

V.I. Housing Finance Authority

3202 Demarara Plaza STE 200

St. Thomas VI 00802
USVI



Original

PURCHASE ORDER

Document Number **2021-1027** Document Date **12/09/20** Page **1/2**

Customer No. **100043** Federal Tax ID - Business Partner **660739440**

Your Reference

[V.I. Housing Finance Authority](#)

A-Z General Contractors
PO Box 2081

Fredericksted VI 00841
USVI

Email Address
Procurement@vihfa.gov

Delivery Address
V.I. Housing Finance Authority
3202 Demarara Plaza
Suite 200

Delivery Date: **12/09/20**

Currency: \$

Description	Project	Quantity	UoM	Price	Total
001 Temporary Roofing (VI-RRR-01339)		1		5,143.20	5,143.20
002 Non- Stock		1		0.00	0.00

Additional Expenses:

Shipping Type:

Order Subtotal: **\$ 5,143.20**

Total Before Tax: **\$ 5,143.20**

Payment Term:

- Cash Basic -

Total Tax Amount: **\$ 0.00**

Total Amount: \$ 5,143.20

Confirmation of Purchase Order

V.I. Housing Finance Authority

3202 Demarara Plaza STE 200

St. Thomas VI 00802
USVI

Original

PURCHASE ORDER

Document Number

1027

Document Date

12/09/20

Page

2/2

Delivery Date: **12/09/20**

Currency: \$

I hereby certify that the quantity of goods or services billed for were supplied in good condition, and are in accordance with specifications agreed upon.



12/09/20

Approver

Date

Invoice Number:

#3

Date

2/3/2021



2/5/2021

Receiving Officer

Date

1. Invoices must have the same prices and terms, or authorization for changes must be received in writing from our company prior to shipping.
2. Goods not in accordance with specifications will be rejected and held at vendor's risk for disposal. Vendor must pay freight on all rejects.
3. VIHFA reserve the right to cancel all or part of this order if it is not delivered within the specified timeframe.
4. Packing slips must accompany all shipments.
5. By accepting this order, the vendor guarantees that all merchandise shipped under the order complies with the laws and regulation of the federal and state government.
6. Backorders that are less than a minimum freight shipment must be prepaid.
7. In the event of interruption to our business, for reasons of natural disasters, acts of God, government action or any causes beyond our control, we reserve the right to cancel this order.
8. Acceptance of this purchase order or shipment of any part of it constitutes an agreement to all of its specifications as to terms and delivery.



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

PROCUREMENT DIVISION

REQUEST FOR PROCUREMENT FORM

Date: 11/13/2020

- St. Thomas
 St. John
 St. Croix
 Territorial

New Change Order

Contract # / Purchase Order # _____

Requestor's Name:		Division:		Name of Project:			
David Martin		Rental Rehab/Recon Prog		VI-RRR-01339 - Temporary Roofing			
Cost of Package:	Estimated Total Cost:	Type of Procurement:					
\$5,232.83	\$9,322.23	<input checked="" type="checkbox"/> RFP	<input type="checkbox"/> RFQ	<input type="checkbox"/> IFB	<input type="checkbox"/> E-Bid	<input type="checkbox"/> Credit Card	

Funding Source:

- VIHFA CDBG CDBG-DR ESG HOME OTHER (Specify)

Description of Project or Items Needed:

The Rental Program reached out to DPNR for recommendations for the safest method to proceed with the attached property. It is infested with animals. The construction contractors are refusing to enter the property. The

Scope of work: (Attach Scope of Work)

Temporary Roofing at 50-F Estate Whim, Frederiksted, VI 00840 in conjunction with Animal Control and Professional Cleaning

The applicant has not been approved by the program. The property requires mitigation before a decision for funding can be made and environmental testing. No permanent work can be done to the property prior to a completed T2 ESA.

List of Attachments:

- Three Quotes Justification Letter Bid Review Sheet Evaluation Criteria Evaluation Memo Recommendation Memo
 Published Price Historical Pricing Comparable Purchases Engineering Technical Estimate Third Party Estimate Pricing Pre-established by Comparison Other
 Approved Disapproved

 11/13/2020
 Division Director Date
 Authorized Approval up to \$3,000.00

 11/13/2020
 CFO/ COO/ CDRO Date
 Authorized Approval up to \$50,000.00

 Executive Director Date
 Unlimited Approval

***** FOR PROCUREMENT DEPARTMENT USE ONLY*****

Date Received:	Bid #/ Purchase Order #:	Actual Cost of Package:
Advertising Dates:	Pre-Bid Date:	Due Date:





VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

PROCUREMENT DIVISION

REQUEST FOR PROCUREMENT FORM

Date: 11/13/2020

- St. Thomas
- St. John
- St. Croix
- Territorial

New Change Order

Contract # / Purchase Order # _____

Requestor's Name:	Division:	Name of Project:			
David Martin	Rental Rehab/Recon Prog	VI-RRR-01339 - Professional Cleaning			
Cost of Package:	Estimated Total Cost:	Type of Procurement:			
\$2,757.90	\$9,322.23	<input checked="" type="checkbox"/> RFP	<input type="checkbox"/> RFQ	<input type="checkbox"/> IFB	<input type="checkbox"/> E-Bid <input type="checkbox"/> Credit Card

Funding Source:
 VIHFA CDBG CDBG-DR ESG HOME OTHER (Specify) _____

Description of Project or Items Needed:

The Rental Program reached out to DPNR for recommendations for the safest method to proceed with the attached property. It is infested with animals. The construction contractors are refusing to enter the property. The

Scope of work: (Attach Scope of Work)

Professional Cleaning at 50-F Estate Whim, Frederiksted, VI 00840 in conjunction with Animal Control and Temporary Roofing

The applicant has not been approved by the program. The property requires mitigation before a decision for funding can be made and environmental testing. No permanent work can be done to the property prior to a completed T2 ESA.

List of Attachments:

- | | | | | | |
|--|--|---|---|--|--|
| <input type="checkbox"/> Three Quotes | <input checked="" type="checkbox"/> Justification Letter | <input type="checkbox"/> Bid Review Sheet | <input type="checkbox"/> Evaluation Criteria | <input type="checkbox"/> Evaluation Memo | <input checked="" type="checkbox"/> Recommendation Memo |
| <input type="checkbox"/> Published Price | <input type="checkbox"/> Historical Pricing | <input type="checkbox"/> Comparable Purchases | <input type="checkbox"/> Engineering Technical Estimate | <input checked="" type="checkbox"/> Third Party Estimate | <input type="checkbox"/> Pricing Pre-established by Comparison |
| <input type="checkbox"/> Approved | | | | <input type="checkbox"/> Disapproved | |

Antonia Henry 11/13/2020
 Division Director Date
 Authorized Approval up to \$3,000.00

P.B. M... 11/13/2020
 CFO/ COO/ CDRO Date
 Authorized Approval up to \$50,000.00

 Executive Director Date
 Unlimited Approval

***** FOR PROCUREMENT DEPARTMENT USE ONLY*****

Date Received:	Bid #/ Purchase Order #:	Actual Cost of Package:
Advertising Dates:	Pre-Bid Date:	Due Date:



Quotation Evaluation

Description of Item to Be Purchased: VI-RRR-01339 Temporary Roofing Services

REQUESTED BY: Erainee Acosta, Senior Rental Manager

BID #1	
BID DATE:	12/04/2020
VENDOR'S NAME	Wilson Janitorial Services
PERSON PROVIDING QUOTE	Leticia Wilson
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	Temporary roofing (covering with Tarp)
QUOTE	\$ 5,650.00
ADDITIONAL INFORMATION:	
BID #2	
BID DATE:	11/26/2020
VENDOR'S NAME	A-Z General Contractors
PERSON PROVIDING QUOTE	Simeon Cobb
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	Removal of interior debris and Cleaning and Tarp Roof
QUOTE	\$5,143.20
ADDITIONAL INFORMATION:	
BID #3	
BID DATE:	
VENDOR'S NAME	
PERSON PROVIDING QUOTE	
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	
QUOTE	
ADDITIONAL INFORMATION:	

DECISION:

VENDOR CHOSEN	ITEM CHOSEN (Brand and Model)	QUOTE	LOWEST
A-Z General Contractors	Removal of interior debris and Cleaning and Tarp Roof	\$5,143.20	\$5,143.20
(Justify if Quote is not the lowest)			

APPROVED BY: 
CFO/COO/CDRO

APPROVED BY: 
Executive Director

Quotation Evaluation

Description of Item to Be Purchased: VI-RRR-01339 Animal Control
REQUESTED BY: Erainee Acosta, Senior Rental Manager

BID #1	
BID DATE:	12/04/2020
VENDOR'S NAME	St. Croix Exterminating
PERSON PROVIDING QUOTE	Steen Guy
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	Trenching and spraying the parameter of the house to treat subterranean termites. Eradication of Birds Cleaning and sanitizing of the entire building which includes pressure washing of building. Pest Control which includes taking care of Ants, Roaches, Centipedes, Wasp and Mice
QUOTE	\$2,775.00
ADDITIONAL INFORMATION:	


BID #2	
BID DATE:	11/30/2020
VENDOR'S NAME	Oliver Exterminating of St. Croix
PERSON PROVIDING QUOTE	Christopher Henry
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	Oliver Exterminating will provide remedial treatment for bird lice and mites on the interior and exterior of the structure to make the area safe for workers and others to enter at various junctures.
QUOTE	\$700 ((2) treatments of \$350.00)
ADDITIONAL INFORMATION:	

BID #3	
BID DATE:	
VENDOR'S NAME	
PERSON PROVIDING QUOTE	
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	
QUOTE	
ADDITIONAL INFORMATION:	

DECISION:

VENDOR CHOSEN	ITEM CHOSEN (Brand and Model)	QUOTE	LOWEST
St. Croix Exterminating	Trenching and spraying the parameter of the house to treat subterranean termites. Eradication of Birds Cleaning and sanitizing of the entire building which includes pressure washing of building. Pest Control which includes taking care of Ants, Roaches, Centipedes, Wasp and Mice	\$2,775.00	\$700

The contractor is offering both cleaning and animal control services. To minimize the animals returning to the property, the evaluation team believes it is time and const efficient to select a contractor that can minimize the time between both services. This contractor is also addressing multiple species.

APPROVED BY: 
CFO/COO/CDRO

APPROVED BY: 
Executive Director

Quotation Evaluation


Description of Item to Be Purchased: VI-RRR-01339 Cleaning Services
REQUESTED BY: Erainee Acosta, Senior Rental Manager

BID #1	
BID DATE:	12/04/2020
VENDOR'S NAME	Wilson Janitorial Services
PERSON PROVIDING QUOTE	Leticia Wilson
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	Cleaning interior and exterior of home
QUOTE	\$ 3,200.00
ADDITIONAL INFORMATION:	
BID #2	
BID DATE:	12/04/2020
VENDOR'S NAME	St. Croix Exterminating
PERSON PROVIDING QUOTE	Steen Guy
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	Cleaning and sanitizing of the entire building which includes pressure washing of building.
QUOTE	\$2,200.00
ADDITIONAL INFORMATION:	
BID #3	
BID DATE:	12/03/2020
VENDOR'S NAME	Jackson Cleaning Services, LLC
PERSON PROVIDING QUOTE	Gertrudis Jackson
DELIVERY SCHEDULE	
ITEM (BRAND NAME & MODEL)	Deep Cleaning and Sanitation Services at residential property in Estate Whim. All cleaning services will be performed with CDC COVID-19 cleaning guidelines. The contractor will furnish all labor, supervision, equipment and supplies necessary to perform the cleaning services as specified by the customer. Clean all walls Clean and Sanitize all hard floor surfaced Remove dust and cobweb from corners
QUOTE	\$1,276.00
ADDITIONAL INFORMATION:	

DECISION:

VENDOR CHOSEN	ITEM CHOSEN (Brand and Model)	QUOTE	LOWEST
St. Croix Exterminating	Cleaning and sanitizing of the entire building which includes pressure washing of building	\$2,200.00	\$1,276.00

The contractor is offering both cleaning and animal control services. To minimize the animals returning to the property, the evaluation team believes it is time and cost efficient to select a contractor that can minimize the time between both services.

APPROVED BY: 
CFO/COO/CDRP

APPROVED BY: 
Executive Director



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery
3438 Kronprindsens Gade • GERS Complex 1st Floor Suite 4
St. Thomas, USVI 00802-6447
Telephone: (340) 777-4432 • Fax: (340) 775-7913

MEMORANDUM

TO: Daryl Griffith
Executive Director

FROM: Eraineé Acosta
Committee Chairperson

DATE: December 8, 2020

SUBJECT: Temporary Roofing, Animal Control & Cleaning (VI-RRR-01339)

On November 19, 2020, the Virgin Islands Housing Finance Authority (VIHFA) requested quotes for temporary roofing, animal control and cleaning for a residential property in Estate Whim in connection with the administration of the U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant - Disaster Recovery. The request for quotes were issued pursuant to the VIHFA’s Procurement Policy, Competitive Proposals, Section B, Form of Solicitation.

The intent of this Request for Quotes The property is exposed to the elements as a result of the storms. The attached services are required to move forward with the assessment of the property. Due to the level of deterioration, the construction vendors cannot make a fair assessment of the structure. Environmental testing is required for this property once it is cleaned to a level that may not contaminate the test results.

The evaluation team met on Monday, December 7th, at 3:00 pm to review the five contractors who submitted bids for the Temporary Roofing, Animal Control, and Cleaning of VI-RRR-01339. All proposals were due by Friday, December 4th. The Program engaged (11) contractors within the scope of work, some with dual licenses, to review this package.

Eight of the eleven contractor invited to submit quotes were present on-site on either November 24th or 25th. The contractors reviewed were Oliver Exterminating, St. Croix Exterminating, A-Z General Contractors, Wilson Janitorial Services, and Jackson Cleaning Services.

The evaluation team consists of Nadia Brual of Armand Corporation and the Rental Program Staff, Tanisha Joseph, Jamecha Herman, Shaneka Armstrong, and Eraineé Acosta. Also present in the meeting were Jeanine Blyden and Nicole Roberts of the Procurement Team.

Evaluation Methodology:

The technical criteria assessed the Company’s bid-sheets to determine Reasonableness (whether the Contractor’s prices are within program limit range); Responsiveness (Company’s credential and capacity); Proposal (Contractor’s unit pricing in response to the itemized scope of work) and Delivery (Proposed dual services).

Evaluation Review: The evaluators collectively evaluated the bid proposals for each property based on the Company’s best price, technical criteria and responsiveness to the Request for Quotes.

The evaluators identified the following as lowest responsive bidders with the following conditions:

Cleaning Services - Jackson Cleaning Services, LLC \$1,276

Animal Control - Oliver Exterminating of St. Croix \$700

Temporary Roofing - A-Z General Contractors \$5,143.20

PLEASE SEE ATTACHED QUOTATION EVALUATION BID SHEETS

Selection and Recommendation: Based upon the Technical Evaluation of the five (5) respondents, the BEC hereby recommends the following four (2) Companies for the respective services as listed below:

Service	Company	Armand Cost Reasonableness	Bid Price	Difference
Animal Control	St. Croix Exterminating	\$689.83	\$2,775.00	402%
Cleaning	St. Croix Exterminating	\$3,078.73	\$2,200.00	71%
Temporary Roofing	A-Z General Contractors	\$5,553.66	\$5,143.20	93%
	Total	\$9,322.22	\$10,118.20	109%

NOTE: As Xactimate does not have a line item for animal control, Armand engaged eight (8) local companies to create a price estimate in which the ECR for this initiative. One of the eight contractors responded, Oliver Exterminating of St. Croix. In discussion with Mr. Henry of Oliver Exterminating of St. Croix at the site, the service being offer in the ECR does not include the level of animal control that the property would require. The service would cost more and outside of their preferred services.

Enclosures:

Quotation Evaluation Report
Quote for St Croix Exterminating
Quote for Jackson Cleaning

Quote for Oliver Exterminating
Quote for A-Z General Contractors
Quote for Wilson Janitorial Services

Bid Evaluation Committee Signatures:

By signing this memo, I certify I have read and agree with its contents in full.

Nadia Brual Nadia Brual Date: 12/08/2020

Tanisha Joseph [Signature] Date: 12/8/2020

Jamecha Herman [Signature] Date: 12/8/20

Shanika Armstrong [Signature] Date: 12.08.2020

Erainee Acosta [Signature] Date: 12.08.2020