



**RFP-001-T-2025**

## **VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RFP-001-T-2025 for St. Thomas Bin Site Management & Collection Services**

Interested parties and prospective respondents may request the complete RFP Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org). All questions pertaining to the scope of services to be rendered should be directed to Ms. Sandra David, Director of Procurement and Property, and Michael Vante, Contract and Inventory Manager, on or before **Monday, December 16<sup>th</sup>, 2025**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

Virgin Islands Waste Management Authority  
Procurement and Property Division  
7410 Estate Bovoni, Bay 2  
St. Thomas, VI 00802  
Tel: (340) 715-9170  
Fax: (340) 715-9179  
[sdavid@viwma.org](mailto:sdavid@viwma.org) or [mvante@viwma.org](mailto:mvante@viwma.org)

**Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RFP-001-T-2025 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Friday, January 3<sup>rd</sup> 2025 at 12:00 P.M. Atlantic Standard Time.**

The Virgin Islands Waste Management Authority reserves the right to waive any non-substantive informalities, technicalities or irregularities, or reject any or all qualifications and proposals/bids; or to re-advertise for proposals/bids, and to award or refrain from awarding the contract for the work.

***Daryl Griffith***  
***Interim Executive Director***

***It's Our Home! Let's Keep It Clean!***



## **Request for Proposals (RFP)** **for**

# **Solid Waste Bin Site Management & Collection Services on St. Thomas, USVI**

November 25<sup>th</sup>, 2024  
Virgin Islands  
Waste Management Authority  
Division of Solid Waste

## TABLE OF CONTENTS

<b>Section 1: General Background.....</b>	<b>3</b>
<b>Section 2: Purpose &amp; Objectives.....</b>	<b>3</b>
<b>Section 3: Scope of Work .....</b>	<b>3</b>
<b>Section 4: Key Personnel &amp; Minimum Qualifications.....</b>	<b>12</b>
Section 4.1 Key Personnel Replacement.....	13
Section 4.2 Minimum Qualifications.....	13
<b>Section 5: Services to be provided by Selected Awardee.....</b>	<b>14</b>
<b>Section 6: Use of Sub-Contractors.....</b>	<b>15</b>
<b>Section 7: Contractor Responsibilities.....</b>	<b>15</b>
Section 7.1 Record Keeping & Reporting.....	15
Section 7.2 Health & Safety.....	16
Section 7.3 Non-Discrimination.....	16
Section 7.4 Business Considerations.....	16
Section 7.5 Contract Agreement.....	16
Section 7.6 Contract Period.....	17
Section 7.7 Contract Administrator.....	18
Section 7.8 General Federal Grant Requirements & HUD General Provisions.....	18
Section 7.9 Davis Bacon Act (DBA)1981.....	18
Section 7.10 Conflict of Interest.....	19
Section 7.11 DBE Program Provisions.....	19
Section 7.12 Minority & Women Owned Business Enterprises.....	19
<b>Section 8: Eligibility Requirements.....</b>	<b>20</b>
Section 8.1 License Requirements.....	20
Section 8.2 Requirements of Legal Entities.....	20
Section 8.3 Required Documents.....	20
Section 8.4 Workman's Compensation.....	21
<b>Section 9: Proposal Submittal Format.....</b>	<b>22</b>
<b>Section 10: Proposal Submittal Content.....</b>	<b>22</b>
Section 10.1 Technical Proposal Submission.....	22
Section 10.1.1 Cover Letter.....	23
Section 10.1.2 Executive Summary.....	23
Section 10.1.3 Enclosure Documents & Credentials.....	24
Section 10.1.4 Key Personnel.....	25
Section 10.1.4A Organizational Chart.....	25
Section 10.1.4B Staffing Plan.....	25
Section 10.1.4C Experience & Qualifications.....	25
Section 10.1.5 Proposal.....	26
Section 10.1.5A Approach & Methodology.....	26
Section 10.1.5C Contract Management & QA/QA Control Plan .....	26
Section 10.2 Cost Proposal Submission.....	27
<b>Section 11: Completeness of Proposal.....</b>	<b>28</b>
<b>Section 12: Consideration of Proposal.....</b>	<b>28</b>
<b>Section 13: Withdrawal of Proposal.....</b>	<b>28</b>
<b>Section 14: Contract Time Period.....</b>	<b>28</b>
<b>Section 15: Proposal Evaluation/Selection Process.....</b>	<b>28</b>
<b>Section 16: Glossary.....</b>	<b>29</b>
<b>Section 17: Enclosures &amp; Attachments.....</b>	<b>31</b>

# **St. Thomas Solid Waste Bin Site Management & Collection Services**

## **SECTION 1: GENERAL BACKGROUND**

The Virgin Islands Waste Management Authority (VIWMA) is issuing this Request for Proposals (RFP) from submitters capable of entering into a full-service agreement to provide the equipment, materials and personnel required to effectively manage and collect municipal solid waste (and potential disaster debris) from multiple VIWMA Solid Waste Bin Site locations across the island of St. Thomas, USVI. The VIWMA and the successful submitter shall enter into a mutually binding full-service Agreement addressing the topics contained in this document. The VIWMA also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful submitter to include additional or reduced terms and conditions. Such additional or reduced terms and conditions may result in additional compensation to the successful submitter or result in a reduction in compensation.

It is understood that the information contained in the RFP and the experience guarantees and innovative approaches demonstrated therein shall be the general basis for selection of a submitter to provide these professional services. The VIWMA shall select the most qualified submitter based on a structured point scoring evaluation. The scoring evaluation shall consider each submitter's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources, and in-depth and innovative approaches.

## **SECTION 2: PURPOSE AND OBJECTIVES**

The purpose of this solicitation is to identify, evaluate and contract with a reputable team of professionals to provide the services necessary to effectively manage and collect municipal solid waste (and potential disaster debris) from multiple VIWMA Solid Waste Bin Site locations across the island of St. Thomas, USVI.

## **SECTION 3: SCOPE OF WORK**

### **Logistics of Bin Site Collection**

A major component of the Authority's municipal solid waste collection strategy is the 20-cubic yard open top roll off container bin sites and convenience centers. These sites are situated throughout the island for the residents to dispose of their solid waste. When said bins are filled to their rated capacity, the contractor loads and transports said containers to its designated location. The container is then emptied of solid waste at the designated location and returned to the field for another operation cycle. The management of these sites may include the manning of some designated bin sites during normal working hours.

The Contractor shall, as a part of the duties contracted for, supply, maintain, and transport or haul filled solid waste open top roll- off containers from the assigned bin sites to the Landfill, empty and/or offload the contents of said transported bins at the Landfill, and return said emptied bins to the bin sites as required.

## Permits

The selected Contractor shall be responsible for securing and maintaining all permits applicable to the operations as are required by this Scope of Work. The Contractor shall fully comply with the provisions of all permits as required by Federal & Local Regulatory Agencies. The Contractor shall supply to the Authority a copy of all permits when received. All respondents will be required to obtain and show proof of the following permitting requirements prior to award and signing of a contract:

- Approved VIWMA Waste Haulers Permit

## Collection Schedule

The hours and days of collection will be made known to the public via the Authority's published announcements and as outlined in the section titled "Points of Collection". There shall be no collection on the following major public holidays (New Years Day, Thanksgiving Day, Christmas Day). The Contractor shall notify and obtain prior approval in writing from the Authority for any variance from the scheduled days and hours of operation. The Authority reserves the right to order the selected Contractor to conduct such collection outside any schedule from time-to-time as may be deemed necessary to provide service to the public and agrees to provide 48-hour written notice of said scheduled changes to the Contractor.

## Points of Collection

The points of collection for this contract shall be the established VIWMA 20 cubic yard bin site and convenient center locations identified below:

Zone 1				
Bin Location	Waste Type	Size of Bins	# of Bins	Frequency of Pickup
Raphune Hill	Household Waste	20 Yd	2	Twice Daily

Zone 2				
Bin Location	Waste Type	Size of Bins	# of Bins	Frequency of Pickup
Solberg	Household Waste	20 Yd	2	Once Daily
Crown Mountain	Household Waste	20 Yd	1	Once Daily
Black Point Hill	Household Waste	20 Yd	3	Once Daily
Caret Bay	Household Waste	20 Yd	3	Once Daily

Zone 3				
Bin Location	Waste Type	Size of Bins	# of Bins	Frequency of Pickup
Cancryn	Household Waste	20 Yd	5	Once Daily

Zone 4				
Bin Location	Waste Type	Size of Bins	# of Bins	Frequency of Pickup
Nazareth	Household Waste	20 Yd	5	Once Daily
Havensight	Household Waste	20 Yd	2	Once Daily

Zone 5				
Bin Location	Waste Type	Size of Bins	# of Bins	Frequency of Pickup
Water Island	Household Waste	20 Yd	3	Once Per Week

<b>VIWMA In-House Zones – Emergency Pick Up</b>				
<b>Bin Location</b>	<b>Waste Type</b>	<b>Size of Bins</b>	<b># of Bins</b>	<b>Frequency of Pickup</b>
Mandahl Convenience Center	Household Waste	20 Yd 40Yd	1 Bin 1 Compactor	Twice Per Week
Brookman Road	Household Waste	20 Yd	4	Six (6) Per Day
Nadir	Household Waste	20 Yd	3	Once Per Day
Thomasville	Household Waste	20 Yd	1	Once Per Day

### **Points of Final Disposal**

The point of final disposal shall be the Landfill or as otherwise directed by the Executive Director of the Authority. The operator of the Landfill shall specify where each bin's waste shall be deposited with respect to current landfill operations.

### **Bin Site Aesthetics & Maintenance**

As the Virgin Islands is a primary tourist destination, it is the responsibility of the selected contractor to maintain the bin site locations in a manner considered acceptable to the local public and visitors. The contractor shall perform daily inspection and monitoring of all assigned bin sites to ensure the removal of all solid waste and cleaning of assigned bin sites. All assigned bin sites must be cleaned by 2:00PM each day.

All loose solid waste shall be removed from the bin site and the adjoining surfaces/areas within a 150-foot radius of the bin site perimeter. Periodically, windblown or loose waste is deposited on the roadways and adjacent surfaces to the bin site. This waste also requires routine collection and removal by the contractor. Cleanup of windblown litter extending beyond the above-mentioned distance is also the responsibility of the contractor.

### **Vector & Disease Control**

The selected Contractor shall provide any chemical sprays, traps, and similar measures to control insects, rodents, and other disease carrying or breeding organisms, subject to applicable regulations at the assigned bin sites.

### **Bin Coordination & Identification**

The Virgin Islands Waste Management Authority signage shall be stenciled on bins for a professional appearance. This signage shall be situated in the upper front left and right sides of each bin.

The letters and numbers on the above signage shall be OSHA safety yellow. **Containers bearing the VIWMA acronym shall be used exclusively for this contract and must be approved by the Executive Director.** Signage shall read as follows with the respective letter sizes:

VIWMA = 8" letters  
Container Number xx= 4" letters & numbers  
20 CUYD = 4" letters & numbers

### **Bin Maintenance & Sanitation**

Containers shall be maintained in good physical condition throughout the life of this contract. Damaged containers with holes, major dents, malfunctioning gates & latches, and/or malfunctioning guide rails & roller wheels shall be removed from service. The exterior of all containers shall also be painted every six months to maintain aesthetics. If a container's painted surfaces experiences damage (peeling, rust, etc.) from fire, chemicals, etc., the affected area shall be treated and painted immediately to restore its appearance.

The selected Contractor shall ensure that all solid waste bin sites as identified in the section titled "Points of Collection" are thoroughly cleaned and sanitized every day. Each bin shall be cleaned and sanitized each week. The cleaning of the containers at the bin site is not permitted. This process shall be performed at a VIWMA approved location such as the contractor's operations premises.

### **VIWMA Bin Site Inspection**

The selected Contractor shall ensure that the Authority has access at all times for territorial and federal officials for inspection, tours, or any other activity as determined by the Executive Director to be appropriate.

The Authority shall inspect the selected Contractors' operation. The inspection shall not relieve the Contractor of any obligation to fulfill the contract as prescribed. The Contractor shall remove and replace defective equipment or receptacles and make repairs acceptable to the Executive Director at no cost to the Authority or residents. These inspections will occur at random **at least once every 4 months**. The contractor will be required to sign a Bin Site Inspection Form acknowledging any observations and necessary follow up.

### **Illegal Dumping**

Bulk and other wastes are illegally deposited at the site outside of the stationed twenty (20) cubic yard containers by the public and require immediate removal by the contractor to the Landfill. The awarded vendor is required to remove this waste from the bin site on Monday and Friday of each week to ensure the proper maintenance and upkeep of the site. The size bin to be used for collecting this illegal dumped waste will be determined by VIWMA staff and communicated to waste hauler.

### **Collection Equipment**

Over the years, a wide variety of collection systems and equipment have been used for waste collection. When considering collection technology, the basic components are surface street and roadways, over-the-road trucks and sturdy containers for storage. Technology changes have made trucks, equipment and labor more efficient, but the roll off collection truck will be used for many more years on the island.

The selected Contractor shall be responsible for providing any equipment by purchase, lease, rent or otherwise to properly execute the contract. Transportation of waste shall occur only in registered and permitted vehicles as found in the VI Code, Title 19, Part 6, Chapter 56.

The selected Contractor shall utilize the necessary equipment to carry out the contract. The Authority shall have no interest in ownership of the equipment.

Prior to the execution of the contract, the selected contractors must demonstrate that they have the proper amount of equipment to perform the daily work as well as proper back-up equipment. The awarded contractor must certify all vehicles and equipment to be used during the life cycle of the contract with the VIWMA and other regulatory agencies.

All equipment used relating to the performance of the Contractor's obligations under the contract shall be maintained by the Contractor. Where applicable to maintain warranty, equipment shall be serviced by licensed certified mechanics. All service records for equipment shall be maintained on file at the onsite contractor's office and be available for inspection.

Equipment shall possess suitable noise attenuating devices to conform with applicable noise pollution laws. Every effort shall be made by the contractor to minimize the level of noise that is produced by the services outlined in the contract to reduce the impact to the residents of the assigned zone(s).

The Contractor shall supply the required number of 20 cubic yard bins and other necessary equipment for their assigned bin sites. Spare bins shall also be kept to maintain the correct number of bins at the bin site at all times.

**Respondents are required to submit a full list of all equipment available for use throughout the lifecycle of this contract within the RFP submission.**

### **Truck & Bin Certification**

In the event of an All-Hazards Event, the VIWMA may require the use of Bin Site Haulers in debris removal operations. To process reimbursement in a timely manner, The VIWMA **must** ensure that every truck, trailer and bin to be potentially used in debris removal operations is measured and documented on a Truck Certification Form (Figure B-5). Knowing the hauling capacity of each truck is necessary because debris, specifically vegetative debris, is often hauled and billed by volume. Accurately capturing all truck capacity information and driver profile information is important.

Truck documentation should include all trucks to be used. A Truck Certification Form allows the debris monitor to identify the truck itself and its hauling capacity in a standardized manner. The following information should be documented:

- Capacity of hauling bed (CY)
- License plate number
- Truck identification number assigned by the owner
- Brief physical description of the truck
- Photographs

*Determining an accurate capacity for each truck is important. Refer to Truck Certification Form Calculation Instructions for additional information.*

The information on the Truck Certification Form should be entered into a database by VIWMA staff. Copies of the Truck Certification Form should be on file with the VIWMA and kept in the

truck throughout the operational period. Recertification of the hauling trucks on a random and periodic basis should be implemented for contract compliance and reimbursement considerations.

**The selected Contractor will be required to meet with a VIWMA Representative and FEMA/VITEMA Public Assistance Representative to certify all trucks and trailers to be used during the life cycle of this Hauling contract.**

### **Collection Personnel**

The driver of the collection vehicle shall possess a current Virgin Islands Driver's License and be knowledgeable of the full operation of their collection vehicle. Personnel assigned as collectors/helpers shall have proper knowledge of the safe operation of the winch/collection portion of the roll-off collection vehicle and the containers.

Due to the logistics of the collection of Solid Waste specified in this scope, each roll-off collection truck performing collection and transportation of containers shall have at least one (1) trained driver/operator at all times to ensure safe and reliable loading and unloading of the containers on and off the truck.

The selected Contractor shall assign personnel to perform operations during such hours that solid waste is being collected, transported and disposed of at the Landfill, as may be required to assure a smooth and efficient operation and meet the requirements of the Contract.

The Authority has the right to request the removal of any employee of the Contractor who violates any provisions of the specifications, who is an unsafe operator or who is wanton, negligent, or discourteous to the public or others in the performance of his duties. Upon receipt of such a request from the Authority, the Contractor shall immediately remove the employee from the operation.

The selected Contractor shall file with the Executive Director the names, addresses, and telephone numbers of authorized representatives who can be contacted at any time. These authorized representatives must maintain offices within the U.S. Virgin Islands and be fully authorized and equipped to respond to reasonable requests of the Executive Director and/or her authorized representative(s).

If the Executive Director or her authorized representative finds it necessary to give directions to assure compliance with the provisions in the contract, such directive shall be given in writing by the Authority representative to the authorized representative of the Contractor.

### **Transportation of Waste from Bin Sites to Landfill**

The Contractor shall utilize the appropriate type of waste cover that shall cover the entire top and hang over the sides of the containers at least two (2) feet and which must be securely fastened to prevent littering of the roadways during transportation of said loaded containers. Solid waste materials shall be secured under said waste cover and not exposed over the sides of the containers during transport to the Landfill.

The Contractor shall exchange each full container with an empty container to always maintain the correct number of containers at the assigned site.

### **Route Aesthetics & Maintenance**

The awarded contractor is responsible for maintaining the route aesthetics during the transportation of the bins from the bin site to the landfill. **In the event a filled bin does not have adequate cover and waste is littered along the roadway, the hauler is required to collect the waste from the roadway within two (2) hours of the incident.** In the event a truck carrying a loaded bin arrives at the landfill without the required waste covering, the Hauler will be fined \$1,000.00 per incident by the Enforcement Division.

### **Landfill Disposal**

The contents of all containers must be disposed of at the landfill or designated locations. The Authority reserves the right to adjust Landfill operational times.

The contractor's driver/operator shall complete a multiple-ply trip ticket for each container that is delivered to the landfill for disposal. The container number, date, and departure time shall be on said trip ticket. Upon entry to the Landfill the driver must present the multiple-ply trip ticket to the Weigh-Master at the Scale House. The Weigh-Master will review and sign the invoices indicating arrival time, volume, and weight, and bin ID number verification. A copy will be kept by the Weigh-Master who shall return the others to the driver.

**The selected contractor will be required to submit a full list of all accepted load tickets with ALL invoices to ensure adequate and timely payment. Invoices WILL NOT BE PAID without the associated Weight-Master signed trip ticket.**

The selected Contractor shall not collect solid waste from outside their assigned bin site/s while performing collection duties under the contract. Loads of solid waste presented on the scale to the weigh master shall only reflect solid waste collected from the assigned zone as detailed above. Combining contracted and non-contracted or private route hauls into one load/trip is not permitted.

### **Bulk Waste Disposal Days**

The selected Contractor shall be required to provide at least twelve (12) bulk waste collection weekends per year at specific bin sites. Those days shall require the placement and pick-up of two 20-yd containers at said identified bin site for one (1) weekend each month. One container shall be for metallic waste and the other for non-metallic waste (e.g. mattresses, furniture, etc.) The containers must be clearly marked **'For Bulk Waste Only'** and would be in the named zones on Saturday and removed on Saturday afternoon; as well as placed on Sunday and removed on Sunday afternoon. The Authority shall make public announcements to inform the residents of the location, schedule, and regulations for use of said containers. A schedule of dates and proposed bin sites with the named zones shall be provided by the VIWMA to be reviewed and agreed upon by the Contractor.

Removal of containers shall be done with utmost due care and attention to avoid injury to persons or damage to property or impeding the free flow of traffic in the zone. **Failure to comply with these requirements shall result in a fine of Five Hundred Dollars (\$500.00) dollars per day to be debited against the monthly bill submitted by the contractor.** The selected Contractor shall remain responsible for any injury and property damage. The Contractor shall be responsible

for the removal of all loose trash or debris in the immediate vicinity of the bulk waste bins during the bulk waste collection weekends to maintain a clean and organized appearance. The Contractor shall ensure the immediate removal of all bulk waste, debris, and other trash from the area after the bulk waste weekend has ended and the bins are removed.

The selected Contractor shall notify the Authority of illegal deposits of bulk waste, trash, and other debris at the bin site in their assigned zone/s when the bulk waste collection function is inactive via the Incident Report Form.

### **Inability to Complete Services**

The selected contractor must include within their proposal an Service Engagement Back-Up Plan that addresses any potential issues regarding non-functional equipment or personnel issues related to completing the requested services. The Back-Up Plan should include procedures for potentially engaging other contractors to support the need.

If the selected contractor is unable to provide the services due to non-functional equipment or personnel issues, the selected contractor is still responsible for completing the hauling of filled bins. The contractor must make arrangements to ensure the bin is emptied within the allotted timeframe or else fine equal to the contractor's Daily Hauling Rate will be imposed on the Contractor as determined by Solid Waste and Enforcement Team.

### **Communication**

The selected Contractor shall provide cellular phone and/or radio communication for his purposes on the tractor trailer vehicles at his own expense. Vendors should supply within their proposal a list of means of communication for all leadership and personnel to be engaged in the work to be performed. The Authority shall have the right to contact any worker via any mode of communication without cost as may be necessary for its official purposes.

### **Health & Safety**

The selected Contractor shall stipulate that they are aware that the operation of heavy equipment under the contract which is near seacrafts, automobiles, trucks, and other vehicles using the same route, transfer station, or landfill is extremely hazardous. Whenever the Contractor's operations create a condition hazardous to traffic or to the public, he shall, at his expense and without cost to the Authority, furnish, erect, and maintain such defenses, barricades, lights, signs, and other devices and take such other protective measures as are necessary to prevent accidents, damage to property, or injuries to the public or its employees. The Contractor shall also furnish, at his expense and without cost to the Authority, such flagmen or signals as are necessary to give adequate warning to traffic or to employees and the public of any dangerous conditions to be encountered.

The selected Contractor shall provide job-related health and safety training immediately when an employee commences work under the contract, and shall maintain first aid kits on each vehicle used for this contract, and post emergency contact information in conspicuous places for employees and the general public. The Contractor will follow all applicable federal and local codes pertaining to health and safety including maintaining a drug-free workplace. The Contractor shall furnish all safety measures; and work areas must be kept clean and completely secured. The Contractor must comply with all OSHA regulations of 29 CFR 1926.

### **Responsibilities of the Authority**

The Authority shall do its best to accommodate the Contractor's delivery of full bins at the Landfill or designated locations.

### **All Hazard Events - Procedures**

In the event of an All Hazards Event, the selected Contractor will be responsible for engaging with the VIWMA, Federal Partners, other GVI Entities, as well as other disaster-related contractors engaged during the recovery.

When a disaster declaration has been issued, the VIWMA will activate its All-Hazard Event Protocol as follows:

- The selected contractor will be required to provide an additional set of bins to be transported to previously identified VIWMA Bin Sites.
- Prior to a storm, the VIWMA will review bin site locations to determine any necessary maintenance or grading to the site in preparation for the heavily weighted trucks transporting debris from the bin sites to the Debris Management Site or Landfill.
- Once the all hazard event has occurred, and a disaster declaration has been issued by the Governor of the Virgin Islands, VIWMA will activate its All-Hazards Event Protocol to address the influx of debris transported to the bin sites by the general public.
- In addition to the bins that are located at each site for daily collection of municipal solid household waste, the vendor will be required to provide additional bins for debris collection at the bin sites. Both municipal solid household waste and debris will be collected during an all-hazards event. These two waste streams must remain separate and apart during the collection process.
- The VIWMA will issue a notice to proceed to the awarded vendor. The vendor is responsible for providing 5 additional 30/40-yd bins at pre-determined bin sites that are to be color coded to streamline the collection of the following debris types:

<b>Waste Type</b>	<b>Bin Rim Color</b>	<b>Bin Size</b>
Scrap Metal	Blue	30-Yd Bin
White Goods	White	40-Yd Bin
Green Waste	Green	30-Yd Bin
Bulk Waste	Brown	40-Yd Bin
Construction Debris	Red	30-Yd Bin

- Due to the size of expected white goods and bulk waste; following an all-hazards event, the awarded vendor will be responsible for managing the Bin Site, and for identifying space (aside from the 9 required bins) for the public to place large debris to be later dumped into the specifically identified waste stream bin using a backhoe.

- Prior to a full bin leaving the bin site, the Hauler will be required to collect a complete Trip Ticket signed by the VIWMA Monitor. **This ticket will be necessary for invoicing and payment of all debris collection activities. No invoices will be approved or paid for loads that do not have a supporting trip ticket for verification by VIWMA.**
- If a Debris Management Site is activated post disaster, the Hauler is responsible for bringing all debris to the Debris Management Site and must receive instruction from the Debris Site Monitor & VIWMA Attendant on what areas of the site, specific debris types are to be offloaded.
- If a Debris Management Site is not activated post disaster, the Hauler is responsible for bringing all debris to the Landfill and must receive instruction from the VIWMA Monitor & Scale House Attendant on what areas of the landfill specific debris types are to be offloaded. This debris is not to be mixed with non-disaster related debris and requires quantification by FEMA/VITEMA/VIWMA prior to mixing with non-disaster related waste/debris at the Landfill.

### **Penalties**

The selected Contractor shall perform daily management and cleaning of the assigned bin sites and surrounding area to ensure the removal of all solid waste including bulk waste and illegally deposited wastes as noted in this scope of services as required. **The bins sites must be cleaned by 2:00 PM. each collection day.** Failure to comply with these requirements shall result in a fine of One Thousand Dollars (\$1000.00) per incident, per day to be debited against the monthly bill submitted by the contractor. In addition, a "Notice of Non-Compliance" will be issued by the Authority and be placed in the Contractor's records.

### **Unacceptable Waste Procedures**

The selected contractor shall complete an Incident Report Form on each discovery of contaminants in the assigned bin sites. The form's appropriate sections shall be completed by the contractor and submitted to the Authority's Solid Waste Division for processing. The form must include descriptions for the suspected contaminant, location within the site, and other information necessary for the Authority to determine who should be responsible for the material put out for disposal and to bear any associated costs.

The selected contractor agrees to cooperate and make employees available for any investigation, civil litigation, or criminal proceedings regarding the delivery or deposit of contaminants at the bin sites. The Authority will compensate the Contractor and/or Contractor's employees for actual time spent in preparing for and participating in court sessions. In the event the Authority should recover costs, the Authority shall reimburse the Contractor its share thereof, less any costs of litigation.

The contractor should report any unacceptable waste procedures within 24-hours of discovery. The failure of the Contractor to timely alert the Authority of a discovery of unacceptable solid waste procedures shall render the Contractor responsible for the entire cost of removal of such waste if it is determined to be unacceptable by the Authority, Virgin Islands or Federal regulatory agencies,

notwithstanding the above language.

#### **SECTION 4: KEY PERSONNEL & MINIMUM QUALIFICATIONS**

Each proposal shall describe the organizational structure of the proposed team. At a minimum each proposal shall include:

1. An organization chart showing the reporting responsibilities and organization of all Key Personnel, other staff to be assigned and subcontractors.
2. Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
3. Curriculum Vitae (CV) for all key personnel

##### **4.1 Key Personnel Replacement**

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract. No changes in Key Personnel will be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. VIWMA reserves the right to re-evaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance. VIWMA shall be notified in writing of any proposed substitution at least thirty (30) days in advance.

Such notification shall include:

- a. An explanation of the circumstances necessitating the substitution.
- b. A complete resume of the proposed substitute.
- c. And any other information requested by VIWMA to facilitate evaluation of Contractor's substitution request. VIWMA reserves the option of reviewing, re-evaluating and rescoring Contractor's response to this solicitation and further reserve the option of invalidating the Contractors' response to this solicitation due to excessive substitutions.

##### **4.2 Minimal Professional Qualification Requirements**

This section requires the submitter to provide adequate information to exhibit its qualifications and ability to meet the standards of experience and financial capability to be considered qualified. The VIWMA, in its sole discretion, shall decide if a submitter meets the standards. Details of each submitter's experience and financial ability will be assessed at all levels, including the fiscal and the experience and strength of the submitter's parent company, if any. The specific selection criteria are outlined in **Section 16**.

The submitter must:

1. Have been in business for a minimum of five (5) years prior to the submission of this proposal.
2. Furnish liability and property damage insurance of not less than \$1,000,000.00 combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract. The VIWMA shall be the additional named insured.
3. Demonstrate specific experience of providing full-service operations services with public agencies or VIWMA or of entering into a full-service agreements in the Virgin Islands, or in other municipal jurisdictions.
4. Describe submitter's breadth of knowledge and resources which would be brought to bear on the VIWMA project should the submitter be the successful contractor.
5. Demonstrate experience in the management, collection and transport of municipal solid waste. The submitter must identify specific projects or previous work experience where such services were provided and the results of such services.
6. Have specific experience which exhibits the submitter's ability to evaluate, recommend and implement corrective and/or affirmative actions to improve the functionality of the VIWMA's current collection strategy.
7. List any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the submitter in the last 5 years.

## **SECTION 5: SERVICES TO BE PROVIDED BY THE SELECTED AWARDEE**

### **The submitter must provide the following services:**

1. Provide bin site management and collection services for assigned bin sites.
2. Complete a truck and bin certification form for all trucks and bins to be engaged throughout the life cycle of this contract.
3. Clean and maintain aesthetics of assigned bin site locations everyday by 2:00PM.
4. Remove all bulk waste and loose solid waste from the bin site and the adjoining surfaces/areas within a 100-foot radius of the bin site perimeter.
5. Provide any chemical sprays, traps, and similar measures to control insects, rodents, and other disease carrying or breeding organisms, subject to applicable regulations at the assigned bin sites.
6. Ensure each bin shall be cleaned and sanitized each week. This process shall be performed at a VIWMA approved location such as the contractor's operations premises.
7. Provide bin identification signage on each assigned bin to ensure adequate tracking.

8. Provide collection services for illegally dumped bulk waste at assigned bin site locations.
9. Maintain all equipment used relating to the performance of the Contractor's obligations under the contract.
10. Transport all filled solid waste bins to the Bovoni Landfill, and debris bins to the assigned Debris Management Site, using the required cover.
11. Collect any waste strewn along the transportation route within 2 hours of incident.
12. Provide the necessary bins and collection services on Bulk Waste Only Service Days at assigned bin site locations.
13. Engage in outlined All-Hazards Event Protocol with direction from VIWMA Leadership.
14. Appropriately track and manage the trip-ticket collection process for each emptied bin, provide adequate documentation throughout the invoice process, and engage with the VIWMA to address processing questions as needed. **All invoices must be submitted electronically via pdf. format**
15. Provide operational and safety training, as well as any necessary forms of communication for all staff to be engaged in the work to be completed.

## **SECTION 6: USE OF SUBCONTRACTORS**

VIWMA shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the Proposer shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the prime Contractor is also required for any subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA. Unless provided for in the contract with VIWMA, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of VIWMA. The prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIWMA.

*The prime Contractor should include in the proposal an executed statement from each subcontractor affirming the following: "I have read and understand the RFP and final version of the proposal submitted by (Proposer)."*

## **SECTION 7: CONTRACTOR RESPONSIBILITIES**

### **7.1 Record Keeping and Reporting**

The Contractor shall be required to maintain electronic and written records of all documents, correspondence, submittals, applications, and all other computer records of activities related to the contract. The Contractor's records shall be open for VIWMA inspection at any time during the Contractor's normal business hours, and the VIWMA reserves the right to perform spot monitoring of the Contractor's operations. VIWMA may also request copies of any record during the Contractor's normal business hours.

The Contractor shall keep on site at all times copies of the following:

- all permits and licenses shall be posted as required by applicable laws.

Except as noted here, all reports will be provided in written and electronic (digital) form and provided in hard copy and on a computer storage medium, using software approved in writing by the WMA. The Contractor will be required to immediately report any properly contain spills of fuels, lubricants or any hazardous liquids to the VIWMA and Local (DPNR) and Federal Regulatory Agencies (EPA), in accordance with their reporting requirements. The Contractor will be liable for any fines resulting from such spills and shall be responsible for the mitigation of the area of the spill.

## **7.2 Health and Safety**

The Contractor shall be responsible for complying with all laws and regulations associated with worker health and safety, for providing workers adequate training in safety and operations, and for maintaining a drug-free workplace. The training shall include training to handle spills of fluids and hazardous materials, fire, explosion, earthquakes, hurricanes, excessively heavy rain events and other natural events or disasters.

## **7.3 Non-Discrimination**

The Contractor shall be responsible for complying with all laws and regulations associated with fair hiring practices, the creation of a non-discriminatory workplace and appropriate termination procedures.

The Contractor shall make all possible efforts to subcontract, hire and/or retain the services of Virgin Islands based businesses, corporations and individuals. The VI Department of Labor currently holds a listing of individuals seeking employment and should be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

## **7.4 Business Considerations**

The submitter must discuss its position on such business issues as assumption of risk, repair and replacement of operating equipment, capital improvements and guarantees.

## **7.5 Contract Agreement**

The WMA will prepare the contract agreement upon successful negotiations with selected submitter. However, a summary of some of the general provisions the WMA will require in any final Professional Services Contract are as follows:

- The contract may be funded, in part, by FEMA. Therefore, funding and payment of the contract will be based on requirements and availability of the FEMA funds by VIWMA. The selected Respondent is responsible for submitting all required documentation for payment to VIWMA. The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed Schedule of Values (“SOV”). After the notice to proceed is issued, all subsequent contract payments will be based upon work completed. The selected Respondent shall allow enough time for the VIWMA to review and process payment requests.
- Each respondent must submit a valid CAGE number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>
- The Scope of Services to be rendered by the contractor.
- A provision for liability for the payment of fines and/or civil penalties levied against the contractor and/or the VIWMA by any regulatory agency having jurisdiction, as a result of failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, ordinance, or of this contract, or for failures resulting from the contractor’s negligence during the period of the contract.
- A provision for indemnification of VIWMA, its agents, officers, assigns and employees from any loss or liability for claims, damages, lawsuits resulting from the contractor’s negligence and breaches during the period of the contract.
- A provision for comprehensive liability insurance policies including the WMA as an additional insured for bodily injury and/or property damage in an amount of not less than one million dollars (\$1,000,000); a certificate of such insurance shall be submitted to the WMA upon execution of the contract.
- A provision for the contractor’s payment of all taxes and charges, including unemployment insurance premiums, excise tax, gross receipt, social security, etc.
- A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard experience regarding bin site management and collection services and invoice and payment processing.
- A provision that the contractor shall provide effective site management that odor and dust shall be effectively controlled, and that no avoidable disruption of adjacent neighborhoods shall result.
- A provision for the term of the Contract between the VIWMA and the contractor to be forty-eight (48) months from said effective date. The contract will also have one two-year contract extension option.
- A provision for the termination of the contract if the level of performance is unsatisfactory to VIWMA.

## **7.6 Contract Period**

- The contract to be entered into shall be effective upon execution by the parties thereto, and the delivery of a Notice to Proceed, and the Contractor shall commence collection operations within fifteen (15) days from said effective date. The contract shall end at midnight, forty-eight (48) months and no days from the effective date of the contract, unless earlier terminated or further extended for an additional period by agreement of the parties in writing. The Contract will also have one two-year contract extension option.
- In the event the selected Contractor does not commence operations as of the date set forth in the contract, the contract may be terminated for default and liquidated damages may be assessed against the selected Contractor.

## **7.7 Contract Administrator**

- The Waste Management Authority designates the Executive Director, or her designated representative, as the Contract Administrator. The contract to be entered into by the selected Contractor shall be construed and interpreted according to the laws of the U.S. Virgin Islands.

## **7.8 Inspection of Records**

- The Proposer acknowledges that he has made his own examination, investigation, and research regarding the proper method of doing the work, and all plans, information, and conditions affecting the work to be done, and the labor, equipment, and materials needed thereof, and the quantity of work to be performed. The Proposer agrees that he has satisfied himself, by his own investigation and research regarding all such information and conditions, and that his conclusion to enter into a proposed contract is based upon such investigation and research, and that he shall make no claim against the Authority because of any of the estimates, statements, or interpretations by any officer or agent of the Authority or the Government of the U.S. Virgin Islands which may prove to be, in any respect, erroneous.
- The Proposer assumes the risk of all observable or reasonably determinable conditions and agrees to complete the work under the contract without additional compensation under whatever circumstances which may develop, other than as herein provided.

## **7.9 General Federal Grant Requirements & HUD General Provisions**

Because the contract is being funded in part with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars and required federal contract clauses per 2 CFR Part 200 Appendix II (**Appendix I**). Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

## **7.10 Davis Bacon Act (DBA) 1931**

Contractor shall be responsible for maintaining weekly certified payroll records which must include:

- Any wages paid to employees.
- Employee's name
- Last four digits of the employee's Social Security number
- The number of hours worked each day, and number of hours worked for the week.
- Employee's hourly rate of pay.
- Employee's job classification
- Any fringe benefits paid to employees.

During a week of no work, the payroll reporting form must be submitted the usual way with the insertion "NO WORK PERFORMED THIS WEEK" and "FINAL" on the last invoice.

The Act requires that contractors pay the prevailing wage, according to their skills, to their workers; failure to comply shall be reason for withheld payments, contract termination, and debarment from future federal contracts for up to three years.

## **7.11 Conflict of Interest**

A submitter filing a proposal shall certify that no officer, agent or employee of WMA has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the Submitter; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Submitter for the same Request for Proposals; and that the Submitter is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

A Respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

## **7.12 DBE Program Provisions**

Pursuant to, 40 CFR, Part 33, Subpart C, Disadvantaged Business Enterprise (DBE) respondents that are not DBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified DBE firms to achieve the prescribed goals and to give DBE firms the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by DBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future consideration with VIWMA and monetary payments based on the DBE goal shortfall.

### **7.13 Minority & Women-Owned Business Enterprise (M/WBE)**

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with VIWMA and monetary payments based on the M/WBE goal shortfall.

***VIWMA is interested in having at a minimum 20% of all work to be completed by a DBE Program and/or M/WBE. Respondents must document good faith efforts to provide meaningful participation by these firms. All approved DBE Program Businesses can be identified via the USVI Department of Public Works.***

## **SECTION 8: ELIGIBILITY REQUIREMENTS**

### **8.1 Licensing Requirements**

A contract will not be issued, nor a Notice to Proceed given, to any firm or individual doing business in the Virgin Islands to perform work with the VIWMA until documentary evidence is submitted that said firm or individual has a valid **V.I. Garbage Removal Business License**. If a contractor does not have the Business License prior to proposal submittal, documentation must be submitted with the proposal showing the Vendor has submitted the required documentation to receive the License from VIDLCA. Submitters must submit a copy of a valid V.I. business license within ten (10) working days after award of the contract. Failure to provide the required documentation within the allotted time frame shall result in vendor disqualification.

All Submitters bidding as Joint-Ventures which do business in the Virgin Islands must be licensed as a Joint-Venture in the Virgin Islands.

### **8.2 Requirements of Legal Entities**

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this RFP. Such respondents shall attach a certificate of good standing from the Secretary of State in the area in which they are incorporated in their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

### **8.3 Required Documents**

The successful respondent will have ten (10) days from the day of notice of selection is received to submit the following documents:

- A. **Corporate Documents** - The successful respondent will be required to provide a copy of their Corporate Documents.
  - a. Provide a Copy of Corporate Documents

- i. Corporations
  - 1. Copy of Articles of Incorporation
- ii. Limited Liability Company (LLC)
  - 1. Copy of Articles of Organization
  - 2. Copy of Operating Agreement
- iii. Sole Proprietor
  - 1. Copy of Trade Name Certificate

- B. Letter of Good Standing of Corporation or Certificate of Existence if LLC** – The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company's Annual Report of June 30<sup>th</sup> of the current Year from the Office of Lieutenant Governor will be acceptable as well.
- C. Workman's Compensation Insurance** – The successful respondent will be required to provide proof of Workman's Compensation Insurance.
- D. Liability & Property Damage Insurance** - The successful respondent will be required to obtain and have in place Liability Insurance in an amount not less than **\$1,000,000.00** combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.
- E. Automobile & Truck Public Liability, Bodily Injury & Property Damage Insurance**- The successful respondent will be required to obtain and have in place Liability Insurance in an amount not less than **\$100,000.00** combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.
- F. Social Security Number (SSN) or Employer Identification Number (EIN)** - The successful respondent will be required to provide an official copy of their SSN or EIN.
- G. CAGE Number** – The successful respondent will be required to submit a Valid CAGE Number that is actively registered on SAM.GOV  
<https://www.sam.gov/SAM/pages/public/index.jsf>
- H. VI Business License** – The successful respondent will be required to submit proof the said firm or individual has a valid **V.I. Garbage Removal Business License** to do similar business in the Virgin Islands.

#### **8.4 Workers' Compensation**

Within ten (10) working days after notification of proposal acceptance, the successful submitter must provide a copy of their certificate indicating that the firm and its agents are covered by Workmen's Compensation Insurance.

THESE DOCUMENTS WILL BE REQUIRED PRIOR TO ISSUANCE OF A CONTRACT.  
 FAILURE TO PROVIDE THE CERTIFICATES WITHIN **TEN (10) WORKING DAYS**

AFTER NOTIFICATION OF ACCEPTANCE OF SUBMITTER'S PROPOSAL MAY RESULT IN THE PROPOSAL BEING DEEMED AS NON-RESPONSIVE AND THE SUBMITTER MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

## **SECTION 9: PROPOSAL SUBMITTAL FORMAT**

The proposal must contain the following:

### **1. Package 1**

1. Respondent's Cover Letter & Executive Summary
  - b. Relevant information as described
2. Required Documents & Enclosure Documents
  - a. Enclosure Documents A, B, C, D, E
  - b. Copy of Corporate Documents (as outlined)
  - c. Certificate of Good Standing
  - d. Copy of Valid VI Business License (or proof of pending approval)
  - e. Copy of Valid Cage Number from Sam.gov
  - f. Workman's Compensation Insurance
  - g. Liability & Property Damage Insurance
  - h. SSN or EIN Number
3. Key Personnel
  - a. Organizational Chart (Prime & Sub-Contractors w/ % of work to be completed)
  - b. Staffing & Management Plan (Local & Off-Island)
    1. DBE & M/WBE Engagement
  - c. Qualifications
    1. Evidence of Meeting Professional Qualification Requirements
4. The Proposal
  - a. Project Approach & Methodology
    1. Describe how you will approach this project and availability to perform the services requested
  - b. Contract Management & Quality Control Plan
  - d. Contractor Responsibilities
    1. Confirm willingness/ability/method for adherence to Section 9
5. Past Project Experience
  - a. List of completed projects of similar type and estimated cost of each.
  - b. Current projects underway
    1. Include scope; percentage completed to date and estimated cost of each
  - c. Project References

### **2. Package 2**

1. Cost Proposal Submittal (under separate cover/pdf. document)
  - a. Enclosure Document F

## **SECTION 10: PROPOSAL SUBMITTAL CONTENT**

Except for specialized charts, drawings, or figures, all pages will be 8.5 x 11-inches with 1-inch margins and a minimum of 12-point font. Total proposal length shall not exceed 75 pages, including statement of qualifications, technical and cost proposals.

Supporting material such as corporate brochures and equipment descriptions will not be counted

in the 75 pages. The cover page of the proposal must include the title of the proposal and indicate that the proposal is in response to the “Request for Proposals for”

**Solid Waste Bin Site Management & Collection Services on St. Thomas, USVI**

and shall include an individual’s name and title representing the submitter as a point of contact (with addresses, phone and fax numbers, and email addresses), and the name, title, signature, and contact information of someone in the submitter’s organization with the authority to bind the organization (See RFP cover sheet in *Enclosure Document A*).

Normal business hours for the VIWMA Division of Procurement and Property are **8:00 a.m. to 5:00 p.m. Atlantic Standard Time**, (no daylight savings time). Therefore, submitters shall be responsible for delivery of their proposals to the VIWMA Division of Procurement and Property before the date and time set for the closing of this RFP.

*To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined may disqualify the respondent.*

Main Package (Labeled “Technical Proposal”) PDF Email attachment to include:

**10.1 Email/Package 1**

***10.1.1 Respondent’s Cover Letter***

- The cover letter should be on the company’s official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda.
- Should include at a minimum, a commitment by the submitter, if selected, to enter into good faith negotiations with the VIWMA.
- It shall state, if awarded the contract, that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any.
- Must be submitted with a Board Resolution giving said officer signatory authority.
- It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
- Confirmation that the firm has not engaged in any unethical practices within the past five (5) years.
- The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary

company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

**10.1.2 Executive Summary** *(separate from Cover Letter)*

- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- A summary of the Respondent's qualifications.
- A brief statement of the Respondent's understanding of the scope of work to be performed.
- Ability to meet the overall requirements in the timeframes requested by VIWMA.
- A brief statement reflecting the Respondent's understanding of the scope of work to be performed.
- Confirmation that the Respondent has any appropriate state business license(s) required for this proposal, or, if allowed by law, will obtain such business license.
- Confirmation that the Respondent has not had a record of substandard work within the past five (5) years.
- Confirmation that the Respondent has not engaged in any unethical practices within the past five (5) years.
- Confirmation that, if awarded a contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- Confirmation that Respondent has adequate financial resources for performance or can obtain such resources as required during performance.
- Has a written agreement with any person or subcontractor listed in the proposed project staff or team.
- Provide a brief statement describing the adequacy of the Respondent's financial capacity to handle the requirements of this RFP.
- Any other information that the Respondent feels appropriate.
- Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.

**10.1.3 Required Documents & Enclosure Documents**

- **RFP Cover Letter – Complete Enclosure Document A.**

- **Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- **Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- **Contractor’s Qualifications Statement Form** – Complete **Enclosure Document D**. For the Reference Section of the form, provide three (3) references for the most recent, relevant work comparable to the scope requested in this RFP and who would be willing to discuss your company’s competency and performance must be provided. If you currently have more than three (3) references, a client listing with contact information should be provided as well. At a minimum, one of the three (3) references must be for the prime Contractor.
- **Contract Document Checklist Form** – Complete **Enclosure Document E** and submit your current Business License. For this section, Respondent must provide evidence that the company is licensed to provide the requested services. The Business License must be relevant to the Scope of Work for this solicitation.
- **Corporate Documents-** Provide corporate documents as outlined in Section 10.3

#### **10.1.4 Key Personnel**

##### ***10.1.4A Organizational Chart***

- Respondent shall submit an organizational chart detailing the identity of each staff member who shall perform the services required under this contract. Specifically identify people currently employed by the Respondent who will serve in key roles listed in the organizational chart.
- In addition, for any staffing functions for which specific roles have not been provided in this RFP, the respondent should submit a list, describe, and discuss.
- Address the need for specific roles to perform certain functions and provide an organizational chart that shows how and by whom these functions will be performed.

##### ***10.1.4.B Staffing Plan***

- The Respondent should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels from initial start-up and throughout the life of the Program.
- The Respondent’s staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their on- site availability.
- Clearly identify the number of staff that will need to be hired, the process for hiring them, and how they will be trained. Indicate if any work will be subcontracted to other partners.

##### ***10.1.4C Qualifications***

- Provide a summary of the types of services the Respondent offers that relate to this RFP.
- Provide details on any previous experience with related disaster recovery services.
- Proposals must demonstrate that the respondent has each of the necessary minimum

qualifications listed in this RFP and is able to carry out each of the specific Tasks and Deliverables identified in this RFP.

- Respondents should provide detailed information about the experience and qualifications of its staff who are considered key to the success of the project.
- Respondents should demonstrate that all proposed staff have the requisite necessary experience and knowledge to successfully implement and perform the tasks and services under this RFP.
- Provide the resumes of the key staff that will perform the work and any other documentation that demonstrates their qualifications, including degrees, licenses, certifications, and years of relevant experience.
- If the respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of the subcontractor/partner's relevant staff and attach any contracts or agreements pertaining to the proposal.
- Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to VIWMA upon request. Any financial terms and personally identifying information (i.e., social security number) may be redacted from the production to VIWMA.

#### **10.1.5 Proposal**

Provide a synopsis of your approach to managing the outlined scope of work, proposed schedule for staff and overall management style for achieving the Scope of Work. Proposal content shall include:

##### ***10.1.5A Approach & Methodology***

- Describe the Respondent's understanding of the nature of the Scope of Services and how its Proposal will best meet the needs of VIWMA.
- Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined.
- Provide any relevant recommendations to improve the process flow to increase processing speed and efficiency, and to avoid waste, fraud, and abuse.
- Proposals should address a Respondent's anticipated approach and capability to coordinate with other providers performing services for the project.
- Proposals must demonstrate knowledge of local communities and community specific needs, including experience with writing complete specifications as they relate to concrete, masonry and underground structures similar to the standard structures in the Territory.
- Describe the proposed mechanisms for delivering services.
- Describe the Respondent's strategy for ensuring collaborative, consistent and productive communication with VIWMA and other Project contractors.
- Describe the strategy for recruiting and hiring any subcontractors that are essential to the Project's success but have not yet been identified. Additionally, describe how the Proposer will work with and assist in managing the selected subcontractors.
- If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA.

- Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

#### ***10.1.4B Contract Management Plan & Quality Assurance / Quality Control Plan***

The Contract Management Plan & Quality Assurance/Quality Control Plan should address the following topics:

- A listing of the specific individuals assigned to the Management Team and to Technical Support who the submitter will assign to the contract during the engagement phase and provide the résumés and experience of those individuals.
- A detailed staffing plan indicating the type and quantity of the various positions the submitter feels is necessary to provide the services required.
- Specifically identify any additional services which should be provided but which exceed the scope of services requested herein.
- Changes or limitations to the general provisions listed in the draft agreement.
- The Respondent shall provide detailed information on its management plan for the services and its quality assurance / quality control procedures associated with the scope of work.
- Outline procedures for ensuring compliance with all federal and state requirements, including but not limited to PA and HMGP eligibility requirements, hiring and contracting requirements, federal and state labor standards, and M/WBE compliance.

#### **10.1.6 Project Experience**

- Provide at least three (3) examples of current and/or past experiences for the Respondent and for any partners or subcontractors. At a minimum, the past experiences must include the experiences related to the references provided on Enclosure Document D, including one of the three (3) experiences must be for the prime Contractor. Each experience should include the client's name, main point of contact, title, and a description of the services provided.

#### **10.2 E-Mail/Package 2 - Cost Proposal Submittal**

Proposals in response to this RFP will consist of two separate emailed pdf submissions, **one providing methodology, approach and technical details** and **a separate email providing cost information**. One pdf copy of the cost proposal shall be submitted in a separate email. The email and submission containing the cost proposal shall be stated so in the subject of the email and on the outside of the proposal. The cost proposal shall include the following:

##### **Cost Proposal Assumptions**

- a. Detailed listing of all proposed capital equipment
- b. Time & Employee Hourly Rates
- c. Other Rates & Fees as applicable
- d. Proposed Milestones/Deliverables & Projected Payment Schedule

**Bid Sheet** – Complete **Enclosure Document F**. All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. This includes an hourly rate and other expected reimbursable costs regarding the contract. **A final, total cost for all required and**

**proposed services must be properly identified on the bid sheet.** The Respondent may also provide a comprehensive write-up regarding project cost. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents may be subject to a best and final offer process should the responses preclude comparability. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

#### **SECTION 11: COMPLETENESS OF PROPOSAL**

All proposals (and all copies) must be complete by the RFP submission deadline. Minor non-substantive corrections may be accepted, if in the opinion of the WMA they are warranted, after the submission deadline.

#### **SECTION 12: CONSIDERATION OF PROPOSAL**

The VIWMA Executive Director shall represent and act for VIWMA in all matters pertaining to the scope of services and contract in conjunction therewith. **This RFP does not commit the VIWMA to the award of a Contract, nor pay any costs incurred in the preparation, submission of proposals or VIWMA requests for revisions of the proposal in anticipation of a contract. VIWMA reserves the right to reject any or all proposals, and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of the VIWMA will be served by such action.** The WMA may require the submitter selected to participate in negotiations by providing price, technical, or other revisions of their proposals as may result from or be required by negotiations. Proposals failing to provide some of the items in *Section 8 & Section 11* shall not be rejected per se but any deviations from the scope must be clearly noted. Submission to the WMA of any type of proposal in response to this RFP indicates acceptance of these terms.

#### **SECTION 13: WITHDRAWAL OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of WMA after having been notified that said proposal has been accepted by VIWMA. Submitters agree to hold their offer, including pricing, firm for at least **180 days** after the proposal submission deadline.

#### **SECTION 14: CONTRACT TIME PERIOD**

This RFP is for the solicitation of proposals to conduct bin site management and collection services for various locations across St. Thomas, USVI. The initial term of the contract will be forty-eight (48) months from the execution date.

## **SECTION 15: PROPOSAL EVALUATION/SELECTION PROCESS**

VIWMA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIWMA, considering such factors as the Bidder's ability to perform the work the Bidders' past experience, time of delivery, etc. and not solely the lowest price.

VIWMA, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of VIWMA. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

VIWMA reserves the right to award contracts based on initial proposals received, without discussion; therefore, the Respondent's initial proposal should contain its best technical and price terms.

The Selection Committee will consist of VIWMA officials and others, as deemed appropriate by VIWMA, and will be responsible for the recommendation of the selection of the Contractor. The final approval of the selection of the Contractor and the fees to be paid shall be made by the WMA Governing Board.

### **Proposal Selection Criteria**

The following criteria will be used by the VIWMA's Selection Committee in evaluating proposals submitted in response to this RFP.

<b><u>Evaluation Factors</u></b>	<b><u>Total Points</u></b>
<b>Technical</b>	
Qualifications	25
Responsiveness & Project Approach	20
Resource Availability	20
Previous Project Experience	5
Oral Interviews	10
<b>Pricing</b>	
Pricing	20
<b>Total</b>	<b>100</b>

### **15.1 Oral Interviews**

Respondents may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee. Respondent may only ask questions that are intended to clarify the questions that they are being asked to respond. Each Respondent's time slot for oral interviews will be determined randomly. Respondents who are selected shall make every effort to attend. If representatives of the VIWMA experience difficulty on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

## **SECTION 16: GLOSSARY**

In general, the definitions shall be as follows:

**Authority:** The Virgin Islands Waste Management Authority.

**Bin Site or Site:** The entire area included within the legal boundaries of the present bin site on which the Authority operates a solid waste collection and disposal activity.

**Board:** The Governing Board of the Virgin Islands Waste Management Authority.

**Bulky Waste:** Large waste such as appliances (e.g. stoves, dryers, and refrigerators), furniture, some automobile parts, trees and branches, palm fronds and tree stumps.

**Collection:** The act of gathering and removing accumulated containerized and/or non-containerized solid waste from the generating source; in addition, collection may occur at centralized areas where generators deliver their solid waste for collection.

**Container:** A term commonly used to describe units that store solid waste.

**Construction & Demolition Waste:** All debris and construction waste materials, including earth, rock, concrete, brick, plaster, plasterboard, glass, asphaltic concrete, plastics, wire, and other ferrous materials derived from the construction of or the partial or total demolition of buildings, roads or other structures, and meeting the classification of Solid Waste as defined in Title 19, Chapter 56.

**Contract Year:** One (or a terminal portion) of successive twelve- month periods commencing for the first year on the starting date of the site operations under the contract and thereafter on January 1<sup>st</sup>, and ending on the expiration date or other termination date of the contract.

**Contract:** The written agreement covering the performance of the work and the furnishing of labor, materials, and equipment for the operation of the collection services in the specified zone. The contract shall include the plans, specifications, contract bonds, and other documents specified.

**Contractor:** The term Contractor shall include the selected Contractor and any subcontractors retained by the Contractor. Contractor is referred to throughout the contract documents as if of a singular number and masculine gender.

**Dumpster:** A term commonly used to describe storage containers for commercial, institutional, and industrial solid waste.

**Executive Director:** The Executive Director of the Virgin Islands Waste Management Authority.

**Government:** The Government of the U.S. Virgin Islands.

**Hazardous Waste:** Any waste or material or mixture which is toxic, corrosive, flammable, an irritant, a strong sensitizer, or which generates pressure through decomposition, heat or other means, if such waste or mixtures of wastes may cause substantial injury, serious illness, or harm to humans, domestic livestock, or wildlife. Hazardous waste includes extremely hazardous waste, and any waste meeting the classification as defined by Title 19, Chapter 56, or by any other public agency, or by operation of law.

**Receptacle:** A container used to store refuse or municipal solid waste prior to disposal. Typical examples include plastic wheeled carts, metal trash cans, and barrels.

**Operator:** The Waste Management Authority which is responsible for operation of solid waste disposal sites (VI Code Title 19 Chapter 56).

of regulating the operation and maintenance of bin sites, such as, but not limited to, the US Environmental Protection Agency, the Department of Planning and Natural Resources, the Department of Health, the Department of Property and Procurement, the Department of Justice and the Virgin Islands Waste Management Authority

**Roll-Off:** A container used for the storage, collection, and transport of commercial/institutional/industrial solid waste. The container is rolled onto the frame of the collection vehicle by winch or reeving cylinders (hooks), and taken to a management facility for emptying. An empty container is delivered to a customer, rolled off, and left for the future.

**Solid Waste Hauler:** Waste collection agents contracted by the Authority or by private entities for transportation of waste to the Authority's bin site or Landfill.

**Solid Waste:** All refuse and demolition waste.

**Stationary Containers:** Containers or Receptacles that are situated in one place at all times and require heavy equipment machinery to move, lift, and tip to dispose of collected waste materials.

## **SECTION 17 : ENCLOSURES & APPENDICES**

**Enclosure Document A :** RFP Cover Letter

**Enclosure Document B :** Non-Collusion Affidavit

**Enclosure Document C :** Debarment Certification Form

**Enclosure Document D :** Respondent's Qualification Statement

**Enclosure Document E:** Contract Document Checklist

**Enclosure Document F:** Base Bid Sheet

**Appendix I:** HUD Rider CFR 200

### **SOW Reference Documents**

- Bin Site Inspection Form
- Truck & Bin Certification Form & Instructions
- Incident Report Form

**ENCLOSURE DOCUMENT A**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**RFP COVER LETTER**

**RESPONDENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

**RESPONDENT'S CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REQUEST FOR PROPOSAL INFORMATION**

RFP Number: \_\_\_\_\_

RFP Project Name: \_\_\_\_\_

**SCHEDULE OF ADDENDA**(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

**RESPONDENT'S AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE DOCUMENT B**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**Non-Collusion Affidavit**

\_\_\_\_\_, being first duly sworn, deposes and says that (1) he/she is [owner, partner, officer, representative, or agent] of: \_\_\_\_\_, the bidder that has submitted the attached bid;

(2) He/She is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representative, ex-employee or parties in interest, including the affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Virgin Islands Waste Management Authority or any person interested in the proposed contract, and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Name of Respondent, Name of Corporation, LLC, or Sole Proprietor)

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by \_\_\_\_\_ of legal age, \_\_\_\_\_ and personally known to me.

\_\_\_\_\_  
(Trade or Corporation)

(Seal)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**DEBARMENT CERTIFICATION FORM**

---

**Certification Regarding Debarment, Suspension and Ineligibility**

---

- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIWMA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of legal age, \_\_\_\_\_  
\_\_\_\_\_ and personally, known to me.  
(Trade or Corporation)

(SEAL)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT D**

**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY  
RESPONDENT QUALIFICATIONS STATEMENT**

Name of License Holder: \_\_\_\_\_  
Name of Company/DBA (if any): \_\_\_\_\_  
Legal Status (check one): ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership  
Business Location (Office): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Website address (if any): \_\_\_\_\_

---

Do you have a current USVI Business License? ☐Yes ☐No  
Number of Years licensed to conduct business in the USVI: \_\_\_\_\_  
Type of License(s): \_\_\_\_\_  
Number of Design/Builds completed in the last 5 Years \_\_\_\_\_, Average value of these  
Contracts \$: \_\_\_\_\_  
Do you have a plan to use Subcontractors? ☐Yes ☐No If yes, company: \_\_\_\_\_

---

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found  
in default of contract terms? ☐Yes ☐No

If yes, explain on another sheet if a Performance Bond or other means were used to resolve the  
issue and the circumstances and the outcome.

Are there or have there been any Claims, Arbitration, Judgments or Liens against you?  
☐Yes ☐No

If yes, explain on another sheet the circumstances and outcome.

---

List three non-VIWMA references that can be contacted for their input concerning your abilities:

1) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
2) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
3) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value)  
and Percentage of Completion:

1)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_  
2)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_  
3)Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_

---

*(If you have more contracts, please list on separate sheet)*

Respondent shall certify that the above information is true and shall grant permission to VIWMA  
to contact the above-named person or otherwise verify the information.

**ENCLOSURE DOCUMENT E**

## VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY CONTRACT DOCUMENT CHECKLIST

Name of Business: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
EIN Number: \_\_\_\_\_  
CAGE Number: \_\_\_\_\_

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Current USVI Business License                       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Government Insurance Coverage/Workman's Comp.       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Insurance   |                                  |
| <input type="checkbox"/> Certificate of General Liability & Endorsement      | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Proof of Automobile Insurance                       | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Certificate of Professional Liability & Endorsement | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Errors & Omissions Insurance                        | Expiration Date ____/____/20____ |
| <input type="checkbox"/> Malpractice Insurance                               | Expiration Date ____/____/20____ |

The Insurance Policy shall name the VIWMA as a Certificate Holder and an Additional Insured via an endorsement as followed:

**Virgin Island Waste Management Authority  
7410 Estate Bovoni, Bay 2  
St. Thomas, USVI 00802**

### Business Formation Documents

*For all business entities, please submit a Trade Name Certificate (if applicable) in addition to the following:*

- |  |  |
|--|--|
| <input type="checkbox"/> Corporation                     | <input type="checkbox"/> Articles of Incorporation & By Laws<br><input type="checkbox"/> Certificate of Resolution<br><input type="checkbox"/> Certificate of Authority/ Good Standing |
| <input type="checkbox"/> LLC                             | <input type="checkbox"/> Articles of Organization<br><input type="checkbox"/> Certificate of Authority/ Good Standing  |
| <input type="checkbox"/> General Partnership             | <input type="checkbox"/> Partnership Agreement<br><input type="checkbox"/> Certificate of Authority/ Good Standing   |
| <input type="checkbox"/> LP, LLP, LLLP<br>Qualifications | <input type="checkbox"/> Certificate of Limited Partnership or Statement of<br><br><input type="checkbox"/> Certificate of Authority/ Good Standing                                    |
| <input type="checkbox"/> Sole Proprietorship             | <input type="checkbox"/> Tradename Certificate   |

**ENCLOSURE DOCUMENT F**

# VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

## BASE BID SHEET

The undersigned contractor proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scopes of work, subject to all the conditions as set forth in the project scope of work.

**Instructions:** For Section 1, the respondent should complete the position, Number of Staff, fully burdened Hourly Rate, Estimated Hours per Week, Materials and Equipment, and calculate the Estimated Total in the chart below. For Section 2, the respondent should provide the weekly or monthly amount as requested, times the corresponding number of weeks or months to provide the estimated total. These costs are being provided for the purpose of evaluating bids and determining reasonable cost for these items. Depending on the structure of the winning bidder's response, not all costs may ultimately be included in the final contract.

Section 1 – Positions					
Position	# Of Staff	Hourly Rate	Estimated Hours / Week	Estimated Timing	Estimated Total
Supervisor					
Laborer					
Driver					
Heavy Equipment Operator					
Other Anticipated Positions (Specify)					
Other Anticipated Positions (Specify)					
Other Anticipated Positions (Specify)					
SUBTOTAL - POSITIONS	N/A	N/A	N/A	N/A	

Section 3 – Equipment Rates					
Description	Unit	Hourly Rate			
Backhoe Services	Per Hour				
Excavator Services	Per Hour				
Skid Steer Services	Per Hour				
Trackhoe Services	Per Hour				
Mini Trackhoe Services	Per Hour				
Steakbed Services	Per Hour				
Other Anticipated Equipment (Specify)	Per Hour				
Other Anticipated Equipment (Specify)	Per Hour				
Other Anticipated Equipment (Specify)	Per Hour				

--

Section 2 – Daily Hauling Rates – Zone 1					
Description	Unit Rate				
Round Trip Transportation of 20-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 30-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 40-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Bulk Waste Collection Rates – Zone 1					
Description	Unit Rate				
Collection of Bulk Waste using 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 40-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				

Section 2 – Daily Hauling Rates – Zone 2					
Description	Unit Rate				
Round Trip Transportation of 20-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 30-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 40-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Bulk Waste Collection Rates – Zone 2					
Description	Unit Rate				
Collection of Bulk Waste using 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 40-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				

Section 2 – Daily Hauling Rates – Zone 3					
Description	Unit Rate				
Round Trip Transportation of 20-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 30-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 40-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Bulk Waste Collection Rates – Zone 3					
Description	Unit Rate				
Collection of Bulk Waste using 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 40-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				

Section 2 – Daily Hauling Rates – Zone 4					
Description	Unit Rate				
Round Trip Transportation of 20-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 30-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 40-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Bulk Waste Collection Rates – Zone 4					
Description	Unit Rate				
Collection of Bulk Waste using 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 40-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				

Section 2 – Daily Hauling Rates – Zone 5					
Description	Unit Rate				
Round Trip Transportation of 20-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 30-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 40-Yd bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Bulk Waste Collection Rates – Zone 5					
Description	Unit Rate				
Collection of Bulk Waste using 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 40-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				

Section 2 – VIWMA In-House Zones – Emergency Pick Up					
Description	Unit Rate				
Round Trip Transportation of 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Round Trip Transportation of 40-Yd Bin/Compactor per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Bulk Waste Collection Rates – VIWMA In-House Zones – Emergency Pick Up					
Description	Unit Rate				
Collection of Bulk Waste using 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Bulk Waste using 40-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				

Section 4 – Illegal Dumping Waste Collection Rates					
Description	Unit Rate				
Collection of Illegally Dumped Waste using 20-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Illegally Dumped Waste using 30-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				
Collection of Illegally Dumped Waste using 40-Yd Bin per Scope of Service to Bovoni Landfill	Per Round Trip Haul				

Section 6 – All Hazard Event Rates (All Zones)					
Description	Unit Rate				
Round Trip Transportation of 20-Yd Bin per Scope of Service to Bovoni Landfill or TDMS (MSW)	Per Round Trip Haul				
Round Trip Transportation of 30-Yd Bin per Scope of Service to Bovoni Landfill or TDMS (Scrap Metal)	Per Round Trip Haul				
Round Trip Transportation of 40-Yd Bin per Scope of Service to Bovoni Landfill or TDMS (White Goods)	Per Round Trip Haul				
Round Trip Transportation of 20-Yd Bin per Scope of Service to Bovoni Landfill or TDMS (Green Waste)	Per Round Trip Haul				
Round Trip Transportation of 40-Yd Bin per Scope of Service to Bovoni Landfill or TDMS (Bulk Waste)	Per Round Trip Haul				
Round Trip Transportation of 30-Yd Bin per Scope of Service to Bovoni Landfill or TDMS (Construction Debris)	Per Round Trip Haul				



# Virgin Islands Waste Management Authority ACCIDENT/ NEAR MISS INCIDENT REPORT FORM

Accident ☐ Injury/First Aid ☐ Near Miss ☐ Property Loss ☐ Environmental ☐ Other ☐

Location of Incident: \_\_\_\_\_

Date of Report: \_\_\_\_\_

## EMPLOYEE INFORMATION:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male ☐

Female ☐

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Age: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Days usually work: ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S

Time shift started: \_\_\_\_\_ am/pm

Did employee stop work immediately? Yes ☐ No ☐

## INCIDENT DESCRIPTION:

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ am/pm

Exact location of incident: \_\_\_\_\_

Describe the incident in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

Root Cause: \_\_\_\_\_

Preventive Measures Taken: \_\_\_\_\_

\_\_\_\_\_

## MEDICAL TREATMENT INFORMATION:

Did employee receive medical attention? Yes ☐ No ☐

Date of first medical care: \_\_\_\_\_

Doctor's office: \_\_\_\_\_

Emergency Facility: \_\_\_\_\_

If death occurred, Date of death: \_\_\_\_\_

Treatment provided: Prescription Medication Yes ☐ No ☐

Stitches: Yes ☐ No ☐

Other: \_\_\_\_\_

Severity: Fatality ☐ Lost Time ☐ Restricted Duty ☐

Medical Treatment ☐

First Aid ☐

Report Only ☐

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor on Duty: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

**SAFETY RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_



**SOLID WASTE DIVISION- St. Thomas**  
*Bin Site Inspection Form-RORO*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Site Name	RORO BINS						Clean PM	Notes/Illegally Dumped Items
	Bin 1	Bin 2	Bin 3	Bin 4	Bin 5	Bin 6		
<b>Raphune Hill Bin Site( Twice daily)</b>								
<b>Verified Haul</b>								
<b>Nazareth Bin Site</b>								
<b>Verified Haul</b>								
<b>Havensite Bin Site</b>								
<b>Verified Haul</b>								
<b>Cancryn Bin Site</b>								
<b>Verified Haul</b>								
<b>Caret Bay Bin Site</b>								
<b>Verified Haul</b>								
<b>Crown Mountain Bin Site</b>								
<b>Verified Haul</b>								
Site Name	RORO BINS						Clean PM	Notes/Illegally Dumped Items
	Bin 1	Bin 2	Bin 3	Bin 4	Bin 5	Bin 6		
<b>Solberg Bin Site</b>								
<b>Verified Haul</b>								
<b>Black Point Bin Site</b>								
<b>Verified Haul</b>								
<b>Brookman Bin Site( 2 extra Pulls)</b>								
<b>Verified Haul</b>								
<b>Nadir Bin Site</b>								
<b>Verified Haul</b>								
<b>ThomasVille Bin Site</b>								
<b>Verified Haul</b>								
<b>Water Island Bin Site( 1X per Week)</b>								
<b>Verified Haul</b>								
	Bin 1	Compactor	20 yard Bin at Mandahl is hauled on Sundays. The compactor is emptied on Sundays and Wednesdays.					
<b>Mandahl Convenience Center</b>								
<b>Verified Haul</b>								

\_\_\_\_\_  
Signature

## Truck Certification Form (Figure B-5)

VIWMA TRUCK CERTIFICATION FORM							
Make:		Year:		Color:		License:	
<b>Truck Measurements</b>							
Performed By:				Date:			
Volume Calculated By:				Date:			
Both Checked By:				Date:			
<b>Driver Information</b>							
Name:							
Address							
Phone Number:							
<b>Owner Information</b>							
Name:							
Address:							
Phone Number:							
Truck Identification:							
Truck Capacity:							
Photo of Truck:	<b>(insert photo here)</b>						
Owner Certifying Name:							
Owner Certifying Signature:							

## Truck Certification Form Calculation Instructions

*Instructions to take the necessary dimensions of corner wedge (refer to Figure B-6):*

“a”: Along the side of the bed, measure the distance from the point where the rounded part of the bed starts, to the front corner of the bed.

“b”: Equal to “a.”

“c” and “d”: Along the side of the bed, mark the point where the rounded part of the bed starts, and along the front of the bed, also mark the point where the rounded part of the bed ends. Run a string between the two points and measure the distance between them; half of that distance is “c” and half of the distance is “d” (“c” and “d” are equal).

“e”: Measure the distance from the mid-point of the string that was stretched from the side to the front of the bed in the previous step to the rounded part of the bed.

*Extra trailer: The volume calculations for the extra trailer would be simply length x width x height if the extra trailer has a rectangular bed. However, if the extra trailer also has round corners at the front, the volume calculation would be the same as explained above.*

Instructions to take the necessary dimensions of round bottom truck (refer to Figure B-6):

“a”: The width of the bed.

“b”: The depth of the vertical portion (the side) of the bed.

“c” and “d”: Both are equal to half the width of the bed.

“e”: Run a string between the lower ends of the vertical portions of the bed (the sides) and measure the distance from the mid-point of the string to the bottom of the bed.

*NOTE: All dimensions used in the above formulas must be in feet, with inches converted to fractions of feet, using the following conversions (for example, 8 feet, 5 inches should be written as 8.42 feet):*

1 Inch = .08 foot	6 inches = .50 foot	11 inches = .92 foot
2 Inch = .17 foot	7 inches = .58 foot	
3 inches = .25 foot	8 inches = .67 foot	
4 inches = .33 foot	9 inches = .75 foot	
5 inches = .42 foot	10 inches = .83 foot	

## Truck Certification Calculation Form (Figure B-6)

### DUMP TRUCK

#### Measurements

Truck Measurements

Length (L) =

Width (W) ft =

Height (H) ft =

Hoist Measurement

Length<sub>1</sub> (L<sub>1</sub>) ft =

Length<sub>2</sub> (L<sub>2</sub>) ft =

Width<sub>H</sub> (W<sub>H</sub>) ft =

Height<sub>H</sub> (H<sub>H</sub>) ft =

Radius

Radius ft =

Height (H) =

#### Calculations

Bed Volume (Basic)

$(L \times W \times H) / 27 =$   +  cyd

Hoist Volume

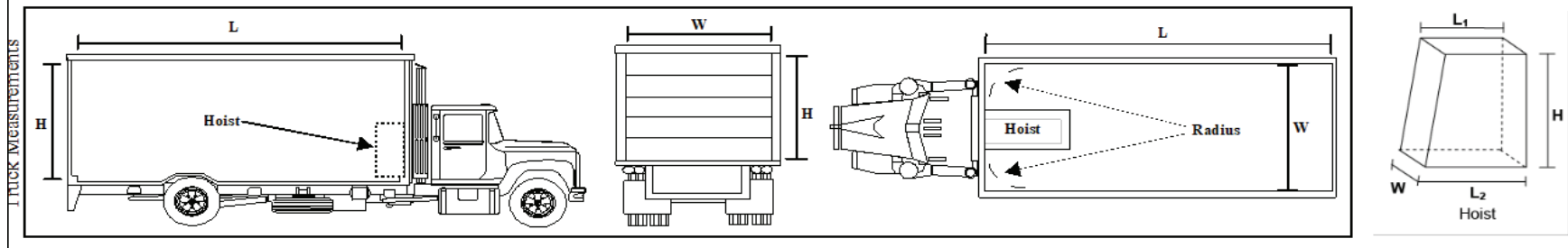
$((L_1 + L_2) / 2 \times W_H \times H_H) / 27 =$   -  cyd

Radius Volume

$(3.14 \times R^2 \times H) / 27 =$   -  cyd

Total =  cyd

Cubic Yards



EXTRA TRAILER

Measurements

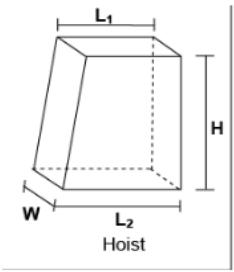
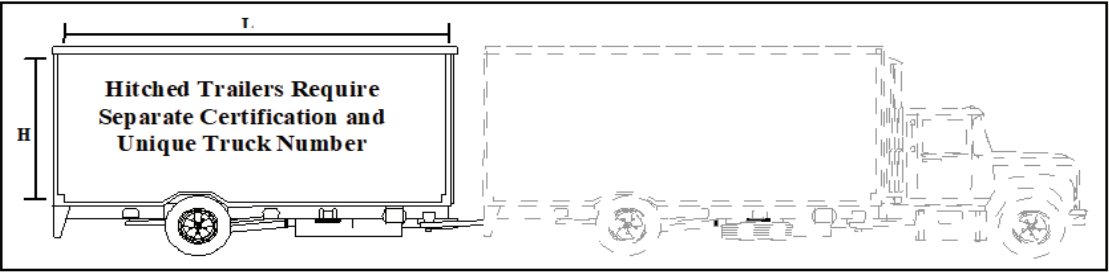
Truck Measurements (Basic)	Length (L) =		Width (W) ft =		Height (H) ft =	
Hoist Measurement	Length <sub>1</sub> (L <sub>1</sub> ) ft =		Width <sub>H</sub> (W <sub>H</sub> ) ft =		Height <sub>H</sub> (H <sub>H</sub> ) ft =	
	Length <sub>2</sub> (L <sub>2</sub> ) ft =					
Radius	Radius ft =		Height (H) =			

Calculations

Bed Volume (Basic)	$(L \times W \times H) / 27 =$	+		cyd
Hoist Volume	$((L_1 + L_2) / 2) \times W_H \times H_H =$	-		cyd
Radius Volume	$(3.14 \times R^2 \times H) / 27 =$	-		cyd
Total =				cyd

Cubic Yards

Trailer/Truck Combination



## ROUND BOTTOM TRUCK

### Measurements

Truck Measurements

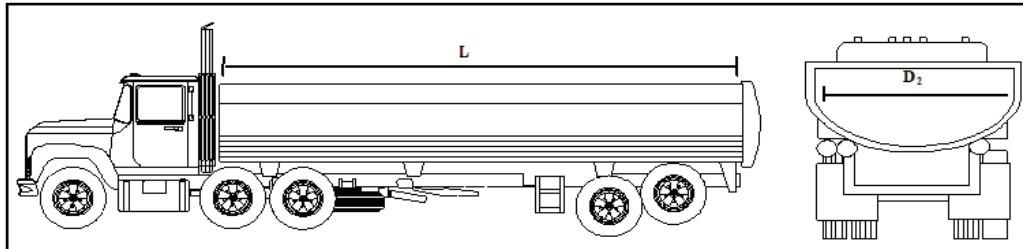
Length (L) ft =

Diameter (D) ft =

### Calculations

Approx. Volume  $(3.14 \times (D/2)^2 \times L) / 27 =$   cyd (round bottom portion only)

Round Bottom Truck



Cubic Yards