



IFB-001-T-2025

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting bids for **IFB-001-T-2025 for CCTV Camera Trucks (Territory Wide)**

Interested parties and prospective respondents may request the complete IFB 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 **Friday, March 14th, 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

Invitations for Bids will be submitted electronically in PDF Format bearing the respective IFB Number: IFB-001-T-2025 to sdavid@viwma.org and mvante@viwma.org on or before Monday, March 31st, 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 Jr.
Interim Executive Director

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

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY INVITATION FOR BIDS

IFB NUMBER: 001-T-2025

PROJECT NAME: CCTV Camera Trucks Territory Wide

DATE: February 19th, 2025

Bids, for the work described herein will be received electronically in PDF format to sdavid@viwma.org and mvante@viwma.org on or before **Monday, March 31st, 2025 at 12:00 P.M.** Atlantic Standard Time. Any bid received after the time and date specified shall not be considered.

All questions pertaining to the scope of services to be rendered should be directed to Michael Vante, Contract & Inventory Manager at mvante@viwma.org on or before **Friday, March 14th, 2025**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest.

All documents contained in the Contract Document book are made a part of this Invitation and by this reference incorporated herein as fully and effectively as if set forth in detail. The bidder's attention is directed to the fact that all applicable municipal ordinances, and the rules and regulations of all authority having jurisdiction over construction of the project shall apply to Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

1.0 PROJECT SUMMARY

The Virgin Islands Waste Management Authority (VIWMA) is looking to purchase two (2) complete closed-circuit television (CCTV) camera vans for inspecting sewer lines of various diameters. The final purchase will include the chassis, National Association of Sewer Service Companies (NASSCO) compliant camera equipment and an outfitted body. The preference is to have the camera van built in a panel van format. The design of the final van should optimize the available space, and integrate the chassis cab, operating studio and equipment storage area. The operating studio will allow for viewing, recording and operating the CCTV equipment and the equipment storage area will allow for secure storage of all CCTV related equipment.

The VIWMA is committed to its environmental emissions and fossil fuel consumption and prefers for the body and equipment to be battery operated. The equipment must be operational for an eight-hour workday with potential expansion up to two eight-hour shifts. Additionally, the VIWMA is open to exploring electrification options for the chassis through third party manufacturers, provided the operational specifications of the equipment can be satisfied.

2.0 SCOPE OF WORK

Closed Circuit TV Camera Truck - U.S. Department of the Interior/Office of Insular Affairs (DOI/OIA) Maintenance Assistance Program (MAP)

The Virgin Islands Waste Management Authority (VIWMA) maintains a complex infrastructure system, which conveys wastewater from the sewers to the wastewater treatment plants for processing to ensure safe effluent discharge into the environment. Specialty equipment is a critical component of the wastewater infrastructure and is required for efficient operation, inspection, and preventative maintenance. When the waste collection system fails, lack of working equipment prolongs the hazardous threats to the environment and affect public health.

The acquisition of Closed-Circuit TV Camera Trucks will greatly enhance VIWMA operational and maintenance efficiency, and it will:

1. Significantly reduce delays to repairs
2. Improve preventative maintenance
3. Improve capital upgrades planning and scheduling

The purchase of the two (2) Closed-Circuit TV Camera trucks for the St. Croix and St. Thomas/St. John districts will be funded through the DOI MAP grant (DOI FY 2020 Funding).

Closed Circuit TV (CCTV) Camera Truck:

The Closed-Circuit TV Truck is fuel by gasoline. Cutaway body upgraded to 16-foot and body rear roof mounted arrow board. Front roof mounted arrow board with 2 drawer filing cabinets with Formica top. It also contains front bumper cone storage racks (2), corner mounted LED work areas (2), and spotlights back-up alarm (4) corner mounted LED strobes. The toolboxes are under body mounted on both sides and have shovel, pick, sledgehammer, & manhole hook. Rackmount computer with Aver media card and a 19" Tru-Vu Computer Monitor is required for the rack mount). The truck has 2-inch tiger tail and roof mounted AC units (includes wiring harness, digital Thermostat, and installation manhole roller). Included also is a 7kw Gas Powered Onan Generator or equivalent (wiring, harness, remote start, and dedicated battery). For the gasoline fuel truck, the CHASSIS will be: Ford Econoline Commercial Cutaway E- 450 Super Duty 176" DRW, 6.8L EFI TRITON V10 Gas Engine, 6 Speed Automatic Transmission.

ENVIROSIGHT CCTV Equipment:

ROVVER X is the one system that lets you control inspections, view and record digital video, log observations, generate reports, and link directly to asset-management software. Standard Rover X System includes VC500 Controller with Vision Report Software installed. The system has RAX300 Automatic Cable Reel with 1000 feet cable reel mounting frame, wireless remote controller, emergency stop cable. The RX130 Quick Change version crawler has 3 sets of rubber wheels for 6-inch to 12-inch pipe diameter, pressurization kit RCX90 pan, tilt, zoom camera. License Wincan VX has an entry remote elevator lift for 12" diameter pipes, plus four (4) XXL rubber wheels for 16" diameter pipes. Included also is the 130 Verisight Pro+ Push Camera for 3-inch to 6 -inch diameter pipes.

In general, the scope consists of:

1. Purchase of purchase of two (2) Closed-Circuit TV Camera Trucks
2. Training for the operation of the CCTV truck operation
3. Shipping the truck to the US Virgin Islands (St. Croix District & St. Thomas/St. John District)

The contract scope shall include purchasing of the Closed-Circuit TV Trucks and ENVIROSIGHT CCTV Equipment and all the shipping logistics required to ship them to the US Virgin Islands. The vendor or contractor shall provide:

- a) Cost for items noted in the attached Bid Schedule
- b) Provide all the items listed in Note #5, especially Items "D" thru "F"

Notes:

1. The contractor or vendor shall provide cost for each item noted on the bid schedule.
2. The contractor or vendor can bid on selected item listed on the bid schedule.
3. The contractor or vendor shall provide the shipping cost for the generators being shipped to the US Virgin Islands and provide that cost on the bid schedule.

4. The contractor or vendor shall coordinate the shipping logistics required to have the trucks shipped to the US Virgin Islands.
5. The contractor or vendor shall provide:
 - a) A manufacturing schedule for the CCTV trucks
 - b) A delivery schedule for the CCTV trucks to the Virgin Islands
 - c) Operating procedures for the CCTV trucks
 - d) Recommended spare parts list for the CCTV trucks including filters (oil, water, fuel, belts, and lubricants)
 - e) Operator training for the CCTV trucks/training and standard operating procedures (SOPs)
 - f) All applicable warranties for the generators
6. The contractor or vendor shall provide adequate packing and crating to minimize any damages to the CCTV trucks.

The requirements stated in this Part B (collectively, the “Requirements”) are current as of the date hereof, but they may change or be refined in the course of the evaluation of Proposals or otherwise.

Unless otherwise stated, if, and wherever, the Requirements state a brand name, a make, the name of a manufacturer, a trade name or a vendor catalogue number; it is for the purpose of establishing a grade or quality of materials, goods or equipment only. It is not intended to rule out the use of other equivalent materials, goods or equipment. If, however, products other than those specified are proposed in any Proposal, the Proposal must explicitly include under the heading “Alternative Solutions” the names of such products and their manufacturers, any trade names and any applicable vendor catalogue numbers, and the VIWMA may request that the Proponent provide specific evidence of equivalency. Evidence of quality in the form of samples may also be requested.

To the extent that the Requirements express estimates of quantities or volumes of goods or services expected to be required by the VIWMA, the VIWMA cannot offer any assurances that such quantities or volumes will in fact be required.

1.0 Summary of Requirement

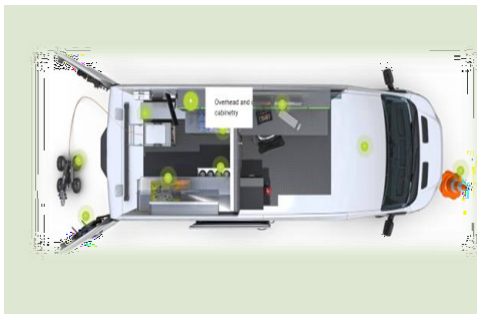
1. The VIWMA requires two (2) complete closed-circuit television (CCTV) camera van for inspecting sewer lines of various diameters. The final purchase will include the chassis, National Association of Sewer Service Companies (NASSCO) compliant camera equipment and an outfitted body. The preference is to have the camera van built on a stripped chassis in a Panel van format. The design of the final van should optimize the available space, and integrate the chassis cab, operating studio and equipment storage area. The operating studio will allow for viewing, recording and operating the CCTV equipment, and the equipment storage area will allow for secure storage of all CCTV related equipment.
2. The VIWMA is committed to its environmental emissions and fossil fuel consumption and prefers for the body and equipment to be battery operated. The equipment must be operational for an eight-hour workday with potential expansion up to two eight-hour shifts as per the specifications. Additionally, the VIWMA is open to exploring electrification options for the chassis through third party manufacturers, provided the operational requirements of the equipment can be satisfied.

2.0 Technical Specifications

Detailed Technical Specifications for the CCTV Camera Van are listed below

Here is a list of the Tabs:

1. Cover
2. Instructions
3. General
4. Chassis Specs
5. Panel Van Build
6. CCTV Equip. & Electrical
7. Drawing- General Layout



Adjustable wall-mounted monitors in studio and work bay Full complement of safety gear

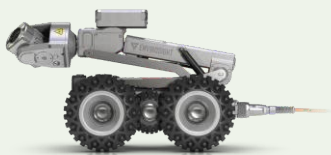
Power options: inverter

Wheel and accessory storage chest Equipment wash-down system

Overhead and under-counter storage cabinetry Door-mounted tools

Crawler storage drawer

Chassis options: panel van (4x4)



Mainline Crawler





ROVVER X 130

The ROVVER X mainline sewer inspection crawler is built for the rigors of underground work. Whether you're conducting routine pipe assessments or on an emergency call out, the industry's most trusted professional sewer camera system offers unmatched capability and uptime. **Approx. 980 - 1300ft of line**



Lateral Launch

SATII expands your ROVVER X system to launch into lateral lines from a main, rapidly locating cross bores and illicit flows.

	<p>Automated Manhole Inspection Camera Actionable Insights in Minutes Quick-view 360 combines the maneuverability of a pole camera with the in-depth data capture and reporting of cloud technology to produce AI-coded results and 3D models from a 5-minute condition assessment.</p>
	<p>Zoom Camera Quick-view airHD's high-powered zoom optics assess sewer lines from an adjoining manhole to determine if they need cleaning, repair or further inspection. And it's perfect for rapid inspections of basins, manholes and tanks</p>
	<p>Distance Rangefinder The laser rangefinder accessory delivers accuracy to within 0.5%. Distance to target appears graphically at the bottom of the app screen. Measurements can also be overlaid on video.</p>
	<p>Touchscreen SimpliVIWMA With its wireless tablet app, Quickview grants easy touchscreen control of all camera functions, and lets you capture footage and upload it to the cloud for rapid sharing.</p>

3.0 QUALIFICATIONS

The selected Respondent must be able to adequately demonstrate their experience in their bid submittal.

A. Required Minimum Qualifications of Respondent

The following subsections are required minimum qualifications.

1. Respondents shall attach its license to do business or copy of its application for a license. Respondents should give a brief description of their company including brief history, corporate or organization structure, number of years in business. If the Respondent is partnering or subcontracting with any other entity, provide the information described above for each such entity.
2. The Respondent should also be registered with a valid System for Award Management (SAM) number. An award will **not** be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.
3. 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 IFB. Such respondents shall attach a certificate of good standing from the USVI Office of the Lieutenant Governor to their bid submissions.
4. Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
5. Respondent has a satisfactory performance record.

6. Respondent has a satisfactory record of integrity and business ethics.
7. Respondent has the necessary organization, experience, operational controls, and other necessary technical skills, or the ability to obtain them.
8. Respondent has established prior experience in successfully performing the scope of services requested.
9. Respondent and its employees hold and maintain any and all territorial, federal, state, and local licenses or certifications as required to perform the services requested.
10. Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.
11. Respondent can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
12. Respondent has adequate staffing to fulfill the required services throughout the entire contract term.
13. Respondent must not be 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.

4.0 TERMS

The WMA reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract. In addition, the WMA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

5.0 PRICE AND PAYMENT

Respondents must submit **Enclosure Document (F)** Bid Sheet as requested to provide the equipment as set forth in this IFB and other reimbursable cost regarding the project cost. Respondents are also to submit proposed costs for on-going costs as outlined in the Bid Sheet.

Payment for these services will be based on a Lump Sum Fixed Fee. The purchase will be funded, in whole or in part, by federal funds. Therefore, funding and payment of the contract will be based on requirements and availability of the federal funding sources utilized by VIWMA. The prime Contractor is responsible to submit all required documentation for payment to VIWMA.

Please note, the information requested in the cost sheet may not necessarily reflect what the structure of the final contract will be.

6.0 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 Business 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.

7.0 CONTRACTOR'S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed "Base Bid Sheet" with a price guaranteed for 90 days and provide the documentation as specified in this IFB solicitation.
- Be duly licensed in the U.S. Virgin Islands, as a General Contractor and provide proof of a valid business license.
- Pay all taxes and fees as required by the local and federal statutes.
- Provide acceptable workmanship, according to "Industry Standards" in each Trade or Scope of Work.
- Fully guarantee all work under the Contract for a period of one (6) month from the date of WMA'S final acceptance of the work/product. Remedy and repair any defects in materials or workmanship, without expense to WMA, no later than thirty (30) days after receipt of a written notice of a defect and provide a warranty on such repairs.

8.0 VIWMA's RESPONSIBILITIES

- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.

9.0 ISSUING AND PROCURING OFFICE

This IFB is being issued for the VIWMA. All general correspondence and inquiries about the IFB should be submitted via email and sent to:

Michael Vante, Contract & Inventory Manager
Virgin Islands Waste Management Authority
Email: mvante@viwma.org
Mark subject line for email IFB-001-T-2025

From the issue date of this IFB until a determination is made regarding the selection of a Respondent, refer all contacts concerning this RFP to Sandra David, Procurement Director at sdavid@viwma.org or Michael Vante, Contract & Inventory Manager at mvante@viwma.org. Any violation of this condition is cause for the VIWMA to reject a Respondent's package. The VIWMA will NOT be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this IFB. The issuance of a written addendum by the VIWMA is the only official method by which interpretation, clarification or additional information can be given. If the VIWMA amends this IFB, they will email the addenda to all potential Respondents. The WMA will **not** be held responsible if any potential respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the bid package, and/or check VIWMA's website for updates. The bid package will be considered non-responsive if all modifications are not incorporated.

10.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted via email, in pdf. format no later than **12:00 p.m.** AST on **Monday, March 31st, 2025**. This procurement is expected to be completed in about 6 (six) months or less. Submittals must be made via email and contain two separate pdf document submissions. The first email must contain the bid package (technical proposal) and the second email must contain a separate detailed pricing submittal (cost proposal). All bid pricing must be valid for 90 days. The VIWMA will **not** consider e-mail submission of a bid received after the bid due date.

Bid Packages must be submitted to:

SEALED BIDS – DO NOT OPEN
Virgin Islands Waste Management Authority

Attention:
Sandra David, Procurement Director
Michael Vante, Contract & Inventory Manager
Procurement Division
IFB-001-T-2025

The email must be clearly marked. Failure to clearly mark each email submission with this information may cause the VIWMA to inadvertently open the bid package before official closing date and time. The WMA will log all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered **LATE** and will **not** be opened or considered.

11.0 FORMAT OF BID PACKAGE

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

A. IFB Cover Letter - Complete Enclosure Document A.

B. Commitment Statement Letter – The Commitment Statement letter should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in its submittal. The letter shall also include a statement of understanding of the work to be done and to certify that the company shall adhere to all the terms and conditions governing the contract. It shall state 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. 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. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past five (5) years.

C. Non-Collusive Affidavit – Complete **Enclosure Document B**. The form must be notarized.

D. Debarment Certification Form – Complete **Enclosure Document C**. The form must be notarized.

E. Contract Document Checklist Form – Complete **Enclosure Document D** and submit your current **Business License**. For this section, Respondent must provide evidence that the company is licensed to

provide the requested equipment. The Business License must be relevant to the Scope of Work for this solicitation.

F. Contractor's Qualifications Statement Form – Complete **Enclosure Document E**. For the Reference Section of the form, you must provide three (3) references for the most recent, relevant work comparable to the scope requested in this IFB whom would be willing to discuss your company's competency and performance. If you currently have more than three (3) references, a client listing with contact information should be provided as well.

G. 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, a contract is approved and executed, or the procurement is canceled, whichever occurs first.

H. Proposal Form – Complete Enclosure Document G

Each respondent must adhere to the requirements of this section relative to the bid package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their bid package closely follows the sequence and organizational outline described in this section.

I. Technical & Financial Proposal

The respondent should provide all necessary information in their technical and financial proposal outlining their capacity to provide the requested equipment.

12.0 NOTICE OF FEDERAL GUIDELINES

Because the contract is being funded with federal funds, the contract may be governed by certain federal terms and conditions for federal grants, such as 2 CFR 200 and other applicable OMB circulars. 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. In addition, this IFB is intended to be conducted in accordance to 2 CFR 200 and the resulting contract will contain the required contract provisions. The successful contractor will be required to abide by the federal rules and regulations which govern this construction project.

13.0 CONFLICT OF INTEREST

A respondent submitting a bid hereby certifies that no officer, agent or employee of VIWMA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of the WMA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

14.0 REQUIRED DOCUMENTS

Respondent shall be required 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. Corporation
 - 1. Copy of Articles of Incorporation & Bylaws
- ii. Limited Liability Company
 - 1. Copy of Articles of Organization
 - 2. Copy of Operating Agreement
- iii. Sole Proprietorship
 - 1. Copy of Trade Name Certificate

B. Business License- The successful respondent will be required to provide a copy of their Business License. An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Authority until evidence is submitted that the said firm or individual has a valid Business License to do business in the Virgin Islands.

C. Letter of Good Standing if Corporation or Certificate of Existence if Limited Liability Company (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 on June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.

D. 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.

E. 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>

15.0 SELECTION PROCESS

The WMA's Evaluation Committee Panel is responsible for evaluating all respondents' submittals. The Evaluation Committee Panel will consider the following criteria:

The VIWMA currently intends that all Proposals submitted to it in accordance with the RFP will be evaluated by VIWMA representatives, using quantitative and qualitative tools and assessments, as appropriate, to determine which Proposal or Proposals offer the overall best value to the VIWMA. In so doing, the VIWMA expects to examine not only financial terms, but also the following:

Technical Requirements:

which includes; (i) Appendix 1 –Questionnaire; (ii) Proponents' capabilities to meet the VIWMA's Technical Requirements (as defined in Part B and Appendix 1 to Part B), including quality and service factors; (iii) Appendix 1 -Proponent's References including skills, knowledge, reputations and previous experience(s), and experience(s) with the VIWMA (if any); (iv) Proponents' quality of response to Proposal Form; (v) innovation; (vi) environmental or social sustainability impacts;

Financial Requirements:

Proponents' capabilities to offer overall best value in relation to Appendix 1 –Pricing/Commercial Proposal.

Certain other factors that may be mentioned in Part B or elsewhere in the RFP.

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	5%
Total	100%

16.0 PREFERRED BIDDERS

All persons seeking preferred bidder's status must submit a preferred bidder's registration form and a federal W-9 form to VIWMA's Procurement & Property Division and comply with the requirements for preferred bidders pursuant to 31 V.I.C. § 236a, as amended.

17.0 RIGHT TO REJECT BID PACKAGES

The WMA reserves the right to reject, without prejudice, any and all bids submitted in response to this solicitation. Further, bids submitted in response to this solicitation become the property of the WMA and the WMA may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

18.0 ENCLOSURES

Enclosure Document A- IFB Cover Letter

Enclosure Document B- Non-Collusive Affidavit

Enclosure Document C- Debarment Certification Form

Enclosure Document D- Contract Document Checklist Form

Enclosure Document E- Contractor's Qualification Statement Form

Enclosure Document F- Bid Sheet

Enclosure Document G – Proposal Form

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

RESPONDENT

Name: _____

Address: _____

Tax Identification Number: _____

RESPONDENT'S CONTACT PERSON

Name: _____

Title: _____

Telephone: _____

Email Address: _____

INVITATION FOR BIDS INFORMATION

IFB Number: _____

IFB Project Name: _____

SCHEDULE OF ADDENDA(I) or (We) acknowledge receipt of the Addenda to the IFB Package hereinafter named, for the project(s) included in this IFB 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-VIOWMA 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 VIOWMA 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 | <input type="checkbox"/> Certificate of Ltd. Partnership or Statement of Qualifications |
| | <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

Pricing

Complete the below pricing table. All prices are to be quoted in United States currency and exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs. Quantities stated are an estimate only and may increase or decrease over the term of the contract. Prices should be fixed for the term of the agreement.

Estimated Quantity	Description	Unit Price (LS)	Final Price
2	CCTV Camera Van in accordance with Requirements		
1	Shipping to St. Croix		
1	Shipping to St. Thomas		
Subtotal	-	-	\$
Total	-	-	\$

**ENCLOSURE DOCUMENT G
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
PROPOSAL FORM**

Manufacturer Overview
Provide a description of the Manufacturer's Company, Purpose & History

Local Vendor Overview
Provide a description of the vendors company, purpose and history. Additionally, please supply information on vendor service, staff size, qualifications and experience.

Account Management
Identify and provide information on how you propose to manage our account? Will we be assigned an account manager? Who will provide technical support for the lifespan of the units?