviewed the bid package from Professional Design Builders, Inc. d/b/a Custom Builders. After careful review of the financial resources and other documents, the Committee agreed that the company appears to be prepared and capable to perform the contract requirements; as well as. the integrity and reliability to assure performance of the contract obligation. The bidder fully complied with all the bid requirements, past and current performance, reputation, and financial capability is deemed acceptable and offered the most advantageous price to perform the work.

Government of the Virgin Islands Engineer's Estimate Base Cost - \$2,554,004.78

Government of the Virgin Islands (VIDE) Budget Amount- \$4, 908,955.00

Base Bid Proposed Cost

Professional Design Builders, Inc. d/b/a Custom Builders proposed cost- \$3,987,172.00

Although the base price stated above is higher than the Engineer's Estimate, representatives of VIDE stated the cost of the Engineer's Estimate should be higher because the time frame cost to start and complete the project was not considered in putting the estimate together. The cost submitted by the bidder is considered reasonable by the Committee. The project is time-sensitive, and the Committee assumes that the cost for working double and overtime was incurred in the bidder's cost proposed. VIDE stated that the department will accept the cost at the price proposed and that time is an important factor. The Committee agrees to recommend the award to the contractor who has the available manpower, financial resources, and record on previous and similar projects experience.

The Committee then proceeded to review the proposed cost for the Add Alternate Items. Representatives of the Virgin Islands Department of Education selected the line items below to be added to the base bid amount.

Add Alternate Item Numbers	Amount Proposed
1	\$34,693.00
6	\$47,161.00
7	\$35,373.00
11	\$46,612.00
12	\$259,964.00
13	\$95,090.00
17	\$46,092.00
20	\$313,802.00
Total Cost for Add Alternate Items	\$878,787.00


Base Bid total amount Plus Add Alternate items total amount is \$4,865,959.00

The Evaluation Committee agrees to select Professional Design Builders, Inc. d/b/a Custom Builders, the lowest responsive, responsible bidder as the winning bidder.

It is, therefore, the recommendation of the Evaluation Committee that the Department of Property and Procurement on behalf of the Virgin Islands Department of Education enter into a contractual agreement with Professional Design Builders, Inc. d/b/a Custom Builders, at a total contract cost of **\$4,865,959.00**, to provide the services requested under **IFB037DOET20 (C)**.

 6/22/2020
 Melissa Mathurin Date

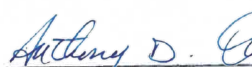
 6/22/2020
 Coreen Hamilton Date

 6/22/2020
 Cassandra Stuart Date

 6/20/2020
 Chaneel Callwood Date

 6/22/2020
 Alan Fleming Date

APPROVE/DISAPPROVE

 6/23/2020
 Anthony D. Thomas Date
 Commissioner