



American Samoa Power Authority

P.O. Box PPB
Pago Pago, American Samoa 96799
Telephone: (684) 699-3057
Email: bids@aspower.com
Website: www.aspower.com

REQUEST FOR PROPOSALS (RFP)

SOLID WASTE SCRAP METAL PICK UP SERVICES

May 28, 2019

RFP NO.: ASPA19.016.SW

APPROVED FOR ISSUANCE

**WALLON YOUNG F.
ACTING EXECUTIVE DIRECTOR**

Table of contents

Title Page	1
Table of Contents	2
Notice to OFFERORS	3
Proposal Invitation	4
Special Reminder to Prospective OFFERORS	5
General Terms and Conditions	6
Proposal Transmittal Form (Attachment A)	13
Detailed Scope of Work (Attachment B).....	14
Proposal Cost Form (Attachment C)	20
Offeror Qualification Form (Attachment D)	21
Non-conclusion Affidavit of Prime Offeror (Attachment E).....	25
Disclosure Statements Form (Attachment F).....	26
Exhibits A.....	27

**NOTICE TO OFFERORS
REQUEST FOR PROPOSALS (RFP)**

Issuance Date: May 28, 2019
RFP No. RFP NO.ASPA.19.016.SW
PROJECT: SOLID WASTE SCRAP METAL PICKUP SERVICES
CLOSING DATE/TIME: June 21, 2019 @ 2:00 p.m. American Samoa Time

The American Samoa Power Authority (ASPA) requests proposals from qualified offerors for the Scrap Metal Pickup Services. A complete RFP package may be picked up from the ASPA Procurement Office located in the New Operation Building at Tafuna ASPA compound (Security Guard at the Gate will direct you to the Procurement Office). You may also view this RFP online at www.aspower.com or bids@aspower.com which is the ASPA Website. For more information about this RFP, please contact the following person(s):

Ioana S. Uli
Procurement Manager
Tel. 684.699-3057
ioana@aspower.com

Qualified Offerors must submit proposals in a sealed envelope, box, or other enclosure addressed to the ASPA Procurement Office. The sealed envelope or box must be labeled **RFP NO.ASPA.19.016.SW SCRAP METAL PICKUP SERVICES**, Attention: Ioana Uli, Procurement Manager and show date and time of proposal opening. An original, one PDF electronic copy, and four (4) hard copies of the proposal must be received by Procurement Office no later than **2:00 pm on June 21, 2019**. Late submittals will not be opened or considered and will be designated as non-responsive.

All proposals shall be accompanied by a cashier's check only equal to 5 percent (5%) of the total proposal to be forfeited to ASPA in the event of failure of the Offeror to honor the terms of its proposal.

The American Samoa Power Authority reserves the right to:

1. Reject all proposals and reissue a new or amended RFP or addenda as deemed necessary by ASPA;
2. Request additional information from any Offeror;
3. Select a firm for award based on other than "least cost" (e.g. capability to complete work in a timely fashion or proven technical capabilities);
4. Negotiate a contract with the Offeror that is selected for award; and/or
5. Waive any non-material violations of rules set up in this RFP at its sole discretion.

Wallon Young, Acting Executive Director

Date

PROPOSAL INVITATION

IOANA ULI, PROCUREMENT MANAGER
AMERICAN SAMOA POWER AUTHORITY
Procurement Office
P.O BOX PPB
PAGO PAGO, AS 96799
(684)699-3057
bids@aspower.com

DATE ISSUED: May 28, 2019

PROPOSAL INVITATION NO: RFP No. ASPA.19.016.SW – SCRAP METAL PICKUP SERVICES

INSTRUCTIONS:

- 1) This REQUEST FOR PROPOSAL shall require a **Cost Proposal** to be submitted in a separate sealed envelope, box, or other enclosure
- 2) All required submittals, including the Cost Proposal must be addressed to the ASPA Procurement Manager at the above listed address.
- 3) **Pre-Proposal Meeting** to be held on **May 31, 2019 at 10:00 a.m.** at the Materials Management Conference Room.
- 4) Any and all **Pre-Proposal questions** and/or clarifications shall be submitted to Ioana Uli by email at bids@aspower.com or by hard copy no later than **June 7, 2019 before 4:00pm.**
- 5) ASPA shall issue **Addendum** to address questions and/or clarification as necessary on **June 14, 2019 by 4:00pm.**
- 6) An **Original, five (5) hard copies and (1) PDF electronic copy of the complete proposal** must be received at the ASPA Procurement office no later than **June 21, 2019 @ 2:00pm American Samoa Time.**
- 7) The envelope or box must be labeled **“RFP No. ASPA.19.016.SW-Scrap Metal Pickup Services.**
- 8) **Late Submittals will not be opened or considered and will be determined as non-responsive**

NOTE TO OFFERORS:

This proposal is subject to the attached General Terms and Conditions of **“RFP No. ASPA.19.016.SW-Scrap Metal Pickup Services.**

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective terms listed on the schedule of the cost proposal. In consideration of the expense to the American Samoa Power Authority in opening tabulating, and evaluating this and other proposals, and other considerations such as the schedule, the undersigned agrees that this proposal shall remain firm and irrevocable within **Sixty Days (60) calendar days** from the closing date supply any or all of the items for which prices are quoted.

Signed: _____ Date: _____

AMERICAN SAMOA POWER AUTHORITY

SPECIAL REMINDERS TO PROSPECTIVE OFFERORS

All Offerors are reminded to read and comply with the Proposal Solicitation Instructions and General Terms and Conditions. The Offeror must attach a signed Proposal Transmittal Form and acknowledgement of all Proposal Conditions and Addenda. The Offeror shall ascertain that all of the following (see boxes checked) requirements of the proposal re submitted in the proposal envelope at the date and time for proposal opening.

- a. Proposal Transmittal Form (Attachment A)
- b. Detailed Scope of Work (Attachment B)
- c. Proposal Cost Form (Attachment C)
- d. Offeror Qualification Sheet (Attachment D)
- e. Bond Security Instruction (Attachment E)
- f. Non-Collusion Form (Attachment F)
- g. Disclosure Statement Form (Attachment G)
- h. Business License (American Samoa License or Applicable License)
- i. Technical Proposal

All required forms must be signed and returned with the proposal envelope. Failure to comply with these requirements may result in disqualification or rejection of the proposal.

I, _____ the duly authorized

Representative of _____, acknowledge receipt of this special reminder to prospective Offerors together with **“RFP No. ASPA.19.016.SW-Scrap Metal Pickup Services”**. As of this date, _____2019, and addenda (listed below) issued by ASPA.

Signature of Offeror’s Representative

GENERAL TERMS AND CONDITIONS

RFP No. ASPA.19.016.SW – SCRAP METAL PICKUP SERVICES

I. INTRODUCTION

- A. This is a Request for Proposals (RFP) issued by the American Samoa Power Authority (“ASPA”) in Pago Pago, American Samoa. ASPA is dedicated to responsive and customer-focused solid waste service for the people and the community of American Samoa. The American Samoa Power Authority (ASPA) invites and will receive Proposals from Offerors with strong commitment to excellent customer service, which will work well with ASPA, and promote and support core values of trust, teamwork, effective communication, professionalism, and quality of life.
- B. The American Samoa Power Authority (ASPA) issues a request for proposals (RFP) to evaluate, negotiate, and contract for the following options:
 - 1. A Proposal for Scrap Metal Pickup Services.
- C. ASPA reserve the rights to award this contract to the best responsive proposal and most responsible offeror.

II. BACKGROUND HISTORY

- A. The American Samoa Power Authority is a multi-utility company that provides electric power, water, waste water, and solid waste services. Solid Waste was transferred to ASPA in 1995, via Executive Order No: 05-1995.
- B. The SOLID WASTE SCRAP METAL PICK UP SERVICES is currently being performed by three (3) independent contractors servicing the whole island of Tutuila. All collected scrap metal from around the island is disposed at the Futiga Scrap Metal Yard owned and operated by a local contractor.
- C. In addition to local scrap metal collection, scrap metal is collected on the three major outlying islands and transported to the main island of Tutuila for disposal at the ASPA approved Scrap metal yard.
- D. The scrap metal yard will process cars, old appliances, miscellaneous ferrous and non-ferrous metallic materials, including but not limited to, sheet metal, siding, roofing rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bath tubs, fencing, bicycles frames, automotive parts, machinery, metal furniture, tire rims, batteries, rolled steel shapes, copper wires, old transformers, and debris.
- E. Based on current data, there is an estimated average volume of 365 cubic yards disposed each month.
- F. ASPA owns and operated a CL Baler and is currently baling scrap metal at the existing Scrap Metal Yard.

III. PROPOSAL SUBMITTALS

The offeror shall provide a collated binder that includes tab separators. The proposal binder shall be organized as follows:

- A. **Transmittal Form** (Letter on Offeror Letterhead) – The Offeror shall submit a completed Attachment A “Proposal Transmittal Form”
- B. **Tab 1 – Proposal Submission Forms**

The offeror shall complete and include in Tab 1 all required forms as provided for in this RFP.

- 1. **Proposal Cost Form** – Attachment C
- 2. **Offeror Qualification Form** – Attachment D: A dossier of management and supervisory personnel qualification and experience as provided in Attachment D. Information provided must include a list of three or more references.
- 3. **Non-Collusion Form** – ATTACHMENT F

4. **Disclosure Statement Form – ATTACHMENT G**
5. **Licenses** – Offerors must hold a valid local business licenses, provide a copy of business licenses with the proposal.
- C. **Tab 2 – Technical Proposal** – The offeror shall submit a detailed Technical Proposal as required in this RFP, which describes the equipment, trucks, materials, services, and procedures that completely addresses the requirement presented in the scope of work. As part of the technical proposal, the offeror shall provide the following information:
 1. **Description** – Technical of the proposed approach to the scope of work. Contractor must describe its approach to accomplish total delivery loads per day. This includes listing of specific action the Contractor will undertake to achieve the goals of objective outlined in the Scope of Work. It is also includes a time line schedule of work, including but not limited to, site visit, public meetings, draft reports and final report.
 2. **Prior Related Experience/Past Performance** – The Offeror shall provide any past project performance.
 3. **Subcontractors** – provide list of any as required.
- D. **Tab 3 – Cost Proposal**- The Offeror shall submit a detailed cost proposal that completely addresses the requirement of the scope of work. All cost shall be in firm, fixed, U.S Dollars.
- E. **Tab 5 – Additional Information** – The Offeror may include any additional information, including company and product brochures.
- F. **Tab 6 – Addenda** – The Offeror must return to ASPA executed copies of all addenda issued by ASPA.

IV. DATE/TIME/PLACE OF PROPOSAL SUBMITTAL AND PROPOSING OPENING

- A. Each Offeror must submit its proposal in a sealed envelope addressed to:
 Ioana S. Uli
 Procurement Manager
 Telephone: (684) 699-3057
 P.O BOX PPB
 Pago Pago, AS 96799
procurement@aspower.com or bids@aspower.com
- B. An original, five (5) hard copies, and one (1) electronic PDF copy of each part of the proposal must be received in the Procurement Office by selected means as detailed in Proposal Invitation on page 4.
- C. Late submittals will not be opened or considered and will be determined as non-responsive.
- D. All Offerors shall provide sufficient written and verifiable information that responds to the requirements of the RFP, and in accordance with the SOW.

V. PRE-PROPOSAL QUESTION

- A. A pre-proposal meeting will be held at **10:00 a.m. on May 31, 2019** at the Materials Management (MM) Conference Room at the Tafuna Power Plant Compound.
- B. Any pre-proposal questions and/or clarification requests shall be submitted in writing to Ioana Uli, Procurement Manager through electronic mail at ioana@aspower.com or bids@aspower.com on **June 7, 2019** before 4:00 P.M.
- C. ASPA will then issue addenda to address any questions and/or clarifications as may be necessary on **June 14, 2019**.

VI. ADDENDA

- A. ASPA reserves the rights to issue Addenda for any changes to this RFP.
- B. The Offerors will be requested to send a signed Receipt of Addenda” to ASPA for each addendum that may be issued.

- C. All Addenda will be posted to the ASPA Website address www.aspower.com
- D. The Offeror must sign and include all addenda as part of the proposal submittal.

VII. BEST AND FINAL OFFER

ASPA reserves the right to issue a Request for a Best and Final Offer (“BAFO”) at its sole discretion.

VIII. TYPE OF CONTRACT

- A. The successful Offeror will provide services to ASPA under a negotiated fixed fee agreement.
- B. The successful Offeror shall be an independent contractor and not an agent or employee of the American Samoa Power Authority.
- C. The successful Offeror shall furnish the necessary personnel, materials, insurances, licenses, equipment, ground transportation to and from work areas, required materials for services, and otherwise do all things necessary to perform the work and services specified in the Scope of Work and to the satisfaction of ASPA.
 - 1. The successful Offeror must at all times comply with all applicable worker’s compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable.
 - 2. ASPA will not be held responsible in any way for claims filed against the successful Offeror for services performed under the terms of this RFP or the contract.

IX. PAYMENT TERMS

- A. ASPA shall pay the contractor for the performance of this agreement the sums due based on the unit prices as listed in the Proposal Form, subject to any condition or deductions as provided under this contract. Contractor’s unit price for Solid Waste Scrap Metal Pickup Services per Proposal Cost.
- B. The contractor shall submit invoices by the 5th day of each month for services rendered during the preceding month, and payments will be made to the contractor net thirty (30) days payment terms.
- C. The successful contractor shall submit invoices and dockets to the ASPA Accounts Payable section at the approved contract proposed rate and will be verified by its authorized SW Representative.

X. INSURANCE COVERAGE

- A. **INSURANCE COVERAGE.** Coverage is an important part of the selection review of the Source Evaluation Board (SEB). Insurance coverage shall be provided but not limited to the following areas. The amount of coverage offered shall be detailed in the Offeror’s proposal.

The contractor(s) shall provide proof of commercial general liability insurance, including completed operations coverage, with limits of \$1,000,000.00 per occurrence and \$5,000,000.00 aggregate, and shall add ASPA to the policy as an additional insured by way of amendatory endorsement and certificate of insurance. The liability insurance shall contain contractual liability coverage applicable to the indemnification obligations of the contractor. Contractor(s) shall provide proof of acceptable automobile insurance applicable to activities in connection with the project, as well as workers compensation insurance applicable to its employees. ASPA shall not be required to indemnify or insure the contractor.

- B. **CERTIFICATES OF INSURANCE:** Prior to the commencement date of an awarded contract, certificates of insurance or verified copies of all insurance policies shall be provided to ASPA, together with a certificate of the insurer that the policy or policies are in full force and effect and that same will not be altered, amended or terminated without thirty (30) days written notice having been given to the ASPA. If the levels of coverage and policy conditions outlined in the insurance policies do not meet the requirements of ASPA, the CONTRACTOR will be required to obtain additional coverage prior to the start of work. All insurance policies shall be renewed at least fifteen days before expiry. The CONTRACTOR shall furnish ASPA with adequate evidence that the CONTRACTOR has obtained and is maintaining in force Worker Compensation and

EMPLOYEE's Liability insurance to cover immediate expenses and long-term costs, including loss of income, related to injury and disability obtained during and from work operations.

XI. BASIS OF SELECTION

- A. Contract award will be made by ASPA in accordance with the evaluation criteria set forth herein and with the ASPA Procurement Rules.
- B. Proposals will be evaluated by a Source Evaluation Board (SEB).
 - 1. SEB members shall be nominated by the Procurement Manager with approval by the Executive Director.
 - 2. Submission of a proposal shall constitute a waiver of any challenge or dispute of the SEB process.
- C. The SEB will evaluate each of the responsible submitted proposals, as determined by the Evaluation Criteria set forth in this RFP.
 - 1. Discussions may be conducted by the SEB with any or all of the Offerors after approval by the Procurement Manager.
 - 2. Such discussions shall only be conducted for the purpose of obtaining clarification from the Offeror on its proposal in order to ensure full understanding of, and responsiveness to, the RFP requirements.
 - 3. Discussions shall be conducted on an "as-needed" basis with individual Offerors.
 - 4. Care shall be exercised to ensure that no information derived from competing Offeror's proposals is disclosed.
- D. When the evaluation process is complete, the SEB will forward a ranked order memorandum of recommendation for contract award to the Procurement Manager.

XII. EVALUATION CRITERIA

- A. All responsive Proposals will be evaluated and ranked by the Source Evaluation Board according to the following point system according to the following point system.
 - 1. Experience: 0-15 points possible
 - 2. Technical: 0-25 points possible
 - 3. Contract Price: 0-60 points possible
 - Total: 100 total points possible
- B. ASPA reserves the right to make the contract award to the Offeror that submits the proposal which best meets the requirements set forth herein and which is in the best interests of ASPA after taking into consideration the aforementioned factors.

XIII. ATTACHMENTS

- A. Attachment A contains the Proposal Transmittal Form
- B. Attachment B contains the Detailed Scope of Work
- C. Attachment C contains the Cost Proposal Form
- D. Attachment D contains the Offeror's Qualification Form
- E. Attachment E contains Proposal Security Bond Instructions
- F. Attachment F contains the Non-Collusion Affidavit Form
- G. Attachment G contains the Disclosure Statements Form

XIV. QUALIFICATION OF OFFERORS

- A. At a minimum, the Offeror shall submit that information which is required by Attachment D, the "Offeror's Qualification Form."

- B. ASPA may make such investigations as it deems necessary to determine the ability of the Offeror to perform the work.
- C. The Offeror shall furnish to ASPA such additional information and data for this purpose as ASPA may request, or the proposal may be deemed non-responsive.

XV. MULTIPLE PROPOSAL COLLUSION

- A. If more than one Proposal is submitted by any one party or in the name of its clerk, partner or other person, all Proposals submitted by said party may be rejected by ASPA.
- B. If requested by ASPA to do so, an Offeror may submit an alternate Proposal.
- C. If ASPA believes that collusion exists amongst any Offerors, the participants in such collusion will be disqualified from contract award consideration.
- D. The proposals in which the proposed costs and fees are unreasonably high, or unrealistically low, may be rejected at ASPA's sole discretion.

XVI. BUSINESS LICENSE

- A. Off-island Offerors (outside of American Samoa) shall be appropriately licensed in accordance with the state and/or country of the Offeror's origin and shall be skilled and regularly engaged in the general type and capacity of work called for under this RFP.
- B. Local Offerors shall possess a currently valid American Samoa Business License prior to the execution of the contract.

XVII. OFFEROR'S UNDERSTANDING

- A. The successful Offeror must inform itself of the conditions relating to the execution of the work.
- B. The successful Offeror will make itself thoroughly familiar with all the Contract Documents prior to execution of the Agreement.
- C. The successful Offeror shall comply with, federal and territorial statutes and ordinances relative to the execution of the work including, but not limited to, applicable regulations which concern the following:
 - 1. Wage rates;
 - 2. Non-discrimination in the employment of labor;
 - 3. Protection of public and employee safety and health;
 - 4. Environmental protection;
 - 5. Historic preservation;
 - 6. Protection of natural resources;
 - 7. Fire protection;
 - 8. Burning and non-burning requirements;
 - 9. Permits, fees, and
 - 10. Similar subjects.
- D. The successful Offeror shall agree to the requirements under Executive Order No. 11246, as amended, including specifically the provisions of the equal employment opportunity clause.

XVIII. AMERICAN SAMOA LICENSES, PERMITS, TAXES AND IMPORT DUTY

- A. The Offeror shall be cognizant of and shall comply with all American Samoa Government (ASG) laws and ordinances pertaining to licenses, permits, the American Samoa Government tax structure and import duty.
 - 1. The successful Offeror shall have an ASG Business License in order to perform the required contractual work.

2. As necessary, the successful Offeror must pay income taxes to the American Samoa Government based on the profit made on the RFP contract.
- B. American Samoa is a protectorate of the United States and lies outside the jurisdiction of the U.S. Customs and U.S. Immigration Department.
- C. Any Offeror-owned equipment to be returned to the country of origin will be subject to customs/import duty unless properly manifested before shipping to American Samoa.
- D. Excise Tax on equipment (5%) to be incorporated into the project or used on this project will may be waived upon written request to the American Samoa Government. The Excise tax is the responsibility of the successful Offeror. Any pursuit of a waiver of such Excise Tax is the responsibility of the successful Offeror.
- E. If the Offeror elects to sell its equipment locally upon completion of the contract or use the equipment for other than this project rather than shipping the equipment away from American Samoa, that equipment will then be subject to the appropriate import duty rates required for such equipment under the American Samoa Import Duties and Taxes codes.
- F. Any equipment imported for use on other than this project is also subject to local duty and taxes.
- G. A successful Offeror who is also a foreign corporation shall take note of the American Samoa Section 1442 of the Internal Revenue Code for tax year 2000, as adopted by ASG pursuant to A.S.C.A. § 11.0403.

XIX. WITHDRAWAL OF PROPOSAL

- A. Any Proposal shall be withdrawn prior to the scheduled time for the opening of Proposals by notifying ASPA in a written request.
- B. No Proposal shall be withdrawn after the time scheduled for opening of Proposals.

XX. OPENING AND EVALUATION OF PROPOSALS

- A. In accordance with Procurement Rule § 3-110, Proposals will be opened and recorded as part of the record for the Source Evaluation Board on the date and at the time indicated in Proposal Invitation of this document.
- B. All Proposals will be opened at the ASPA Procurement Office inside the New Operations Building at the Tafuna Power Plant Compound in American Samoa or in another location so designated by the ASPA Procurement Manager in writing.
- C. In accordance with Procurement Rule § 3-114, mistakes in a proposal detected during or after proposal closing may be corrected. If the Offeror submits evidence in writing satisfactory to the Procurement Manager that a mistake has been made by the Offeror in the calculation of the proposal, the proposal may be corrected or withdrawn; provided, that the claim of mistake and the evidence in support thereof must be made and provided within three (3) business days after the proposal has been opened.

XXI. EXECUTION OF CONTRACT

Upon receiving the ASPA Notice of Award, the successful Offeror must sign and deliver the Contract to ASPA, together with any other documents as may be required by the ASPA.

XXII. RFP CONDITIONS

- A. This RFP does not commit ASPA to award a contract or to pay any cost incurred in the preparation of a proposal.
- B. ASPA reserves the right to do the following:
 1. Reject any Offeror for being non responsive to the Proposal requirements which are contained in this RFP;
 2. Reject all proposals and reissue an amended RFP;
 3. Request additional information from any Offeror submitting a proposal;

4. Select an Offeror for award based on other than “least cost” criteria (e. g. capability to complete work in a timely fashion or substantive and relevant work experience);
 5. Negotiate a contract with the Offeror selected for award;
 6. Revoke an award letter from one Offeror should negotiations fail to produce a satisfactory contract from ASPA’s point of view and award the project to another Offeror;
 7. Retain as liquidated damages the cashier’s check of any Offeror who does not negotiate with ASPA in good faith; and
 8. Waive any non-material violations of rules contained in this RFP.
- C. ASPA reserves the right to issue addenda to this RFP.
1. The Offeror must send ASPA a signed Receipt of Addenda form confirming the receipt of any Addendum;
 2. The Offeror shall submit any additional information that is required by any Addendum;
 3. If any Offeror fails to acknowledge the receipt of any such Addendum, the Offeror’s Proposal will be considered irregular and will be accepted by ASPA only if it is in ASPA’s best interest;

XXIII. DEFINITIONS

The following shall be the applicable standards and codes to which the equipment shall comply with. The latest version of the standards or codes shall be binding.

- | | | |
|----|-------|--|
| A. | ASEPA | American Samoa Environment Protection Agency |
| B. | USEPA | United States Environment Protection Agency |

XXIV. LIQUIDATED DAMAGES

- A. The Offeror(s) to whom the Contract shall have been awarded will be required to execute 3 copies of the Contract on the form attached hereto and to furnish insurance certificates, all as required. In case of the Offeror's refusal or failure to do so within twenty (20) days after its receipt of formal notice of award, Offeror will be considered to have abandoned all rights and interests in the award, and Offeror's proposal security may be declared forfeited to ASPA as liquidated damages. The award may then be made to the next best qualified Offeror or the work re-advertised for Proposals as ASPA may elect.
- B. Failure to perform under the contract, contract will be terminated.

XXV. OFFEROR’S QUALIFICATION DATA

- A. It is the intention of ASPA to award a contract only to one or more Offeror, who is able to furnish satisfactory evidence that the Offeror has the requisite experience and ability, including sufficient capital, facilities and plant, which are necessary to prosecute the work successfully and promptly and to complete it within the term set forth in the contract.
- B. The Offeror shall complete and submit Attachment D, the “Offeror’s Qualification Form”, as part of the total Proposal package.
- C. ASPA reserves the right to award this Contract to the most responsible successful offeror.

The Offeror shall complete and submit Attachment D the “Offeror Qualification Form” as part of the total proposal.

ATTACHMENT A
PROPOSAL TRANSMITTAL FORM

Date: _____

AMERICAN SAMOA POWER AUTHORITY

American Samoa Government

To Whom It Concerns:

The undersigned (hereafter referred to as the Offeror) hereby proposes and agrees to furnish all of the requested submittal and proposal information pertaining to

RFP NO.ASPA.19.016.SW SCRAP METAL PICKUP SERVICES

in accordance with the Scope of Work, General Terms and Conditions, Special Terms and Conditions, and other procurement requirements specified in this document for the prices stated in the itemized proposal form(s) attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized proposal form attached hereto.

The undersigned has read and understands the proposal requirements, and is familiar with and knowledgeable of the local conditions at the island-wide location(s) where the work is to be performed. The Offeror has read the RFP Instructions and General Terms and Conditions attached to ascertain that all of the (see check boxes) requirements of the cost proposal are submitted in the proposal envelope, with five copies, at the date and time for proposal opening. (See Page Six (6) of this document, "SPECIAL REMINDERS TO PROSPECTIVE OFFERORS" to verify that all submittal requirement boxes have been checked.)

Signed

Seal

Date

ATTACHMENT B

SCOPE OF WORK

Introduction

The American Samoa Power Authority (ASPA) is a multi-function public utility responsible for providing Electric Power Generation, Power Transmission & Distribution, Water, Waste Water and Solid Waste services for American Samoa. The ASPA was established in 1981 by the American Samoa Government under Title-15 of the American Samoa Code Annotate (ASCA).

Solid Waste was once a department under the American Samoa Government, Department of Public Works until in 1995 when it was transferred under the ASPA management, via Executive Order No: 05-1995 with the purpose and intent “to ensure that all solid waste collection and disposal within the Territory of American Samoa is conducted in accordance with sound business and utility practices, that the rates and charges for those services are just, reasonable and equitable to customers and not unduly discriminatory, that service is reliable, that items of solid waste which are capable of recycling are recycled and that items not capable of recycling are disposed of in a conservative manner so as to limit the adverse impact, that solid waste collection and disposal facilities and resources are efficiently used and that the needs of the people of American Samoa for solid waste collection and disposal are provided for in a timely, affordable fashion and in accordance with Federal standards applicable in the Territory”. Solid waste is responsible for collection of municipal waste MSW and scrap metal throughout American Samoa.

In 2009, both municipal solid waste and scrap metal collection were conducted in-house by ASPA until 2013. ASPA management secured a scrap metal buyer in New Zealand in 2011 via competitive proposal (RFP). Since then, the SW started baling and shipping scrap metal containers to CMA Recycling in New Zealand. Scrap metal disposals from the public continue to depend on ASPA assistance for hauling from residence(s) to the scrap metal operations temporary site in Futiga on Mr. Fili Ulufale’s land. All scrap metal materials are separated and baled as it is received at the scrap metal yard in Futiga. To date, scrap metal collections are conducted by three (3) contractors, two (2) times a week. For this proposal scrap metal collection schedule days will be two times a week, Monday and Friday.

1) Scope of Work Overview

The American Samoa Power Authority is soliciting proposals from qualified companies to provide island wide SCRAP METAL PICK UP services. There are Three (3) main Routes currently serviced by locally hired contractors and will be included as part of this bidding process. See Exhibit A for SCRAP METAL PICK UP service area map.

Descriptions of the service area are provided in Exhibit A of this Request for Proposals (“RFP”). Failure to complete and submit all of the forms and the other information required in the RFP may be grounds to disqualify a proposal.

- a) Offeror must be able to perform the needed services within months of the transition period.
- b) Offeror must provide experiences and qualifications to operate and manage the SCRAP METAL PICK UP Services;
- c) Offeror must provide Financial Stability to provide other necessary heavy equipment, transportation equipment, and tools for these pickup services;
- d) Offeror shall provide a cost per month to provide these services, including the manpower and equipment fleet for these services. See **SCRAP METAL PICKUP – COST SHEET**
- e) Offeror must demonstrate Customer Service skills and able to handle this during business hours;
- f) Offeror shall provide proper tools and safety PPE’s for their workers;

2) Collection Service Areas

The collection service areas will cover the entire island (including all secondary and off roads) from Fagamalo to Onenoa including the villages of Vailoa, Malaeloa, Aoloau, Aasu, Ottoville, Fatuoaga, Kokoland, Nu’uuli Tauese, Nu’uuli Coconut Pt, Vatia, Afono, Masefau, Masausi, Sailele Aoa and Fagasa on the north side of the island. The contract area for SCRAP METAL PICK UP is divided into Three (3) routes:

- a) Route 1 –**Eastern Tutuila from Onenoa Village to Faga’alu Bay Shore – Gold Conda Area (including the villages of Fagasa, Afono, Vatia, Masefau, Masausi, Sailele, and Aoa).** *(This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard, etc...)*

- RFP NO. ASPA19.016.SW
SOLID WASTE SCRAP METAL PICKUP SERVICES

9) ASPA/ASG Government Sponsored Event

- a) Contractor will be required to provide SCRAP METAL PICKUP services on an as needed basis, at any government –sponsored events at no additional cost. Current American Samoa Government (ASG)-sponsored events include, but are not limited to:
 - i) Island Wide Clean Up

10) Holiday SCRAP METAL PICK UP

- a) If the regularly scheduled collection day falls on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, or Christmas Day, collection days for the remainder of that week shall all be postponed one collection day.

11) SCRAP METAL PICKUP Equipment Requirements

- a) Please provide a table that includes the following information for each equipment to be used under this agreement. A 12ft – 14ft Flatbed is required for this operation.
 - i) Make
 - ii) Model/Year
 - iii) The size or capacity in cubic yards for the truck that will be used for the pickups
- b) Offeror's collection equipment shall be ready for ASPA to inspect. The Offeror must submit equipment list with insurance coverage and supporting document shall be part of the submittals.
- c) All listed Equipment shall be no older than Ten (10) years at any time during the agreement term.

12) ASPA SW Role and Responsibility

- a) The American Samoa Power Authority Solid Waste Division will inspect and monitor each contractor performance and services.

SCRAP METAL PICKUP – COST Proposal

Table 1 shows the average monthly scrap metal and the yearly collection in cubic yards for 2018 and for the month of January and February, 2019. Also shown are the monthly truck loads delivered.

1. The Offerors must propose the costs per cubic yard of scrap metal that will delivered per full truck load. The Offerors shall be paid based on the amount of cubic yard per load delivered to the scrap metal yard.
2. The Offerors must consider the distance and loads collected based on data collected per route (2018 data) when considering their bid proposal. A multiplying factor based on the routes and distance to collect the scrap metal is included in the costs proposal.
3. The Offeror's must include the type of trucks that will be used for scrap metal collection services. And also provide the full load capacity in cubic yards of scrap metal the trucks can load.
Example a 12 footer flatbed full capacity will be 12 ft x 5 ft x 4 ft = 240 cubic ft which is equal to 9 cubic yards full capacity.
4. The Offeror will be paid based on the capacity of the truck loads whether full, three quarter, half or one quarter full in cubic yards. The ASPA personnel will measure each truck load of scrap metal and with the agreement with the Offeror, the Offeror will be paid according to the agreed capacity delivered.
5. Based on 2018 data, the average truck load collection will be capped at 4 loads per day, capped at 8 loads per week and capped at 32 loads per month. Additional collection trucks loads of scrap metal will need ASPA approval for payment.
6. Offerors will only be paid based on the number of truck loads and cubic yards delivered.
7. In the costs proposal Offerors will include costs per cubic yard. Due to different truck sizes the final costs will based on costs per cubic yard.
8. Note Offerors should clearly specify the truck type and full capacity in cubic yards.

Table 1

SCRAP METAL COLLECTIONS FY 2018**Cubic Yards Collected**

ASPA CONTRACTOR	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	TOTAL
Route 1	358	334	364	532	416	496	496	352	358	390	429	264	4,789
Route 2	238	212	160	240	240	256	336	192	224	288	224	168	2,778
Route 3	239	270	240	272	320	464	366	320	304	348	416	272	3,831
TOTAL PER CUBIC YARD	835	816	764	1044	976	1216	1198	864	886	1026	1069	704	11,398

Truck Loads

NUMBER OF LOADS 2018	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	TOTAL
Route 1	41	24	26	33	31	31	31	22	22	25	27	17	330
Route 2	26	16	11	16	18	16	22	12	14	18	14	11	194
Route 3	29	21	18	17	24	29	24	20	19	22	26	17	266
TOTAL BY LOADS	96	61	55	66	73	76	77	54	55	65	67	45	790

SCRAP METAL COLLECTIONS FY 2019**Cubic Yards Collected**

ASPA CONTRACTOR	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	TOTAL
Route 1	288	384											672
Route 2	224	208											432
Route 3	336	288											624
TOTAL PER CUBIC YARD	848	880	0	0	0	0	0	0	0	0	0	0	5,200

Truck Loads

NUMBER OF LOADS 2019	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	TOTAL
Route 1	18	24											42
Route 2	14	13											27
Route 3	21	18											39
TOTAL BY LOADS	53	55	0	0	0	0	0	0	0	0	0	0	108

Contractors	Average Collection (Cubic Yards/month)	Total Cubic Yards per Year
Route 1	231	2,778
Route 2	399	4,789
Route 3	319	3,831

SCRAP METAL PICKUP – COST SHEET

BID COST SHEET - SCRAP METAL COLLECTION						
Route Description	Distance - Multiplier		Cost per Full Load		BID Cost per Full Load	Cost per Cubic Yard
Route 1: Eastern Tutuila from Onenoa Village to Faga'alu Bay Shore – Gold Conda Area (including the villages of Fagasa, Afono, Vatia, Masefau, Masausi, Sailele, and Aoa). (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard, etc...)	1.025	x	\$ -	=	\$ -	
Route 2: Central Tutuila Faga'alu Village LBJ Intersection (including road to LBJ, Quarry area, behind LBJ) to Nu'uuli Airport Intersection, Airport Rd, to Vaitogi Village (including Coconut Point, Lion's Park area, Tafuna Off Roads, Fagaima, Kokoland, Ottoville, Petesa, Happy Valley, Tafuna, Fogagogo, Ilili, Vaitogi). (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard, etc...)	1.015	x	\$ -	=	\$ -	
Route 3: Western Tutuila from Nu'uuli Lions Park Intersection/Paradise Pizza Main Road to Fagamalo Village (including Aoloau, Aasu, Tafeta, Mapusaga Fou, Malaeloa, Taputimu, Vailoa, Sogi). (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard etc...)	1.005	x	\$ -	=	\$ -	

Route Description	BID Cost per full Load		Average Load Requirement per Day		BID Cost per Day
Route 1: Eastern Tutuila from Onenoa Village to Faga'alu Bay Shore – Gold Conda Area (including the villages of Fagasa, Afono, Vatia, Masefau, Masausi, Sailele, and Aoa). (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard, etc...)	\$ -	x	3	=	\$ -
Route 2: Central Tutuila Faga'alu Village LBJ Intersection (including road to LBJ, Quarry area, behind LBJ) to Nu'uuli Airport Intersection, Airport Rd, to Vaitogi Village (including Coconut Point, Lion's Park area, Tafuna Off Roads, Fagaima, Kokoland, Ottoville, Petesa, Happy Valley, Tafuna, Fogagogo, Iliili, Vaitogi. (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard, etc...)	\$ -	x	4	=	\$ -
Route 3: Western Tutuila from Nu'uuli Airport Intersection to Fagamalo Village (including Aoloau, Aasu, Tafeta, Mapusaga Fou, Malaeloa, Taputimu, Vailoa, Sogi). (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard etc...)	\$ -	x	4	=	\$ -

TRUCK SPECIFICATIONS AND FULL LOAD CAPACITY (Cubic Yards)			
Route Description	Truck Type	Truck Dimension	Truck Full Load Capacity in Cu.Yards
Route 1: Eastern Tutuila from Onenoa Village to Faga'alu Bay Shore – Gold Conda Area (including the villages of Fagasa, Afono, Vatia, Masefau, Masausi, Sailele, and Aoa). (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard, etc...)			
Route 2: Central Tutuila Faga'alu Village LBJ Intersection (including road to LBJ, Quarry area, behind LBJ) to Nu'uuli Airport Intersection, Airport Rd, to Vaitogi Village (including Coconut Point, Lion's Park area, Tafuna Off Roads, Fagaima, Kokoland, Ottoville, Petesa, Happy Valley, Tafuna, Fogagogo, Iliili, Vaitogi. (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard, etc...)			
Route 3: Western Tutuila from Nu'uuli Lions Park Intersection/Paradise Pizza Main Road to Fagamalo Village (including Aoloau, Aasu, Tafeta, Mapusaga Fou, Malaeloa, Taputimu, Vailoa, Sogi). (This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard etc...)			

ATTACHMENT C
PROPOSAL COST FORM

TO: American Samoa Power Authority, Attn: Procurement Manager
ADDRESS: PO Box PPB, Pago Pago, American Samoa 96799
TITLE: **SCRAP METAL PICKUP SERVICES**
RFP NO. **RFP NO.ASPA19.016.SW SCRAP METAL PICKUP SERVICES**
OFFEROR: _____

DATE: _____, 2019

Gentlemen/Ladies:

The undersigned, (hereafter called an "Offeror") hereby proposes and agrees to furnish all the necessary information to above quote in accordance with the Materials Specifications, and Scope of Work, and other procurement requirements specified in these documents for the prices stated in the itemized quote form(s) attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized quote form attached hereto.

IN WITNESS THEREOF, the undersigned has caused this instrument to be executed by its duly authorized officers on this _____ day of _____, 2019.

OFFEROR:

By: _____ Date: _____

Name:

Title:

Seal

ITEM PRICING

PROPOSAL FORM:

SCRAP METAL PICKUP SERVICES

(Offeror may add more rows as needed)

Company Name: _____

ALL ITEMS MUST BE QUOTED IN US DOLLARS AND ALL LINES MUST BE COMPLETED

Following is a general form. For any additional items and costs, Offerors must add lines to this proposal and specifically describe each item.

SCRAP METAL PICKUP – COST SHEET

Item	Description CONTAINER Route Collection Service	BID COST	
		\$ / Load	\$ / Cubic yds
1	Route 1 – SCRAP METAL PICKUP <u>Eastern Tutuila from Nuuli Airport Road to Onenoa Village</u> <i>(This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery, etc...)</i>		
2	Route 2 – SCRAP METAL PICKUP <u>Western Tutuila from Futiga Intersection Road to Fagamalo Village</u> <i>This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery, etc...</i>		
3	Route 3 – <u>Central Tutuila from Futiga Road Intersection to Futiga Intersection</u> <i>(This item shall include all costs for SCRAP METAL Pickup: i.e. site clearing, supervision, labor, travel, tools, equipment, delivery & disposal at ASPA Futiga Scrap-metal Yard etc...)</i>		

ATTACHMENT D

OFFEROR QUALIFICATION SHEET

(RESPONSIVE OFFERORS WILL FULLY COMPLETE THIS FORM)

1. Name of Organization: _____
2. Business Address: _____

3. Telephone: (Home Office) _____

Business Telephone: _____

Email Address: _____

Fax Number: _____

Tax Identification Number: _____
4. Contact Person: _____
5. Type of Business (please check one):

Corporation _____ Partnership _____ Proprietorship _____ Joint Venture _____

Note: For Corporations – Articles of Incorporation Certification must be on record with the Treasurer of American Samoa. Copies of partnership agreements and articles of incorporation must be submitted to the revenue branch with application form and relevant documents. Aliens cannot operate sole ownership enterprises and partnerships with aliens are subject to immigration board review.

6. Place of Organization or State of Incorporation: _____
7. Owner's Names and Addresses (if not a Corporation):

8. For Corporations: Names and Addresses of Directors, Officers, and Stockholders with 20% or greater interest in the company.

9. List US States and Territories where company is registered as a foreign corporation.

10. List all projects of similar scope and extent which the Offeror has conducted within the past five-years; provide the dollar value contract amount for each project. And list project owner contact information for reference inquiries.

=====

Location and Date of Project:____

Nature and scope of contract (provide a brief project description): _____

Name and address of awarding agency or owner for which work was performed:

Name, address, and phone number of Contact Person for the agency

Contract Amount_____Date of Completion_____

If not completed, why?

Was contract performed under joint venture, if so with whom and under what arrangement?

=====

Location and Date of Project:

Nature and scope of contract (provide a brief project description): _____

Name and address of awarding agency or owner for which work was performed:

Name, address, and phone number of Contact Person for the agency

Contract Amount \$_____ Date of Completion_____

If not completed, why?

Was contract performed under joint venture, if so with whom and under what arrangement?

Location and Date of Project: _____

Nature and scope of contract (provide a brief project description): _____

Name and address of awarding agency or owner for which work was performed:

Name, address, and phone number of Contact Person for the agency

Contract Amount_____ Date of Completion_____

If not completed, why? _____

Was contract performed under joint venture, if so with whom and under what arrangement?

11. List the name or names of supervisory personnel proposed to be employed on the work under this Contract, including the qualifications and experience record for each. Personnel resumes may be included within the Offeror's proposal submittal.

<u>Name</u>	<u>Qualifications/Experience</u>
<hr/>	<hr/>
	<hr/>
<hr/>	<hr/>
	<hr/>
<hr/>	<hr/>
	<hr/>

12. List the names and addresses of at least three (3) references, one of which should be a bank or other lending institution, governmental agency, or bonding company.

<u>Name of Reference</u>	<u>Address and Contact Information</u>
1 <hr/>	<hr/>
	<hr/>
2 <hr/>	<hr/>
	<hr/>
3 <hr/>	<hr/>
	<hr/>

ATTACHMENT E

NON-COLLUSION AFFIDAVIT OF PRIME OFFEROR

_____ being first duly sworn deposes and says that:

1. He/She is _____
(Owner, Partner, Representative or Agent)
of _____

the Offeror that has submitted the attached proposal.

2. He is fully informed regarding the preparation and contents of the attached proposal and of all pertinent circumstances regarding such proposal.

3. Such proposal is genuine and is not a collusive or false proposal.

4. Neither the said Offeror nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Offeror, firm or person to submit a collusive or false proposal in connection with the Contract for which the attached proposal has been submitted or to refrain from submitting a proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Offeror, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against American Samoa Power Authority or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper, and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Offeror or any of its agent's representatives, owners, employees, or parties in interest, including this affiant.

(Signed)

(Title)

Subscribed and sworn to before me

This _____ day of _____, 2019

ATTACHMENT F
DISCLOSURE STATEMENTS

This form must be completed by all Offerors and submitted with the proposal.

I _____
(Name of owner or partner- all partners must complete a form)
Of _____ the Offeror, that has submitted the attached proposal:
(Name of company)

(Complete one of the two following statements)

1. I **have no** immediate relatives (parents, children or siblings) who are currently employed by the American Samoa Power Authority (ASPA) or the American Samoa Government (ASG)

(Title) (Signed)

2. I **have** immediate relatives (parents, children or siblings) who are currently employed by ASPA or the ASG.

Their names and positions in are as follows.

Name	Relationship to Employee	Position in ASPA

(Signed) (Title)

Note: It is not against ASPA procurement rules for the relatives of government employees to propose on and receive government contracts provided they disclose such relationships at the time of proposal opening.

TUTUILA SCRAPMETAL COLLECTION - 3 ROUTES

