



RFP-002-T-2025

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RFP-002-T-2025 for Generator Maintenance & Repair Services for the St. Thomas/St. John District**

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 and 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 **Tuesday, February 4th, 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 or mvante@viwma.org

Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RFP-002-T-2025 to sdavid@viwma.org and mvante@viwma.org on or before Tuesday, February 18th, 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 the

Preventative Generator Maintenance & Repair Services – St. Thomas / St. John District

January 2025
Virgin Islands
Waste Management Authority
Division of Safety & Emergency Management

Preventative Generator Maintenance & Repair Services Territory-Wide

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 professional services agreement to provide planned maintenance and comprehensive repair services to extend the life of the generators and ensure maximum reliability for all makes and models utilized at VIWMA's administrative and operational facilities. 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 (Certified Generator Technicians) to provide planned maintenance and comprehensive repair services to extend the life of the generators and ensure maximum reliability for all makes and models utilized at VIWMA's administrative and operational facilities.

SECTION 4: SCOPE OF WORK

Preventive Maintenance and Repair services for generators at the Virgin Islands Waste Management Authority (VIWMA) St. Thomas/St. John and/or St. Croix Districts. The contractor will be responsible for providing planned maintenance and comprehensive repair services designed to extend the life of the generators and ensure maximum reliability. The contractor will be responsible for providing certified generator technicians experienced in servicing all makes and models utilized at VIWMA's administrative and operational facilities as listed below with specifications included as an attachment:

- Cummins
- Rudox
- Generac
- Onan

- Marathon
- Power Guard
- Tradewinds

SECTION 4a: Service Description

The contractor will:

- Report to designated VIWMA personnel upon arrival, completion and departure from the facility, sign required logbooks and follow all safety rules.
- Comply with the OSHA standards and regulations and ensure compliance with the requirements for all work to be performed under the contract.
- Provide a schedule for all generators for routine preventive maintenance
- Meet the manufacturer's recommended performance standards regarding maintenance or repairs and all work must be completed by a licensed Virgin Islands contractor.
- Leave all serviced equipment and the service area safe, clean and ready for use.
- Legibly sign the work order (along with designated VIWMA representative), and a signed copy of the work order will be provided to designated VIWMA personnel.
- Warranty all repairs for 90 days.
- Bring all conflicts to the attention of VIWMA's contact person for resolution and shall not shut down or render inoperative, any generator without expressed prior approval of a designated VIWMA representative.
- Include any replacement or new generators acquired by the Authority, during the term of the contract, as part of this agreement.

SECTION 4b: Maintenance

The Contractor will schedule a minimum of three (3) preventative maintenance services per year, per generator, unless otherwise directed by designated VIWMA representative.

Service will include, where appropriate, assessments of the following:

- System hours reading,
- Check of fuel level, oil, and coolant,
- Inspection of hoses and fuel lines for cracks and leaks,
- Check alternator output voltage,
- Check battery charger output voltage,
- Battery load test and/or hydrometer check as well as terminal corrosion inspection,
- Inspection of belts for wear and tension,
- Battery condition,
- Full check of the exhaust systems,
- Check of all system gauges
- Physical condition of transfer switch, if applicable and
- Generator shall be started and exercised during inspection.

SECTION 4c: Preventative Inspection & Maintenance Specifications

Requirements for complete inspection and maintenance of generators include the following:

- Visual Inspection of the entire generator including all equipment supports and mountings, and notify VIWMA personnel of:
 - Damage
 - Leakages
 - Improper Ventilation
 - Excessive Heat
 - Other
- Inspection of Batteries
 - Maintain proper electrolyte levels
 - Ensure battery is performing at manufacturer specifications
 - Replace battery (as necessary)
- Inspection of Belts and/or Hoses:
 - Inspection for wear, damage, or looseness
 - Adjust (as necessary)
 - Replace (as necessary, billed separately)
- Inspection of Oil Filters, Air Filters/Cleaners, and Fuel Filters
 - Clean or replace (as necessary)
 - Oil Filters, Air Cleaners, and Fuel Filters/Separators shall be changed a minimum of once (1) per year (replacement billed separately)
- Inspection of Fuel System
 - Inspect all supply lines and connections
 - Check fuel pressure
- Inspection of Oil System
 - Check Pumps
 - Inspect for proper oil pressure
 - Inspection & Adjust proper oil levels
 - Drain and Replace oil (as necessary)
 - Oil shall be changed a minimum of once (1) per year (or more frequently as needed)
 - Materials and Labor (billed separately)
- Inspection of Cooling System
 - Check pumps and fans
 - Maintain proper coolant level
 - Drain and Replace coolant (as necessary)

- Inspection of Voltage
 - Check for correct voltage
 - Adjust (as necessary)
- Inspection of Frequency
 - Inspect for correct RPM and HZ
 - Adjust (as necessary)
- Inspection of Electronics
 - Inspect control panel and display
 - Run appropriate diagnostics/self-tests
 - Replace/reset electronic components (as necessary)
- Clean & Lubricate
 - Clean any foreign material away
 - Clean any dust away from equipment
- Replacements & Calibration
 - Replace all other failing, missing or damaged parts (as necessary)
 - Calibrate all equipment to meet the manufacturer's recommended performance standards
- Repair
 - Provide repair services as required to ensure each generator meets the manufacturer's recommended performance standards
 - Provide designed VIWMA Personnel with the total estimated cost of the maintenance and repair service including:
 - The number of hours required to complete the service
 - The replacement parts and/or materials required to complete the service/repair

SECTION 5: 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

5.1 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.

5.2 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 generator maintenance services with public agencies or VIWMA or of entering into professional 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: generator preventative inspection and maintenance services. The submitter must identify specific projects 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 VIWMA's generators.
7. List any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the submitter in the last 5 years.

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 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.

7.3 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.

7.4 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 will be funded, in whole or in part, by FEMA and Community Development Block Grant – Disaster Recovery funds. Therefore, funding and payment of the contract will be based on requirements and availability of the FEMA and CDBG-DR 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 for the term of the Contract between the VIWMA and the contractor to be for **two years with one (1) one year renewal option**, pending satisfactory performance review per VIWMA standards.

7.5 General Federal Grant Requirements

Because the contract may funded 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. 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.

7.6 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; 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.

7.7 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.

7.8 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. Maintenance & Repair of Misc. Items License or Engine Repair, Except Automotive License to do similar business in the Virgin Islands. 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 30th 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. **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.
- F. **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>
- G. **VI Business License** – The successful respondent will be required to submit proof the said firm or individual has a valid V.I. Maintenance & Repair of Misc. Items License or Engine Repair, Except Automotive 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
 - i. 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
 - c. Project Schedule
 - 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)
 - a. Enclosure Document F
 - b. Design Cost (Survey, Architectural & Engineering {Civil, Electrical, Mechanical}, Hourly Rates, etc.

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 to”

Preventative Generator Maintenance & Repair Services – STT/STJ District

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.

11.1.1 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.

- The name, address, telephone, fax, and email of the respondent should be included. The Respondent shall provide its office locations, number of full-time employees, date of incorporation, and number of years providing A/E Services; noting years related to CDBG-DR, FEMA and other disaster recovery services.

11.1.2 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

10.1.3 Key Personnel

10.1.3A 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.

10.1.3C Qualifications

- Provide a summary of the types of services the Respondent offers that relate to this RFP.
- Provide specific 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.

10.1.4 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:

10.1.4D 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.
- 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.
- 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.

10.1.5 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 **90 days** after the proposal submission deadline.

SECTION 14: CONTRACT TIME PERIOD

This RFP is for the solicitation of proposals to provide planned maintenance and comprehensive repair services to extend the life of the generators and ensure maximum reliability for all makes and models utilized at VIWMA's administrative and operational facilities. The initial term of the contract will be **two years with one (1) one year renewal option**, pending satisfactory performance review per VIWMA standards.

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.

<u>Evaluation Factors</u>	<u>Total Points</u>
Technical	
Qualifications	25
Responsiveness, Project Approach & Resource Availability	25
Previous Project Experience	25
Pricing	
Pricing	25
Total	100

SECTION 16: ENCLOSURE DOCUMENTS

Enclosure Document A : RFP Cover Letter

Enclosure Document B : Non-Collusion Affidavit

Enclosure Document C : Debarment Certification Form

Enclosure Document D : Contractor Qualification Statement

Enclosure Document E : Contract Document Checklist

Enclosure Document F : Base Bid Sheet

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
<input type="checkbox"/> Certificate of Resolution
<input type="checkbox"/> Certificate of Authority/ Good Standing |
| <input type="checkbox"/> LLC | <input type="checkbox"/> Articles of Organization
<input type="checkbox"/> Certificate of Authority/ Good Standing |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> Certificate of Authority/ Good Standing |
| <input type="checkbox"/> LP, LLP, LLLP
Qualifications | <input type="checkbox"/> Certificate of Limited Partnership or Statement of

<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 below pricing bid sheet relates to routine Preventative Maintenance Service as described in the Scope of Work. All replacement parts, materials and service will be billed separately. This includes belts, hoses, oil, filters, and any other necessary parts and all associated labor.

Island	Location	Generator Manufacturer	Fuel Tank Capacity	Generator Capacity (KW)	Pricing Per Routine Service
STT	Subbase	Generac	130 Gallons	15	
STT	Brass View Pump Station	-	-	-	
STT	Brass View Wastewater Treatment Plant	Power Guard	-	44	
STT	Long Bay Pump Station	Power Guard	-	44	
STT	Bordeaux Waste Water Treatment Plant	-	-	50	
STT	Vessup Wastewater Treatment Plant	Perkins	-	84	
STT	Lower Tutu Pump Station	Generac	-	125	
STT	Upper Tutu Pump Station	-	-	-	
STT	Nadir Pump Station	Onan-Cummins	100 Gallons	230	
STT	Mangrove Lagoon Wastewater Treatment Plant	Onan	-	600	
STT	Airport Pump Station	Tradewinds	600 Gallons	84	
STT	AMCO Pump Station	-	140 Gallons	15	
STT	Bovoni Pump Station	Tradewinds	140 Gallons	70	
STT	Cancryn Pump Station	Tradewinds	-	220	
STT	Mandahl Convenience Center	Tradewinds	140 Gallons	60	
STT	Bovoni Business Center	Tradewinds	500 Gallons	200	
STT	Nana Gut Pump Station	-	-	-	
STJ	George Simmonds Treatment Plant	Generac	-	8	

STJ	George Simmonds Pump Station	Generac	-	25	
STJ	Pound Mouth Treatment Plant	Tradewinds	-	-	
STT	CGCCS Bovoni Landfill	Trex	-	55	
STJ	Pound Mouth Lift Station	Tradewinds	-	32	
STJ	Cruz Bay Wastewater Treatment Plant	Onan-Cummins	-	250	
STJ	Cruz Bay Pump Station	Tradewinds	-	55	
STJ	Susannaberg Transfer Station	-	-	-	
STT	Bovoni Landfill Solid Waste	-	-	-	

Contractor Hourly Rate	
Annual Cost (1 Year)	
Total Contract Cost (2 Years)	

February 18th, 2025

**SUBJECT: RFP-002-T-2025 Addendum 1
Generator Preventative Maintenance & Repair Services**

To All Submitters:

Please be advised that the submittal date for RFP-002-T-2025 for the Generator Preventative Maintenance & Repair Services has been extended until **Friday, March 7th, 2025**, at 12:00PM Atlantic Standard Time.

Responses to submitted questions will be forwarded via Addendum 2.

All other terms and conditions of the RFP shall remain the same at this time.

Thank You for your cooperation in this matter.