

The Government of Anguilla, hereinafter "GOA", will receive sealed Proposals for the following:

PROJECT: **Proposal For: Management of Waste Collection and Recycling Services**

PROPOSAL DUE DATE & TIME: April 17, 2017.

SUBMISSION LOCATION:

The Chief Procurement Officer  
Procurement Unit  
Ministry of Finance  
Government of Anguilla  
The Secretariat  
Anguilla B.W.I.

**Proposal For: Management of Waste Collection and Recycling Services**

No submissions by fax or email.

DEADLINE FOR ENQUIRIES: March 20, 2017

TYPE OF WORK: Solid waste Kerbside collection services from within any of four ZONES OF OPERATION, as defined within the request for proposal, with waste to be transported to the Corito Waste Disposal Site.

These services include: residential homes; government institutions and recycling materials collection.

#### PROPOSAL DOCUMENTS

Proposal documents may be reviewed at the Procurement Unit or they may be obtained for a non-refundable cost of fifty dollars (**EC\$50.00**) per set, from The Procurement Unit, Ministry of Finance, The Secretariat, The Valley, Anguilla. Email: [Procurement.mailbox@gov.ai](mailto:Procurement.mailbox@gov.ai) Telephone: **264 497 2547, 264 497 2451 (EX 2200)** The non-refundable fee is payable at the Treasury Dept. A copy of the proposal document will be available upon receipt shown to the Procurement Unit

#### ENQUIRIES

Any enquiries or questions regarding this document can be directed in writing to the Chief Procurement Officer at The Procurement Office at The, Ministry of Finance, Government of Anguilla, The Secretariat, The Valley, Anguilla (B.W.I.); Email: [Procurement.mailbox@gov.ai](mailto:Procurement.mailbox@gov.ai) Telephone: **1 264497 2547, 1 264 497 2451 Ext 2200.**

## DEFINITIONS

The following expressions have the following meanings wherever used in this request for proposal (RFP). All other expressions have their usual meanings.

1. **AGREEMENT** means the document or contract signed by GOA and the contractor which provides the authorisation and specifications for the contractor to perform the services as set out in these documents.
2. **AIRCRAFT GENERATED WASTE** means any kind of food waste, garbage, paper, plastic, tins, bottles etc. Generated on board an aircraft from either passengers or crew but does not include bulky waste, sewage waste oils fuels and waste generated from maintenance operations.
3. **AUTHORISED OFFICER** means the person from time to time designated by GOA to have the duties, rights and obligations outlined in this RFP and the contract duly executed.
4. **BIOMEDICAL WASTE** means any solid or liquid waste which may present a threat of infection to humans, including non-liquid tissue, body parts, blood, blood products, and body fluids from humans; laboratory and veterinary wastes which contain human disease-causing agents; discarded sharps; and absorbent materials saturated with blood or body fluids.
5. **BULKY WASTE** means White Goods, furniture, fixtures, sinks, toilets, ladders, carpet, and other large items that are discarded by a Customer on their Residential Property as a result of normal housekeeping activities, and cannot be placed in a Wheelie Bin because of the item's size, shape or weight.
6. **COLLECTION** means the process of picking up solid waste where it is Set Out, and then transporting and delivering the Solid Waste to Corito Landfill Site.
7. **COMMENCEMENT DATE** means the day when the Contractor shall begin to provide Collection Services pursuant to this Agreement. The Commencement Date is June 1, 2017.
8. **COMMERCIAL** means any enterprise operating as a business, which has or should have a current business license **excluding** residential apartments and education establishments.
9. **COMMUNITY BIN** means a garbage container made of heavy duty hard plastic with an enclosed bottom and sides and tight fitting lid and used for the containment of solid waste.
10. **CONTRACTOR** means the Company who has signed the Agreement pursuant to this RFP.
11. **CONSUMER PRICE INDEX** or "CPI" means the "Consumer Price Index - Items classified and grouped using the United Nations' managed international classification - Classification of Individual Consumption by Purpose (COICOP) reference - 11.07 TRANSPORT
12. **CONSTRUCTION OR DEMOLITION DEBRIS** means waste building materials resulting from construction remodeling, repair, or demolition operations.
13. **CUSTOMER** means a Person that is entitled to receive solid waste collection services pursuant to this RFP.

14. **DOMESTIC** means pertaining to residential properties.
15. **DESIGNATED RECYCLABLES** means Aluminum beverage cans, Glass containers (all colors - amber, green and clear) and tin cans/Bi-metallic cans.
16. **EFFECTIVE DATE** means the date when the Agreement pursuant to this RFP is signed and duly executed by GOA, which shall occur after the Agreement is signed by the Contractor.
17. **EQUIPMENT** means any consumables, equipment, materials, facilities, or other things required or necessary for the satisfactory performance of the Services.
18. **GARDEN WASTE** means organic waste, including leaves, grass, foliage and branches originating from the maintenance of gardens, yards, parks and vegetation along public roads.
19. **GOVERNMENT INSTITUTIONS** includes all GOA offices (all Ministries, Departments, Units and Sections, including Governor's Office), all offices of statutory bodies, court houses, parliamentary buildings, education establishments, hospitals, clinics, post offices, police stations, prisons, fire stations, airports and seaports, customs offices, sports facilities, and the office or location of any other GOA entity. Institutions which have private tenants are not included in this definition. (i.e. Social security building)
20. **HAZARDOUS WASTE** means waste which is toxic, flammable, corrosive, radioactive, explosive or otherwise dangerous and shall also include, motor oil, diesel fuel, gasoline, paint, solvents, batteries, pesticides, metallic and/or oily sludge, and asbestos materials.
21. **HOUSEHOLD BIN** means durable receptacle designed to store Solid Waste within domestic premises and of a design and weight that they can be wheeled out to the edge of a premises by an average person. The bin can be lifted and emptied either manually or mechanically by the collection vehicle.
22. **INDUSTRIAL** means any manufacturing or trade process.
23. **KERBSIDE** means a location adjacent to a road or right of way that abuts a Customers property and provides access for the Contractor's Collection vehicle.
24. **MISSED COLLECTION** means any occasion when the Contractor fails to provide Collection Services to a Customer on a Scheduled Collection Day in accordance with the provisions of this Agreement.
25. **MULTI-FAMILY DWELLING** means a building with multiple Dwelling Units that are located under one roof. Multi-Family Dwellings include apartments.
26. **NEW CUSTOMER** means a Person occupying a dwelling unit that did not receive Collection Services at that Dwelling Unit from the Contractor before the Commencement Date.
27. **PREMISES** means any land, building, and or structure, or portion thereof.
28. **RECYCLING** means a process by which materials that have served their intended use or

are scrapped, discarded, used, surplus, or obsolete are collected, separated, or processed and returned to use in the form of raw materials in the production of new products.

29. **RECYCLABLE MATERIALS** means those materials that are capable of being recycled and would otherwise be processed or disposed of as Solid Waste.
30. **RESIDENTIAL UNIT(S)** An improved property which is used, or capable of being used, for domestic use by a single family, including a single-family dwelling, apartment or condominium unit. A Residential Unit shall be deemed occupied when either water or electric services are being supplied thereto.
31. **SCHEDULED COLLECTION DAY** means an Operating Day when the Contractor is scheduled to provide Collection Services to a Customer.
32. **SERVICES** mean all things to be created under the Agreement including all things to be done by the Contractor in accordance with the Agreement.
33. **SET OUT** means preparation and placement of Residential Waste for Collection at the Customer's Residential Property, in accordance with the requirements in this Agreement.
34. **SHALL** or **MUST** mean mandatory and not merely directory or optional.
35. **SHIP GENERATED WASTE** means any kind of food waste, garbage, paper, plastic, tins, bottles etc. Generated on board a ship, but does not include bulky waste, sewage, bilge water, fuels, and waste oils products, oils from engines room or cargo tank and waste generated from maintenance operations.
36. **SOLID WASTE** means all waste material generated and discharged for collection by Domestic premises and government institutions, except bulky waste, garden waste and hazardous waste. (For the purpose of this RFP, the contractor is not required to collect solid waste from commercial or industrial premises (excluding apartments, houses, schools, day care centers, nursing homes and nurseries.), dead animals or construction or demolition debris.
37. **SUBCONTRACT** means any Agreement between the Contractor and any party (other than GOA or the Contractor's employees) for the performance of any part of the Services.
38. **SUBCONTRACTOR** means any party (other than the Contractor) to a Subcontract.
39. **TRANSITION PERIOD** means the period of time between the Effective Date and the Commencement Date.
40. **TRANSITION PLAN** means a document describing in detail the activities that will be undertaken, and the schedules that will be followed, by the Contractor to ensure that the Contractor successfully provides Collection Services in compliance with the Agreement on the Commencement Date.
41. **ZONE** or **ZONE OF OPERATION** means the area within which the Services shall be executed, and are defined in **Attachment 1**.

## **I. Introduction**

The Government of Anguilla through the Ministry of Health Procurement Committee ("GOA") is requesting proposals from interested companies or individuals ("Contractors") to provide solid waste collection, transport, and disposal services. There are three (3) primary types of Solid Waste Collection services included:

1. Solid Waste from Single and Multi-family residences;
2. Solid Waste from Government Institutions;
3. Designated Recyclable material from collection banks.

For the purposes of solid waste collections Anguilla is divided up into 4 zones of operation.

Contractors are invited to submit Proposals for the three (3) types of services in up to a maximum of two (2) zones of operation, in accordance with the requirements of this Request for Proposal ("RFP"). Please read the entire package before preparing your Proposal. As a matter of public policy the GOA requires there to be at least two waste operators and has decided no contractor can be awarded contracts for more than a maximum of two zones.

The ideal Contractor will be customer-focused, responsive, innovative, friendly, and committed to offering residents a quality service. GOA desires a vendor that demonstrates quality management driven by value and a strong work ethic.

The Contractor represents, by submitting a Proposal, that the Contractor has the tools, expertise, technology, and capacity to provide these services and the Contractor is encouraged to propose innovative and environmentally safe procedures to implement the requirements of the works being procured.

The current Contracts for Solid Waste Collection services expire May 31, 2017. The selected Contractor shall provide Solid Waste Collection services to Residential premises; Government institutions and recyclable materials collection banks within the zone of operation beginning June 1, 2017.

The new contract would be for a period of seven (7) years from June 1, 2017, with an extension period of an additional three (3) years at the sole discretion of GOA, provided that at least sixty (60) days' notice is given by the GOA.

As of March 2011, approximately 4000 residential premises receive Solid Waste Collection services. The new Contract shall also cover any future residential premises that develop within the zone of operation during the course of the Contract. APPENDIX 1 and 2 show the types of premises and populations found in various villages within the Zone of Operation.

The Contractor shall accept that future increases or decreases in population, number of dwelling units, or volume of Solid Waste and other materials in the zone cannot be accurately predicted or guaranteed. Therefore, it is expected that the Contractor will project the volume or weight of materials to be generated and collected for Proposal purposes, based on information provided within this RFP or derived from any other public information sources.

## II. Timeline

Request for Proposal issued	March 13, 2017
Proposal Clarification deadline	March 20 , 2017
Responses published via Procurement	March 27, 2017
Proposal Submission deadline	April 17, 2017 at 12noon
Opening of Proposals and thereafter evaluation by the Evaluating Committee:	April 17, 2017 at 2.00pm
Award Contract by the Procurement Board:	April 24,2017
Service Commencement Date:	June 1, 2017

## III. Preliminary Scope of Work

The Contractor shall provide a complete solid waste collection service throughout the zone of operation and will be responsible for providing appropriate personnel, equipment and trucks to cater for varying conditions, including road, topography and settlements, within the zone of operation.

Specific services to be provided include:

1. Deploy GOA supplied 240 litre wheelie bins for solid waste at single family residences.
2. Deploy GOA supplied 240 & 770 litre wheelie bins for solid waste at multifamily residences.
3. Deploy Community Bins at locations where household and multifamily resident bins are not suitable.
4. Twice weekly kerbside collection of solid waste for all residential customers within the zone of operation; with the schedule collection days seventy-two (72) hours apart
5. Twice weekly collection of solid waste for all government institutions within the zone of operation; with the schedule collection days seventy-two (72) hours apart
6. Collection from the zone of twenty five (25) GOA supplied 1100 litre recyclable material bins at a frequency to minimize overflowing containers.
7. Transport and dispose of all waste and recyclable materials at Corito disposal site.

## **IV. Desired Residential Solid Waste Collection Service Features**

### **Specifically, Contractor responsibilities include:**

8. Leave waste containers (including the lids) on the side of the road in an upright fashion;
9. Ensure no litter in the streets (i.e. if waste falls out of the bin or the trucks during collection, the contractor will pick up the litter);
10. Contractors shall ensure that collection areas shall be free of litter and debris larger than three (3) inches within a ten-foot radius of the bins;
11. Bins shall not be returned to a different location other than the set out location in an attempt to avoid de-littering responsibilities.
12. Maintain a consistent route schedule (which is kept on file with the GOA) so that customers can expect their garbage to be picked up at approximately the same time each day;
13. Inform the authorised officer of any event (including, but not limited to: equipment failure, manpower shortage, poor weather) which may delay the pick-up of solid waste by more than two (2) hours on any scheduled day;
14. Be responsive to customer complaints and concerns;
15. Treat customers with respect and with top priority;
16. In the case of missed pickups, return to collect the waste within a twenty-four (24) hour period.
17. Provides and requires professional uniforms and appearance for all personal that drive the collection vehicles and collect the solid waste.
18. Maintain positive communications with the GOA.

### **Deployment**

19. The Contractor shall distribute, GOA supplied, wheelie bins within the zone of operation, in a manner so as to minimize the disruption to Customers.

### **Transition Plan**

20. The Contractor shall ensure that customers do not experience any disruption or inconvenience when the Contractor begins to provide its services under this agreement on the commencement date. Accordingly, Contractor shall prepare and provide the Authorised officer with a Transition Plan promptly after the Effective date. At a minimum, the Transition Plan shall demonstrate that the Contractor will hire and train the necessary personnel, and procure and prepare the necessary vehicles and equipment, prior to the Commencement Date. The Transition Plan is subject to the approval of the Authorised officer. If requested, the Contractor shall provide additional information to the Authorised officer concerning the Transition Plan, revise the plan within five (5) calendar days, and resubmit the plan for the Authorised officer approval.

### **Deadlines before the commencement date.**

21. The contractor shall provide its transition plan to the Authorised officer no later than April 28, 2017. At a minimum, the Contractor shall address the following specific performance requirements in the Transition Plan and shall accomplish them no later than the following deadlines:

- (a) By April 28, 2017, Contractor shall provide the Authorised Officer with a collection plan which shall be subject to the approval of the Authorised Officer. The collection plan shall explain how residential collection services will be provided with Wheelie Bins, beginning no later than May 17, 2017. The collection plan shall also indicate for each multi family residence the number of bins and their sizes for the number of apartments
- (b) By April 28, 2017, Contractor shall provide the Authorised Officer with purchase orders or other documentation demonstrating that all necessary Collection vehicles and equipment have been ordered and will be delivered to the Contractors equipment yard no later than .
- (c) By May 5, 2017, the Authorised Officer and the Contractor shall meet and discuss the Contractors plan for the assembly and distribution of the bins.
- (d) By May 17, 2017, Contractor shall provide the Authorised Officer with a written safety plan and Contingency Plan covering all aspects of the Contractor operations under this Agreement.
- (e) By May 17, 2017, the contractor shall provide the Authorised Officer with an electronic, (digital) copy of the notices, brochures and information material the Contractor intends to deliver to Customers concerning the Collection Services the Contractor will provide under this Agreement.
- (f) By May 17, 2017, the Contractor shall confirm in writing to the Authorised Officer that all of the vehicles and equipment necessary to provide Residential Collection Services have been delivered to the Contractors equipment yard.
- (g) By May 17, 2017, Contractor shall confirm in writing to the Authorised Officer that all of the vehicles necessary to provide Collection Services have been registered, licensed, and equipped, and are ready to perform in compliance with the requirements of this agreement.
- (h) By May 17, 2017 Contractor shall provide the Authorised Officer with a vehicle list that identifies the make, model, year, tare weight, and vehicle registration number for each collection vehicle that will be used by the Contractor under this Agreement.
- (i) By May 17, 2017, Contractor shall confirm in writing to the Authorised Officer that:
- (1) the Contractor has delivered the notices brochures and information material to all of the Customer,
  - (2) Contractor has hired and trained all of the employees needed to provide Collection Services in compliance with the requirements in this agreement;
  - (3) all of the Contractors drivers have inspected their collection routes and confirmed their ability to complete their routes on the Scheduled Collection Days and
  - (4) all bins have been deployed.

### **Collection requirements**

22. Collection crews shall note damaged hinges, holes, poorly functioning wheels, and other similar repair needs for bins and forward repair notices that day to the Authorised Officer.
23. The service shall be extended to all new or additional Customers within seven (7) days of the Customer's initial request. The contractor shall provide this extension within the contract price.
24. The Contractor shall inform customers that all Residential Solid Waste shall be set out at the kerb side by the resident before midnight on the designated collection day(s). All collection shall be made between midnight and 12:00 p.m. on the designated collection day(s).
25. The Contractor may postpone collection due to severe weather, vehicle breakdown, or unsafe conditions that threaten the Contractor's staff or ability to drive safely. If collection



services have been postponed, the Contractor shall notify the Authorised Officer immediately and resume collection on the following business day or the following Saturday, whichever is soonest.

26. The following holidays shall be observed as non-collection days: New Year's Day, Anguilla Day, Good Friday, and Christmas Day. The suspension of collection service on any holiday does not relieve the Contractor of its obligation to provide the collection of scheduled services at least twice per week. Extending the hours of service to meet this obligation is subject to the Authorised Officers approval.
27. The Contractor shall understand that some residential units to be served are occupied by elderly or disabled residents who may have difficulty hauling their Waste to the kerb. The Contractor agrees that if it is requested, by an elderly or disabled resident, to collect Waste from an area near said resident's dwelling during the regular collection period, the Contractor shall do so at no additional charge.
28. The Contractor shall accept that the quantity of Solid Waste generated in the zone may fluctuate. Fluctuations will not justify or excuse a failure by the Contractor to provide Collection Service in compliance with the approved schedules and routes. The Contractor is responsible for the timely collections of all of the Solid Waste that is Set Out on the Scheduled Collection Days, subject to the conditions herein, regardless of any fluctuations in the amount of material that is Set Out.
29. The Contractor may decline to collect any bin not reasonably placed by the kerb side, any bins that contain sharp objects or a large quantity of liquids, or any Solid Waste not properly contained. The Authorised Officer may review this decision. If the Contractor declines collection, the driver shall use the following procedure:
  - a. Contractor shall leave the non-targeted materials in the Bin and leave an "education tag" indicating why Collection was declined and the proper method to set out the waste or an alternate location for the resident to dispose of the waste.
30. The Contractor shall be required to establish and maintain an office with continuous supervision for accepting complaints and resident calls during the hours of 7:00 a.m. through 5:00 p.m. Monday through Friday. There shall also be an answering machine and/or answering service to receive calls during non-business hours. The customer service representatives taking calls shall be familiar with the terms of the contract and resolve complaints and resident calls in a professional manner
31. The Contractor shall maintain records of all complaints received and the disposition of each complaint and shall furnish copies of those records to the Authorised Officer on a monthly basis.
32. In the event that a regularly scheduled Collection is missed and a complaint is received by either the Authorised Officer or the Contractor, and where no fault can be found on the complaint generator's part, a special Collection of the waste shall be required of the Contractor within the same day of the complaint. GOA shall notify the Contractor of any complaints it receives within one (1) hour of receipt. If notification to the Contractor of a missed Collection is not made before 1:00 p.m., the missed collection shall be collected by noon on the following business day.

33. The contractor will not under the terms of this contract be responsible for collection from commercial or industrial properties nor for the collection of dead animals.
34. The contractor shall instruct customers about the types of waste that is allowed in the bin and where to set out the bin.
35. Where there are ports, wharfs or jetties in the contractors zone of operation the contractors shall place sufficient waste bins for the collection of ship or aircraft generated waste.

### **Reporting**

36. The Contractor shall electronically transmit to the Authorised Officer a database, exportable to Microsoft Excel, due no later than the 15<sup>th</sup> of each month, detailing the following:
  - a. The approximate volume of the different classes of Solid Waste collected during the previous month. (Residential, Government Institutions and Recyclable Materials).
  - b. The number of 240l, 770l and 1100l bins, emptied during the previous month.
  - c. The number of education tags left for non-collection of waste.
  - d. The number and types of customer complaints, with resolutions.
  - e. A full inventory of all bins used in the performance of the Agreement, including location address, Customer name and contact information, and the size and serial number of Containers used at that address.
37. The Contractor shall provide the Authorised Officer with annual reports, due no later than January 15<sup>th</sup> of each year, detailing the following:
  - a. A summary of any major challenges encountered over the previous year.
  - b. An annual report of the Contractor's financial operations for the previous year. This report shall be provided to the Authorised Officer no later than March 1 of each year.
  - c. A discussion of highlights and other noteworthy experiences, along with measures taken to resolve problems, increase efficiency, and increase participation in collection programs.
  - d. An inventory of current collection vehicles and other major equipment, including model, year, make, serial or VIN number, and maintenance history.
  - e. A summary of the monthly logs of Customer requests, complaints, inquiries, site visits, and resolutions or results. The summary shall organize Customer requests, complaints, inquiries, and site visits by category (e.g., missed pickups, improper set outs).
  - f. The updated Occupational Health and Safety Management System

## **Noise**

38. If the Authorised Officer received complaints about the noise or disturbance caused by the contractors collection services at a particular location the Authorised Officer may restrict the times for the contractor's collection service at that location without increasing the contractors rates.
39. Notwithstanding anything else contained herein, the hours and days of collection service may be extended or modified (a) when such change is requested by the contractor and approved in advance by the Authorised Officer and (b) when the Authorised Officer determines that such change is necessary or otherwise appropriate.

## **Community Bins**

40. Where community bins are used, generators are required to carry their own solid waste to the community bins. Where used, community bins shall be placed along the roadside, in suitable locations to allow access for the collection vehicle. The contractor should take into consideration the population and the number and type of premises in the area. In respect to the above the Authorised Officer, may advise the contractor to vary the distance and or quantity of community bins with regards to complaints in respect of service.
41. The contractor shall be responsible for regular cleaning and maintenance of all community bins and de-littering the surrounding area of community bins of all household waste provided under this contract. The Contractor shall not alter the location of Community Bins to avoid the de-littering requirements.
42. The contractor shall wash and disinfect Community bins twice (2) per month, to ensure they remain functional and do not become malodorous or unsightly.

## **Rules for disposal**

43. The contractor shall only dispose of collected solid waste at the Corito disposal site between the hours of 5.00 a.m. to 1.00 p.m. unless the permission of the Authorised officer is sought in advance by the contractor's representative, and permission is given by the Authorised officer.
44. Under the terms of this contract, all solid waste collected within the zone of operation remains the property of GOA.

## **Indiscriminate/Illegal dump sites**

45. The Contractor shall notify the Authorised Officer as soon as is reasonably possible of the occurrence of an indiscriminate dump site in their Zone being brought to the Contractors attention.

## **Spillage and Leakage**

46. Contractor shall carry absorbent materials to clean up liquid and hydraulic spills or leaks on all trucks.

47. Contractor shall clean up any materials, including leakage of fluids spilled from their vehicles; within 2 hours of spillage; and not leave the spill or leak from its vehicle unattended.

### **Litter and Odour**

48. Contractor shall clean up any litter caused by the provision of services in connection with any Contract resulting from this RFP.
49. Contractor shall clean up any litter larger than three (3) inches within a ten-foot radius of Collection Areas.
50. Collection equipment shall be maintained and cleaned so as to prevent odors.

### **Vehicles**

51. The contractor's vehicles and equipment used for performing services shall be adequate to perform the services required by the contract as may reasonably be determined by GOA from time to time.
52. For the collection of solid waste specialized rear loader collection vehicles shall be used. These must have hydraulic multi-lift systems and must fully contain the waste, eliminating potential nuisances such as odours, windblown litter and uncontrolled leachate discharge, and may possess compaction mechanisms for increasing payloads.
53. The contractor shall ensure that all vehicles are registered and operate in compliance with all applicable laws and regulations.
54. When vehicles are down for maintenance or repair, it shall be the contractor's obligation to provide a replacement vehicle from the spares in its fleet or a comparable replacement through rental or leasing arrangements.
55. All vehicles and equipment shall be operated by qualified and licensed operators.
56. Vehicles used in the performance of this contract shall be of sufficient size and dimension to provide service to all customers, regardless of location. In some cases, this may mean that a small collection vehicle, capable of servicing narrow and/or tight locations must be used, and the contractor shall make such vehicles available to ensure smooth and effective collection services throughout the zone.

### **Vehicles routes and logs**

57. The contractor shall prepare a schedule and also indicate, on a map acceptable to the Authorised officer the day of the week solid waste and recyclables, shall be collected the contractor shall provide a copy of the schedule and map to the Authorised officer or his/her representative.
58. The contractor collection vehicles used for this contract may be used elsewhere if they are emptied before and after such other use.

## **Waste disposal**

59. The contractor shall at all times properly discharge solid waste only to the officially designated disposal site during its official hours of operation.

## **Contractor occupational health and safety management system**

60. The contractor must establish, implement and operate an occupational health and safety management system. The contractor warrants and represents that the occupational health and safety management system:
- ( a ) Will ensure that any premises controlled by the contractor, where any persons are performing work, are safe and without risks to health.
  - ( b ) Will ensure that any plant or substance provided for use by any persons performing work are safe and without risks to health when properly used.
  - ( c ) Will ensure that systems of work, including the working environment, are safe and without risks to health.
  - ( d ) Will provide such information, instruction, training and supervision to ensure health and safety in the provision of the services.
  - ( e ) Will provide adequate facilities for persons performing the services.
  - ( f ) Will have occupational health and safety policies and procedures and will provide any persons performing work, with information, instruction, training and supervision as required as to those policies and procedures and their duties and obligations in relation to occupational health and safety.
  - ( g ) Will provide any persons performing work, with information, instruction training and supervision in relation to changes and amendments to the occupational health and safety policies and procedures and their duties.
  - ( h ) Will ensure that any subcontractors comply with and implement their own Occupational Health and Management System which shall be of a comparable standard to the Contractors.
  - ( i ) Will ensure that any subcontractor's Occupational Health and Safety Management System is kept up to date with developments in occupational health and safety including legislation changes, new guidelines and codes and amendments to guidelines and codes.

## **Safeguarding public and private facilities**

61. The Contractor shall be obligated to protect all public and private improvements, facilities, and utilities whether located on public or private property. If such improvements, facilities, utilities, or kerbs are damaged by reason of the Contractor's operations, the Contractor shall notify the GOA immediately in writing of all damage, and the Contractor shall repair or replace the same or pay the GOA for repairs.
62. If the damage creates an immediate public safety issue that requires an immediate response, the Contractor shall, along with notifying the Authorised Officer immediately in writing, call the Authorised Officer to inform them of such matter. If the Contractor fails to

do so promptly, as determined by the Authorized Officer, the Authorized Officer shall cause repairs or replacement to be made, and the cost, including overhead and administrative costs, of doing so shall be paid by the Contractor or deducted from amounts owed the Contractor under the contract. The GOA shall not be liable for any damage to property or person caused by the actions of the Contractor, and the Contractor shall fully indemnify the GOA for any such damage, legal costs and/or legal implications from said actions.

### **Contingency Plan**

63. The Contractor must, prior to the Services Commencement Date, provide to the Authorized Officer a Contingency Plan. The Contingency Plan must be:
  - ( a ) Submitted to the Authorized Officer at least ONE (1) months prior to the Services Commencement Date unless the parties agree otherwise and,
  - ( b ) Updated during each year of the Contract Term and the updated Contingency Plan submitted to the Authorized Officer prior to each anniversary of the Services Commencement Date.
64. The Contractor must accept any amendments to the Emergency Plan, or any update of the Contingency Plan, which the Authorized Officer may propose.
65. The Contractor must comply with their Contingency Plan in the performance of the Contract.

### **Personnel**

66. The successful Contractor shall provide and maintain all personnel required to perform the scope of services.
67. The successful Contractor shall have a representative that is authorized to make decisions and act on its behalf, accessible to the Authorized Officer during the period 5 a.m. -5p.m.;
68. With regard to personnel who normally or regularly come into direct contact with the public: the successful Proposer shall ensure such personnel bear some means of individual identification, such as uniform with name badges, name tags, or identification cards;
69. The successful Contractor shall ensure personnel operating collection vehicles have a valid commercial driver's license;
70. All personnel shall serve the public in a courteous and helpful manner. GOA may require that any personnel that is discourteous, belligerent, profane, or in any way intimidating toward Customers be barred from further work in connection with any Contract resulting from this RFP.
71. Drivers are expressly forbidden to use their emergency brake to stop a moving vehicle, except in cases of emergencies;
72. The Contractor shall ensure personnel shall not use vehicles that leak oil, hydraulic fluid or other substances, or present an unhygienic or unsafe appearance.

## Customer Complaints

73. Successful proposer shall manage customer complaints, including incoming phone calls, and emails addressing concerns, and resolving issues.
74. All customer complaints about services shall be made and routed directly to the successful proposer and shall be given prompt and courteous attention. Successful proposer shall resolve all complaints within twenty four (24) hours of receipt of such complaint and report monthly to Authorised Officer.
75. In the case of alleged missed collections, the Contractor shall make every effort to collect the material on the same day; but it must be collected within twenty-four (24) hours after the complaint is received. Unless otherwise specified in this Contract, should the successful proposer for any reason after being notified fail to make any collection, then the GOA without further notice, may cause the same to be picked up and disposed of and liquidated damages shall apply.
76. An overall schedule for the transition, including the timeline in which the proposed schedule will be implemented;
77. Proposed strategies for customer service and public education regarding the potential transition of service providers shall be implemented.

## V. Qualifications

78. To demonstrate qualifications to perform the services required in this RFP and the subsequent Contract if awarded, each Proposal **shall include the items listed a-z as follows:**

- a. List of contractor's experience with similar projects.
- b. Contractors ability to obtain insurance coverage, showing coverage of at least:

### **Workers' compensation**

Coverage A Statutory  
Coverage B \$1,000,000 each Bodily Injury by Accident  
\$1,000,000 policy limit Bodily Injury by Disease  
\$1,000,000 each occurrence Bodily Injury by Disease

### **Automobile Liability**

Bodily Injury/Property Damage \$3,000,000  
Combined – Single Limit Coverage is to apply to all owned, non-owned, hired and leased vehicles (including trailers).

### **Commercial General Liability**

Bodily Injury/Property Damage \$2,500,000 each occurrence  
Combined – Single Limit \$5,000,000 general aggregate

- c. List of Contractors proposed management staff plus resume of the proposed Project leaders;
- d. A methodology statement, which broadly sets out the approach to the RFP. The methodology statement shall include the Proposer's appreciation of the project, the sequencing of activities to be performed, the facilities to be provided, design of routes

or systems and basis for calculations of capital and operating cost, how they intend to schedule the basic services with regards to the allocation of equipment and resources to achieve the desired objectives of the RFP.

- e. Description of innovative projects and environmentally safe methodologies recommended by Contractor, if any;
- f. Evidence of Contractors authority to conduct business in Anguilla or statement that the Contractor will commit to same upon contract execution;
- g. If Applicant is a corporation, furnish a copy of the corporate resolution authorising Contractor to enter into this transaction;
- h. Description of public relations and customer education proposed;
- i. Description of quality control methods, complaint management, and resolution procedures;
- j. Terms for residential and government institutions solid waste collection operation, including hours and days of the week;
- k. Terms for non-routine and holiday collection procedure and methods of customer notification;
- l. Description of any limitations on items to be collected;
- m. Discussion of any complimentary or additional services to improve the value taxpayers are receiving, that may enhance their quality of life, or address special needs;
- n. Discussion of any complimentary services available for GOA;
- o. Discussion of methods for handling barriers to collection, including blocked streets;
- p. Description of the capital equipment available to provide the proposed services. Note the age, weight, and condition of collection trucks and how many are from line units and how many are spares (pictures of vehicles strongly encouraged);
- q. Description of the plan to be used to assure that equipment shall be available to meet the service requirements at all times;
- r. Descriptions of how leakage or debris from vehicles will be minimized and/or handled;
- s. Discussion of methods for ensuring customer satisfaction and service quality and copies of related company policies;
- t. Discussion of how the company will notify the GOA in case of equipment breakdown or other event that may delay the pickup of solid waste;
- u. List all items of work or services to be performed by Subcontractors, and the names, telephone numbers, email addresses, qualifications and resumes of the Subcontractors and the scope of work they will be performing for the Contract and estimated value of work.
- v. Describe your proposed transition and implementation plans to ensure an efficient and successful implementation of service provisions as outlined in the RFP, particularly as your planning and implementation relates to starting services on a less-than-optimal (very short) timeline.
- w. Proposals shall answer the following business questions:
  - a. Within the past five (5) years, has the Proposer failed to complete a contract? If so, provide the names of the parties involved, the date of the contact, and the reason for non-completion.
  - b. Within the past five (5) years has the Proposer submitting this proposal or any facility or property owned or operated by this Proposer failed to perform any of its contract obligations with any other client? If so, state the nature of the failure.



- c. With what other lines of business is the Proposer directly or indirectly affiliated?
  - d. How long has the Proposer been in business under the Proposer's present name?
  - e. Has the Proposer or any of its subsidiaries been a party to any lawsuits within the last ten (10) years? If so, list these lawsuits and explain their nature and disposition.
  - f. List names and address of all individuals associated with the Proposer that could potentially have a conflict of interest with this Contract and GOA.
  - g. If awarded the Contract with GOA, will your Company be able to provide the Residential Solid Waste Collection services by the Contract start date of June 1, 2017?
  - h. What is your plan for transition of operations required between the current contract operations and the new Contract operations? For example, how will you route the various collection functions, and, if you propose collection day changes, how would you implement such a transition?
- x. Proposals shall provide a proposed monthly fee for the following, with such costs reflecting that GOA shall provide, own, and maintain the bins for such services:
- a. Solid Waste from Residential Premises
  - b. Solid Waste from Government Institutions
  - c. Recyclable Materials
- y. The Proposer shall complete and include the following table which details the individual component of the EC\$/month costs.

ITEM	% OF EC\$/MONTH
1 Salaries (include medical, leave, etc.)	
2 Maintenance/replacement of equipment	
3 Fuel	
4 Consumables/materials	
5 Insurance	
6 Safety gear/equipment	
7 Overheads, administrative costs	
8 Profit	

- z. In addition the Proposer shall provide details of his anticipated capital expenditure.

ITEM	CAPITAL COST

79. Proposals shall indicate the proposed method for raising fees on an annual basis (e.g., flat percentage increase every year; by the Consumer Price Index every year; etc.).
80. Proposals shall provide a list of vehicles and other collection equipment that will be used in the zone to service the Contact. Such information shall include the make, model, year, and delivery schedule if not currently owned.
81. Proposals shall include the proposed number of routes, average stops per day, crew size, and timeline of collections.
82. Proposals shall include the proposed approach, including equipment, personnel, and schedule, for delivering containers to customers. Proposers shall also describe how the delivery of containers will be conducted in coordination with removal of existing containers used by the current provider. Proposers will describe the procedure for Collection in the event that customers set out materials in both the existing containers and the new containers, (if applicable) for collection during the transition period;
83. All Proposals shall be presented in an organized and clear manner.
84. All Proposals shall acknowledge receipt of any and all Addenda issued to the Request for Proposals and indicating in their Proposal which Addenda have been received.
85. Each Proposal shall be signed by an official of the company submitting the Proposal. Each Proposal shall affirmatively state that the signor has the authority to bind the Proposer for any and all work contained in the Proposal, and show proof of same through a corporate resolution or some other binding document.
86. Proposals shall indicate in their submittal that any pricing or other proposals shall be valid for a period of 120 days after submittal.
87. All costs involved in preparing the Proposal shall be borne by the Proposer.
88. All responses are to include a statement that the Proposer accepts the requirements as outlined in this RFP and understands all sections and provisions of the RFP. Exceptions, if any, shall be noted on a separate page.
89. Proposals which are incomplete, conditional or obscure shall be rejected. No award shall be made to any Proposer who cannot satisfy the GOA that the Proposer has sufficient ability and sufficient capital to enable the Proposer to meet the requirements of this RFP. GOA's decision or judgment on these matters shall be final, conclusive, and binding.
90. Any Proposal submitted after 4:00 p.m. on Thursday, March 31, 2016 will not be accepted.
91. Evaluation of the Proposals shall be conducted by GOA.
92. This RFP shall be referenced in any Contract for Work presented to the recommended Proposer.
93. If it becomes necessary to revise any part of this RFP or otherwise provide additional material or information, an Addendum shall be issued to all firms expressing an interest in this project.

94. Each proposal shall include the following statement completed

PROPOSAL FORM FOR:

\_\_\_\_\_ (Print or Type Applicant Name)

The undersigned Applicant offers and agrees, if this Proposal is accepted, to enter into a Contract with the Government of Anguilla ("the GOA") to complete all services and perform all Work in strict conformity with the terms and conditions set forth in the Contract and any laws, statutes, ordinances, rules, or regulations of any governmental agencies or public authorities relating thereto and the restrictive covenants if any of the GOA.

Applicant declares that no person(s) or entity (is) other than those named herein are interested in this Proposal; that this Proposal is made without collusion with any other person, firm, or corporation; and that no person or persons acting in any official capacity for or employed by the GOA are directly or indirectly interested in this Proposal, or in any portion of the profit to be derived there from, or employed in any way by an owner of any interest in Applicant.

This Proposal is not required by law to be awarded to the lowest bidder. Therefore, the GOA retains the right to Award this Contract following the terms of the Public Procurement and Contract Administration Act (as amended). GOA reserves the right to accept the Proposal in whole or part. The term for the operations agreement is seven (7) years with one (1) three-year optional extension.

In submitting this Proposal, Applicant represents, as more fully set forth in the RFP, that Applicant has:

- a. Examined the Notice to Applicants, RFP, Proposal Cost Form, RFP Addenda, if any;
- b. Examined the actual site and locality where the services are to be performed;
- c. Familiarized themselves with the GOA's legal requirements and restrictive covenants if any;
- d. Made such independent investigations as they deem necessary;
- e. Satisfied themselves as to all conditions affecting cost, progress, or performance of the Work and all difficulties that may arise or be encountered in the performance of the Work; and
- f. Made this bid on the basis of the above examinations, and not on the basis of any representations or promises made to them by the GOA, or any GOA agent.

## **VI. Notification of Award**

95. All Proposers shall be notified of GOA selection decision within seven (7) days of the submission.

## **VII. Contract for Work**

96. This RFP and any Addenda to the Proposal shall become part of the final Contract. The services that the selected Contractor shall be required to perform are specified in this RFP. A draft version of the Contract shall be reviewed by both parties before the final version is executed with GOA. If the Formal Instruments of Agreement are not executed by the successful Proposer the Board may accept and award contract to the responsible Proposer who submits the next lowest responsive evaluated Proposal.

## VIII. Liquidated Damages

97. The Contractor shall agree, in addition to any other remedies available to the GOA, that the GOA may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor fulfilling its obligations:

	<b>Action or Omission</b>	<b>Liquidated Damages</b>
<b>A</b>	Failure to respond to legitimate service complaints within twenty-four (24) hours	One-hundred dollars (\$100) per incident
<b>B</b>	Failure to collect properly notified missed collections within twenty-four (24) hours	Two-hundred fifty dollars (\$250) per incident
<b>C</b>	Failure to de-litter community bins as per specification.	Two-hundred fifty dollars (\$250) per incident
<b>D</b>	Collection before or after the permitted times except as expressly permitted in writing.	Five hundred dollars (\$500) per Incident (each vehicle on each route is a separate incident).
<b>E</b>	Repetition of complaints on a route after notification, including, but not limited to, failure to replace Containers in designated locations, spilling, not replacing lids, or similar violations.	Fifty dollars (\$50) per incident. Not to exceed one thousand Dollars \$1000.00 per vehicle per Day.
<b>F</b>	Failure to clean up from spills during collection operations.	Two-hundred fifty dollars (\$250) per incident.
<b>G</b>	Observed leakage or spillage from collection vehicles or of vehicle contents.	Five hundred dollars (\$500) per Vehicle, per inspection, plus Clean-up costs.
<b>H</b>	Failure to deploy containers within forty eight (48) hours of notification.	Two hundred fifty dollars (\$250) Per incident, and then one Hundred dollars (\$100) per day that the Container is not deployed.
<b>I</b>	Failure to collect incorrectly setout bins, without providing documentation to the Customer of the reason for rejection.	One hundred dollars (\$100) per Incident.
<b>J</b>	Misrepresentation by Contractors in records or reporting.	One thousand dollars (\$1,000) Per incident.
<b>K</b>	Failure to provide the required reports on time.	Five hundred dollars (\$500) per day past deadline.
<b>L</b>	Failure to complete collection within the specified timeframe without proper notice to the Authorised Officer	One-hundred dollars (\$100) per incident
<b>M</b>	Failure to maintain clean and sanitary Containers, vehicles and facilities.	Fifty dollars (\$50) per incident. Up to maximum of one thousand Dollars (\$1,000) per inspection.
<b>N</b>	Failure to deploy containers to all existing Multifamily residence Customers as requested on or before the Commencement Date.	Five thousand dollars (\$5,000 Per day, plus twenty-five dollars (\$25) per Container for each incident occurring after the Commencement Date.
<b>O</b>	Inability to reach the Contractor's staff	Five hundred dollars (\$500) per Incident.

	during 7.00 - 5.00 pm.	
<b>P</b>	Failure to maintain any insurance coverage as required and agreed	Five thousand dollars (\$5,000) per incident.
<b>Q</b>	Failure to maintain any of the licenses for equipment and or personnel as required and agreed	Five thousand dollars (\$5,000) per incident.
<b>R</b>	Failure to perform for periods aggregating thirty (30) days	Termination of Contract

98. These amounts shall be for liquidated damages for losses suffered by GOA and are not penalties. Three (3) or more such incidents in any six (6) month period shall constitute grounds for termination of the Contract, subject to the sole discretion of the Authorised Officer.

### **IX. Licensing**

99. The Contractor shall be responsible for attaining and holding in good standing all relevant licenses for equipment and personnel necessary for performance of the services described in their proposal

### **X. Staffing Requirements**

100. The Proposal shall set forth the staffing in the appropriate locations in Section V that will be utilised in performance of the Contract. Sufficient staff shall be dedicated to the Contract to ensure that collections occur as scheduled, without missed days or stops. Staff shall be trained to achieve excellent customer service skills, including courteous and professional demeanour.

### **XI. Equipment Requirements**

101. The Proposal shall set forth the equipment in the appropriate locations in Section V that will be utilised in performance of the Contract. The vehicles shall be maintained in good repair so as to prevent leaking of oil, fuel, coolant, or hydraulic fluid onto roads. Vehicles and equipment shall be cleaned as needed to maintain a neat appearance and avoid offensive odours.

### **XII. Proposal Evaluation**

102. In accordance with the Public Procurement and Contract Administration Act, the GOA will adopt a competitive, one stage procurement (one envelope procedure) (section 27 (a) (i)).

103. Proposals shall be evaluated by a committee composed of GOA Staff. Those Proposals that meet all of the minimum requirements as outlined in this RFP and are determined to be both responsive (those that offer all of the services requested in the RFP, and contain all of the required information) and those that are responsible (those with the capability, integrity and reliability to perform under the Contract) shall be further reviewed using the process described below.

104. The Committee shall use a ten point rating scale for each of the seven (7) evaluation criteria listed below, with a score of 1 being low and a score of 10 being high. The Proposal generating the largest total score shall be determined to be the most responsive and shall be recommended for award.

<b>Response</b>	<b>Points</b>
Demonstrates exceptional ability to convey exceptional provision of the requirement	<b>9-10</b>
Requirements are fully covered in all material aspects	<b>7-8</b>
Requirements are adequately covered	<b>5-6</b>
Adequate - some deficiencies that are not likely to have any adverse effect	<b>3-4</b>
Barely adequate considerable improvement needed if selected	<b>1-2</b>
Total non-compliance or inability to convey provision of the requirement	<b>0</b>

105. There shall be a separate evaluation for each of the four zones.
106. GOA reserves the right to award the Contract to the most responsive and responsible Proposer which best meets the GOA's needs, taking into account Proposal quality and price. GOA reserves the right to procure only some services outlined in this RFP.
107. GOA reserves the right to negotiate modifications of Proposals submitted, to accept part or all of the Proposals on the basis of consideration(s) other than proposed price, and to negotiate specific work elements with a Proposer into a scope of work of lesser or greater cost than described in this RFP or in the Proposer's Proposal.
108. The Proposer's pricing for the services described in the Proposal, while important, shall not be the sole criteria for selecting the most advantageous proposal.
109. Equal weight shall be given to each evaluation criterion and evidence should be submitted to explain how and the extent to which the proposer can meet the criteria.
110. The criterion for evaluation in accordance with section 40 Public Procurement and Contract Administration Act shall be:
- a. Experience with Residential Solid Waste collection and disposal.
  - b. Proposer understands the work, including key service requirements and project approach.
  - c. Customer Service elements such as ability to address customer issues specific to the service provided to the GOA.
  - d. Staff and equipment availability, appropriateness and quality.
  - e. Proposed prices.
  - f. Compliance with required submittal items described in this RFP.
  - g. Proposer's acceptance or exceptions of the RFP requirements.

### **XIII. Proposal Submission Requirements**

111. Proposals shall be contained in a plain sealed envelope marked: "**CONFIDENTIAL: Management of Waste Collection and Recycling Services**"

**One (1)** original Proposal plus **four (4)** copies (including copies of all supporting documentation), each of which shall be certified by the Proposer to be true copies shall be delivered to the following address by 12:00 p.m. on Friday, March 31, 2017:

The Chief Procurement Officer  
Procurement Unit  
Ministry of Finance  
Government of Anguilla  
The Secretariat  
The Valley  
Anguilla B.W.I.

Proposers shall be required to sign a proposal receipt book so that a Proposal is properly lodged at the Procurement Unit.

112. All required items for this RFP shall be submitted by the deadline. GOA shall not contact the Proposers with deficient proposals to ask for additional information. However, GOA may request additional clarification regarding any item in the Proposal.
113. GOA may request that supplementary information be furnished to assure that the Proposer has the technical competence, the business and technical organisation, the personnel and equipment, and the financial resources adequate to successfully perform the work.
114. GOA may cancel this RFP in whole or in part or may reject all Proposals submitted. GOA reserves the right to procure only some services outlined in this RFP. GOA reserves the right to negotiate modifications of Proposals submitted, to accept part or all of the Proposals on the basis of consideration(s) other than proposed price, and to negotiate specific work elements with a Proposer into a scope of work of lesser or greater cost than described in this RFP or in the Proposer's Proposal.

### **XIV Proposal Opening**

115. Proposals will be opened publicly on **March 31, 2017** at 2:00pm at the Ministry of Finance Conference Room and Proposers or their Authorised representatives are invited to attend.

### **XV. Enquiries/Questions**

116. Any enquiries or questions regarding this document can be directed in writing to the Chief Procurement Officer, at the Procurement Office, The, Ministry of Finance, Government of Anguilla, The Secretariat, The Valley, Anguilla (B.W.I.); Email: [Procurement.mailbox@gov.ai](mailto:Procurement.mailbox@gov.ai) Telephone: **1 264497 2547, 1 264 497 2451 Ext 2200.**
117. Please note the Chief Procurement Officer has not yet approved a procurement manual. No person shall be disadvantaged by the absence of the manual.
118. It is the responsibility of each proposer to examine the entire RFP and seek clarification (enquiries). This RFP may only be modified by written addendum. Proposer shall not rely

on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the RFP. No verbal agreement or conversation with any office, agent or employee of the GOA shall affect or modify any of the terms or obligations contained in the RFP. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the GOA or the Proposer.

## **XVI. Notice to Proceed**

119. No interruption of existing service is permissible. Service transition must be coordinated and executed by the Commencement Date set forth in the Notice to Proceed. The GOA intends to issue the Notice to proceed within thirty (30) days after Award of Contract, however such period of time is not binding—failure to so issue the Notice to proceed shall not constitute a breach of the Contract. This time period supersedes any other time period discussed or disseminated prior to the RFP.
120. Applicants are encouraged to carefully review all provisions and attachments of this RFP prior to completion. Each Proposal constitutes an offer and may not be withdrawn or amended except as provided herein. Any and all written statements contained in the Proposal and any written clarification of same requested by the GOA and delivered to the Procurement Office will become part of the final Proposal for services.

## **XVII. Contract Award**

121. The Contract Award, if made, shall be made to the Applicant whose Proposal, in the GOA's sole discretion, furthers the GOA's best interests. No Award shall be made until all necessary investigations have been made to determine the eligibility and responsibility of the Applicant under consideration, and the Proposal's validity. Contract Award, if made, shall be made by the GOA. After the GOA's Contract Award, the GOA will provide the Applicant with Contract documents.

### **Contract execution**

122. Successful Contractors shall provide the following documents at contract execution:
- a) A valid Tax Clearance Certificate dated with 4 weeks of execution date;
  - b) A valid/current Business Licence;
  - c) A Letter of Good Standing from the Director of Social Security Board obtained within four (4) weeks of the contract execution date and
  - d) Insurance certificates showing coverage as demanded by this RFP.

### **Applicant Certification**

123. By the submission of the Proposal, the signatory certifies that the Proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; that the signatory has not directly or indirectly induced or solicited any other party to put in a false or sham Proposal; that the signatory has not solicited or induced any person or corporation to refrain from proposing; and the signatory has not sought by collusion or otherwise to obtain any advantage over any other party or over the GOA.
124. By the submission of the Proposal, the signatory certifies that they have examined the Zone including the roads, overhead trees, wires and such other physical conditions and requirements to be encountered in the work, the quality and quantity of the service to be performed, and materials and equipment to be furnished. The signatory certifies that they will not be entitled to additional compensation upon subsequently finding that conditions require method or equipment other than that anticipated in making the proposal.



125. By the submission of the Proposal, the signatory certifies that the failure or omission to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site or technical details of systems to be integrated with, shall in no way relieve any proposer from any obligations with respect to its proposal or to the Contract.

**Language of Proposal**

126. The Proposal should be completed in English and all prices should be quoted in Eastern Caribbean dollars (EC\$).
127. The GOA is not bound to accept the lowest Proposal or required to accept any Proposal.
128. This request for proposals may be cancelled or rejected without any liability arising for government

DRAFT

ATTACHMENT 1: Number of Households by Enumeration District

Enumeration District		No. of Persons	No. of Households
ED #	ED Name		
1	Cove Castles West	79	35
2	Barnes Bay	62	23
3	Maundays Bay	162	59
4	The Cove	247	80
5	Long Bay Village North	140	56
6	Long Bay Village Center	194	76
7	Lower South Hill North	254	100
8	Lower South Hill South	313	112
9	Central South Hill South	332	127
10	South Hill Back Street	252	88
11	South Hill North and Sandy Ground South West	82	31
12	Blowing point Central	159	55
13	Blowing Point East	195	66
14	Rendezvous Bay	387	139
15	Cul de Sac	84	37
16	South Hill South and Lockrum	266	105
17	South Hill East	272	97
18	Little Harbor West	370	149
19	George Hill South and Statia Valley	280	102
20	Sandy Ground Central	170	59
21	North Hill North and Road Well	189	69
22	North Hill South	255	73
23	Old Ta	234	73
24	Rock Farm	489	187
25	Wallbake and Little Harbour East	240	85
26	Rey Hill South	401	140
27	The Forest	155	54
28	The Quarter South	89	43
29	Tanglewood/Rey Hill North	203	93
30	The Quarter North	231	85
31	Cauls Bottom/Stoney Ground East	141	57
32	Crocus Hill and the Valley West	319	125
33	The Valley Central	221	85
34	The Valley South	269	99
35	The Valley North	281	99
36	North Side and Roaches Hill	259	94
37	Brimegin	586	207

38	Shoal Bay North West and Valley bottom	388	138
39	Stoney Ground West	429	141
40	Little Dix North/True Eyes	158	56
41	Stoney Ground East	448	142
42	Shoal Bay East	401	132
43	Welches East/Mt Fortune West	159	56
44	Wattices/Deep Waters South	165	66
45	Sandy Hill West	112	40
46	Cauls Bottom East and Farrington North	270	99
47	Farrington South	359	139
48	Sandy Hill South and Seafeathers	178	80
49	Sandy Hill and Eastend North	178	59
50	East End	502	167
51	Junk's Hole and Island Harbour East	186	71
52	Island Harbour North and Sea Rocks	242	84
53	Island Harbour South and The Keys	360	135
54	Island Harbour West	175	66
		<b>13,572</b>	<b>4,935</b>

**ATTACHMENT 2 Population: by Enumeration District and Number of Households - 2011**

Enumeration District		Type of Dwelling Unit						Total
ED #	ED Name	Undivided private house	Part of private house	Duple x apartment	Flat/apartment	Combi ned dwelli ng & busines s	Ot her & No t Sta ted	
1	Cove Castles West	25	0	5	5	0	0	35
2	Barnes Bay	12	5	1	5	0	0	23
3	Maundays Bay	35	2	7	13	1	0	58
4	The Cove	57	1	18	3	1	0	80
5	Long Bay Village North	39	5	2	9	1	0	56
6	Long Bay Village Center	56	6	5	7	2	0	76
7	Lower South Hill North	57	7	19	14	3	0	100
8	Lower South Hill South	81	7	13	4	2	5	112
9	Central South Hill South	60	0	16	50	1	0	127
10	South Hill Back Street	54	1	2	27	4	0	88
11	South Hill North and Sandy Ground South West	20	0	1	7	3	0	31

12	Blowing point Central	24	0	8	22	1	0	55
13	Blowing Point East	55	1	3	5	2	0	66
14	Rendezvous Bay	92	6	22	18	1	0	139
15	Cul de Sac	25	0	5	7	0	0	37
16	South Hill South and Lockrum	61	1	8	34	1	0	105
17	South Hill East	57	2	16	17	5	0	97
18	Little Harbor West	90	3	24	31	1	0	149
19	George Hill South and Statia Valley	49	1	33	15	4	0	102
20	Sandy Ground Central	35	5	5	8	6	0	59
21	North Hill North and Road Well	51	2	0	15	0	1	69
22	North Hill South	51	5	10	5	1	1	73
23	Old Ta	60	3	3	4	3	0	73
24	Rock Farm	81	2	25	75	4	0	187
25	Wallbake and Little Harbour East	45	1	7	29	3	0	85
26	Rey Hill South	67	10	18	42	3	0	140
27	The Forest	43	0	7	4	0	0	54
28	The Quarter South	21	2	2	7	11	0	43
29	Tanglewood/Rey Hill North	47	3	12	19	12	0	93
30	The Quarter North	47	7	7	21	3	0	85
31	Cauls Bottom/Stoney Ground East	40	7	4	3	3	0	57
32	Crocus Hill and the Valley West	70	3	3	48	1	0	125
33	The Valley Central	44	2	12	26	1	0	85
34	The Valley South	66	0	7	24	2	0	99
35	The Valley North	47	17	9	24	2	0	99
36	North Side and Roaches Hill	46	2	29	14	3	0	94
37	Brimegin	113	4	17	73	0	0	207
38	Shoal Bay North West and Valley bottom	86	7	11	31	2	1	138
39	Stoney Ground West	88	30	5	17	2	0	142
40	Little Dix North/True Eyes	44	4	2	4	2	0	56
41	Stoney Ground East	89	7	24	22	0	0	142
42	Shoal Bay East	83	7	25	12	5	0	132
43	Welches East/Mt Fortune West	43	0	6	7	0	0	56
44	Wattices/Deep Waters South	45	2	11	8	0	0	66
45	Sandy Hill West	30	0	3	7	0	0	40

46	Cauls Bottom East and Farrington North	72	3	3	20	1	0	99
47	Farrington South	89	6	34	8	2	0	139
48	Sandy Hill South and Seafeathers	51	0	25	3	1	0	80
49	Sandy Hill and Eastend North	44	0	1	13	1	0	59
50	East End	113	3	17	32	2	0	167
51	Junk's Hole and Island Harbour East	59	9	0	1	1	1	71
52	Island Harbour North and Sea Rocks	58	6	4	16	0	0	84
53	Island Harbour South and The Keys	80	10	22	23	0	0	135
54	Island Harbour West	40	0	16	8	2	0	66
		<b>3,037</b>	<b>217</b>	<b>594</b>	<b>966</b>	<b>112</b>	<b>9</b>	<b>4,935</b>

### ATTACHMENT 3: ZONES OF OPERATION

The four ZONES OF OPERATION are defined as follows (with villages in *italics*):

**Zone 1** ('The West'); West End east to Junction of Back Street (South Hill) and South Hill Road (just West of Methodist Church); including *West End, Long Bay, South Hill (except for Upper South Hill), Blowing Point, Lockrum*

**Zone 2** ('Central'): in an east direction from end of Zone 1; comprising *Upper South Hill, Sandy Ground, North Hill*, communities off George Hill main road (*Water Swamp, Old Ta, George Hill, Wallblake*), *Statia Valley, Long Path, Little Harbour, The Forest, Corito, Rey Hill, Tanglewood and The Quarter*.

**Zone 3** ('The Valley'): *Sachasses, Rock Farm, Crocus Hill, South Valley, North Valley, Roaches Hill, Cedar Village, North Side, Brimegin, True Wise, Valley Central* (south eastern boundary defined by boundary road from airport to First Caribbean Bank, *Stoney Ground, Little Dix, Wattices, Caul's Bottom*. Boundary to east defined at Farrington/Caul's Bottom/Stoney Ground junction, to Shoal Bay turn-off).

**Zone 4** ('East'). East from Shoal Bay turn-off and from Farrington east – including *Deep Waters, Welches, Island Harbour, White Hill, Mount Fortune, East End, Pond Ground, The Copse, Seafeathers, Sandy Hill, Chalvilles, Long Path and the Farrington*.

**PLEASE NOTE FOR THE PURPOSES OF CONSULTATION ONLY MAPS OF THE ZONES HAVE NOT BEEN INCLUDED BUT WILL BE PROVIDED AT THE TIME THIS RFP IS ISSUED.**