



LBJ Tropical Medical Center
PO Box LBJ
Pago Pago, American Samoa 96799



REQUEST FOR PROPOSAL (RFP)
FOR
LBJ NEW GRANTS OFFICE RENOVATION CONSTRUCTION

Project #: RFP No. LBJ24.06
Issuance Date: Monday, March 11, 2024
Closing Date: Monday, April 01, 2024
Closing Time: 2:00 PM – AS Time

APPROVED FOR ISSUANCE BY:

Dr. Akapusi Ledua
LBJ Chief Executive Officer
Notice to Offerors

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REQUEST FOR PROPOSALS
LBJ NEW GRANTS OFFICE RENOVATION CONSTRUCTION

INTRODUCTION

The American Samoa LBJ Tropical Medical Center Authority invites you to submit a proposal for the renovation construction of the LBJ New Grants Office Project in the village of Fagaalu. This project is locally funded and is part of LBJ's effort to improve the medical health services in the Territory of American Samoa. The selected Offeror must provide a proposal that completely addresses all the requirements stated in the scope of work for this project.

A complete RFP package may be picked up from the LBJ Procurement Office located at the LBJ Procurement Office inside the Fagaalu LBJ campus. You may also view this RFP online at LBJ's website, <https://lbtmc.org>. For more information about this RFP, please contact the following person(s):

Frederick Ledoux
Director of Purchasing & Supply Chain
Phone: 684-633-1222 ext. 171
email: frederick.ledoux@lbj.as

Shawn Togia
Procurement & Contract Specialist
Phone: 684-633-1222 ext. 176
email: shawn.togia@lbj.as

The LBJ Tropical Medical Center Authority reserves the right to:

1. Reject all proposals and reissue a new or amended RFP;
2. Meet and/or correspond with individual Offerors at any time to gather additional information;
3. Select a firm for award based on other qualifications than "least cost" (e.g., capability to complete work in a timely fashion or proven technical capabilities)
4. Negotiate a contract with the Offeror that is selected for award;
5. Not award a contract, if it is in LBJ's best interest not to proceed with contract execution;
6. Waive any non-materials violations of rules set up in this RFP at its sole discretion.

SIGNIFICANT DATES

PROPOSAL ADVERTISEMENT & ISSUANCE	Monday, March 11, 2024
PRE-PROPOSAL MEETING (Mandatory) 1:00 PM – American Samoa Time LBJ Engineers Conference Room	Tuesday, March 19, 2024
Deadline for submitting questions and/or clarifications.	Friday, March 22, 2024
PROPOSAL SUBMITTAL CLOSING DATE 2:00PM – American Samoa Time Late submittals will not be opened or considered and will be determined as non-responsive.	Monday, April 01, 2024

Dates are subject to change at LBJ's discretion. Any change to the dates and times will be confirmed via an Addendum and available on LBJ's website (<https://lbjtmc.org>).

GENERAL TERMS AND CONDITIONS

I. PROPOSAL DOCUMENTS

Proposal documents including plans and specifications may be obtained from the LBJ Procurement Office located in Fagaalu. Offerors must submit qualifications documents together with their proposal package. LBJ reserves the right to reject or eliminate any proposal from the process if the Offeror does not meet minimum qualifications.

II. SUBMITTALS

Offerors must complete and submit all the requirements listed in the “RFP Submission Checklist”

III. SINGLE POINT OF CONTACT/NO CONTACT PROVISION

From the date this solicitation is issued until selection is finalized by LBJ, Offerors are not allowed to communicate with any LBJ staff, officers or officials regarding this solicitation, except at the direction of LBJ’s Chief Procurement Officer (CPO) or the designee. If unauthorized contact is made and the CPO or their designee determines the contact gives the Offeror an unfair advantage, the Offeror will be disqualified from the solicitation. All inquiries pertaining to this RFP should be directed to the single point of contact listed below:

Frederick Ledoux
Director of Purchasing & Supply Chain
Phone: 684-633-1222 ext. 171
email: frederick.ledoux@lbj.as

IV. CLARIFICATIONS AND ADDENDA TO THE RFP

It is incumbent upon each respondent to carefully examine this RFP. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made in writing via email through the Director of Purchasing & Supply Chain. LBJ shall not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given.

Offerors will be required to send a signed “Receipt of Addenda” to LBJ for each addendum that may be issued.

If it becomes necessary to revise or amend any part of this RFP, all addenda will be posted on LBJ’s website: <https://lbitmc.org>

V. PROPOSAL PREPARATION INSTRUCTIONS

The response to this RFP shall include, but need not be limited to, the information described below.

All information submitted shall pertain to the legal entity, subsidiary, or affiliate which will execute the ultimate construction contract.

A. Firm Experience & Staff Qualifications:

- This factor considers the relevant experience, knowledge, and expertise of key individuals of the construction team. Experience is a measure of whether contractors have performed work that is similar in both scope and complexity.
- A resume for each of the key personnel to be assigned detailing, as a minimum, their education, work history, and relevant experience. Resume for each key personnel should be no more than a page in length and include relevant work experience on similar or more complex project within the last three (3) years.

B. Work Plan / Schedule

- Offeror must provide enough information to confirm that they have experience in utilizing the construction project techniques cited in similar projects. Offerors shall submit a brief narrative which will provide an overview of how they will accomplish the project.
- Each Offeror shall submit a schedule that demonstrates their full and complete understanding of the scope, sequencing, timing, and required coordination for the project under consideration. The Offeror is to use the schedule to demonstrate their full understanding of the scope of the project and to assure the SEB that the work will be performed in a rational sequence and within the desired timeframe as stipulated in the RFP. Offeror is not to simply restate the SOW, but to explain how they will meet the requirements.

C. Past Performance

- Past Performance is a measure of how well contractors performed similar work in the past.
- Offerors shall submit a minimum of three (3) references from agencies with projects of similar nature. Only references of the prime contractor shall be considered, or references from project teams that have completed at least three (3) projects together. References other than those provided by the Offeror may be contacted and used in the evaluation.

D. Subcontractors

- Offerors shall provide letters of intent from each of the sub-contractors and a clear description of the services proposed including any limitations.

LBJ reserves the right to reject any proposal when, in its opinion, the Offeror has insufficient experience, responsibility, skill, financial standing or business standing to perform the proposed service in strict compliance with the specifications, or when the information provided by the Offeror is deemed by the SEB as insufficient for making a judgment. LBJ also reserves the right to check on references and to request additional information from any Offeror to assist LBJ in its consideration of the proposals.

VI. CONTRACT AND PAYMENT TERM

TIME OF COMPLETION. LBJ shall issue a Notice to Proceed identifying the date for commencement of the Work at which time a contract completion date will be established, **which shall be no more than thirty (30) Calendar Days.** The Contractor shall achieve substantial completion of the Work within 30 calendar days after the commencement date, as such completion date may be extended by approved Amendment(s) and/or Change Orders. **THE TIME SET FORTH FOR COMPLETION OF THE WORK IS AN ESSENTIAL ELEMENT OF THE CONTRACT.**

Successful Offeror shall agree to have LBJ **retain 20%** of the Contract amount, which will be retained by LBJ from each monthly invoice/pay application submitted by the contractor for approval of payment, for a period of 30 days after the successful completion of the project.

VII. TYPE OF CONTRACT

The successful Offeror will provide services to LBJ under a combination of Firm-Fixed Price and Unit Price, itemized contract agreement.

The successful Offeror shall be an independent contractor and not an agent or employee of the American Samoa LBJ Medical Center Authority. The successful Offeror shall furnish the necessary personnel, materials, insurance, licenses, permits, equipment, ground transportation to and from work areas, and otherwise do all things necessary to perform the work and services specified in the SOW and to the satisfaction of LBJ's Project Engineer.

The Contractor must at all times comply with all applicable workman's compensation, occupational disease, occupational health and safety laws, statues and regulations to the full extent applicable.

LBJ will not be held responsible in any way for claims filed by the successful Offeror or its employees for services employed under the terms of this RFP or the contract.

VIII. OPTION TO AWARD

While LBJ has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by LBJ to award and execute a contract. Upon a determination such actions would be in its best interest, LBJ, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposal received in response to this RFP;
- Meet and/or correspond with individual vendors at any time to gather additional information;
- Not award a contract, if it is in LBJ's best interest not to proceed with contract execution;
- If awarded, terminate any contract if LBJ determines adequate funds are not available.

IX. BASIS OF SELECTION

Proposals will be reviewed by a Source Evaluation Board (SEB) and scored against the stated criteria. The SEB may review references, request interviews/presentation, etc. These discussions shall only be conducted for the purpose of obtaining clarification from the Offeror on its proposal, and do not in any way commit LBJ to a contract. Discussions shall be conducted individually with each offeror and care shall be exercised to ensure that no information derived from competing Offeror's proposal is disclosed. The resulting information will be used to the score the proposals. The SEB's scoring will be tabulated, and proposals ranked based on the numerical scores received.

All Offerors with whom discussions are conducted shall be afforded an opportunity to revise their proposals in response to specific clarifications based on the discussions. Unless the Procurement Manager determines that satisfactory evidence exists that a "mistake" has been made, as set forth in Procurement Rules, Offerors will not be permitted to revise their proposals after proposal opening.

LBJ reserves the right to make the award to the Offeror that submits the proposal, which meets the requirements set forth herein and is in the best interests of LBJ after taking into consideration the aforementioned factors. LBJ also reserves the right to select portions of a proposal, or to reject any and all proposals.

X. EVALUATION CRITERIA

LBJ intends to award this solicitation to the Offeror who has achieved the highest total responsive and responsible score as defined herein based on the Priced and Non-Priced Proposals. LBJ reserves the right to waive any technicality in any proposal and to award the Contract in the best interest of LBJ. LBJ also reserves the right at its sole discretion to reject any and all proposals which do not meet the minimum technical (non-priced) criteria as defined in the RFP and in the opinion of LBJ and the SEB, regardless of pricing provided.

CRITERIA	WEIGHT
1. PRICE	40
NON-PRICED PROPOSAL	
2. FIRM EXPERIENCE & STAFF QUALIFICATIONS	25
3. WORK PLAN / SCHEDULE	15
4. PAST PERFORMANCE	10
5. FINANCIAL ABILITY	10
TOTAL	100

The SEB recommendation, as well as the individual evaluation and identities of the SEB will remain confidential.

XI. COST PROPOSAL AND HOW IT WILL BE SCORED

The Offeror, who has achieved the minimum required points for the non-priced proposal, with the lowest cost proposal will be given the maximum points for price. The points for all other proposals who have also achieved the minimum required points for the non-priced proposal will be computed by the following formula:

$$\frac{\text{Lowest Cost Submitted}}{\text{[Other] Proposers Cost}} \times 40 = \text{Final Price Score}$$

XII. MULTIPLE PROPOSALS - COLLUSION

If more than one Proposal is submitted by any one party or in the name of its clerk, partner or other person, all Proposals submitted by said party may be rejected by LBJ. If requested by LBJ to do so, an Offeror may submit an alternate proposal. If LBJ believes that collusion exists amongst any Offerors, the participants in such collusion will be disqualified from contract award consideration. Proposals in which the proposed costs and fees are unreasonably high, or unrealistically low may be rejected at LBJ's sole discretion.

XIII. ASSIGNMENT

The selected Offeror may not reassign any award made as the result of this RFP, without prior written consent from LBJ.

XIV. INCURRED COSTS

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by LBJ to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by LBJ or for participating in any selection demonstrations or interviews, including contract negotiations.

XV. PROPOSAL RESULTS

All proposals received shall be considered confidential and not available for public review without consent of its owner. All proposals shall be subject to negotiations prior to the award of a contract. A list of respondents to the RFP may be posted on LBJ's website once an award has been made and accepted.

XVI. BUSINESS LICENSE

An Offeror from elsewhere, other than American Samoa, must be appropriately licensed in accordance with the state and/or country of the Offeror's origin, and shall be skilled and regularly engaged in the general type and size of work called for under this RFP. Offerors based in American Samoa shall possess a currently valid American Samoa business license prior to the execution of this contract.

XVII. COMPLIANCE WITH FEDERAL REGULATIONS

The Work will be funded by one or more federal agencies. As such, all bidders must agree to comply with applicable federal laws and regulations, including, but not limited to (i) Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor Regulations (41 CFR chapter 60); (ii) the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3); (iii) the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5); (iv) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5); and (v) applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).

XVIII. USE OF SMALL AND MINORITY FIRMS, WOMEN'S BUSINESS ENTERPRISE & LABOR SURPLUS AREA FIRMS

All bidders must commit to taking affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

XIX. OFFEROR'S UNDERSTANDING

Each Offeror must inform itself of the conditions relating to the execution of the work. The Offeror will make itself thoroughly familiar with all the Contract documents prior to execution of the Agreement. Each Offeror shall inform itself of, and the Offeror awarded the Contract shall comply with, federal and territorial statutes and ordinances relative to the execution of the work, including but not limited to, applicable regulations which concern the following:

1. Wage rates;
2. Non-discrimination in the employment of labor;
3. Protection of public and employee safety and health;
4. Environmental protection;
5. Historic preservation;
6. Protection of natural resources;
7. Fire protection;
8. Burning and non-burning requirements;
9. Permits and fees;
10. Similar subjects.

The Offeror agrees to a proposal by the requirements under Executive Order No. 11246, as amended, including specifically the provisions of the equal opportunity clause.

XX. INSURANCE REQUIREMENTS

The awarded contractor shall carry at its sole expense and provide evidence of insurance coverage listed below to protect itself and LBJ from and against liability, loss, damage, expense, cost (including without limitation to litigation and courts costs and attorneys' fees) arising out of or in connection with the performance of any work performed in accordance with the specifications of any related documents, whether such work is performed by the contractor or any subcontractor or by anyone directly employed by any of them or by anyone for whose acts any of them may be liable. Coverage must be written with insurance companies licensed in American Samoa.

- **Professional Liability** - \$100,000.00 each occurrence.
- **Coverage** – LBJ shall be named as an additional insured. Certificates of insurance shall be presented to LBJ for approval before the successful contractor, its agents and/or employees commence any work whatsoever pursuant to the contract.

SCOPE OF WORK

The selected construction service provider will be responsible for performing the following tasks:

The work includes the renovation and refurbishment but not necessarily limited to the following:

1. Removal of Structures

- All existing office cubicles shall be removed and disposed. This area shall be cleared prior to commence construction. All debris shall be hauled and dumped at approved dumpsite.

2. Carpentry

- Construct wall partition at Analyst, Cost Analyst, Grant Administration, Senior Analyst. and Director's Office. Wall partition shall be 2"x4" metal or wood studs at 16" on center with 5/8" thick gypsum board both sides, prime, paint and finish. All attachments from the existing floors and walls shall be 1/2" diameter x 5" long expansion bolt spaced at 24" on center. Please see attached drawing.
- Construct a 24"W x 5'L x 42"H Counter Top, Formica finish with 3-shelves underneath at Awaiting Area (Reception).

3. Doors / Windows

- Provide, supply and install one (1) 36"x80" solid core door with complete hardware and one (1) Aluminum Fixed Window, 36"x36" for Director's Office only.
- Provide, supply and install one (1) complete set of Aluminum Frosted glass Wall Panel with 1- sliding door, 36"x80"
- Doors at Analyst, Cost Analyst, Grant Analyst and Senior Analyst are not applicable.
- Provide, supply and install Double swing door besides counter top, 18"W x 24"H at Awaiting Area (Reception).

4. Electrical

- Provide, supply and install data outlet and electrical outlet on the following: One (1) data outlet and one (1) electrical for Analyst, Cost Analyst, Grant Administration, Senior Analyst and Conference Room.

5. Mechanical – A/C

- Provide, supply and install 1-18,000 BTU Split Type A/C unit at Conference Room. • Provide, supply and install 1-24,000 BTU Split Type A/C unit at Main Office Room.

6. Finishes

- Paint all new wall surfaces / Repaint existing interior walls as requested.

7. Clean-up / Housekeeping

- Clean and housekeep working place free from dirt and have tidy surroundings.

RFP SUBMISSION CHECKLIST

All proposals should be accompanied by the following documents. If they are not available or not applicable, note as such. Incomplete proposals will not be considered:

1. Proposal Invitation Form
2. Special Reminder to Prospective Offerors
3. Bid Form (submitted in a separate, sealed envelope)
4. Offeror's Qualification Form
5. Disclosure Statements
6. Bid Bond Security Form
7. Five (5) Hard Copies of Proposal – One (1) Original, four (4) Copies, and one (1) electronic (PDF preferred)

PROPOSAL INVITATION

You are hereby invited to bid for requirements of the American Samoa LBJ Medical Center Authority. Please make sure to adhere to the following instructions:

1. This Request for Proposal shall require a Cost Proposal to be submitted in a separate sealed envelope, box, or other enclosure.
2. All required submittals, including the Cost Proposal must be addressed to the LBJ Director of Purchasing & Supply Chain at the LBJ Fagaalu Campus, or via email to frederick.ledoux@lbj.as. Hard copies may also be sent to:

Frederick Ledoux
Director of Purchasing & Supply Chain
P.O. Box LBJ
Pago Pago, AS 96799

3. Five (5) hard copies – One (1) Original and four (4) Copies, and one (1) PDF of the complete proposal must be received at the Procurement Office no later than the date listed above. Hard copies will be required for all proposals. The envelope, or box must be labeled with Project No and Description.
4. Late submissions will not be opened or considered and will be determined as nonresponsive.
5. Any and all pre-proposal questions and/or clarifications shall be submitted to the Procurement Manager.

NOTE TO OFFERORS

This RFP is subject to the attached General Terms and Conditions of “**RFP No. LBJ24.04 - LBJ New Grants Office Renovation Construction**”

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective terms listed on the schedule of the cost quotation.

In consideration of the expense to the LBJ Medical Authority in opening, tabulating and evaluating this and other quotes, and other considerations such as the schedule, the undersigned agrees the quotation shall remain firm and irrevocable within **One Hundred Twenty (120)** calendar days from the closing date to supply any and all of the items for which prices are quoted.

Offerors may be requested to extend the validity period of their Quotes, on the same terms and conditions, if the internal processes are not finalized within the validity period.

Signed: _____

Date: _____

SPECIAL REMINDER TO PROSPECTIVE OFFERORS

Offerors are reminded to read the Proposal Invitation Instructions and General Terms and Conditions attached to the RFP and to verify that each submittal requirement listed above in the RFP Submission Checklist is enclosed in the submittal envelope prior to the date and time of proposal opening.

Bond Forms:

Offeror's must review and acknowledge the Bid Bond Security Instructions (Attachment F), and submit Bid Bond Form (Attachment G) or cashier's check for 10% of the total bid amount. All bid bonds must be in the form included in the contract documents. The Bid Bond and all other surety bonds required by LBJ, to be valid, must be accompanied by:

1. Current certificate of authority issued by the insurance commissioner of the state where the surety has its primary place of business, together with evidence acceptable to LBJ that applicable bonds will be valid in American Samoa
2. Power of Attorney issued by the surety to the Resident General Agent
3. Power of Attorney issued by two (2) major officers of the surety to whoever is signing on their behalf.

Notice to all Insurance and Bonding Institution:

All bonds must be accompanied by or include, as applicable, the signatures of the Offeror, two (2) major officers of the Surety and the Resident General Agent, if the Surety is a foreign surety.

When the form is submitted to the LBJ Medical Center Authority, it should be accompanied with copies of the following:

1. Current Certificate of Authority to do business in American Samoa issued by the Department of Treasury-Revenue and Taxation
2. Power of Attorney issued by the Surety to the Resident General Agent
3. Power of Attorney issued by two (2) Major Officers of the Surety to whoever is signing on their behalf.

The Bid Bond must be effective no later than the bid opening date. The Performance Bond and Payment Bond (if required) must be dated and executed effective on or after the date that a construction contract is entered into between such Offeror and LBJ. The Notice to Proceed will not be transmitted to the Contractor until all required bonds are in place. Failure to obtain required bonds within a reasonable amount of time may result in contract termination and damages recoverable by LBJ.

Business License:

The Offeror shall submit a current American Samoa business license or must be able to obtain an American Samoa business license prior to the execution of a contract under this RFP.

Non-Priced Proposal:

The non-priced proposal shall comply with all requirements in the Scope of Work as outlined in Attachment B of this document must follow format described under this RFP.

Price Proposal:

The Offeror shall submit a separately sealed price proposal for the proposal. Amounts shall be in US currency.

Special Reminder Form:

This form must be completed and submitted.

Acceptance:

Acceptance of a proposal does not imply acceptance of its terms and conditions. LBJ reserves the option to negotiate on the final terms and conditions. LBJ additionally reserves the right to negotiate the substance of the finalists' bid, as well as the option of accepting partial components of a bid if appropriate.

All required forms must be signed and returned with the proposal envelope. Failure to comply with these requirements may result in disqualification or rejection of the proposal.

I, _____ the duly authorized representative of
_____, acknowledge receipt of this special reminder to
prospective offerors together with "RFP No. LBJ24.06 - LBJ New Grants Office Renovation
Construction" as of this date, _____, 2024.

(Signature of Offeror's Representative)

BID FORM

To: LBJTMC, Attn: Director of Purchasing & Supply Chain
Address: PO Box LBJ, Pago Pago, AS 96799
Title: LBJ NEW GRANTS OFFICE RENOVATION CONDRUCTION
RFP #: LBJ24.06
Bidder: _____
Date: _____

Item No.	Description	Quantity	Unit	Total
1	Labor	1	LS	\$
2	Materials/ Supplies	1	LS	\$
3	Miscellaneous	1	LS	\$
	TOTAL			\$

Total Lumpsum Bid: _____

Date: _____

Company Name: _____

Signature: _____

OFFERORS QUALIFICATION FORM

1. NAME OF ORGANIZATION					
2. BUSINESS ADDRESS					
3. TELEPHONE					
-EMAIL ADDRESS					
-FAX NUMBER					
-TAX IDENTIFICATION NUMBER					
4. PRIMARY & SECONDARY CONTACT PERSON					
5. TYPE OF BUSINESS (Please check one)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Corporation</td> <td style="width: 50%;">Partnership</td> </tr> <tr> <td>Proprietorship</td> <td>Joint Venture</td> </tr> </table>	Corporation	Partnership	Proprietorship	Joint Venture
Corporation	Partnership				
Proprietorship	Joint Venture				
<p><i>Note: For Corporations – Articles of Incorporation Certification must be on record with the Treasurer of American Samoa. Copies of partnership agreements and articles of incorporation must be submitted to the revenue branch with application form and relevant documents. Aliens cannot operate sole ownership enterprises and partnerships with aliens are subject to immigration board review.</i></p>					
6. PLACE OF ORGANIZATION OR STATE OF INCORPORATION					
7. OWNER'S NAMES & ADDRESSES (IF NOT A CORPORATION)					

8. FOR CORPORATIONS: Names & Addresses of Directors, Officers, and Stockholders with 20% or greater interest in the company	
9. US STATES & TERRITORIES WHERE COMPANY IS REGISTERED AS A FOREIGN CORPORATION	
10. List all projects of similar scope and extent to which the Offeror has conducted within the past five-years; provide the dollar value contract amount for each project. And list project owner contact information for reference inquiries.	
-Location and Date of Project	
-Nature and Scope of Contract (provide brief description)	
-Name and Address of awarding agency or owner for which work was performed	
-Name, Address and Phone Number of contact Person for the agency	
-Contract Amount	
-Start and End Date	
-Date of Completion	

-Was project completed within schedule and Budget? If not, why?	
-If project was not completed, please explain Why	
-Was contract performed under joint venture, if so, with whom and under what arrangement?	
11. List the names of supervisory personnel to be employed on the work under this contract, including the qualifications and experience record for each. Personnel resumes may be included with the Offeror's proposal submittal.	
-Name / Position	
-Qualifications/Experience	
12. List the names and addresses of at least three (3) references from agencies with projects of similar Nature. Each reference shall contain: (1) Client name and contact information; (2) project description; and (3) role of key project team members. Only references of the prime offeror shall be considered, or references from project teams that have completed at least three (3) projects together.	
Reference # 1	
Reference # 2	
Reference # 3	

DISCLOSURE STATEMENTS

This form must be completed by all offerors and submitted with proposal.

I _____,

of _____ the Offeror, that has submitted the attached

proposal:

(Complete one of the two following statements)

1. I have no immediate relatives (parents, children or siblings) who are currently employed by the LBJ Tropical Medical Center (LBJ) or the American Samoa Government (ASG)

2. I have immediate relatives (parents, children or siblings) who are currently employed by LBJ or ASG.

Their names and positions are as follows:

Name	Relationship to Offeror	Position at LBJ
------	-------------------------	-----------------

(Signed)

(Title)

Note: It is not against LBJ procurement rules for the relatives of government employees to bid on and receive government contracts provided they disclose such relationships at the time of bidding.

BID BOND SECURITY FORM

KNOW ALL PERSONS BY THOSE PRESENT that _____, as Principal, hereafter called the “Principal,” and _____, a duly admitted insurer under the laws of the Territory of American Samoa, as Surety, hereinafter called the “Surety”, are held firmly bound unto the LBJ Medical Center Authority (LBJ) for the sum _____ of dollars (\$ _____), for payment of which in lawful money of the United States, will and truly to be made, the said Principal and the said Surety binds themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. The condition of the above obligation such that, whereas the “Principal” has submitted a proposal for:

RFP No. LBJ24.06 LBJ New Grants Office Renovation Construction

Offerors must provide a document that specifically and completely addresses work tasks as specified in the Scope of Work (“SOW”)

[Signature Page Follows]

IN WITNESS WHEREOF, we have hereunto set our hands on this bid bond this _____ day of _____ 20____.

Principal: _____

Surety: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Resident Agent

By: _____

Name: _____

Title: _____

Address for Notices:

NOTE: The signature of the person executing this Bid Bond must be notarized. If an attorney-in-fact executes the bid bond on behalf of the surety, a copy of the current power of attorney bearing the notarized signature of the appropriate corporate officer must also be included with the bid bond.

TERRITORY OF AMERICAN SAMOA

COUNTY OF _____

This instrument was acknowledged before this _____ day of _____, 20 __, by

(Name of singer)

Personally Known

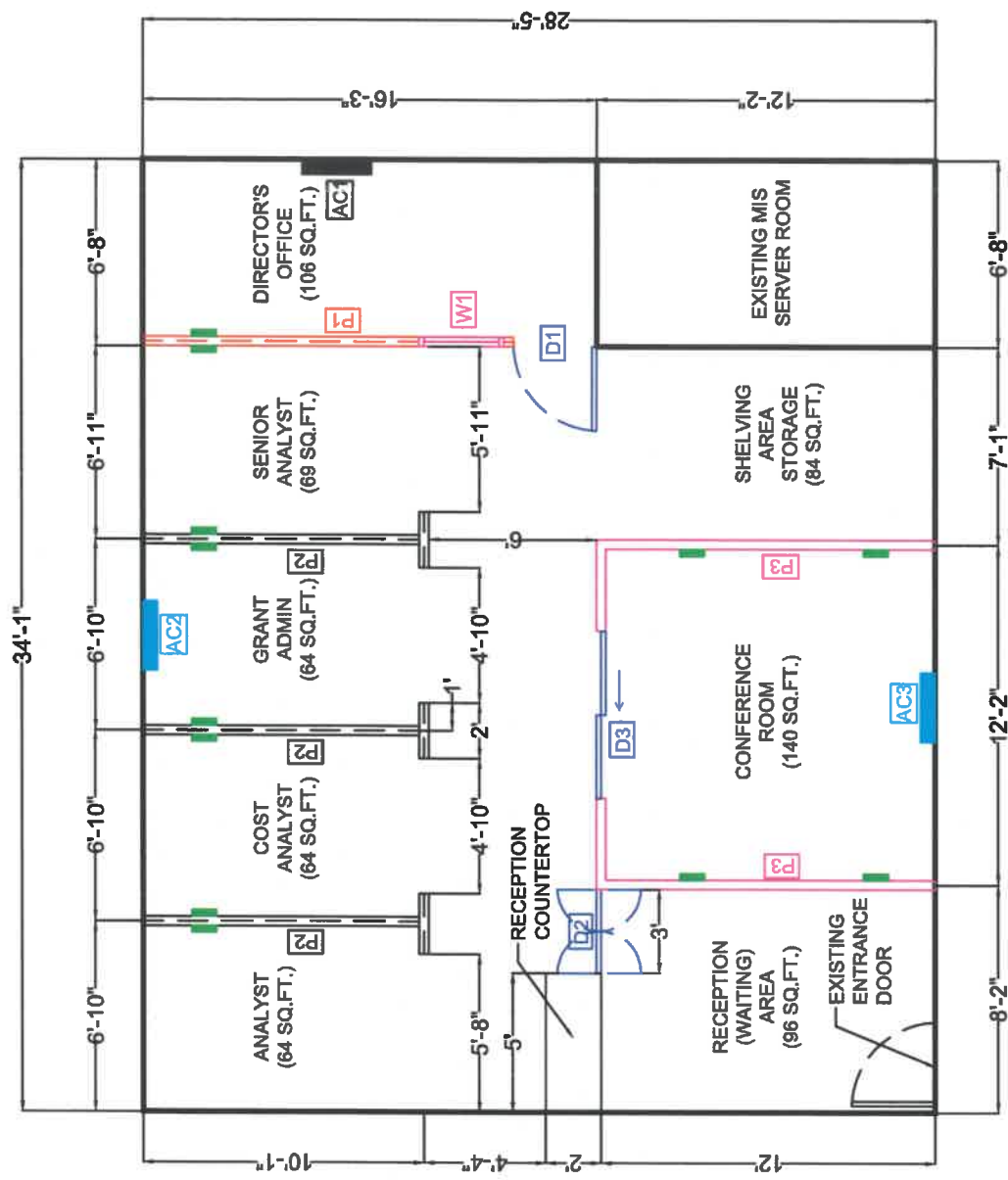
(Signature Notary)

Produced Identification

(Seal)

Type of ID: _____

NEW GRANTS & DEV. DEPT. OFFICE RENOVATION PROJECT (AT CODING ROOM)



FLOOR PLAN
Scale: 1 : 4

- MOVING:**
- All existing office cubicles shall be removed and disposed, except few of the Data Outlets and Electrical outlets that will be re-use in the new cubicles.
- WALLS:**
- 2.a.1. Director's Office - is full height to ceiling wall partition, labeled P1 at 9'-4" (verify) high from flooring; 2" x 4" Metal or Wood Studs at 16" o.c. with 5/8" thick Drywall Board on both sides primed and paint finish.
 - 2.a.2. Senior Analyst, Grant Admin, Cost Analyst & Analyst - is a recessed height to ceiling wall partition, labeled P2 at 7'-2" high from flooring; 2" x 4" Metal or Wood Studs at 16" o.c. with 5/8" thick Drywall Board on both sides primed and paint finish.
 - 2.a.3. Conference Room - is full height to ceiling at 9'-4" (verify) high from flooring; 2" x 4" aluminum wall partition, labeled P3 either clear glass or frosted wall panel with sliding door (see door details), or clear glass with All Star Sign® glass stickers design provided by LBJ-Grants and Development Dept.
 - 2.c.2. Reception (waiting) Area Countertop with Shelves - 42"H x 24"W x 5' L with FORMICA Countertop finished with 3-shelf underneath.
- WINDOWS:**
- 2.d.1. Director's Office window, labeled W1 - Aluminum Fixed Window, 36" x 36" Frosted Glass or Clear Glass with All Star Sign® glass stickers design provided by LBJ-Grants and Development Dept.
- DOORS:**
- 2.e.1. Director's Office Door, labeled D1 - 36" x 80" Solid Core Wooden Door with complete hardware, primed and paint finish.
 - 2.e.2. Reception (waiting) Area Door, labeled D2 - 42"H x 2-18"W 180° swing Solid Core Wooden Door, primed and paint finish.
 - 2.e.3. Conference Room Door, labeled D3 - 36" x 80" Aluminum Fixed framed on 1 side and the other is 36" x 80" single sliding Door with Frosted Glass or Clear Glass with All Star Sign® glass stickers design provided by LBJ-Grants and Development Dept.
- ELECTRICAL:**
- Data Outlets & Power Outlets, labeled green hatch - Existing Data & Power outlets from existing cubicles will be reuse and relocated to its new location.
 - Locations of these Data & Power Outlets are: Conference room, Analyst, Cost analyst, Grant Admin, Senior Analyst and Director's Office. Outlets height is the same as the existing to be removed Cubicles. Locations may change as per discretion of Grant's interior arrangements.
- MECHANICAL - AC:**
- Existing Split type A/C at the Director's Office shall undergo AC Maintenance job - Cleaning and Cooling (freon, et. al) charging, labeled AC1.
 - 1 - 24,000 BTU Split type A/C unit with 'English text' remote control at Main Office Room, labeled AC2.
 - 1 - 18,000 BTU Split type A/C unit with 'English text' remote control at Conference Room, labeled AC3.
- HOUSEKEEPING / SANITATION/SECURITY:**
- The renovation site is an existing office building. Office hours are observed and works will commence AFTER OFFICE HOURS or WEEKENDS. Property of LBJ lost during construction time will be sole responsibility of the Contractor and will compensate to the lost value of the property.

APR 2011
albuena

NOTES:

1. REMOVAL:

- 1.a. All existing office cubicles shall be removed and disposed, except few of the Data Outlets and Electrical outlets that will be re-use in the new cubicles.

2. CARPENTRY:

2.a. Walls:

- 2.a.1. **Director's Office** - is full height to ceiling wall partition, labeled **P1** at 9'-4" (verify) high from flooring; 2" x 4" Metal or Wood Studs at 16" o.c. with 5/8" thick Drywall Board on both sides primed and paint finish.

- 2.a.2. **Senior Analyst, Grant Admin, Cost Analyst & Analyst** - is a recessed height to ceiling wall partition, labeled **P2** at 7'-2" high from flooring; 2" x 4" Metal or Wood Studs at 16" o.c. with 5/8" thick Drywall Board on both sides primed and paint finish.

- 2.a.3. **Conference Room** - is full height to ceiling at 9'-4" (verify) high from flooring; 2" x 4" aluminum wall partition, labeled **P3** either clear glass or frosted wall panel with sliding door (see door details), or clear glass with All Star Sign[®] glass stickers design provided by LBJ-Grants and Development Dept.

- 2.c.2. Reception (waiting) Area Countertop with Shelves - 42"H x 24"W x 5' L with FORMICA Countertop finished with 3-shelve underneath.

2.d. Windows:

- 2.d.1. Director's Office window, labeled **W1** - Aluminum Fixed Window, 36" x 36" Frosted Glass or Clear Glass with All Star Sign[®] glass stickers design provided by LBJ-Grants and Development Dept.

2.e. Doors:

- 2.e.1. Director's Office Door, labeled **D1** - 36" x 80"

Solid Core Wooden Door with complete hardware, primed and paint finish.

- 2.e.2. Reception (waiting) Area Door, labeled **D2** - 42"H x 2-18"W 180° swing Solid Core Wooden Door, primed and paint finish.

- 2.e.3. Conference Room Door, labeled **D3** - 36" x 80" Aluminum Fixed framed on 1 side and the other is 36" x 80" single sliding Door with Frosted Glass or Clear Glass with All Star Sign[®] glass stickers design provided by LBJ-Grants and Development Dept.

3. ELECTRICAL:

- 3.a. Data Outlets & Power Outlets, labeled **green hatch** - Existing Data & Power outlets from existing cubicles will be reuse and relocated to its new location.

- 3.b. Locations of these Data & Power Outlets are: Conference room, Analyst, Cost analyst, Grant Admin, Senior Analyst and Director's Office. Outlets height is the same as the existing to be removed Cubicles. Locations may change as per discretion of Grant's interior arrangements.

4. MECHANICAL - AC:

- 4.a. Existing Split type A/C at the Director's Office shall undergo AC Maintenance job - Cleaning and Cooling (freon, et. al) charging, labeled **AC1**.

- 4.b. 1 - 24,000 BTU Split type A/C unit with 'English text' remote control at Main Office Room, labeled **AC2**.

- 4.c. 1 - 18,000 BTU Split type A/C unit with 'English text' remote control at Conference Room, labeled **AC3**;

5. HOUSEKEEPING / SANITATION/SECURITY:

- 5.a. The renovation site is an existing office building. Office hours are observed and works will commence **AFTER OFFICE HOURS** or **WEEKENDS**. Property of LBJ lost during construction time will be sole responsibility of the Contractor and will compensate to the lost value of the property.