RFP-002-T-2026

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RFP-002-T-2026 for Electronic Waste & Fluorescent Bulb Sorting, Packing, Recycling & Destruction Services (Territory-Wide)**

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 mvante@viwma.org. All questions pertaining to the scope of services to be rendered should be directed to Mr. Michael Vante, Director of Procurement on or before **Wednesday, April 1st, 2026.** 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
mvante@viwma.org

Responses will be submitted electronically in PDF format bearing the respective RFP Number: RFP-002-T-2026 to mvante@viwma.org on or before Friday, April 17th, 2026, 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.

Hannibal "Mike" Ware
Executive Director

Request for Proposals (RFP)

for

ELECTRONIC WASTE and FLOURESCENT BULB SORTING, PACKING, RECYCLING & DESTRUCTION SERVICES (TERRITORY-WIDE)

March 2026
Virgin Islands
Waste Management Authority

Electronic Waste and Fluorescent Bulb Sorting, Packing, Recycling & Destruction Services- Territory Wide

SECTION 1: GENERAL BACKGROUND

The purpose of the contract is to provide electronic waste and fluorescent bulb sorting, packing, transport and recycling and destruction services to the Virgin Islands Waste Management Authority (VIWMA), specifically Solid Waste Division. All work to be done under the contract shall conform to the requirements of the specifications, and the terms and conditions set forth in Title 19, Chapter 56 of the Virgin Islands Code, and any amendments thereto as adopted by the Legislature of the Virgin Islands, as well as 40 CFR Part 258 of the Code of Federal Regulations. Further, the intent of these specifications is to ensure the public health, welfare, and safety.

It shall be the responsibility of the Contractor to perform the work in strict compliance with all federal and local laws, decrees, ordinances, and regulations, as well as the rules, orders, decrees, and requirements of the above authorities or of any other bodies or tribunals that have jurisdiction over the performance of the work.

Any penalties assessed by regulatory agencies relating to violations of laws or regulations pertaining to the project, shall be paid by the contractor in addition to any damages assessed by the Authority according to the contract documents. Such penalties and the payment therefore shall apply only to work required by the contract documents.

It is further agreed that the Contractor(s) shall have maximum flexibility in performing the work within the limits established by these specifications.

SECTION 2: PURPOSE AND OBJECTIVES

The Virgin Islands Waste Management Authority (VIWMA) is issuing this Request for Proposals (RFP) from qualified respondents to provide electronic waste and fluorescent bulb sorting, packing, transport, recycling and destruction services for the United States Virgin Islands. Interested firms that respond to this RFP ("Respondents") shall have extensive experience, background, and qualifications in electronic waste, hazardous waste and fluorescent bulb sorting, transport, recycling and destruction services.

The VIWMA and the successful submitter shall enter into a mutually binding Professional Services 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 3: OPERATIONAL STANDARDS

- Vendors are expected to comply with the Resource Conservation and Recovery Act (RCRA) under the "Universal Waste" rule. This includes:
    - Standardized labeling and storage protocols.
    - Documented employee safety training.
    - Detailed manifests for the downstream movement of materials.

SECTION 4: SCOPE OF WORK

The primary objective of this RFP is to provide requisite recycling and destruction services for all electronic waste, hazardous waste, and fluorescent bulbs (broken and intact) received by VIWMA. The Contractor shall also provide a licensed and permitted truck, tools, supplies, personal and protective equipment (PPE), and any other safety equipment and tools necessary to carry out this services associated with this contract.

The services to be performed under the Agreement may include the following tasks and any modifications agreed to during the contract negotiation process. The Proposer shall include responses to each Task category below to be included in the evaluation of the Proposals.

E-Waste Packaging & Trailer Packing Services

The Contractor shall satisfactorily perform the following during the term of this Contract:

1. Packing company must provide all materials, equipment and personnel necessary to complete the task (forklift, pallets, shrink wrap, pallet jack, tape, 2x4's, etc.).
2. Packing company must sort electronic waste according to recycler/destroyer's specifications.
3. Packing company must shrink wrap and package electronic devices and e-waste in a manner which minimizes breakage and damage. Packing of pallets or containers for transport to the trailer may take place at any location specified by VIWMA.
4. Packing company must pack trailers. Trailer packing will occur at the Bovoni Landfill on St. Thomas USVI, the Anguilla Landfill on St. Croix.
5. Packing company must provide VIWMA with a detailed manifest of all items placed in the trailer on the form in attachment.
6. Packing company must "tuck and chuck" the trailer to ensure that when trailer is opened items do not fall out or cause injury. In the context of packaging, the term "tuck and chuck" in the context of packaging refers to a type of folding carton that features a lid or flap that "tucks" into the front of the box to secure it. This design provides security while shipping.
7. Packing company must segregate broken and damaged electronic devices. They must be packed in an appropriate container that can be closed and sealed for shipment.

8. Packing company must label all pallets containing electronic devices with the words "SPENT ELECTRONIC WASTE".
9. Packing company must palletize and shrink wrap Cathode Ray Tubes (CRT's) separately. The pallets must at a minimum, have labels marked: "USED" or "BROKEN" CRT MONITORS and include the phrases: "USED CATHODE RAY TUBES CONTAINS LEADED GLASS" or "LEADED GLASS FROM TELEVISIONS OR COMPUTERS". Each pallet must be labeled: "DO NOT MIX WITH OTHER GLASS MATERIALS".
10. Packing company must sort electronic devices by groups (CRT's, monitors, CPU's, printers, etc.) for easier packing and storage.
11. Packing company must ensure that shipment is free of all debris to include cardboard boxes, paper, plastic, dirt and metal.
12. Packers must ensure that all debris is collected and disposed of prior to leaving the Packing area.
13. Packing Company must ensure all packed material is placed in shipping container at Anguilla Landfill no later than 3 business days after completion.
14. VIWMA requires all employees including contactors to wear the proper personnel safety equipment for task accomplishment and OSHA compliance.
15. Proposer must ensure all assets and electronic equipment must be processed in accordance with all local, state and federal regulations.

Fluorescent Bulb (Broken & Intact) Packaging Services

The scope of services details the sorting, preparation, packaging and shipment of Compact Fluorescent Light (CFL) for transport to the export trailer for final disposition.

1. Packing company must provide all materials, equipment and personnel necessary to complete the task (forklift, packets 4' to 8'CFL Recycling Boxes, tape, marker, etc.).
2. Packing company must sort all CFL (broken and intact) according to recycler/destroyer's specifications.
3. Packing company must package CFL in a manner which minimizes breakage and damage.
4. Packing company must pack CFL into pallets or containers for transport to trailers for final recycling or destruction.
5. Packing company must provide VIWMA with a detailed manifest of CFL items placed in the trailer on the form in attachment.
6. Packing company must "tuck and chuck" the trailer to ensure that when trailer is opened items do not fall out or cause injury. In the context of packaging, the term "tuck and chuck" in the context of packaging refers to a type of folding carton that features a lid or flap that "tucks" into the front of the box to secure it. This design provides security while shipping.
7. Packing company must segregate broken and non-broken CFL. They must be packed in an appropriate container that can be closed and sealed for shipment.
8. Packing company must label all boxes containing broken CFL.
9. Packing company must place all CFLs in appropriate Recycling boxes based on height and

shape. All Fluorescent boxes must be labeled accordingly.

10. Packing company must ensure that shipment is free of all debris to include dirt and metal.
11. Packers must ensure that all debris is collected and disposed of prior to leaving the Packing area.
12. Packing Company must ensure all packed material is placed in shipping container at Anguilla and/or Bovoni Landfill no later than 3 business days after completion.
13. VIWMA requires all employees and contractors to wear the proper personnel safety equipment for task accomplishment and OSHA compliance.
14. Proposer must ensure all CFL must be processed in accordance with all local, state and federal regulations.

Recycling & Destruction Services

- Materials Accepted – At a minimum the contractor shall be required to accept all fluorescent bulbs (broken and intact) and E-waste, including but not limited to: computer monitors, laptop computers, TVs, console TVs, projector TVs, flatscreen TVs, broken CEWs, stereo equipment, cell phones, and microwaves. Furthermore, Proposer should detail any restrictions on acceptance.
- Materials and Procedures Required for Packaging & Shipping– Describe the procedures, containers, materials and sorting equipment that will be required for use during the sorting, packaging and transport phases. Include items such as, but not limited to, checklists, pallets, gaylords, shrink-wrap, and baskets or boxes.
- Sorting and Packing – The successful Proposer must identify E-Waste sorting and packing requirements. The E-waste handling contractor will sort and package E-waste to these specifications for the duration of the Contract. In the proposal, detail any specific palletizing and sorting requirements.
- Trailer/Truck Loading – The proposer shall identify requirements for loading of VIWMA's E-waste/CFL Waste Container. In proposal, detail any container loading requirements.
- Transportation –The awarded contractor must ensure the collection of the E-waste trailer/truck at port of disembarkation.
- Documentation –Proposer shall provide a copy of the Bill of Landing and a certificate of recycling and/or destruction of electronic and hazardous waste for each shipment with payments. Proposer shall provide all downstream chain-of-custody reports. Proposer shall describe and provide examples of all reports and documentation that will be required to confirm completion of recycling or destruction of e-waste and CFL waste.
- VIWMA must be provided with cradle to grave documentation. VIWMA is not liable for material illegally disposed of.
- Proposer will be responsible for the proper de-manufacturing of all assets/electronics at the identified facility and preparing all material for responsible recycling or destruction.

- Proposer shall ensure all assets and electronic equipment must be processed in accordance with all local, state and federal regulations.
- The Proposer must include Data Destruction services, including wiping and physical destruction of hard drives. These methods must remain in compliance with HIPPA. This protects confidential, proprietary and sensitive information.
- The Proposer is required to ensure the management of all electronic devices in strict accordance with 40 CFR Part 261. To maintain the "excluded" status (preventing electronics from being labeled as hazardous waste), the Selected Contractor must adhere to the following:
    - Cathode Ray Tubes (CRTs): Must be managed via the "Conditional Exclusion" (40 CFR 261.4(a)(22)). Monitors and TVs must be stored indoors, labeled properly, and kept intact to prevent classification as solid waste.
    - Circuit Boards: Under 40 CFR 261.4(a)(14), shredded circuit boards are excluded from solid waste status only if stored in containers that prevent environmental release and are free of mercury switches or specific batteries.
    - Universal Waste Rule: Devices containing mercury switches or lead-acid batteries must be handled under the streamlined standards of 40 CFR Part 273.

- To remain compliant with the above exclusions, the proposer must demonstrate:
    1. Anti-Speculative Accumulation: Evidence that at least 75% of the material (by weight) is recycled within each calendar year.
    2. Standardized Storage: All materials must be protected from breakage (e.g., stored inside a building, on pallets, or in specialized containers).
    3. Mandatory Labeling: Containers must be clearly marked with the specific waste category, such as "Universal Waste—Batteries" or "Used Cathode Ray Tubes."

- Preferred Industry Certifications
  While not strictly mandated by law, it is highly recommended that we prioritize vendors holding one of the following "Gold Standard" certifications to mitigate risk:
    - R2v3 (Responsible Recycling): Focuses on data security and circular economy practices.
    - e-Stewards: The highest standard for ensuring no hazardous waste is illegally exported.

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.

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 three (3) years prior to the submission of this proposal.

2. Furnish liability and property damage insurance of not less than $2,000,000.00 combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract. The VIWMA shall be the additional named insured.

3. Demonstrate specific experience of providing full-service operations services with public agencies or VIWMA or of entering into recycling and destruction agreements in the Virgin Islands, or in other municipal jurisdictions.

4. Provide a listing of five (5) most agreements for which the submitter has provided recycling and destruction services, including fluorescent bulbs; the project start date; the completion

dates; the names, addresses, contact persons and telephone numbers of the owners; and the size and type of waste addressed.

5. 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.

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 a service-oriented operation.

7. List any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the submitter in the last 5 years.

SECTION 7: 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 8: CONTRACTOR RESPONSIBILITIES

8.1 Permits and Regulations

The Contractor shall be responsible for identifying, obtaining, complying, and bearing all costs associated with any environmental or other permits or any regulations required for recycling and destruction services for all electronic waste, hazardous waste, and fluorescent bulbs (broken and intact) received by VIWMA. HUD Section 3 compliance may be required.

8.2 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 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.

8.4 Health and Safety

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

8.5 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.

8.6 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.

8.7 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 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 compliance with all applicable laws and regulations regarding the packaging, transportation, recycling and destruction services for all electronic waste, hazardous waste, and fluorescent bulbs (broken and intact) received by VIWMA.

- 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 two million dollars ($2,000,000); a certificate of such insurance shall be submitted to the WMA upon execution of the contract.

- A provision for the contractor's payment of all taxes and charges, including unemployment insurance premiums, excise tax, gross receipt, social security, etc.

- A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard experience regarding recycling and destruction services for all electronic waste, hazardous waste, and fluorescent bulbs (broken and intact).

- A provision for the term of the Contract between the VIWMA and the contractor to be for three (3) calendar years or one thousand and ninety five (1095) days with a one year option to renew.

- A provision for the termination of the contract if the level of performance is unsatisfactory to VIWMA.

8.8 Invoices & Payments

The Contractor shall prepare and submit a one-time invoice at the conclusion of the services for actual work performed for each pallet or unit of measure identified in the response. The contractor shall submit the invoice indicating the following:

- Contractor's name, Tax Identification Number, address and telephone number;
- Documented issues that may have or have hindered the operations;
- A copy of any Incident Reports (if applicable).

Compensation for the particulars listed above shall be made by the Authority after the Contractor has submitted the invoice documenting the work performed.

The Contractor shall receive payment on the invoice within thirty (30) days of invoice submittal and approval by the authority.

8.9 General Federal Grant Requirements

Because the contract may be funded in part with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars and required federal contract clauses per 2 CFR Part 200 Appendix II **(Appendix 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.

8.10 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.

SECTION 9: ELIGIBILITY REQUIREMENTS

9.1 Licensing Requirements

The contractor shall provide the Authority with proof of the following license requirements:

- E-Waste Recycling Services
- Environmental Consulting Services
- Hazardous Waste Contractor
- Compliance Status (Local & Federal Regulatory Agencies)
- Solid Waste Permit

Contractor must provide the Authority with proof of the following:

- USVI Business License: Must be active and specifically authorize waste management or recycling services.

- EPA Identification Number: Required for handling hazardous components (e.g., lead-acid batteries, mercury).

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. 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.

9.2 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.

9.3 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 **$2,000,000.00** 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. Business License to do business in the Virgin Islands.

9.4 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 10: PROPOSAL SUBMITTAL FORMAT

The proposal must contain the following:

1. Package 1

1. Respondent's Cover Letter & Executive Summary
    - b. Relevant information as described
2. Required Documents & Enclosure Documents
    - a. Enclosure Documents A,B,C,D,E
    - b. Copy of Corporate Documents (as outlined)
    - c. Certificate of Good Standing
    - d. Copy of Valid VI Business License (or proof of pending approval)
    - e. Copy of Valid Cage Number from Sam.gov
    - f. Workman's Compensation Insurance
    - g. Liability & Property Damage Insurance
    - h. Errors & Omission Insurance
    - i. SSN or EIN Number
    - j. Proof of Bonding
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. Project Schedule
d. Contractor Responsibilities
1. Confirm willingness/ability/method for adherence to Section 8

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

SECTION 11: 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"

Electronic Waste & Fluorescent Bulb Sorting, Packing, Recycling & Destruction Services

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:

11.1 Email/Package 1

11.1.1 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.
- A summary of the Respondent's qualifications.
- 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 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 the requested 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

11.1.3 Key Personnel

11.1.3A 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.

11.1.3C 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.

11.1.4 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:

11.1.4D 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.
- Proposals should address a Respondent's anticipated approach and capability to coordinate with other providers performing services for the project.
- Proposals must demonstrate knowledge of local communities and community specific needs.
- Describe the proposed mechanisms for delivering services.
- Describe the Respondent's strategy for ensuring collaborative, consistent and productive communication with VIWMA and other Project contractors.
- Describe the strategy for recruiting and hiring any subcontractors that are essential to the Project's success but have not yet been identified. Additionally, describe how the Proposer will work with and assist in managing the selected subcontractors.
- If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its proposal any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the prime Contractor and VIWMA.
- Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

11.1.5 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.

11.2 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:

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. **A final unit costs 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 12: 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 13: 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 9 & 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 14: 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 ninety (90) 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 15: CONTRACT TIME PERIOD

This RFP is for the solicitation of proposals to design and build recycling and destruction services for all electronic waste, hazardous waste, and fluorescent bulbs (broken and intact) received by VIWMA. The initial term of the contract will be three (3) calendar years or one thousand and ninety five (1,095) days with one (1) one year option to renew.

SECTION 16: 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.

Evaluation Factors	Total Points
Technical	
Qualifications	25
Handling, Packaging, Transport Process & Standards	20
Recycling & Destruction Process & Standards	20
Previous Project Experience	10
Pricing	
Pricing	25
Total	**100**

SECTION 18 : ENCLOSURES & APPENDICES

Enclosure Document A : RFP Cover Letter
Enclosure Document B : Non-Collusion Affidavit
Enclosure Document C : Debarment Certification Form
Enclosure Document D : Respondent's Qualification Statement
Enclosure Document E: Contract Document Checklist
Enclosure Document F: Base Bid Sheet

Appendix I: 2 CFR 200

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

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(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: _____

☐ Current USVI Business License Expiration Date ___/___/20____
☐ Government Insurance Coverage/Workman's Comp. Expiration Date ___/___/20____
☐ Insurance
- ☐ Certificate of General Liability & Endorsement Expiration Date ___/___/20____
- ☐ Proof of Automobile Insurance Expiration Date ___/___/20____
- ☐ Certificate of Professional Liability & Endorsement Expiration Date ___/___/20____
- ☐ Errors & Omissions Insurance Expiration Date ___/___/20____
- ☐ 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:

☐Corporation
- ☐Articles of Incorporation & By Laws
- ☐Certificate of Resolution
- ☐ Certificate of Authority/ Good Standing

☐LLC
- ☐Articles of Organization
- ☐Certificate of Authority/ Good Standing

☐General Partnership
- ☐Partnership Agreement
- ☐ Certificate of Authority/ Good Standing

☐LP, LLP, LLLP
- ☐Certificate of Limited Partnership or Statement of Qualifications
- ☐ Certificate of Authority/ Good Standing

☐Sole Proprietorship
- ☐Tradename Certificate

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
CONFLICT OF INTEREST

By signing this form, the Respondent certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, for the organization or any of its staff, and that the Respondent, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the Respondent, subcontractor, employee, or consultant).

Conflicts may arise in but not limited to the following situations:

A. Unequal access to information. A potential respondent, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in the Virgin Islands.
B. Biased ground rules. A potential respondent, subcontractor, employee, or consultant has worked in one government contract, or program, on the basic structure or ground rules of another government contract for disaster recovery services in the Virgin Islands.
C. Impaired objectivity. A potential respondent, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.

1. Proposer must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.
2. In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, the VIWMA will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest.
3. The Respondent, subcontractor, employee, or consultant agrees that if "impaired objectivity", or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proponent has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

The Respondent,_____, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from Request for Bids No. that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. The Respondent further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the VIHFA's satisfaction, such conflict of interest (or apparent conflict of interest).

Name & Title of Authorized Representative

_____

_____ _____

Signature **Date**

ENCLOSURE DOCUMENT G
VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY
BASE BID SHEET

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

These costs are being provided for the purpose of evaluating bids and determining reasonable cost for these items. Depending on the structure of the winning bidder's response, not all costs may ultimately be included in the final contract.

#	DESCRIPTION	Location	UNIT	UNIT COST	TOTAL
1	Sorting, Packaging & Recycling or Destruction of Fluorescent Bulb Pallet or Package (Broken)	Anguilla Landfill (STX) Bovoni Landfill (STT) Susannaberg Transfer Station (STJ) Other locations as necessary	EA		
2	Sorting, Packaging & Recycling or Destruction of Fluorescent Bulb Pallet or Package (Intact)	Anguilla Landfill (STX) Bovoni Landfill (STT) Susannaberg Transfer Station (STJ) Other locations as necessary	EA		
3	Sorting, Packaging & Recycling or Destruction of E-Waste Pallet or Package	Anguilla Landfill (STX) Bovoni Landfill (STT) Susannaberg Transfer Station (STJ) Other locations as necessary	EA		
4	Packing & Shipment of Trailer to Final Disposition	Anguilla Landfill (STX)	EA		
5	Packing & Shipment of Trailer to Final Disposition	Bovoni Landfill (STT)	EA		
6	Other Line-Item Costs as Required by Contractor (provide on separate cover)		TBD		
7	Other Line-Item Costs as Required by Contractor (provide on separate cover)		TBD		
TOTAL COST					