



VIRGIN ISLANDS
**WATER
AND POWER
AUTHORITY**

P.O. BOX 1450
ST. THOMAS, USVI
U.S. VIRGIN ISLANDS 00804-1450
TELEPHONE: (340) 774-3552
FAX: (340) 774-3422

September 18, 2020

Jose Rodriguez
Evertec Group, LLC
P.O. Box 364527
San Juan, PR 00936-4527
Jose.rodriguez@evertecinc.com

PR-05-21 Utility Bill Print and Mail Services

Dear Mr. Rodriguez:

The Virgin Islands Water and Power Authority hereby request a proposal for the procurement of Utility Bill Print and Mail Services.

The Authority shall hold a **Non-Mandatory Pre-Bid Meeting on Thursday, September 24, 2020 at 9:30 am-10:30 am, AST.:**

[Join Microsoft Teams Meeting](#)

[+1 929-229-5275](#) United States, New York City (Toll)
Conference ID: 400 227 716#

Join with a video conferencing device
265642310@t.plcm.vc VTC Conference ID: 1146620530

Please note that the last day for submitting any questions to this proposal is Monday, September 28, 2020 at 3:00 p.m., AST. Responses to questions submitted in accordance with this request for proposal shall be transmitted to bidders no later than, **Wednesday, September 30, 2020 at 4:00 p.m., AST.**

A complete copy of the proposal must be submitted electronically in PDF format. Transmission must be fully completed on or before 10:00 a.m., AST, on Friday, October 2, 2020 to me at contractservices@viwapa.vi. In compliance with the Governor of the Virgin Islands directive to limit public gatherings, the Virgin Islands Water and Power Authority will, until further notice, not be holding public bid openings. Offerors and Bidders will however be provided the opportunity, for a period of up to (10) ten days after the opening of the bids or proposals to review them. Anyone wishing to exercise this option is encouraged to email their request to Contract Administration Division for viewing after the date set for submission.

Inspections will be limited to no more than (3) three persons per appointment. Your email request should be sent to contractservices@viwapa.vi. Once received, you will be provided with

Utility Bill Print and Mail Services

PR-05-21

September 18, 2020

Page 2 of 2

a date and time to review said documents. No walk-ins will be accommodated. Your cooperation in this matter is appreciated.

There is no grace period and proposals submitted after the due date and time for submission shall be rejected. If any questions arise concerning this proposal, please contact me at contractservices@viwapa.vi.

Sincerely,

Delores Donovan

Delores Donovan

Manager, Contract Administration

Attachments: Specification w/Attachments
Professional General Contract Terms
Exhibits A and B