

**THE GOVERNMENT EMPLOYEES RETIREMENT
SYSTEM
REQUEST FOR PROPOSALS
TO
PROVIDE LANDSCAPING, GROUNDS MAINTENANCE 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 landscaping and grounds maintenance firm, business, or individual to provide landscaping, grounds maintenance, and supplies for Nos. 1, 2, 3 and 4 Estate Thomas, No. 6B new Quarter commonly known as the Havensight Mall and the old WICO building (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 landscaping and grounds maintenance firm, business, or individual who shall enter into a Contract 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 Contract, 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 Contract. The GERS reserves the right to accept any bid, and to reject any and all bids, proposals, or to negotiate Contract terms with the various bidders when such is determined to be in the best interest of the GERS.

All prospective firm, business, or individual will be afforded full opportunity to submit statements of qualifications and a Bid 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 Contract entered into, pursuant to this notice.

Qualified applicants shall 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 Bidder 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 a Contract 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 landscaping and maintenance 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 Bidder will be required to perform landscaping and maintenance to include landscaping, lawn care, bush cutting, tree pruning and removal, and maintaining of grounds, supplies, to include trash removal.

Criteria for Selection

Members of a selection committee will evaluate each submitted proposal to determine those applicants who may be invited for an oral interview. The selection committee will recommend a Contract with the successful applicant to the Board of Trustees.

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 landscaping and grounds maintenance personnel expected to be utilized, in addition to, an analysis of other expenses that would be incurred in maintaining the property.

PROPOSAL CONTENT

It is the responsibility of each Bidder 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 Contract, shall be borne by the Bidder.

All information requested in the Proposal must be furnished by the Bidder. 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 Bidder concerning the System's bidding 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 Bidder must substantiate the following:

The Bidder 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 – 3rd Floor
St. Thomas, Virgin Islands

Proposals Due: **June 30, 2015, 5:00 p.m. EST**

Each proposal shall be placed in a sealed envelope plainly marked with the project name, and the name and address of the Bidder on the outside. Proposals received after the deadline shall be returned unopened to the Bidder.

A Bidder may withdraw or revise the bid prior to the submission deadline, by withdrawal of one bid and submission of another.

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. The subject property is located on an 18.918 acre (824,059 square feet or 76,557.6 square meters) upland parcel.