



RFP-005-T-2020

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting Proposals for (RFP-005-T-2020) for the Processing and Shipment of Scrap Metal from the US Virgin Islands.

Prospective submitters may download the entire proposal package for their review from the Authority's website at www.viwma.org. **Interested parties must submit confirmation with contact information for the respective company to sdavid@viwma.org or jthomas-blyden@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 responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest.

Virgin Islands Waste Management Authority
Procurement and Property Division
(3200 Demarara)
St. Thomas, VI 00802
Tel: (340) 715-9170
Fax: (340) 715-9179
sdavid@viwma.org , jthomas-blyden@viwma.org

The Authority shall convene pre-proposal meetings and site inspections on each district as follows:

Wednesday, July 1, 2020 at 10:00 a.m. at the Bovoni Landfill Scale House on St. Thomas, VI

Thursday, July 2, 2020 at 10:00 a.m. at the Anguilla Landfill Scale House on St. Croix, VI

Completed proposal packages will be received electronically at sdavid@viwma.org and jthomas-blyden@viwma.org on or before Wednesday, July 15, 2020 at 3:00 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.

Ann Hanley
Interim Executive Director

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

VIRGIN ISLANDS
WASTE MANAGEMENT AUTHORITY
Request for Proposal - Negotiation

RFP-005-T-2020

Pursuant to the Procurement Policy and Procedures issued by the Virgin Islands Waste Management Authority, proposals will be received for the work described below electronically to sdavid@viwma.org and jthomas-blyden@viwma.org until **Wednesday, July 15, 2020 at 3:00 p.m. Atlantic Standard Time.**

The Authority shall convene a pre-proposal meeting and site inspection on Wednesday, July 1, 2020 at 10:00 a.m. at the Bovoni Landfill Scale House on St. Thomas, Virgin Island; and Thursday, July 2, 2020 at 10:00 a.m. at the Anguilla Landfill Scale House on St. Croix, VI.

DESCRIPTION OF WORK

The Virgin Islands Waste Management Authority is requesting proposals from qualified firms for the following:

PROCESSING AND SHIPMENT OF SCRAP METAL FROM THE US VIRGIN ISLANDS

SCOPE OF SERVICES: ATTACHED

NEGOTIATION PROCEDURES:

The Executive Director of the Virgin Islands Waste Management Authority will appoint a Selection Committee to assist in the evaluation and selection of the Contractor or Contractors. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified companies or persons, in terms of experience and equipment to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services required.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firms; (ii) the extent to which the firms or persons specialized in or has undertaken projects of a type and scope similar to that required; (iii) familiarity with the area in which the services are to be provided; (iv) capability of meeting schedules; and (v) quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Executive Director **the lowest responsive qualified firms or persons with whom the contracts shall be negotiated.** The Director or

Designee, with the assistance of a Negotiation Committee, shall negotiate contracts with such firms or persons.

Should the Authority be unable to negotiate satisfactory contracts with the firms or any of them considered to be the most qualified, at a price determined to be fair and reasonable to the Authority, negotiations with those firms will be formally terminated. Negotiations will then be commenced with the next most qualified, the third most qualified or additional firms, in order of preference and their competence and qualifications, and shall continue until agreements are reached.

INSTRUCTION TO PROPOSERS

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each proposer will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Virgin Islands Waste Management Authority reserves the right to reject any or all proposals or any portion thereof and to accept the proposal or proposals deemed most advantageous to Authority. Scope and quality of work proposed and the ability of the proposer to satisfactorily complete this type of work shall be considered.

Applicants are required to submit proposals based on the appended scope of work. Alternative proposals recommending new procedures and technology other than that requested in the scope of work will receive consideration providing such new procedures and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal. However, the Authority, in its sole discretion, reserves the right to determine that such new procedures or technology is not responsive to this RFP.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to: **Ms. Sandra David, Director of Procurement & Property.**

STATEMENT OF PURPOSE

The services are being solicited for the Processing and Shipment of Scrap Metal from the US Virgin Islands.

SUBMISSION OF PROPOSALS

Proposals shall be received electronically as follows:

Ms. Sandra David
Director, Procurement & Property
V.I. Waste Management Authority
sdavid@viwma.org and jthomas-blyden@viwma.org
RFP-005-T-2020

WITHDRAWALS 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

proposer withdraw or cancel or modify his proposal, except at the request of the Authority after having been notified that said proposal has been accepted by Authority.

INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the Authority a written request for an interpretation thereof to **Ms. Sandra David, Director of Procurement & Property**. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective proposers. Oral explanations will not be binding.

CONSIDERATION OF PROPOSAL

This RFP does not commit the Authority to the award of a contract or contracts, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. The Authority 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 Authority will be served by such action.

ACCEPTANCE OF PROPOSALS

The Authority will notify in writing acceptance of one or more of the proposals. Failure to provide any supplementary documentation to comply with the submitter's proposal may be grounds for disqualification.

CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the proposer.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; e-mail address and facsimile number).

6. **Project Approach:**

Describe how you will approach this project and availability to perform the services requested.

CONFLICT OF INTEREST

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

LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Authority until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Proposers must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Proposers submitting as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

EQUAL OPPORTUNITY CLAUSE

The Contractor hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the federal government or borrowed on the credit of the federal government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any federal program involving such grant, contract, loan, insurance or guarantee. During the performance of this contract, the Contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any

subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

CLEAN AIR ACT & FEDERAL WATER POLLUTION CONTROL ACT

The Contractor hereby agrees to will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

CONTRACT WORK HOURS AND SAFETY

The Contractor hereby agrees to comply with the provisions and requirements in accordance with 40U.S.C. 3702 and 3704 (29 CFR Part 5).

REQUIRED DOCUMENTS

COMPREHENSIVE LIABILITY INSURANCE: The successful Proposer will be required to obtain and have in place the required Comprehensive Liability Insurance in the amount of \$1,000,000.00. Insurance policy(ies) shall name the Authority as “**Additional Insured**”. The successful Proposer must provide to the Authority a valid insurance certificate within ten (10) working days after award.

WORKERS’ COMPENSATION: Within ten (10) working days after award of project the successful Proposer must submit a copy of their certificate providing that the firm and its agents are covered by Workers’ Compensation Employer’s Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR A POTENTIAL AWARD OF THE CONTRACT.

REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

**REQUEST FOR PROPOSALS
FOR THE PROCESSING AND SHIPMENT OF SCRAP METAL
FROM THE US VIRGIN ISLANDS**

SECTION 1

GENERAL BACKGROUND

The US Virgin Islands Waste Management Authority (“VIWMA” or “Authority”) is issuing this Request for Proposals (RFP) from submitters possessing the qualifications and experience capable of entering into a service agreement to provide the equipment and personnel required process and remove scrap metal from the Territory. The VIWMA and the successful submitter(s) shall enter into a mutually binding full-service recycling agreement addressing the topics contained in this document. The agreement shall constitute a legally binding contract. The VIWMA also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful submitter(s) to include additional or reduced responsibilities.

It is understood that the information contained in this RFP and the experience, guarantees and innovative approaches required therein shall be the general basis for selection of submitter to provide those professional services. The VIWMA expects to select the most qualified submitter(s) 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 depth, and innovative approaches.

SECTION 2

PURPOSE AND OBJECTIVES

The purpose of this solicitation is to locate, evaluate and contract with a reputable Scrap Metal Recycling / Removal contractor to provide services to remove scrap metal found at VIWMA at Landfill (LF) and Transfer Station (TS) in the US Virgin Islands; St. Thomas, St. Croix and St. John. The scrap metal shall be quickly, efficiently and professionally processed and promptly shipped off island to the satisfaction of the VIWMA. The primary objectives are to contract with one or more reputable Scrap Metal Recycling/Removal contractors that will that will process and remove the scrap metal from the Territory, **at no cost to the Authority**. Said contractor shall operate in compliance with all relevant legislation; provide necessary capital equipment; operate in an innovative manner and purchase supplies, consumables and services locally, wherever practical.

SECTION 3

MINIMAL PROFESSIONAL QUALIFICATION REQUIREMENTS

This section requires the submitter to provide adequate information to exhibit their ability to meet the standards of experience and financial capability to be considered qualified. The VIWMA in its sole discretion, will decide if a submitter meets the standards. Details of experience and financial ability will be assessed based on the strength of a parent company, if appropriate.

Proposal Evaluation

The submitter must:

1. Have been in business of providing the equipment and service, not just trading materials, for at least five (5) years. Full-service recycling services for operation, maintenance and management means, at a minimum, providing all equipment, labor and management, paying all operations and

maintenance expenses, exporting the product, complying with international standards to the consumer, and demonstrating a clean and professionally operated facility, including regulatory agency compliance. Full-service recycling does not include consulting contracts for management of a portion of an operation.

2. Currently be providing scrap metal recycling/ removal services with export capabilities, of at least 600mt per annum throughput.
3. Furnish liability and property damage insurance of not less than \$1,000,000 combined single limits for bodily and/or property damage. Proof of coverage must be provided.
4. Submit evidence of bonding capability in the annual contract amount. The amount of the bond may reduce depending upon the final scope of services. The Virgin Islands Waste Management Authority shall be the additional named.
5. Have demonstrated successful experience in shipping material overseas on a regular basis through exclusive chartering of vessels or ownership of marine transport of the tonnage needed to provide the services required under the Contract.
6. Have specific experience of providing full-service operation services with public agency agreements in municipal jurisdictions.

SECTION 4 ADDITIONAL PROFESSIONAL QUALIFICATION INFORMATION

1. Provide a listing of all full-service recycling projects/ facilities in which the submitter currently has, including the gross annual amount of each project; the project start date; the anticipated completion date; the name, address, contact person(s) and telephone number (s) of the owner(s); and the size and type of facility. Full-service recycling projects means, at a minimum, providing all labour and management, paying all operations and maintenance expenses, ensuring a minimum throughput, and management of performance including regulatory agency compliance.
2. Describe the submitter's specific and relevant experience related to the scope of services requested herein; specifically, the size of facilities, type of facilities, technology.
3. Describe submitter's breadth of knowledge and resources, which would also be available for the benefit of the VIWMA.
4. Demonstration of experience in capital planning, scrap metal exporting and equipment acquisition. Identify specific projects where such services are provided and the results of such service.
5. Have specific experience that exhibits the submitter's ability to evaluate, recommend and implement corrective actions to regulate the collection, processing and shipment of scrap metal arising from scrap metal collection and processing.
6. Have the proven ability to successfully deal with environmental issues, which may typically be found at full-service recycling facilities, which includes vehicle processing.
7. List any pending litigation on bankruptcies, any environmental litigation and any judgements awarded against the firm in the last 5 years.

SECTION 5 EQUIPMENT TO BE PROVIDED BY THE SUBMITTER

The submitter must provide the following equipment:

1. Adequate with re-handling equipment to facilitate the loading, bailing and processing on site and simultaneously to mobilize transport and marine vessels for the scrap metal for export.
2. Equipment to process the scrap metal on site, not limited to; ferrous, non-ferrous metals, old cars and associated (fluff, plastics, fuel tanks, engine blocks, transmissions and differentials), white

goods (refrigerators, stoves, microwave), and light iron together with heavy melting scrap in thickness up to 2 inches in the form of beams, plates, tanks, heavy equipment and machinery. The equipment must be mobile and capable of processing all the above material. (Flat Racks)

3. Equipment to remove, recover, and handle liquids and any hazardous materials (e.g., batteries) removed from the equipment or inventory of materials and transport them to a waste disposal site that is approved by the VIWMA and environmental regulators.
4. Ships or barges capable of mooring at the Molasses dock on St. Croix, Enighed Pond on St. John and Crown Bay Dock on St. Thomas. Such vessels would have removed all metric tons covered under this contract in a term period.

SECTION 6

SCOPE OF WORK

The primary goal of this RFP is to have all the scrap metal (junk cars, white goods, tanks, barrels, heavy equipment, machinery, reinforcing, etc.) processed and removed from the Bovoni Landfill on the island of St. Thomas, Anguilla landfill on the island of St. Croix and Susannaberg Transfer Station on the island of St. John. The contract award shall be for an initial 16 months period in which time the landfill must have all scrap metals removed within a 6-month period. This project may be awarded to multiple contractors.

SECTION 7

SUBMITTAL CONTENT

The proposal must contain the following:

- Transmittal letter
- Evidence of meeting the Professional Qualification Requirements
- Additional Professional Qualifications Information
- Operating Plan
- Business Consideration
- Draft Contract Agreement
- Project Schedule
- Cost Proposal Submittal (separately)

The proposal shall identify all non-monetary terms and conditions associated with the services included in the proposal, such as the submitter's limitation on ability. During contract negotiations, the scope of work shall be fully defined.

The following are further discussions relative to the content of each of the suggested chapters of the proposal.

Transmittal Letter

To include at a minimum, a commitment by submitter, if selected, to enter good faith negotiation. The transmittal letter must be signed by an officer of the submitter firm. Included with letter must be submitted a Board Resolution giving said officer signatory authority.

Professional Qualification requirements

Responses to requests contained in **Section 3** of this document.

Additional Qualification Information

Responses to requests contained in **Section 4** of this document.

Operating Plan

The Operating Plan should discuss the following topics:

- a. Provide a listing of the specific individuals assigned to this agreement during the transition and operation and provide the resumes and experience of those individuals.
- b. Provide a detailed staffing plan indicating the type and quantity of the various positions the submitter feels are necessary to provide the services requested.
- c. Discuss the mobilization and installation period and the time frame needed to mobilize.
- d. Provide an operating plan for the facilities and other responsibilities that indicate how the submitter will provide full operational, and management services for the duration of the project.
- e. Provide the description of any description requirements and enhancements the submitter may recommend for the future operation and maintenance of the Territory's scrap metal management.
- f. Specifically identify any additional services recommended that should be provided that exceed the services requested herein.
- g. Changes or limitations to the general provisions listed in the draft agreement.

Project Schedule

Proposals must include a project schedule in Gantt or similar format showing key project milestones for the duration of the project. The schedule should start with the Notice to Proceed effective date through start-up of the Contractor's facilities including fully operational status. This schedule will include at minimum the time to obtain permits, the time to obtain financing, the time for any construction, start-up, and full operations of Contractor's facilities. The VIWMA will assist in securing the necessary permits in a timely manner providing all legally required submittals have been met.

SECTION 8

CONTRACTOR RESPONSIBILITIES

Permits and Regulations

The Contractor will be responsible for identifying, obtaining, complying, and bearing any cost associated with any environmental or other permits or any regulations required for the siting, construction, operation, maintenance, or salvage of any equipment, facility, or process or to test, measure, treat, or dispose of any emissions or effluents resulting from Contractor's operations, activities, or facilities; in addition to obtaining a VIWMA Haulers Permit.

Record Keeping and Reporting

The Contractor will be required to maintain electronic and written records of all correspondence, submittals, applications and all other computer records of activities related to the Scrap Metal Removal over the life of the contract. Contractor records shall be open for VIWMA inspection at any time during Contractor's normal business hours and the VIWMA reserves the right to perform spot monitoring of Contractor's operations. The VIWMA may also request copies of any records during Contractor's normal business hours.

The Contractor shall always keep on site copies of the following:

- a. All permits, and licenses

- b. Daily logs of tonnage processed (manifest)
- c. Daily logs of fluids and fuels drained along with destinations and final destruction documents
- d. Records of fluids and fuels disposal, location, vendors and recipients.
- e. Safety measures, as provided by OSHA Rules and Regulations

The Contractor will be required to submit monthly reports to the VIWMA with the following information:

- a. A weekly summary of the tonnage and types of materials processed.
- b. Records to document completed and upcoming training of staff in operations, maintenance, supervisory skills and/ or.
- c. Weekly records of fluids and gases drained, processed, removed from the site, destination of fluids and final destruction documentation.
- d. A written report to include descriptions of any problems and/ or emergencies encountered regarding Contractor's facilities and solutions rendered.

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 VIWMA.

The Contractor will be required to immediately report any spills of fuels, lubricants or hazardous liquids to the VIWMA and local (DPNR) and Federal Regulatory Agencies (EPA), in accordance with their reporting requirements.

The Contractor will be responsible for any fines resulting from such spills and responsible for the clean-up and remediation of the area of the spill.

Site Security

Contractor will be responsible for providing adequate security for Contractor's personnel, equipment and facilities.

Health and Safety

The Contractor will 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. This training shall include to handle fire, explosion, earthquakes, hurricanes, excessively heavy rain events and other natural disasters. Emissions from detoxification of vehicles and appliances or any other such device or object emitting potentially hazardous or toxic liquid or gas shall be handled in compliance with all laws and regulations associated with worker health and safety. Training for all workers in the proper and safe handling of those emission producing materials and objects must be provided by the contractor.

Non-Discrimination

The Contractor will 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 Labour currently holds a listing of individuals seeking employment and shall be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

Coordination with Existing landfill Contractor

The Contractor will be responsible for coordinating all operations with the companies contracted by the VIWMA for landfill operations and shall subordinate their activities to that of the landfill operator.

SECTION 9

PROPOSAL FORMAT

Except for specialized charts, drawing, 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 50 pages, including statement of qualifications, technical and cost proposals.**

Supporting material such as corporate brochures, equipment descriptions, etc. will not be counted in the 50 pages. The coverage page of the proposal must include the title of the proposal and indicate that the proposal is in response to the "Request for Proposals for the Processing and Shipment of Scrap Metal from the US Virgin Islands-St. Croix", include an individual's name and title representing the submitter as point of contact (with address(s), phone and fax numbers, and email address(s), with the authority to bind the organization (see sample cover sheet in Appendix II).

SECTION 10

CONTRACT TIME PERIOD

This RFP is for the Processing and Shipment of Scrap Metal from the US Virgin Islands-St. Croix, St. Thomas and St. John. The initial term of the contract will be 16 months. The VIWMA will have the option to continually extend the contract in one-year increments at no cost to the Authority, where appropriate.

SECTION 11

PROPOSAL EVALUATIONS

The Selection Committee will consist of VIWMA officials and others as deemed appropriate by the VIWMA and will be responsible for the final recommendations to the Executive Director or designee for the selection of the Contractor. The following criteria will be used by the VIWMA's Selection Committee in evaluating proposals submitted in response to this RFP.

1. Experience

The VIWMA is interested in working with companies with proven corporate experience and a successful track record in scrap metal processing, transportation and disposal. As such, provide a summary of the submitter's prior similar experience and track record with this and ability, including descriptions of experiences and projects similar to the services requested in this RFP. Refer to SECTION 3.

2. Qualifications and Key Personnel

The proposal shall show the identity and qualifications (i.e., appropriateness, capability, and experience) of key personnel, team members (including sub-consultants) and their respective roles, and continuity of the project teams and sub-consultants available to work on this project, including especially their expected project assignments and the extent of their participation.

3. Financial Strength and Reputation

The VIWMA is interested only in companies with demonstrated financial strength and capability to successfully manage and operate the Scrap Metal removal operations over the 3-year (36) month period described in this RFP. As such, proposals must show submitter's financial capability to

implement the proposal. Provide a history of projects equal or greater magnitude funded by the submitter and detail these projects' funding sources. List any pending litigation or bankruptcies, any environmental litigation and any judgements awarded against the firm in the last 5 years, refer to **Section 4**.

SECTION 12

GLOSSARY

Submitter. Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, or other entity that submits a proposal to the VIWMA.

Contractor. Name of a developer, contractor, partnership, joint venture, manufacturer, corporation, or other entity that is granted a contract as a result of this RFP.

Facility. Something (e.g., a building) that is built, installed, or established to serve a particular purpose.

VIWMA. Acronym for the Waste Management Authority of the U.S. Virgin Islands.

Hazardous Waste. A waste may be considered hazardous if it is ignitable (i.e. burns readily), corrosive (e.g., high PH), or reactive (e.g., explosive) according to USEPA definition. Waste may also be considered hazardous if it contains certain amounts of toxic chemicals. In addition to these general characteristic's wastes, EPA has also developed a list of over 500 specific hazardous waste. Hazardous waste takes many physical forms and may be solid, semi-solid, or eve liquid.

Implement or implementation. Responsibility for all aspects related to the ownership, financing, design, construction, start-up, performance testing, operation, maintenance, marketing of products, management, and other activities including eventual salvage of the facilities or to process and/ or handle all solid waste generated in the Territory (except radioactive waste and septic tank pump outs), unless specifically exempted in writing by the VIWMA.

Junk or Abandoned Vehicles. Any vehicle brought to Contractor's facilities for disposal.

Landfill. A waste disposal site where waste is discarded permanently. A lined or unlined hole in the ground that is filled with refuse and covered with dirt according to EPA regulations.

Process. Can include a variety of activities including receiving, separating and recovering recyclable or reusable materials for product marketing, separation and processing of solid waste, etc.

Proposals or Submittals. Written submission in response to this RFP.

Receiving. The activities associated with inspecting, weighing, unloading, handling, logging in information, etc. when solid waste is brought to either the landfill site.

Recycling. The recovery and reprocessing, remanufacturing, or reuse of material that is typically in solid waste stream to its original form for its original purpose, (e.g., glass bottles could be sent back to make more glass or to be reused as glass bottles).

Reusable. Materials that are typically in the solid waste stream that are recovered and reprocessed, remanufactured, or reclaimed for beneficial uses other than their original purpose (e.g., glass bottles could be crushed and used as asphalt aggerate). Some materials cannot be recycled but cab be reused (e.g., grass clipping could be composted and used for soil amendment).

RFP. Requests-for-Proposals. A solicitation of qualified submitters for written proposals to provide scrap metal recycling/ removal services with export capabilities.

Scrap Metal. All ferrous and non-ferrous metals; including but not limited to-white goods, boat hulls, vehicles, tanks, C&D wastes, electrical/ telephone cables.

Solid Waste District. The island of St. Croix comprises one Solid Waste District and other three inhabited islands-St. Thomas, St. John, and Water Island- comprise the other Solid Waste District.

Solid Waste. Metallic materials generated in the Territory and brought to the Contractor for disposal except radioactive waste and septic tank pump outs. Solid waste items and materials in this context may include junk vehicles, tires, batteries, yard wastes, construction and demolition (C&D) wastes, (rebars), and white goods.

Territory. Territory of the US Virgin Islands: St. Croix, St. Thomas, St. John and Water Island.

White Goods. Category of ferrous or non-ferrous metals to include but not limited to- refrigerators, freezers, hot water heaters, air conditions, washing machines, clothes, dryers.

No processable. Solid Waste that is unsuitable or not compatible of being processed or recycled.

SECTION 17 APPENDICIES

APPENDIX I. Site Visit Registration Form

APPENDIX II. Sample cover Sheet

APPENDIX I

SITE VISIT REGISTRATION FORM

REQUEST FOR QUALIFICATIONS-PROPOSALS (RFP) FOR THE PROCESSING AND SHIPMENT OF SCRAP METAL FROM THE U.S. VIRGIN ISLANDS TERRITORY

RFP- _____

All prospective submitters must also fill out the information below regarding the site visits.

Return form by:

Sandra David, Director
Division of Procurement and Property
Virgin Islands Waste Management Authority
3200 Demerara
St. Thomas, VI 00802

Name
Title
Company
Address
City State
Postal Code Country
Telephone
Fax
Email

I will participate on the St. Croix site visit on _____ (Anguilla Landfill)

Yes _____ No _____

I will participate in the St. Thomas/ site visit on (Bovoni Landfill)

Yes _____ No _____

I will participate in St. John site visit on _____ (Susannaberg Transfer Station)

Yes _____ No _____

Names of Additional Participants _____

APPENDIX II

SAMPLE RFP COVERAGE PAGE

PROCESSING AND SHIPMENT OF SCRAP METAL

FROM THE U.S. VIRGIN ISLANDS TERRITORY

SOLICITATION NUMBER RFP- _____

In response to US Virgin Islands Waste Management Authority

Technical Contact: John Doe, Project Manager
Acme Engineering Company
12 South Main Street
Los Angeles, California 55121
Phone 555-123-4566
Fax 555-123-5567
jdoe@aol.com

Authorizing Official: Jane Smith, Account Executive
Acme Engineering Company
12 South Main Street
Los Angeles, California 55121
Phone 555-123-4566
Fax 555-123-5567
jsmith@aol.com

Acme Engineering Company agrees to hold this offer firm for a period of 180 days as required by
RFP- _____

Signature of Authorizing Official _____

Date: _____