

**THE GOVERNMENT EMPLOYEES RETIREMENT
SYSTEM
REQUEST FOR PROPOSALS
TO
PROVIDE JANITORIAL AND CUSTODIAL SERVICES, AND SUPPLIES FOR THE
HAVENSIGHT MALL INCLUDING THE
OLD WICO BUILDING (THE WHITE HOUSE)**

PROPOSAL REQUESTED

The Government Employees Retirement System (also referred to as "GERS" or the "System") hereby solicits Proposals from a janitorial and custodial firm, business, or individual to provide janitorial and custodial services, and supplies for all of the restrooms commonly known as the Havensight Mall and the old WICO building (known as The White House).

The GERS administers the Pension Trust Fund for the members (active, retirees and beneficiaries) of the Government of the U.S., Virgin Islands and is also the owner of the Havensight Mall and certain adjacent property. GERS will accept and review Proposals and select a janitorial and custodial firm, business, or individual who shall enter into a Service Agreement with the GERS for a term not to exceed three (3) years.

The GERS reserves the right in its sole discretion to enter into a Service Agreement, to waive any informality and/or technical defect in a proposal which does not affect or alter substantive provisions thereof; to solicit new proposals, or proceed to have services performed otherwise in the best interest of the GERS. The submission of a proposal does not in any way commit the GERS to enter into a Service Agreement.

All prospective firm, business, or individual will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of the Service Agreement entered into, pursuant to this notice.

Qualified applicants may submit sealed proposal responses on or before June 30, 2015 by 5:00 p.m. EST to:

Government Employees Retirement System
Attention: Administrator
GERS Complex 3rd Floor
3438 Kronprindsens Gade STE 1
St. Thomas, VI 00802-5750

Statement of Qualifications and Approach

The successful applicant must have a valid license to do business in the U.S., Virgin Islands and must have a Certificate of Good Standing from the Office of the Lieutenant Governor before the service agreement can be executed. The firm, business or individual must have a proven track record and list the type and complexity of this type of services provided in the past. This list must include the names, type of similar services as a janitorial and custodial services provider and dollar value of the services provided.

The firm, business or individual must have experience and proven track record in servicing this type of property.

Scope of Work

The successful applicant will be required to perform janitorial and custodial services for all of the restrooms in the Havensight Mall seven (7) days a week and the old WICO building (known as The White House) for five (5) days a week. See the listing of locations of buildings as Attachment I.

Criteria for Selection

All proposals submitted will be evaluated using the following criteria:

1. Compliance with the RFP;
2. Understanding of the services to be provided;
3. Qualifications of the firm, business, or individual, including but not limited to experience and personnel that will be assigned to perform services and any subcontractors, if any;
4. Cost to be submitted in a separate proposal, to include the position, number of hours and the rate of pay of each member of the team and janitorial and custodial personnel expected to be utilized, in addition to, an analysis of other expenses that would be incurred.

PROPOSAL CONTENT

It is the responsibility of each applicant to read the instructions carefully and to ensure that all of the necessary documents are included. All questions and/or requests for clarifications must be submitted to the GERS in writing.

All costs associated with the preparation and submission of any Proposal, in seeking the award of the service agreement, shall be borne by the applicant.

All information requested in the Proposal must be furnished by the applicant. Statements must be complete. Omission, inaccuracy or fraudulent statements may be cause for rejection of a Proposal.

The purpose of these instructions is intended to furnish general information to the prospective applicant concerning the System's proposal process. The instructions are not intended to completely define the proposed contractual relationship to be entered into by the System.

MINIMUM QUALIFICATIONS

In order for a proposal to be considered by the System, the applicant must substantiate the following:

Must be an individual, company, corporation, limited liability company or partnership organized to do business in the U. S. Virgin Islands. Additionally, the applicant must have provided similar services and submit three letters of references from previous clients.

SCHEDULE OF EVENTS

Pre-Conference:	June 17, 2015, 10:00 a.m. EST Government Employees Retirement System 3438 Kronprindsens Gade – 3 rd Floor St. Thomas, Virgin Islands
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Proposals Due:	June 30, 2015, 10:00 a.m. EST
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OPENING

Bids shall be privately opened.

GOVERNMENT EMPLOYEES RETIREMENT SYSTEM

THE HAVENSIGHT SHOPPING MALL

On June 30, 1993, the Government Employees Retirement System purchased Nos. 1, 2, 3 and 4 Estate Thomas, No. 6B New Quarter, St. Thomas, Virgin Islands, which is commonly known as the Havensight Mall the premier destination commercial shopping center in the Caribbean, and the building known as the old West Indian Company Limited Building (The White House), located at the south east corner of the property.

**SCOPE OF WORK
JANITORIAL AND CUSTODIAL SERVICES
HAVENSIGHT MALL
AND
OLD WICO BUILDING (THE WHITE HOUSE)**

3rd Floor of Shop Bldg. #3

East

Men - 1 restroom with 1 toilet.

Women - 1 restroom with 2 stalls with 1 toilet in each.

Handicapped - 1 restroom with 1 toilet.

West

Men - 1 restroom with 1 toilet.

Handicapped - 1 restroom with 1 toilet.

Mezzanine Level

2 restrooms with 1 toilet in each.

1st Floor of Shop Bldg. #3

Men - 1 restroom with 2 urinals and 2 stalls with 1 toilet in each.

Women - 1 restroom that has 3 stalls with 1 toilet in each.

Shop Bldg. #4

Men - 1 restroom with 2 urinals and 2 stalls with 1 toilet in each.

Women - 1 restroom with 8 stalls with 1 toilet in each.

Shop Bldg. #7

Men - 1 restroom that has 1 urinal and 1 toilet with no stall.

Women - 1 restroom with 1 toilet with no stall.

Warehouse #4A

Unisex Handicapped – 1 restroom with 1 toilet.

Unisex restroom – 1 restroom with 1 toilet.

Men – 1 restroom with toilet.

The Old WICO Building (The White House)

1 restroom

Cleaning of office (floors, furniture, and equipment)

Removal of trash