

# VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY

Virgin Islands Public Finance Authority  
14A & 14C Strand Street  
Frederiksted, St. Croix VI 00840  
Phone (340)202-1221



Virgin Islands Public Finance Authority  
5033 Kongens Gade, Government Hill  
St. Thomas, VI 00802  
Phone (340)202-1221

## VIRGIN ISLANDS PUBLIC FINANCE AUTHORITY/OFFICE OF DISASTER RECOVERY

### ADDENDUM NO. 1

### Request for Proposals

### Professional Warehouse Management and Security Services

### RFP 004-2024-STX/STT/STJ

This addendum consists of thirteen (13) letter-size pages (8.5 x 11).

Addendum No. 1 is hereby made part of the RFP 004-2024-STX/STT/STJ for Professional Warehouse Management and Security services. It includes **Attachment A:** Responses to RFIs, **Attachment B:** Pre-Proposal Conference Attendance Record, **Attachment C:** Site Visit Record and **Attachment D:** Amended Enclosure Document F Base Bid Sheet

## **Attachment A: Responses to Questions**

1. Insurance responsibilities if contractors/receivers say their equipment was damaged by loading process?

**Answer:** The vendor shall assume full responsibility for any damage or injuries resulting from their operations, equipment, or personnel.

2. Are we at liberty to rearrange entry and exits so that it becomes more convenient to provide access and control?

**Answer:** No, but material can be rearranged to accommodate the entrance and exit for trucks.

3. Who is responsible for strapping materials to contractor/receiver mode of transportation?

**Answer:** The vendor will be responsible for loading items on the truck. The contractor is responsible for strapping materials onto their trucks, ensuring secure and safe transport.

4. Are any of the products considered Hazmat and require special storage?

**Answer:** Yes, the elastomeric roof coating and ice and water shield are the only hazmat materials and must be housed indoors.

5. What is the process if a customer returns items previously picked up in full or partial?

**Answer:** The vendor shall maintain detailed records of all loading activities for each project ID, including dates, times, quantities of lumber loaded, and any incidents or issues encountered. This includes any full or partial returns. The process is as follows:

1. The contractor will complete bill of material (BOM) for return and replacement if applicable.
2. ODR receives BOM(s) from contractors with returned items.
3. Returns are scheduled within 24 hours.
4. The vendor must account for material in the inventory system once returned.

6. Can you describe the current order fulfillment process?

**Answer:** The fulfillment process is as follows:

1. ODR receives BOM(s) from contractors with requested items.
2. BOM(s) are approved and submitted to the Warehouse Manager.
3. Orders are pulled and ready for pick-up within 48 hours.

7. Is there currently an arrangement/process for refuse removal? If so, please describe.

**Answer:** Yes, damaged or refused materials must be maintained and documented as part of the inventory. Materials should not be disposed of without written approval from ODR.

8. Who carries the insurance on the merchandise?

**Answer:** The vendor is required to have general liability, workers' compensation, and equipment insurance.

9. Which is preferred Armed or Unarmed security?

**Answer:** The bid sheet asks for both so that the costs can be evaluated.

10. If video surveillance is used, is there a standard that it has to comply with? There may be federal standards which must be met, and we want to know beforehand if that is the expectation.

**Answer:** Video surveillance is not required.

11. What is the level of Data redundancy, if required?

a. \*On site with Physical Backup Most Common Cheaper

b. \*Cloud Base 100%

**Answer:** Video surveillance is not required.

12. Data Storage Quota (i.e. Min 1 month to how many Years)?

**Answer:** Video surveillance is not required.

13. What is the expected start date of the contract?

**Answer:** The selected Respondents must be prepared to commence these services within fifteen (15) days of the issuance of a contract(s) and task order(s), at the direction of ODR Director.

14. What is the square footage of the lumber yard?

**Answer:** STT lumber yard 2 acres (87,120 sf)

STX 10 acres (435,600 sf)

15. For coordination and communication, does ODR have existing Coordination and communication logs that are required to be used?

**Answer:** Yes.

16. What type of financial records are required? Are tax returns sufficient?

**Answer:** The past two (2) years of financial statements, preferably audited, are required. No, tax returns are not sufficient.

17. The bid says 40-hour work week for the contractor. If overtime is required, does it have to be approved by ODR prior to taking place?

**Answer:** Yes, the ODR reserves the right to amend and determine the final number of hours that should be worked, depending on each approved task order.

18. On enclosed document F - where do we include the initial costs for the initial inventory?

**Answer:** All costs should be inserted on the bid sheet. See Attachment D: *Amended Enclosure Document F Base Bid Sheet*.

19. On enclosed document F - where do we include initial cost to bring the lumber yard to standard operations, for example landscape clean up, gravel, etc?

**Answer:** All costs should be included on the bid sheet. See Attachment D: *Amended Enclosure Document F Base Bid Sheet*.

20. On enclosed document F - under which task # do we include cost for office trailer to be on site?

**Answer:** Include the cost for the office trailer in task #2, on Attachment D: *Amended Enclosure Document F Base Bid Sheet*.

21. What are the exact dimensions and layout of the two warehouse locations to be managed? This affects staffing, equipment needs, and workflow design.

**Answer:** STT lumber yard is 2 acres (87,120 sf)  
STX is 10 acres (435,600 sf)

22. Security Personnel: Should the vendor provide armed or unarmed security guards? Are there any specific security protocols required beyond general protection and access control?

**Answer:** The bid sheet asks for both so that the costs can be evaluated. Yes, refer to "Section 5: Lumberyard Security Services."

23. Are there any existing Occupational Safety and Health Administration (OSHA) or HUD regulations that need to be prioritized? Will regular compliance audits be required?

**Answer:** Yes, refer to "Section 10: Key Deliverables" and "Section 28.0: Federal Guidelines." All OSHA and HUD regulations must be followed as indicated in the RFP. Yes, regular audits will be conducted.

24. Will the client specify any additional insurance requirements beyond general liability and workers' compensation, particularly regarding the equipment or materials being managed?

**Answer:** No. The vendor shall carry adequate insurance coverage, including general liability, workers' compensation, and equipment insurance.

25. Is there an estimate of the number of daily pickup/supply orders for each location?

**Answer:** An average of 2-5 pick-ups a day.

26. Is there current utility power at each warehouse location provided by ODR/ GVI or is the vendor required to install their own utility power/ meter?

**Answer:** No, power is already available at both sites.

27. Who is responsible for perimeter fencing setup or repairs?

**Answer:** The successful respondent is responsible for perimeter fencing setup or repairs.

28. Are there any activity logs available from the previous warehouse management vendor?

**Answer:** No.

29. Who is responsible for lawncare and upkeep of the landscaping at both locations?

**Answer:** The vendor is responsible for the landscaping of the lumberyard/warehouse in both districts.

30. Is there a current inventory which includes description of items and quantities of what currently exist?

**Answer:** Yes, the current inventory will be provided by Friday, October 18<sup>th</sup>.

31. During the walkthrough, certain materials were mentioned that could be disposed and others that should not be. Can a comprehensive list be provided of what cannot be disposed.

**Answer:** There is not a list of items for disposal. The damaged or refused materials must be maintained and documented as part of the inventory. Materials should not be disposed of without written approval from ODR.

## **Attachment B: Pre-Proposal Conference Attendance Record**

	<b>Participants</b>
1	Vivot Equipment Ericson Etienne <a href="mailto:eetienne@vivot.vi">eetienne@vivot.vi</a>
2	A&R Transportation Corp.
3	SF General Maintenance Services, LLC Sinclair Flemming 340-690-3360 <a href="mailto:sinclair3360@yahoo.com">sinclair3360@yahoo.com</a>
4	Fabien's Trucking, LLC Royson Fabien T 340 777 3224 <a href="mailto:info@fabienstrucking.com">info@fabienstrucking.com</a>
5	SSVI Expert Builders Shamara Capitolin 340-514-5658 <a href="mailto:Dos@viexpertbuilders.com">Dos@viexpertbuilders.com</a>
6	VI Industrial Services, LLC Kamani Henry MacGarvey Henry <a href="mailto:Mhenry@viisllc.com">Mhenry@viisllc.com</a> <a href="mailto:KHenry@viisllc.com">KHenry@viisllc.com</a>
7	IMPACT Construction Rasha Harrs <a href="mailto:Rasha@ImpactConstructionVI.com">Rasha@ImpactConstructionVI.com</a>
8	Haugland Virgin Islands Nelson Petty 340-714-9008 <a href="mailto:npetty@hauglandllc.com">npetty@hauglandllc.com</a>
9	Guard Force Security Services LLC Gideon Garfield 340-227-7225 <a href="mailto:g_garfield@hotmail.com">g_garfield@hotmail.com</a>
10	Falken USVI, LLC Geri Magras Holland Kenneth Nolan Crawford Robert Ord <a href="mailto:geri@falken.us">geri@falken.us</a> <a href="mailto:nolan@falken.us">nolan@falken.us</a> <a href="mailto:Rord@falken.us">Rord@falken.us</a>
11	All Prix Premier Services Joseph St. Prix <a href="mailto:allprixtrours@gmail.com">allprixtrours@gmail.com</a>



## **Attachment C: Site Visit Record**

<b>St. Croix Participants</b>	
1	Smart Net
2	Fabien's Trucking, LLC
3	Falken USVI, LLC
4	VI Industrial Services, LLC
5	Guard Force Security Services, LLC
6	Vivot
7	Precise Computer Solutions
8	Haugland Virgin Islands
9	SSVI Expert Builders

<b>St. Thomas/St. John Participants</b>	
1	Falken USVI, LLC
2	Fabien's Trucking, LLC
3	VI Industrial Services, LLC
4	A&R Transportation
5	Smart Net
6	Guard Force Security Services, LLC

**Attachment D:  
Amended Enclosure Document F Base Bid Sheet**

# ENCLOSURE DOCUMENT F

## BASE BID SHEET

### SCOPE OF WORK DEVELOPMENT SERVICES

for the

### VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY

The undersigned contractor proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scopes of work, subject to all the conditions as set forth in the project scope of work.

**Instructions:** The respondent should provide the unit cost per task calculating the Estimated Total in the chart below based on 12 months (1 year).

For the equipment listing, respondents should identify equipment they currently have on-hand or will acquire to be used for the management of the warehouse(s). For equipment on-hand, it shall be identified if the equipment is currently leased or owned. For equipment to be acquired, it shall be identified if the equipment will be leased or purchased. If additional space is needed, attach items on a separate sheet.

These costs are being provided for the purpose of evaluating bids and determining reasonable cost for these items. Depending on the structure of the winning bidder's response, not all costs may ultimately be included in the final contract.

Task #	# of Staff	Quantity	Unit Cost/Task
1	Warehouse Management System (WMS) a. Document Control b. Administrative Support	1	
2	Management Plans a. Operations (To include restroom/office in STT) b. Safety and Security c. Quality Assurance & Quality Control	1 each	
3	Receive and review of material requests, BOM	Up to 100 per month	
4	Picking, preparing and unloading material requests	Up to 100 per month	
5	Prepare and transmit monthly inventory report, shall include: a. Routine count b. Material release c. Loss d. Other, including incidents, if any	12	
6	Monthly facility and equipment QA/QC	12	

7	Initial cost of lumberyard site readiness (to include cutting grass, etc.)	1	
8	Facility upkeep and equipment repairs	12	
9	Project material initial inventory report	1	
10	Project material inventory close out report	1	
11	Security a. Armed Forces b. Unarmed Forces		
	<b>TOTAL</b>	<b>N/A</b>	

<b>Equipment Listing</b>				
<b>Equipment Name</b>	<b>Quantity</b>	<b>On-hand/To be Acquired</b>	<b>Owned/Leased</b>	<b>Monthly Rate</b>

**PLEASE PRINT OR TYPE NAME & THEN SIGN BELOW**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_