



# **Addendum No. 1**

## **to**

### **Request for Proposals No. 001/2017**

### **INSURANCE SERVICES**

### **QUESTIONS & ANSWERS**

**The following is the response to questions received for Request for Proposals No. 001/2017. It is the bidder's responsibility to ensure that all related changes are incorporated into the original RFP. All other instructions, terms and conditions of the RFP shall remain the same.**

#### **Questions from Prospective Bidders with Answers:**

**Question #1:** In order to provide Comprehensive/Collision coverage(s), the vehicle values will be required.

**Response:** See Attached A.

**Question #2:** If the Bodily Injury limits stated above is not available, do you have a preference for alternative limits or is it acceptable to offer \$25,000/\$50,000

**Response:** Acceptable Limits: \$25,000/\$50,000

**Question#3:** Please provide the physical address of each location.

**Response:** Supreme Court of the Virgin Islands – St. Croix  
Plot # 18 Strand Street, St. Croix VI 00840  
(*Business Personal Property and Building*)

Supreme Court of the Virgin Islands – St. Thomas  
No. 161B Crown Bay, St. Thomas Virgin Islands 00802  
(*Fixtures Improvements & Alterations, Business Personal Property*)  
*NOT Building*

Superior Court of the Virgin Islands – St. Thomas Locations

Location 1

5400 Veterans Drive  
St. Thomas, Virgin Islands 00802  
(*Business Personal Property*)

Location 2

9160 Estate Thomas, Fortress  
St. Thomas, Virgin Islands 00802  
(*Business Personal Property*)

Location 3

5A Estate Thomas  
St. Thomas, Virgin Islands 00802  
(*Business Personal Property*)

Location 4

Barbel Plaza South  
St. Thomas, Virgin Islands 00802  
(*Business Personal Property*)

Location 5

8A Estate Ross  
St. Thomas, Virgin Islands 00802  
(*Business Personal Property*)

Location 6

Warehouse 26, Property and Procurement Building, Sub Base  
St. Thomas, Virgin Islands 00825  
(*Business Personal Property*)

Superior Court of the Virgin Islands – St. Croix Locations

Location 1

23 A Kingshill  
St. Croix, VI 00850

Location 2

Remainder Plot No. 50 Estate Hannah's Rest  
St. Croix, VI 00840

**Question #4:** Please provide the construction of each building including the roof.

**Response:** See response to Question #11

**Question #5:** Please provide the occupancy of each building.

**Response:**    **Supreme Court of the Virgin Islands – St. Thomas Location**  
Courthouse, offices, library, chambers and storage

**Supreme Court of the Virgin Islands – St. Croix Location**  
Administrative Offices, library, storage & chambers

**Superior Court of the Virgin Islands – St. Thomas Location**  
Courthouse, offices, courtroom, library and associated facilities of the court

**Magistrate Division (Barbel Plaza)**  
No. 8A Ross Estate – No. 8 Kings Quarter  
Magistrate Courtroom with associated offices and facilities

**Rising Stars Panyard (Barbel Plaza)**  
No. 8Ac Estate Ross Kings Quarter  
Steel Pan practice area and storage area for Rising Stars

**Rising Stars Panyard (Long Bay)**  
No. 5A Estate Thomas, Kings Quarter  
Steel Pan practice area and concert area for Rising Stars

**Subbase Storage – Property and Procurement Warehouse No. 26**  
No. 126 Subbase  
Storage Facility

                  Fortress Self-Storage II (5 Units)  
Storage Facility

**Superior Court of the Virgin Islands – St. Croix Location**  
23 A Kingshill, St. Croix, VI 00850 – 121 occupancy  
Courthouse, offices, courtroom, library and associated facilities of the court

                  Remainder Plot No. 50 Estate Hannah’s Rest, St. Croix, VI 00840  
Steel Pan practice and storage area

## **Superior Court's Commercial Inland Marine – Equipment Floater Information**

**Question #6:** Please provide a Schedule of the Equipment including description, serial numbers and individual values.

**Response:** Please see Attachment B.

**Question #7:** Please provide location(s) where equipment will be utilized.

**Response:** 23 A Kingshill, St. Croix, VI 00850 and Remainder Plot No. 50 Estate Hannah's Rest, St. Croix, VI 00840

**Question #8:** Please provide the security procedures and controls that are in place over the equipment.

**Response:** Property is tagged with a Virgin Islands Government property tag or special label and/or dye marking (i.e. permanent marker) and a detailed record of the property is established in the Superior Court's property database.

**Question #9:** Please provide details of where the equipment is garaged when not in use.

**Response:** Equipment is stored/used in various locations throughout the premises. The Court has 24-hour security including security cameras.

**Question #10:** Is any equipment registered for road use?

**Response:** No.

**Question #11:** Brief description of properties. If all buildings are concrete or masonry, then just confirm and whether they are fully shuttered?

### **Supreme Court of the Virgin Islands – St. Croix**

No. 18 Strand Street

F'sted, St. Croix 00840

*Brief Description:* Two story building located in historic district, Court Administrative Offices and Judges Chambers, fully shuttered, masonry with metal roof

Total Square Footage: Approximately 6,805

### **Supreme Court of the Virgin Islands – St. Thomas**

No. 161B Crown Bay  
St. Thomas, Virgin Islands 00802  
Brief Description: Steel Frame and masonry, 2 Story with metal roof, fully shuttered

Total Square Footage: Approximately 19,550

**Superior Court of the Virgin Islands – St. Thomas**

Alexander A. Farrelly Justice Center  
5400 Veteran's Drive  
3 Story masonry fully shuttered building with metal and flat roofs  
Total Square Footage: 74,198 (Does not include VIPD or BOC facilities which can be provided if requested)

Magistrate Division (Barbel Plaza)  
No. 8A Ross Estate – No. 8 Kings Quarter  
First floor of a 2 Story enclosed masonry building  
Total Square Footage: 10,918

Rising Stars Panyard (Barbel Plaza)  
No. 8Ac Estate Ross Kings Quarter  
2 Story Masonry building with metal roof  
Total Square Footage; 4,500

Rising Stars Panyard (Long Bay)  
No. 5A Estate Thomas, Kings Quarter  
One Story masonry structure with an asphalt shingled roof  
Total Square Footage: 1,080 (structure) plus ½ Acre land

Subbase Storage – Warehouse No. 26  
No. 126 Subbase  
Westernmost Portion of a One Story masonry structure with metal roof  
Total Square Footage: 1,800

Fortress Self-Storage II (5 Units)  
No. 52 F-1 Estate Thomas (Sugar Estate Park)  
Total Square Footage: 2,000

**Superior Court – St. Croix**

23 A Kingshill, St. Croix, VI 00850  
Two-story masonry construction building with metal roof, fully shuttered

Total square footage: 49,400

Remainder Plot No. 50 Estate Hannah's Rest, St. Croix, VI 00840

Masonry construction building with metal roof, no shutters

Total square footage: 12,000

**Question #11:** Are photos available? If not, can we depute someone to do so?

**Response:** Photos are not available. Please contact the following persons to arrange for photos to be taken of the premises:

For Supreme Court St. Thomas and St. Croix : Mrs. Natalie Thomas-Pickering at (340) 774-2237

For Superior Court St. Thomas: Ms. Kim Wilson-Aska at (340) 774-6680

For Superior Court St. Croix: Ms. Tashima O'Bryan at (340) 778-9750

**Question #12:** Claim experience for last three years?

**Response:** Supreme Court of the Virgin Islands: 1 Claims for the last three years

Superior Court of the Virgin Islands – St. Croix: None.

Superior Court of the Virgin Islands – St. Thomas: 7 Claims for the last three years

**Question #13:** Do you require physical damage to all vehicles?

Yes

**Question #14:** List and values of the equipment

**Response:** See Attachment B.

**Question #15:** Claim experience for last three years.

**Response:** Supreme Court: None.

Superior Court – St. Thomas: None

Superior Court – St. Croix: None

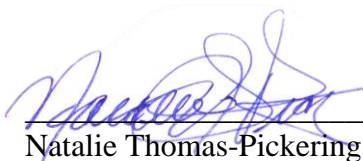
**Question #16:** In view that the holiday season has not ended with New Year and Three Kings ahead of us, is it possible to extend the bid submission date by a week? It would be very much appreciated.

**Response:** **New Submittal Deadline for Proposals is January 13, 2017 no later than 4:00p.m. AST.**

Receipt acknowledged and conditions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Respondent's Name

\_\_\_\_\_  
Respondent's Signature

  
\_\_\_\_\_  
Natalie Thomas-Pickering  
Procurement Manager