



IFB-005-T-2025

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting bids for **IFB-005-T-2025 for CCTV Camera Trucks (Territory Wide)**

Interested parties and prospective respondents may request the complete IFB Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to sdavid@viwma.org and mvante@viwma.org. All questions pertaining to the scope of services to be rendered should be directed to Ms. Sandra David, Director of Procurement and Property, and Michael Vante, Contract and Inventory Manager, on or before **Tuesday, October 7th, 2025**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

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

A **Pre-Bid Meeting Conference** will be held on **Friday, October 3rd, 2025** via Microsoft Teams. All interest parties should request the meeting link from Michael Vante, via mvante@viwma.org.

Invitations for Bids will be submitted electronically in PDF Format bearing the respective IFB Number: IFB-005-T-2025 to sdavid@viwma.org and mvante@viwma.org on or before Friday, October 24th, 2025 at 12:00 P.M. Atlantic Standard Time.

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

Hannibal Ware
Executive Director

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

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY INVITATION FOR BIDS

DATE: September 25th, 2025

IFB NUMBER: IFB-005-T-2025

PROJECT NAME: CCTV Camera Van Acquisitions (Territory-Wide)

Bids, for the work described herein will be received electronically in PDF format to sdavid@viwma.org and mvante@viwma.org on or before **Friday, October 24th, 2025 at 12:00 P.M. Atlantic Standard Time**. Any bid received after the time and date specified shall not be considered.

All questions pertaining to the scope of services to be rendered should be directed to Michael Vante, Contract & Inventory Manager at mvante@viwma.org on or before **Tuesday, October 7th, 2025 at 12:00PM AST**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest.

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

1.0 PROJECT SUMMARY

The Virgin Islands Waste Management Authority (VIWMA) is looking to purchase two (2) complete closed-circuit television (CCTV) camera vans for inspecting sewer lines of various diameters. The final purchase will include the chassis, National Association of Sewer Service Companies (NASSCO) compliant camera equipment and an outfitted body. The preference is to have the camera van built in a panel van format. The design of the final van should optimize the available space, and integrate the chassis cab, operating studio and equipment storage area. The operating studio will allow for viewing, recording and operating the CCTV equipment and the equipment storage area will allow for secure storage of all CCTV related equipment. The equipment must be operational for an eight-hour workday with potential expansion up to two eight-hour shifts. Additionally, the VIWMA is open to exploring electrification options for the chassis through third party manufacturers, provided the operational specifications of the equipment and budget constraints can be satisfied.

2.0 SCOPE OF WORK

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

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

The acquisition of Closed Circuit CCTV Camera Vans will greatly enhance VIWMA operational and maintenance efficiency, and it will:

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

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

Van Specifications:

The Closed-Circuit TV Van is fueled by gasoline. It also contains one (1) front bumper cone storage rack, two (2) corner mounted LED work areas, also has a 2-inch tiger tail.

Chassis Options: Ford T350 Transit Van, 2WD will be considered but because of the islands 4WD, preferred L/S Steering (similar to continental USA), Preference for the side door to open on the left side of the vehicle due to driving lane direction.

Build Out Specifications should also include:

- Operator Studio & Equipment Bay
 - Adjustable wall-mounted monitors in studio and work bay, Full complement of safety gear, Wheel and accessory storage chest, Equipment wash-down system, Overhead and under-counter storage cabinetry, Door-mounted tools, Crawler storage drawer
- Computer and software with portable and transferrable storage capacity & 19" Minimum Computer Monitor
- Invertor or Generator (specify within response package)
 - Gas Powered Generator (including wiring, harness, remote start, and dedicated battery).
 - Invertor should match or align to load specifications

CCTV Camera Equipment:

- Standard Rovver X System includes VC500 Controller with Vision Report Software installed Test Cable
- RAX300 Automatic Cable Reel with 300M (1000ft) cable, w/cable cleaner reel mounting frame
- wireless remote controller, emergency stop cable
- RX130L-HD Quick Change version crawler with 3 sets of rubber wheels for 6" to 12" pipe diameter Pressurization Kit
- RCX90-HD pan, tilt, zoom camera License Wincan VX entry
- Auxiliary Lights with Additional Rear Facing Camera Top Roller
- Integrated Elevator Lift for 12" dia. pipes +

In general, the scope consists of:

1. Purchase of two (2) Closed-Circuit TV Camera Vans with outlined Van & Camera Specifications
2. Training for the operation of the CCTV Van operation
3. Shipping the Van to the US Virgin Islands (St. Croix District & St. Thomas/St. John District)

The contract scope shall include purchasing of CCTV Camera Vans & equipment, and all the shipping logistics required to ship the vans to the US Virgin Islands. The vendor or contractor shall provide:

- A. Cost for items noted in the attached Bid Schedule
- B. Proposed equipment specifications
- C. Pictures, brochures or drawings of the equipment

Additional Notes:

1. The contractor or vendor shall provide the cost for each item noted on the bid schedule.
2. The contractor or vendor shall provide the shipping cost for the equipment being shipped to the St. Croix & St. Thomas US Virgin Islands and provide that cost on the bid schedule.
3. The contractor or vendor shall coordinate the shipping logistics required to have the vans shipped to the US Virgin Islands.
4. The contractor or vendor shall provide adequate packing to minimize any damages to the vans and equipment.
5. The contractor or vendor shall install the equipment in the van to ensure proper operation of equipment (this includes all the necessary tools and hardware).
6. The contractor or vendor shall provide:
 - a. A manufacturing schedule of the fully equipped CCTV Camera Vans
 - b. A delivery schedule for the vans to the Virgin Islands
 - c. Specifications of the equipment
 - d. Drawings of the vans (if applicable)
 - e. Operating procedures of the CCTV Camera Vans
 - f. Recommended spare parts list of the equipment including filters (oil, water, fuel, belts, and lubricants).
 - g. Operator training for the CCTV Camera Vans
 - h. Standard Operating Procedures
 - i. All applicable warranties

Summary of Requirements

The VIWMA requires two (2) complete closed-circuit television (CCTV) camera van for inspecting sewer lines of various diameters. The final purchase will include the chassis, National Association of

Sewer Service Companies (NASSCO) compliant camera equipment and an outfitted body. The preference is to have the camera van built on a stripped chassis in a Panel van format. The design of the final van should optimize the available space, and integrate the chassis cab, operating studio and equipment storage area. The operating studio will allow for viewing, recording and operating the CCTV equipment, and the equipment storage area will allow for secure storage of all CCTV related equipment. The equipment must be operational for an eight-hour workday with potential expansion up to two eight-hour shifts as per the specifications.

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

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

3.0 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.
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 Business License (relevant to the SOW) and a Certificate of Good Standing from their respective jurisdictions 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 has adequate staffing to fulfill the required services throughout the entire contract term.
12. 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 PRICE AND PAYMENT

Respondents must submit **Enclosure Document (F)** Bid Sheet as requested to provide the equipment as set forth in this IFB and other reimbursable cost regarding the project cost.

Payment for these services will be based on a Lump Sum Fixed Fee. The purchase will be funded, in whole or in part, by federal funds. Therefore, funding and payment of the contract will be based on requirements and availability of the federal funding sources utilized by VIWMA. The prime Contractor is responsible to submit all required documentation for payment to VIWMA. The contract requires compliance with federal terms and conditions for federal grants such as CFR200.

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

5.0 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, including 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.

6.0 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.

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 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 REQUIRED DOCUMENTS

Respondent shall be required to submit the following documents:

- A. Corporate Documents** – The successful respondent will be required to provide a copy of their Corporate Documents.
 - a. Provide a copy of Corporate Documents
 - i. Corporation
 - 1. Copy of Articles of Incorporation & Bylaws
 - ii. Limited Liability Company
 - 1. Copy of Articles of Organization
 - 2. Copy of Operating Agreement
 - iii. Sole Proprietorship
 - 1. Copy of Trade Name Certificate
- B. Business License-** The successful respondent will be required to provide a copy of their Business License. Firms or individuals operating outside of the Virgin Islands must also submit evidence of a valid Business License from their operating location.
- 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 (or their operating jurisdiction) 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.
- 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>

9.0 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.
- 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.
- Provide written proof of equipment lead time from manufacturer to justify timeframe for equipment acquisition.
- 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.
- Transfer all manufacturer warranties for all equipment acquisitions to VIWMA.

10.0 VIWMA’s RESPONSIBILITIES

- The Equipment Specifications shall be provided by WMA.
- Collect equipment from VI Port (St. Croix & St Thomas).

11.0 INVITATION FOR BID SCHEDULE

The following dates are proposed by the VIWMA Procurement Division. The deadlines associated with this IFB are further outlined below:

IFB SCHEDULE	DATES	TIMES
IFB Advertisement Date	Thursday, September 25 th , 2025	
Pre-Bid Conference	Friday, October 3 rd , 2025	11:00 AM
Final Date to submit written questions	Tuesday, October 7 th , 2025	5:00 PM
IFB Submittal Deadline	Friday, October 24 th , 2025	12:00 PM

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

12.0 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) 715-9179
Email: mvante@viwma.org
Mark subject line for email "IFB-005-T-2025"

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

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

13.0 PRE-BID CONFERENCE

The VIWMA will conduct a Pre-Bid Conference via Microsoft Teams at **11:00 a.m. Atlantic Standard Time (AST) on Friday, October 3rd, 2025**. All interested parties should request the meeting invitation link through Michael Vante, Contract & Inventory Manager at mvante@viwma.org.

It is highly recommended that you thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. All prospective Vendors are urged to attend. Non-attendance on the part of a Vendors shall not relieve the prospective respondent of any responsibility for adherence to any of the provisions of this bid package or any addenda thereto.

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

F. Contractor's Qualifications Statement Form – Complete **Enclosure Document E**. For the Reference Section of the form, you must provide three (3) reference letters 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 purchase order 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.

H. Other Required Documents – Respondents must submit all required documentation outlined within the Scope of Work Notes, Equipment Specifications and Procurement Requirements.

16.0 DELIVERY OF BID PACKAGES

All responses to this IFB are to be submitted, via electronic .pdf , no later than **12:00 p.m. AST on Friday, October 24th, 2025**. This acquisition and installation of all equipment is expected to be completed in about seven (7) months or less. Submittals must be made via email and contain a single pdf document submission including technical specifications and a detailed pricing submittal (cost proposal). All bid pricing must be valid for 90 days. 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-005-T-2025
CCTV Camera Van Acquisitions – Territory Wide

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.

17.0 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.
- Experience, including references, in providing the types of services detailed herein.
- Understanding of the services requested (including completeness and clarity of submissions), and qualitative nature of the services proposed
- Ability to provide services in a timely manner
- **Lowest reasonable price and responsive bid package.**

18.0 TERMS

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

19.0 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.

20.0 ENCLOSURES

Enclosure Document A- IFB Cover Letter

Enclosure Document B- Non-Collusive Affidavit

Enclosure Document C- Debarment Certification Form

Enclosure Document D- Contract Document Checklist Form

Enclosure Document E- Contractor's Qualification Statement Form

Enclosure Document F- Bid Sheet

Enclosure Document G- Specifications Sheet

20.0 APPENDICES

Attachment 1 - CCTV Camera Van Build Out

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

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

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

Name of Company's Certifying Official (Print)

Signature of Certifying Official

Name of Company

Date

[illegible]

A side door that opens on the left is preferred