



JUDICIARY OF THE VIRGIN ISLANDS

REQUEST FOR PROPOSALS (RFP) NO. 001/2017

INSURANCE SERVICES FOR THE JUDICIARY OF THE VIRGIN ISLANDS

The Judiciary of the U.S. Virgin Islands Judicial Branch Administrative Office seeks the services of qualified firms to provide insurance coverage for the Judiciary of the U.S. Virgin Islands

The Request for Proposals (RFP) including the submission criteria and evaluation procedure are currently available at the following locations during the work hours of 8:00 a.m. and 4:00 p.m. Monday through Friday excluding legal holidays:

**Supreme Court of the Virgin Islands
Division of Procurement
No. 161B Crown Bay
St. Thomas Virgin Islands 00802**

**Supreme Court of the Virgin Islands
Administration Division
No. 18 Strand Street
F'sted, Virgin Islands 00851**

**Superior Court of the Virgin Islands
Division of Property and Procurement
Alexander A. Farrelly Justice Center
5400 Veteran's Drive
St. Thomas, Virgin Islands 00802**

**Superior Court of the Virgin Islands
Division of Property and Procurement
R.H. Amphlett Leader Justice Complex
RR1 Box 9000
St. Croix, Virgin Islands 00850**

You may download a full copy of this solicitation at www.visupremecourt.org by selecting the Administrative Services link on the main menu. Respondents are required to visit the Court's website for any addendum(s) prior to the due date to assure that the bid incorporates all addendums.

Proposals must be received no later than 4:00 p.m. AST on January 11, 2017.

RESPONDENTS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY CAN AND ARE WILLING TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS IN THEIR BID.

The Judiciary of the Virgin Islands reserves the right to reject any and all submissions and to waive any formalities of the bid process.