

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY INVITATION FOR BIDS

IFB NUMBER: 002-T-2024

PROJECT NAME: Gasoline Wholesale Services on St. Thomas, USVI

DATE:

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, November 18th, 2024 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, November 8th, 2024**. 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 soliciting sealed bids from qualified and licensed United States Virgin Islands (“USVI”) Gasoline Suppliers (“Respondents”) to provide emergency bulk supply of gasoline and diesel fuels to the Authority’s fueling station and to its other facilities located on St. Thomas as further described below.

2.0 SCOPE OF WORK

VIWMA Fueling Station Delivery Requirements

The Authority owns and operates a small fueling station to dispense fuels to its fleet. The fueling station is sited at the main office complex which is physically located 1 Bovoni Landfill on St. Thomas, Virgin Islands. The fueling station consists of (2) 500-gallon fuel tanks which have a respective dispensing pumps, meters and nozzles. The tanks are double walled and situated on a concrete slab. The tanks store diesel and gasoline fuel respectively. On average, both tanks are typically refilled or topped off two times per week, Tuesdays and Thursdays with approximately 300 gallons of fuel respectively. During disasters, fuel consumption will increase depending on the severity of the event.

Satellite Locations Delivery Requirements

The Authority also operates and maintains 20 emergency electrical backup generators on St. Thomas which utilize diesel fuel to operate. These generator units are located at the Authority’s main offices, wastewater facilities and other satellite locations. Most of these fuel tanks are approximately 400-600 gallons in size however several larger units utilize fuel tanks in range of 1000 gallons. The Authority refuels said tanks 1-2 times per year withstanding the occurrence of long-term electrical power failures. In the event of a sustained electrical power failure and long-term usage, the Contractor will be required to refuel said satellite locations with diesel fuel multiple times per week to maintain continuous operations.

The Authority also stations portable diesel engine-driven wastewater pumps across the district during emergency pumping operations. The pumps will require refueling services by the Contractor when in service. Each pump's fuel tank capacity is 100-200 gallons. This activity is not routine however if a pump is engaged, it will require refueling several times per week.

Fuels and Specifications

Gasoline: The Contractor shall supply Number 87 octane gasoline to the Authority.

Diesel: The Contractor shall supply Ultra-Low Sulphur (15ppm or less) Diesel (ULSD) to the Authority. Specification sheets for the gasoline and diesel fuels supplied by the Contractor shall be included within the submittal package.

Pricing

The Contractor shall provide its current unit rates for each respective fuel based on the volume demand and delivery frequencies noted above. The rates should include the supply and delivery of the fuels. The unit rate shall be composed of the current local "rack rate" and the Contractor's proposed markup cost. The markup cost shall remain fixed for the duration of the contract unless a modification is agreed upon by the Authority and Contractor in writing. The costs submitted by the Contractor as part of its response to this IFB shall be considered its final offer.

Facility/Fuel Tank Access

The Authority shall provide the awarded Contractor with a key and/or access card for the specific purpose of entering the various unmanned facilities which have fuel tanks to perform refueling services. It shall be the responsibility of the Contractor to ensure that the key and/or access card is always secured and that all facilities entered by the Contractor for the purpose of supplying fuel shall be locked and secured upon exiting.

Regulatory Compliance

The Contractor shall only utilize delivery trucks and equipment that are registered and approved for delivery and handling of said fuels. The vehicles and fueling equipment shall meet all applicable Department of Transportation (DOT) and local regulatory requirements. It shall be the responsibility of the Contractor to perform cleanup of accidental fuel spills which may occur during the refueling process including remediation of contaminated soil surrounding the Authority's fuel tanks.

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 will contract for a period of **(365) three-hundred and sixty five calendar days**, subject to WMA's option to extend the term of the contract for similar term subject to satisfactory performance. 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 with hourly rates for all staff as requested to complete the tasks 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. VIWMA reserves the right to amend and determine the final number of hours that should be worked, depending on the scope of work. The VIWMA shall determine the number of hours to be worked to comply with budgetary restraints.

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

6.0 DAVIS BACON ACT (DBA 1931)

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

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

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

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

7.0 LIQUIDATED DAMAGES

It shall be agreed by and between the parties that liquidated damages will be assessed in the amount of Five Hundred Dollars (\$500.00) per day as a result of delays, or failure to complete the service within the specified period of time. Liquidated damages will not be assessed during any delay in performance of the services caused by acts of God, the public enemy, fire, floods, epidemics, quarantine restrictions, supplier's or vendors strikes, freight embargoes, or other cause beyond the Contractor's reasonable control. The Contractor shall make every reasonable effort to mitigate the effects of said causes.

The selected Contractor shall not be assessed with liquidated damages for delay in performance of the service caused by heavy rains, provided, however, that the Contractor notifies and receives approval from the Executive Director or her designee at the time of the incident, to be confirmed later in writing, each and every time that the Contractor desires relief as a result of said rains. The Executive Director's decision as to what constitutes a heavy rain event for this purpose shall be final.

The selected Contractor shall not be assessed with liquidated damages for delay in performance of the services caused by failure of the Authority to provide or perform those items of work required of the Authority under the contract. The Contractor shall have no claim for any additional compensation for any such delay.

8.0 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 **V.I. Wholesale Gasoline 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.

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.

9.0 USE OF SUBCONTRACTORS

The WMA shall have a single Prime Contractor and that Prime Contractor shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its IFB total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package 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 the WMA.

Unless provided for in the contract with the WMA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the WMA. The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the WMA.

10.0 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 Wholesaler of Gasoline and provide proof of a valid business license.
- Pay all taxes and fees as required by the local and federal statutes.
- Obtain and provide a copy of current Liability Insurance to cover any claims and damages occasioned by executing the Scope of Work.
- 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 (1) year (365 days) from the date of WMA'S final execution of the contract. 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.

11.0 VIWMA's RESPONSIBILITIES

- The Architectural Plans with Specifications shall be provided by WMA.
- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform weekly periodic inspections of construction progress to ensure compliance with the project drawings, specifications and WMA's policies and procedures.
- WMA's Facilities Manager to hold bi-weekly meetings to maintain coordination of the work.

12.0 INVITATION FOR BID SCHEDULE

The following dates are proposed by the ODR. The deadlines associated with this IFB are further outlined:

IFB SCHEDULE	DATES	TIMES
IFB Advertisement Date	Monday, October 28 th , 2024	12:00PM
Final Date to submit written questions	Friday, November 8 th , 2024	12:00 PM
IFB Submittal Deadline	Monday, November 18 th , 2024	12:00PM
IFB Bid Opening	Thursday, November 21 st , 2024	12:00 PM

The VIWMA reserves the right to change the IFB Schedule by issuing an Addendum at any time.

13.0 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
7410 Estate Bovoni, Bay 2
St. Thomas, VI 00802
Phone (340)715-9191 Fax (340) 777-3284
Email: mvante@viwma.org
Mark subject line for email "IFB-002-T-2024"

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 and 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.

15.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted, in electronic pdf. format, no later than **12:00 p.m.** AST on **Monday, November 18th, 2024**. 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
7410 Estate Bovoni, Bay 2
St. Thomas, VI 00802

Attention:
Sandra David, Procurement Director
Michael Vante, Contract & Inventory Manager
Procurement Division
IFB-002-T-2024
Wholesale Gasoline Services

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.

16.0 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 the 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 Wholesale Gasoline in the U.S. Virgin Islands. 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.

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.

17.0 NOTICE OF FEDERAL GUIDELINES

Because the contract is being funded with federal funds, the contract shall 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.

18.0 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.

19.0 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 Local 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.

20.0 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.

21.0 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. VI Business License**- The successful respondent will be required to provide a copy of their VI 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 V.I. 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. Liability Insurance** – The successful respondent will be required to obtain and have in place Liability Insurance in an amount no less than One Million (1,000,000.00) Dollars. The Insurance policy shall name the WMA as an “Additional Insured”. The successful respondent must provide a copy of the Liability Insurance. Automobile Insurance should be included.
- F. Workers' Compensation Insurance** – The successful respondent will be required to obtain and have in place Workers' Compensation Insurance coverage.
- G. CAGE Number**– The successful respondent will be required to submit a Valid CAGE Number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>

24.0 SELECTION PROCESS

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

- Contractor is duly organized, validly existing, qualified and licensed to conduct business in the U.S. Virgin Islands.
- Lowest reasonable price and responsive bid package.

25.0 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.

26.0 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.

27.0 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 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-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 | <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

Description	Rack Rate (\$/gallon)	Markup Cost (\$/gallon)	Total Unit Rate (\$/gallon)
Supply and Delivery of Gasoline – Number 87 Octane	\$	\$	\$
Supply and Delivery of Diesel – ULSD (15ppm or less)	\$	\$	\$

Please respond to the questions below by marking either a Yes or No response.

Item	Question	Yes	No
1	Capacity to supply fuels to VIWMA fueling station on a weekly basis as noted in scope of work?		
2	Capacity to supply fuel to satellite location diesel generators or pump equipment as noted in scope of work?		
3	Capacity to provide on-call delivery for emergency refueling needs (24/7)?		
4	Capacity to provide refueling of 20 diesel generators on a frequent basis during a long term power failure (example: post hurricane event)?		

 Name of Company's Certifying Official (Print)

 Signature of Certifying Official

 Name of Company

 Date