



MARIANAS
VISITORS AUTHORITY

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INVITATION TO BID
MVA-ITB-17-2003
GARAPAN AREA TRASH COLLECTION SERVICE

I. BACKGROUND

Marianas Visitors Authority (MVA) is requesting bids from companies licensed to conduct maintenance services in the CNMI. The MVA is seeking companies interested in providing a BID for the daily trash collection along Garapan streets located on the island of Saipan, Commonwealth of the Northern Mariana Islands.

Tourism is the backbone of the CNMI's economy. To ensure that tourism continues to thrive and grow in the CNMI, the MVA has taken steps to identify various projects focused on "Destination Enhancement." Among those projects is the provision of Garapan Area Trash Collection Service in Saipan.

Bids will cover daily collection and disposal of trash along both sides of the street shoulders, storm drains and catch basins including the removal and disposal of dirt, mud, or sediment buildup in the Garapan Area. The purpose is to provide sanitary conditions for pedestrians and a clean environment for the general public for the period of one (1) year with the option to renew, at the sole discretion of MVA, for an additional two periods of one (1) year each.

Contractors are encouraged to conduct site visits to familiarize themselves with the project locations in order to submit an accurate cost. MVA can be contacted for more information regarding the site locations. Location maps are attached to this ITB document.

A mandatory pre-BID conference will be held on Friday, June 12, 2017 at 9:00 a.m. in the main conference room at MVA office in San Jose. A site walk will be conducted immediately after the pre-BID conference, in order to further explain the project, and allow interested firms to become familiarized with the site. No BID will be accepted from any firm which fails to attend this mandatory pre-BID conference and site walk.

II. SCOPE OF WORK

A. General Requirements

- 1) Contractor shall be responsible for providing all of the personnel, equipment and materials necessary to perform the work to MVA's satisfaction;
- 2) Contractor shall be required to schedule its operations in accordance with MVA's requirements;
- 3) Contractor shall be required to secure all necessary permits for the work and shall be licensed to perform all necessary work;
- 4) Contractor shall perform the work in compliance with all Commonwealth and federal laws;
- 5) Contractor personnel shall be required to wear an identification badge at all times when on-site. The badge shall include a 2" by 2" photo, full name, name of company, title, contact information, and signature of Employer.

- 6) Personnel assigned to the project sites shall be experienced in their duties, have positive attitude toward tourists and residents, and must be willing to perform duties in line with MVA's requirements.
- 7) Contractor shall be responsible for inspecting each site to ensure day to day operations and ensuring that MVA's requirements are met.
- 8) MVA has the authority to assign designated staff to conduct unannounced or periodic inspection of the sites for contract compliance and performance review.
- 9) Every employee assigned to this project must be covered with workmen's compensation insurance, copies of which should be provided with the BID package.

B. Days of Operation

Monday through Sunday, including holidays. No exceptions unless directed by MVA in writing.

C. Daily Schedule

Contractor is required to schedule its daily operations in order to maintain safe and clean routes. Contractor shall schedule daily operations per MVA direction.

D. Trash Collection, Cleaning of Sediments, and Disposal

- 1) Contractor shall provide daily collection and disposal of trash at the following Routes from Monday through Sunday including Holidays:
 - 1st Route- Beach Road (from American Memorial Park to Horiguchi Building)**
 - 2nd Route- Orchid Street (from Beach Road to Coral Tree Avenue)**
 - 3rd Route- Orchid Street (from Beach Road to Chalan Pale Arnold Highway)**
 - 4th Route – Paseo De Marianas (from Beach Road to Coral Tree Avenue)**
 - 5th Route- Micro Beach Road (from Fire Sub-station to Coral Tree Avenue)**
 - 6th Route- Garapan Street (from Bank of Guam to Bank of Saipan)**
 - 7th Route- Coconut Street (from Beach Road to Coral Tree Avenue)**
 - 8th Route- Coral Tree Avenue**
- 2) Contractor shall collect and dispose of trash collected along streets, shoulders, storm drains, and catch basins including cigarette butts, cigarette cartons, cans, plastic bottles, and other trash within the area of responsibility.
- 3) Contractor shall remove and dispose of dirt, mud, or sediment buildup in the designated streets.
- 4) Contractor shall sweep sidewalks and curbs.
- 5) Trash collection and cleaning of sediments shall be done on both sides of the street.
- 6) Contractor shall dispose all trash, dirt, mud, or sediments at an MVA approved designated waste facility.
- 7) Contractor shall provide waterblast services once a month and per MVA instruction in all designated routes.
- 8) Contractor shall trim grass tree boxes, sweep and dispose cuttings.

- 9) Contractor shall trim the trees, sweep and dispose of cuttings at an MVA approved designated waste facility.
- 10) All garbage must be disposed at a designated waste facility.
- 11) Contractor shall be responsible for providing the necessary personnel, equipment and materials necessary to perform the work.
- 12) Contractor is required to schedule its frequent daily operations in order to maintain a safe and satisfactory performance.
- 13) Contractor shall provide safety vests with orange reflective marking and closed shoes.

III. ESSENTIAL REQUIREMENTS AND INFORMATION:

- A.** BIDs must be received at the MVA Procurement Office, no later than **3:00 p.m., July 5, 2017.**
- B.** BIDs Opening at MVA conference room on **July 12, 2017 at 9:00 am.**
- C.** BIDs outside the Commonwealth must be mailed to the following address: MVA Procurement Office, P.O. Box 500861, Saipan, MP 96950. All BIDs must be submitted in English.
- D.** All BIDs must be sealed and marked **MVA-ITB-17-2003** and submitted with (1) one original and (3) three copies.
- E.** Discussions may be conducted with any offeror who has submitted a BID to determine such offerors' qualifications for further consideration. Discussions shall not disclose any information derived from BIDs submitted by other offerors.
- F.** All bids must include current copy that the bidder is in compliant with Commonwealth law, including Business Gross Revenue Tax compliance, CNMI Customs excise tax compliance, Department of Labor employment clearance, Business license, Business bank financial statement, Current employee's listing with workmen's compensation policy covering active employees, Office location and Listing of equipment assets.
- G.** BIDs submitted from individual or from outside the Commonwealth must be postmarked by the U.S. Postal Service or official government mail service of a foreign country by July 5, 2017, and must be received within seven (7) working days of that date. Proposers from outside the Commonwealth must notify the MVA Managing Director in writing of their intent to submit in order to receive the additional seven (7) days for the receipt of the actual BID Documents. This notice of intent may be submitted by any mode of written communication including facsimile to (670) 664-3237 or emailed to dmuna@mymarianas.com but must be received not later than 3:00 p.m., local time, **June 26, 2017.**

- H. The MVA reserves the right to reject any or all BIDs and to waive any defects, if it is in the best interest of the CNMI. All BIDs will become the property of the MVA.
- I. Questions or clarifications may be directed to the Marianas Visitors Authority in writing and faxed no later than the end of business day **June 22, 2017**. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Telephone no. (670) 664-3200; Facsimile no. (670) 6643237; or E-mail: tbabauta@mymarianas.com Attn: Tatiana Babauta, MVA Product Development Manager. Any question, clarification, or request for information may be shared with other prospective bidders.
- J. It shall be a breach of ethical standards for any person to offer, give or agree to give any MVA Board member or employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining, to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order.

It shall be a breach of ethical standards for a person to be retained or to retain a person to solicit or secure MVA contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. Every person, before being awarded a Bureau contract, shall represent, in writing that such person has not retained anyone in violation of this provision. Failure to do so constitutes a breach of ethical standards.



Marian Aldan-Pierce
Chair, MVA Board of Directors



Christopher A. Concepcion
MVA Managing Director

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