



**IFB-006-T-2026**

## **VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **IFB-006-T-2026 for Trommel Screens Equipment Acquisition (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 [mvante@viwma.org](mailto:mvante@viwma.org). All questions pertaining to the scope of services to be rendered should be directed to Michael Vante, Contract and Inventory Manager, on or before **Friday, March 13<sup>th</sup>, 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](mailto:mvante@viwma.org)

**Responses will be submitted electronically in PDF format bearing the respective IFB Number: IFB-006-T-2026 to [mvante@viwma.org](mailto:mvante@viwma.org) on or before Friday, March 27<sup>th</sup>, 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*

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

## **VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY INVITATION FOR BIDS**

**DATE: February 20<sup>th</sup>, 2026**

**IFB NUMBER: IFB-006-T-2026**

**PROJECT NAME: Trommel Screens Equipment Acquisition (Territory-Wide)**

Bids, for the work described herein will be received electronically in PDF format to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before **Friday, March 27<sup>th</sup>, 2026 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](mailto:mvante@viwma.org) on or before **Friday, March 13<sup>th</sup>, 2026 at 5:00PM 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 soliciting sealed bids from qualified and licensed Vendors (“Respondents”) to supply trommel screens for both the Bovoni Landfill in the St. Thomas/St. John District and the Anguilla Landfill in the St Croix District, United States Virgin Islands. Interested Vendors that respond to this IFB (“Respondents”) shall have the qualifications, experience and ability to supply equipment and materials related to the wastewater industry.

### **2.0 BACKGROUND**

The Virgin Islands Waste Management Authority (VIWMA) operates the Anguilla Landfill on St. Croix and the Bovoni Landfill on St. Thomas, which receive significant volumes of organic material. Green waste represents the largest waste stream entering USVI landfills and transfer stations, with notable spikes during storms and hurricanes. Mulching provides a sustainable solution for managing overgrown or unwanted vegetation. This process is intended to:

- Reduce the volume of green waste entering landfills.
- Conserve landfill airspace, especially given the large annual volumes and surges during natural disasters.

### **3.0 SCOPE OF WORK**

VIWMA plans to develop and implement a comprehensive green waste management and disposal program. The program's objectives include streamlining green waste handling, storage, and disposal procedures to improve efficiency and increase diversion rates across the Territory.

To support this initiative, VIWMA will acquire specialty equipment for mulching operations:

- Trommel Screen will enhance material processing and handling operations, enabling efficient screening and separation of material fractions such as soil, gravel, mulch, and sand

The acquisition of this equipment will significantly enhance VIWMA's green waste management capabilities by:

- Diverting green waste from the Anguilla Landfill and Bovoni Landfill.
- Increasing landfill space and extending landfill lifespan.

The procurement scope includes:

- Purchase of Equipment: Two Horizontal Grinders
- Shipping: Delivery to St. Croix and St. Thomas, US Virgin Islands.
- Operation & Training: At Anguilla Landfill (St. Croix) and Bovoni Landfill (St. Thomas).

Technical specifications for each piece of equipment are provided in a separate attachment.

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

- Cost for items noted in the attached Bid Schedule
- The equipment specifications in the attached specification sheet until the title of "Vendor"
- Pictures, brochures or drawings of the equipment

The equipment list is as follows (see attached specifications):

Description	Size/ Qty	Landfill
Trommel Screen	1	Anguilla Landfill, St. Croix USVI
Trommel Screen	1	Bovoni Landfill, St. Thomas

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, US Virgin Islands and provide that cost on the bid schedule.
3. The contractor or vendor shall provide the shipping cost for the equipment being shipped to the St. Thomas, US Virgin Islands and provide that cost on the bid schedule.
4. The contractor or vendor shall coordinate the shipping logistics required to have the equipment shipped to the US Virgin Islands.

5. The contractor or vendor shall provide:

- a) A manufacturing schedule of the equipment
- b) A delivery schedule for the equipment to the St. Croix and St. Thomas, USVI
- c) Specifications of the equipment
- d) Drawings of the equipment (if applicable)
- e) Operating procedures of the equipment
- f) Recommended spare parts list of the equipment
- g) Operator training for the equipment
- h) All applicable warranties for the equipment

6. The contractor or vendor shall provide adequate packing to minimize any damages to the equipment.

7. The contractor or vendor shall ensure proper operation of equipment (this includes all the necessary tools and hardware).

## **4.0 QUALIFICATIONS**

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

### **A. Required Minimum Qualifications of Respondent**

The following subsections are required minimum qualifications.

- 1. Respondents shall attach its license to do business or copy of its application for a license. Respondents should give a brief description of their company including brief history, corporate or organization structure, number of years in business. If the Respondent is partnering or subcontracting with any other entity, provide the information described above for each such entity.
- 2. The Respondent should also be registered with a valid System for Award Management (SAM) number.
- 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 can comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
12. Respondent has adequate staffing to fulfill the required services throughout the entire contract term.
13. Respondent must not be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.

## **5.0 PRICE AND PAYMENT**

Respondents must submit **Enclosure Document (F)** Bid Sheet for costs associated with all required specifications outlined within the IFB. Respondents should also submit a payment schedule in conjunction with Enclosure Document F & G outlining proposed progress payments based on the manufacturing and equipment delivery schedules.

The contract or purchase order 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 (**Attachment A**).

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.

## **6.0 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.

## **7.0 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.

## **8.0 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.

## **9.0 REQUIRED DOCUMENTS**

Respondent shall be required to submit the following documents:

- A. Corporate Documents** – The successful respondent will be required to provide a copy of their Corporate Documents.
  - a. Provide a copy of Corporate Documents
    - i. Corporation
      - 1. Copy of Articles of Incorporation & Bylaws
    - ii. Limited Liability Company
      - 1. Copy of Articles of Organization
      - 2. Copy of Operating Agreement
    - iii. Sole Proprietorship
      - 1. Copy of Trade Name Certificate
- B. Business License** - The successful respondent will be required to provide a copy of their Business License. An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Authority until evidence is submitted that said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Firms or individuals operating outside of the Virgin Islands must 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>

## **10.0 CONTRACTOR'S RESPONSIBILITIES**

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed “Base Bid Sheet” with a price guaranteed for 90 days and provide the documentation as specified in this IFB solicitation.
- 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.

## **11.0 VIWMA's RESPONSIBILITIES**

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

## **12.0 INVITATION FOR BID SCHEDULE**

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

<b>IFB SCHEDULE</b>	<b>DATES</b>	<b>TIMES</b>
IFB Advertisement Date	Friday, February 20 <sup>th</sup> , 2026	
Final Date to submit written questions	Friday, March 13 <sup>th</sup> , 2026	5:00 PM
IFB Submittal Deadline	Friday, March 27 <sup>th</sup> , 2026	12:00 PM

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

### **13.0 ISSUING AND PROCURING OFFICE**

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

Michael Vante, Contract & Inventory Manager  
Virgin Islands Waste Management Authority  
7410 Estate Bovoni, Bay 2  
St. Thomas, VI 00802  
Phone (340) 715-9191 Fax (340) 715-9179  
Email: [mvante@viwma.org](mailto:mvante@viwma.org)  
Mark subject line for email "IFB-006-T-2026"  
Trommel Screens Equipment Acquisition (Territory-Wide)

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 Michael Vante, Contract & Inventory Manager at [mvante@viwma.org](mailto: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.

### **14.0 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, March 27<sup>th</sup>, 2026**. 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:  
**Michael Vante, Contract & Inventory Manager**  
Procurement Division  
IFB-006-T-2026  
**Trommel Screens Equipment Acquisition (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 equipment requested
- Ability to provide services in a timely manner
- **Lowest reasonable price and responsive bid package.**

## **18.0 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.

## **19.0 ENCLOSURES & APPENDICES**

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

## 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: \_\_\_\_\_

**SCHEDEULE 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 \_\_\_\_\_

#### 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**

QUANTITY	DESCRIPTION	UNIT	UNIT COST	COST
2	Trommel Screen	EA		
1	Training – Trommel Screen Operation & Safety	EA		
2	Shipping – Trommel Screen – Florida	EA		
1	Shipping – Trommel Screen to St. Croix	EA		
1	Shipping – Trommel Screen to St. Thomas	EA		
	<b>TOTAL COST</b>			<b>\$</b>

Name of Company's Certifying Official (Print)

Signature of Certifying Official

Name of Company

Date

**ENCLOSURE DOCUMENT G**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**EQUIPMENT SPECIFICATION SHEET**

Respondents are responsible for identifying the Equipment Specifications for all requested line items below.

Trommel Screen:	VIWMA	Vendor Submission Specs
<b>Qty</b>	2	
<b>Manufacturer</b>	-----	
<b>Model</b>	-----	
<b>General Dimensions/Weights</b>		
<b>Weight (LBS)</b>	64,999.99	
<b>Hitch Weight (LBS)</b>	30,000.06	
<b>Transport Length (FT)</b>	54.46	
<b>Transport Width (IN)</b>	112.99	
<b>Transport Height (FT)</b>	13.54	
<b>Operation Length (FT)</b>	84.32	
<b>Operation Width (IN)</b>	112.99	
<b>Operation Height (FT)</b>	15.75	
<b>Capacity (CU/YD)</b>	200	
<b>Engine</b>		
<b>Make/Model</b>	-----	
<b>Emission Category (Tier)</b>	Tier 4F	
<b>Number of Cylinders</b>	4	
<b>Engine Rating (HP)</b>	134	
<b>Fuel Tank Capacity (G)</b>	72.99	
<b>Fuel Consumption (GPH)</b>	3.5	
<b>Maximum Engine Operating Angle (DEG)</b>	30	
<b>Battery (Cold Cranking Amps)</b>	950	
<b>Oil Filter</b>	Spin-on	
<b>Recommended Oil (Mobil)</b>	15/40	
<b>Oil Volume with Filter (G)</b>	3.88	
<b>System Voltage (V, amp alternator)</b>	12, 120	
<b>Hydraulic System</b>		
<b>Operation (GPM @ PSI)</b>	62.9 @ 2800	
<b>Tank Capacity (G)</b>	200.00	
<b>Chassis</b>		

<b>Frame Description (Independent Hydraulic Jacklegs)</b>	4	
<b>Axle/Suspension</b>	Leaf Spring	
<b>Capacity (LBS)</b>	22499.94	
<b>Tires/Quantity</b>	235-75R 17.5H/4	
<b>Hopper/Apron Conveyor</b>		
<b>Hopper Capacity (CU FT)</b>	15.09	
<b>Hopper Bottom Width (IN)</b>	47.99	
<b>Apron Conveyor Speed (FT/MIN)</b>	0 - 35	
<b>Apron Opening Height (IN)</b>	34.01	
<b>Apron Opening Width (IN)</b>	42.99	
<b>Hopper Height (FT) (From ground level at operating incline)</b>	9.5	
<b>Hopper Opening (FT)</b>	13.2 X 5.3	
<b>Apron Conveyor Length (FT)</b>	16.08	
<b>Apron Conveyor Belt Width (IN)</b>	47.99	
<b>Apron Conveyor Rollers Diameter (IN)/Quantity</b>	4/14	
<b>Screen Drum</b>		
<b>Drum Operation (GPM)</b>	0 - 42.6	
<b>Drum Motor Displacement (CU IN)</b>	48.8	
<b>Drum Diameter (FT)</b>	5.91	
<b>Drum Support Description (IN)</b>		
<b>Four Steel Rollers Diameter</b>	8 4	
<b>Drum Length (FT)</b>	25.92	
<b>Trust Bearing Diameter (IN)</b>	5	
<b>Trust Bearing Face (IN)</b>	2.91	
<b>Drum Speed (RPM)</b>	0 - 24	
<b>Drum Drive Chain (WT)</b>	140	
<b>Drum Angle Adjustability (DEG)</b>	0 - 7	
<b>Maximum Screen Panels</b>	8	
<b>Screen Brushes</b>		
<b>Brush Diameter (IN)</b>	14.02"	
<b>Bristle Material</b>	Polyethylene	
<b>Brush Assembly Support (IN) Quantity</b>	1.25" 2	
<b>Collecting Conveyor</b>		
<b>Conveyor Motor Displacement (CU IN)</b>	247.76"	

<b>Maximum Fines Belt Speed (FT/MIN)</b>	404.86	
<b>Conveyor Belt Width (IN)</b>	35.98"	
<b>Conveyor Belt Type (LBS)</b>	220lbs	
<b>Ply, IN</b>	2, 2/16 X 1/16	
<b>Head/Tail Pulley Type, (IN)</b>	Rubber-Lagged, 12	
<b>Diameter (IN)</b>	38	
<b>Head Pulley Bearing (IN)</b>	2.5 Pillow Block	
<b>Rubber Flashing</b>		
<b>Adjustable (IN)</b>	25	
<b>Thick</b>	4	
<b>Idler Type (DEG Inches) CEMA B</b>	20	
<b>Permanent sealed bearings spaced at (IN)</b>	24	
<b>centers</b>		
<b>Tail Pulley Take-up (IN)</b>	12	
<b>Quantity Self-Cleaning Return Idlers</b>	6	
<b>Diameter (IN)</b>	4	
<b>Fines Conveyor frame</b>	Part of Trailer Frame	
<b>Fines Conveyor</b>		
<b>Conveyor Motor Displacement (CU-IN)</b>	247.76	
<b>Fines Conveyor Length (FT)</b>	72.51	
<b>Maximum Fines Belt Speed (FT/Min)</b>	404.86	
<b>Conveyor Belt Width (IN)</b>	35.98	
<b>Conveyor Belt Type (LB)</b>	220	
<b>Ply, IN</b>	2, 2/16 X 1/16	
<b>Conveyor Belt Stacking Height (FT)</b>	16.6	
<b>With drum at 4 degrees</b>		
<b>Head Pulley Type, (IN)</b>	Rubber Lagged, 12	
<b>Diameter (IN)</b>	38	
<b>Head Pulley Bearing (IN)</b>	2.5 Pillow Block	
<b>Rubber Flashing, (IN)</b>	Adjustable, 25	
<b>Idler Type (DEG Inches) CEMA B</b>	20	
<b>Permanent sealed bearings spaced at (IN)</b>	24	
<b>centers</b>		
<b>Self-Cleaning Tail Pulley Dimensions</b>		
<b>Diameter (IN)</b>	10	
<b>Width (IN)</b>	38	
<b>Shaft (IN)</b>	2.4	
<b>Tail Pulley Take-up (IN)</b>	12	
<b>Self-Cleaning Return Idlers Quantity</b>	11	
<b>Diameter (IN)</b>	4	
<b>Fines Conveyor Frame (IN)</b>	2 X 8 Structural Steel Tubing	

<b>Fines Conveyor Option-Radial</b>	
<b>Conveyor Motor Displacement (CU-IN)</b>	138.07
<b>Fine Conveyor Length (FT)</b>	30.51
<b>Maximum Fines Belt Speed (FT/MIN)</b>	705.05
<b>Conveyor Belt Type (LBS) Ply, IN</b>	150 2, 1/32 X 1/32
<b>Head/Tail Pulley Type Diameter (IN) Width (IN)</b>	Rubber Lagged, Crowned 9.75 32
<b>Head Pulley Bearing (IN)</b>	2.4 Pillow Block
<b>Idler Type Degrees CEMA B</b>	30
<b>Permanent sealed bearings spaced at (IN) centers</b>	41
<b>Self-Cleaning Return Idlers (IN) Quantity Diameter (IN)</b>	4 4
<b>Fines Conveyor Frame (IN)</b>	2 X * Structural Steel Bearing