



**American Samoa Power Authority**

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Pago Pago, American Samoa 96799

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Email: [info@aspower.com](mailto:info@aspower.com) & Website: [www.aspower.com](http://www.aspower.com)



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**IN-LINE METERS INSTALLATION PROJECT PHASE III**

**May 9, 2018**

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**RFP NO.: ASPA18.040.ESD-WTR**

**APPROVED FOR ISSUANCE BY:**

**UTU ABE MALAE**

**EXECUTIVE DIRECTOR**

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**NOTICE TO OFFERORS**

**REQUEST FOR PROPOSAL**

**ISSUANCE DATE:** May 9, 2018  
**RFP No.:** ASPA18.040.ESD-WTR  
**PROJECT:** In-line Meters Installation Project Phase III  
**CLOSING DATE/TIME:** June 11, 2018 @ 2:00 p.m. American Samoa time

The American Samoa Power Authority (ASPA) invites you to submit a proposal to provide construction services for the “In-line Meters Installation Project Phase III”. The selected Offeror must provide a proposal that specifically and completely addresses a plan for the completion of the tasks which are detailed in the Request for Proposal (RFP) Packet Attachment B, The Scope of Work (SOW), Attachment H-Technical Specifications and Attachment I-Drawings.

A complete RFP package may be picked up from the ASPA Procurement Office located at the Tafuna ASPA compound. You may also view this RFP online at ASPA’s website, [www.aspower.com](http://www.aspower.com). For more information about this RFP, please contact the following person(s):

Ioana Uli  
Procurement Manager  
Procurement Office  
PH: 684-248-1234  
[bids@aspower.com](mailto:bids@aspower.com)

The American Samoa Power Authority reserves the right to:

1. Reject all proposals and reissue a new or amended RFP;
2. Request additional information from any Offeror
3. Select a firm for award based on other qualifications 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;
5. Waive any non-material violations of rules set up in this RFP at its sole discretion.

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Utu Abe Malae, Executive Director

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Date

## PROPOSAL INVITATION

IOANA ULI, PROCUREMENT MANAGER  
AMERICAN SAMOA POWER AUTHORITY  
Procurement Office  
P.O. BOX PPB  
PAGO PAGO, AS 96799  
(684) 248-1234  
[bids@aspower.com](mailto:bids@aspower.com)

**DATED ISSUED: May 9, 2018**

**PROPOSAL INVITATION NO: RFP No. ASPA18.040.ESD-WTR**

### 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) A Pre-proposal Meeting will be held at the Materials Management Conference Room on **Tuesday, May 15, 2018 at 10:00 a.m.**
- 4) Any and all **pre-proposal questions** and/or clarifications shall be submitted to Ioana Uli by email at [bids@aspower.com](mailto:bids@aspower.com) or by hard copy no later than **Tuesday, May 18, 2018 by 4:00 p.m.**
- 5) ASPA shall issue addenda to address question and/or clarification as necessary on **Monday, May 24, 2018 before 4:00 p.m.**
- 6) An original, five (5) hard copies and one (1) PDF of the complete proposal must be received at the ASPA Procurement Office no later than **June 11, 2018 @ 2:00pm American Samoa Time.**
- 7) The envelope or box must be labeled **“RFP No. ASPA18.040.ESD-WTR In-line Meters Installation Project Phase III.”**
- 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. ASPA18.040.ESD-WTR In-line Meters Installation Project Phase III”**.

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 to supply any or all of the items for which prices are quoted.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**AMERICAN SAMOA POWER AUTHORITY  
SPECIAL REMINDER TO PROSPECTIVE OFFERORS**

OFFERORS are reminded to read the Proposal Invitation Instructions and General Terms and Conditions attached to the RFP and to verify that each submittal requirement (see boxes to be checked below) of the RFP is enclosed in the submittal envelope prior to the date and time of proposal opening.

**[X] 1. PROPOSAL FORMS**

- a. Proposal Invitation Form (Page 4)
- b. Proposal Transmittal Form (Attachment A)
- c. OFFERORS Qualification Sheet (Attachment C)
- d. Disclosure Statement (Attachment D)
- e. Non-Collusion Statement (Attachment E)
- f. Proposal Bond Security Instructions (Attachment F)

**[X] 2. BOND FORMS**

- a. Proposal Bond Security Instructions (Attachment F)
- b. Proposal Bond Form (Attachment G) or cashier's check for 10% of the total proposal amount
  - i. All Proposal Bonds must be in the form included in the contract Documents. The Proposal Bond and all other surety bonds required by ASPA, to be valid, must be accompanied by:
    - a) Current certificate of Authority issued by the insurance commissioner of the State where the surety has its primary place of business together with evidence acceptable to ASPA that applicable bonds will be valid in American Samoa.
    - b) Power of Attorney issued by the Surety to the Resident General Agent.
    - c) Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.

**NOTICE TO ALL INSURANCE AND BONDING INSTITUTIONS:**

All bonds must be accompanied by or include, as applicable, the signatures of the Offeror, two (2) Major Officers of the Surety and the Resident General Agent, if the Surety is a foreign or alien surety.

When the form is submitted to the **American Samoa Power Authority**, it should be accompanied with copies of the following:

- A. Current Certificate of Authority to do business in American Samoa issued by the Department of Treasury-Revenue and Taxation.
- B. Power of Attorney issued by the Surety to the Resident General Agent.
- C. Power of Attorney issued by two (2) Major Officers of the Surety to whoever is signing on their behalf.

The Proposal Bond must be effective no later than the proposal opening date.

**[X] 3. BUSINESS LICENSE**

Per **Section XV** of this document, the Offeror shall submit a current American Samoa business license, or must be able to obtain an American Samoa business license prior to the execution of a contract under this RFP.

**[X] 4. TECHNICAL PROPOSAL**

The Technical Proposal shall follow the Scope of Work as outlined in Attachment B of this document.

**[X] 5. CONTRACT COST PROPOSAL**

The Offeror shall submit a separately sealed cost proposal for the proposal.

**[X] 6. SPECIAL REMINDER FORM**

This form must be completed and submitted.

**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. ASPA18.040.ESD-WTR In-line Meters Installation Project  
Phase III**” as of this date, \_\_\_\_\_ 2018.

\_\_\_\_\_  
Signature of Offeror’s Representative

## **SIGNIFICANT DATES**

The following are significant anticipated Scheduling and Contract Dates for this RFP:

<u>May 9, 2018</u>	Proposal advertisement
<u>May 15, 2018</u>	Pre-proposal Meeting
<u>May 18, 2018</u>	Deadline for submitting questions and or clarifications
<u>May 24, 2018</u>	Issue addenda to address questions and or clarifications as necessary.
<u>June 11, 2018</u>	Proposal submittal closing date (2:00 pm American Samoa Time)

**DATES ARE SUBJECT TO CHANGE AT ASPA'S DISCRETION**

# AMERICAN SAMOA POWER AUTHORITY

## GENERAL TERMS AND CONDITIONS

### FOR

### IN-LINE METERS INSTALLATION PROJECT PHASE III

#### I. INTRODUCTION

- A. The American Samoa Power Authority (ASPA) issues this Request for Proposals for the construction of the **In-line Meters Installation Project Phase III**.

#### II. PROJECT BACKGROUND INFORMATION

- A. The project involves the supply of all other materials not provided by ASPA, labor, tools, equipment, transportation, supplies and incidentals necessary for;
1. The installation of 5 new in-line meters, sizes vary from 6" to 10", at the locations shown on the plans and drawings. This involves the installation of gate valves, air release valves, pressure sustaining/reducing valves, tapping sleeves and other appurtenant works and tie-in to the existing water mains. This project also involves leakage testing and disinfection of all installed materials,
  2. The construction of 5 CMU vaults as specified and as shown on the drawings (**Attachment I – Drawings**)
  3. The extension of the Malaeimi vault and installation of PSV. This includes demolition and removal of existing CMU wall (upstream of vault) and construction of new walls and floor, 3 ft vault extension, complete with SST frame & cover. New reinforcing bars shall be drilled at least 6" into existing wall.
  4. The restoration of existing structures to their original conditions, which would be damaged during construction including but not limited to concrete/asphalt roads, sidewalks, rock walls etc.
  5. The cleaning up of the sites and removal of all waste/unused materials to an ASEPA/ASPA approved site.
- B. The intent of this RFP is to have an agreement based on the successful completion of the **SOW (Attachment B)**, as fully detailed in the **Technical Specifications (Attachment H)**.
- C. Offerors must provide a technical proposal that specifically and completely addresses work as specified in the SOW and Technical Specifications.

#### III. AUTHORITY

- A. ASPA was formally established through legislative action by the American Samoa Government (ASG) in 1981.
- B. ASPA generates and distributes electrical power and provides water, wastewater, and solid waste services for the islands of American Samoa:
1. As a separate and semi-autonomous authority, ASPA was established to afford better accountability for the utilities' operations and cost of service.
  2. ASPA is governed by a five-member Board of Directors which are appointed by the Governor of American Samoa and confirmed by the legislature.



3. ASPA's utility rates are developed and promulgated in accordance with ASG Administrative Procedures Act (ASCA § 4.1001 et. seq.) and specific guidelines within the Public Utility Regulatory Policies Act ("PURPA") for electricity.

#### **IV. DATE/TIME/PLACE OF PROPOSAL SUBMITTAL AND PROPOSAL OPENING**

- A. Each Offeror must submit its proposal in a sealed envelope addressed to:  
Ioana Uli  
ASPA Procurement Manager  
P.O. Box PPB  
Pago Pago, AS 96799
- B. An original, five (5) hard copies and one (1) PDF or electronic copy of the proposal must be received in the Office of Procurement on or before **June 11, 2018 at 2:00 p.m. American Samoa time**. The Procurement Office is in the New Operations Building at the Tafuna Power Plant Compound.
- 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 QUESTIONS**

- A. Any pre-proposal questions and/or clarifications shall be submitted in writing to Ioana Uli by email at @aspower.com or in hard copy to the address listed above in **Section IV** of this document.
- B. Pre-proposal questions must be received no later than **Tuesday, May 18, 2018 before 4:00 p.m. American Samoa Time**. ASPA will then issue addenda to address any questions and/or clarifications as may be necessary on **Monday, May 24, 2018**.

#### **VI. ADDENDA**

- A. ASPA reserves the right to issue addenda for any changes to this RFP.
- B. OFFERORS will be requested to send a signed "Receipt of Addenda" to ASPA for each addendum that may be issued.

#### **VII. PROPOSAL PREPARATION INSTRUCTIONS**

- A. The proposal must contain three (3) parts as follows:
  1. Technical/Logistical
    - a. OFFERORS must list and delineate the specific actions which will be undertaken to achieve the goals and objectives of the SOW.
  2. Prior Related Experience/Past Performance
    - a. A description of the Offeror firm's related experience must be provided
    - b. A dossier of personnel qualifications and professional credentials as requested on the Offeror Qualification Sheet (Attachment C) must be listed.
    - c. The Offeror Qualification Sheet (Attachment C) must include a list of three or more references and a project history to document a minimum of ten (10) years of specifically related experience.
  3. Proposed Price
    - a. The Offeror's price submittal shall be presented in a breakdown format.
    - b. The proposed price breakdown should identify all SOW costs including:
      1. Professional services;

2. All required and applicable equipment;
  3. Incident materials,
  4. Miscellaneous/Incidental items.
- B. OFFERORS shall prepare their proposals in detail accordingly.

#### **VIII. CONTRACT AND PAYMENT TERM**

- A. The term for this contract is One Hundred Twenty (120) Calendar Days.
- B. The contract term shall be initiated by the issuance of a Notice to Proceed by ASPA at which time a contract completion date will be established.
- C. ASPA will retain the sole option to renew or extend the contract after its initial term.
- D. Successful Offeror shall agree to have ASPA retain 20% of the Contract amount, which will be retained by ASPA from each monthly invoice/pay application submitted by the contractor for approval of payment, for a period of 30 days after the successful completion of the project.

#### **IX. TYPE OF CONTRACT**

- A. The successful Offeror will provide services to ASPA under a firm fixed-price, itemized contract agreement.
- B. The successful Offeror shall be an independent contractor and not an agent of employee of the American Samoa Power Authority.
- C. The successful Offeror shall furnish the necessary personnel, materials, insurance, licenses, permits, equipment, ground transportation to and from work areas, and otherwise do all things necessary to perform the work and services specified in the SOW and to the satisfaction of ASPA's Project Engineer.
  1. The Contractor must at all times comply with all applicable workman's compensation, occupational disease, occupational health and safety laws, statues, and regulations to the full extent applicable.
  2. ASPA will not be held responsible in any way for claims filed by the successful Offeror or its employees for services employed under the terms of this RFP or the contract.

#### **X. BASIS FOR SELECTION**

Proposals will be evaluated by a Source Evaluation Board ("SEB"). SEB members shall be nominated by the Procurement Manager and approved by the Executive Director. Submission of a proposal shall constitute a waiver of any challenge or dispute of the SEB members, as well as the choice of methodology set forth on the SEB score sheets. The award will be made by ASPA in accordance with the evaluation criteria set forth herein and with ASPA's Procurement Rules.

A determination shall be made by the SEB of those responsible Offerors whose proposals are susceptible of being selected for award. The determination shall be included in the contract file. Discussions may be conducted by the SEB with those responsible Offerors whose proposals are determined to be responsive and responsible to the RFP. These discussions shall only be conducted for the purpose of obtaining clarification from the Offeror on its proposal to ensure full understanding of and responsiveness to the RFP requirements. Discussions shall be conducted individually with each offeror and care shall be exercised to ensure that no information derived from competing offeror's proposals is disclosed. All Offerors with whom discussions are conducted shall be accorded an opportunity to revise their proposals in response to specific clarifications based on the discussions. Unless the Materials/Procurement Manager determines that satisfactory evidence exists that a "mistake" has been made, as set forth in Procurement Rules §3-114, Offerors will not be permitted to revise their proposals after proposal opening.

The results of the evaluation will be documented, and written recommendation by the SEB will be sent to the Procurement Manager. Recommendation for award is sent to the Executive Director for approval.

ASPA reserves the right to make the award to the offeror that submits the proposal, which meets the requirements set forth herein and is in the best interests of ASPA after taking into consideration the aforementioned factors. ASPA also reserves the right to select portions of a proposal, or to reject any and all proposals.

#### **XI. EVALUATION CRITERIA**

- A. Proposals will be evaluated and ranked by the Source Evaluation Board according to the following point system:
- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Technical:             | 0-30 points possible             |
| 2. Experience:            | 0-30 points possible             |
| 3. <u>Contract Price:</u> | <u>0-40 points possible</u>      |
| Total:                    | 100 points (best possible score) |
- 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 interest of ASPA after taking into consideration the aforementioned factors.

#### **XII. ATTACHMENTS**

- A. Attachment A is the Proposal Transmittal Form
- B. Attachment B is the Scope of Work
- C. Attachment C is the Offeror's Qualifications Form
- D. Attachment D is the Disclosure Statements
- E. Attachment E is the Non-Collusion Affidavit of Prime Offeror
- F. Attachment F is the Proposal Bond Security Instructions
- G. Attachment G is the Proposal Bond Security Form
- H. Attachment H is the Technical Specifications
- I. Attachment I is the Drawings

#### **XIII. QUALIFICATION OF OFFERORS**

- A. At minimum, the Offeror shall submit the information required by the Offeror's Qualification Form (Attachment C) and section XXI.
- 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.

#### **XIV. MULTIPLE PROPOSALS—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 ASPA.
- B. If requested by ASPA to do so, an Offeror may submit an alternate Proposal.
- C. If ASPA believes that collusions exists amongst any Offerors, the participants in such collusion will be disqualified from contract award consideration.
- D. Proposals in which the proposed costs and fees are unreasonably high or unrealistically low may be rejected at ASPA's sole discretion.

**XV. BUSINESS LICENSE**

- A. An Offeror from elsewhere other than 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 size of work called for under this RFP.
- B. The successful Offeror shall possess a currently valid American Samoa Business License prior to the execution of this contract.

**XVI. CONTRACT DOCUMENTS**

- A. The Contract Documents which govern all work set forth by this RFP consist of the following:
  - 1. This RFP;
  - 2. All addenda to this RFP;
  - 3. Any submissions pursuant to any issued addenda;
  - 4. Any clarifications as may result from Proposal evaluations;
  - 5. The Contract (or the Agreement).

**XVII. OFFEROR'S UNDERSTANDING**

- A. Each Offeror must inform itself of the conditions relating to the execution of the work.
- B. The Offeror will make itself thoroughly familiar with all the Contract Documents prior to execution of the Agreement.
- C. Each Offeror shall inform itself of, and the Offeror awarded the Contract 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 and fees;
  - 10. Similar subjects.
- D. The Offeror agrees to a proposal by the requirements under Executive Order No. 11246, as amended, including specifically the provisions of the equal opportunity clause.

**XVIII. WITHDRAWAL OF PROPOSAL**

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

**XIX. OPENING AND EVALUATION OF PROPOSALS**

- A. In accordance with Procurement Rule § 3-110, Proposals will be opened and recorded as part of the RFP record on the date and at the time indicated in Section IV, Part B of this document.
- B. All Proposals will be opened at the ASPA Procurement Conference Room in Tafuna, American Samoa or in another location as designated by the ASPA Procurement Manager in Writing.

**XX. EXECUTION OF CONTRACT**

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

**XXI. RFP CONDITIONS**

- A. This RFP does not commit ASPA to award a contract or to pay any cost incurred in the preparation of this proposal.
- B. The American Samoa Power Authority 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. Waive any non-material violations of rules in this RFP.
- C. ASPA reserves the right to issue any addendum to this RFP, after which the following steps will be followed:
  - 1. OFFERORS shall send ASPA a signed Receipt of Addenda from confirming the receipt of any Addendum;
  - 2. OFFERORS shall submit any additional information as is required by any Addendum;
  - 3. If any Offeror fails to acknowledge the receipt of any such Addendum, the Offeror's proposal shall be considered irregular and will be accepted by ASPA only if it is in ASPA's best interest;
  - 4. If any Addenda are not received prior to submittal of the Offeror's Proposal, a Supplementary Proposal may be submitted in order to revise the original Proposal;
  - 5. Supplementary Proposals must be received by ASPA prior to the scheduled time for the opening of Proposals.

**XXII. OFFEROR'S QUALIFICATION DATA**

- A. It is the intention of ASPA to award the contract only to an Offeror who is able to furnish satisfactory evidence that the Offeror has the requisite experience and ability, including sufficient capital, facilities, and employees, which are necessary to prosecute the work successfully and promptly and to complete it within the term set forth in the contract.
  - 1. Please provide past project experience on similar projects to the In-Line Meter Installation Project laid out in this RFP.
  - 2. Please list experience in American Samoa and/or in similar remote locations with limited infrastructure.
  - 3. Please list any sources/suppliers/manufacturers of materials and prefab elements.

4. Please provide recommendations that might help improve the project overall in terms of maintenance and operations.
- B. The Offeror shall complete and submit the Offeror's Qualification Form (Attachment C), as part of the total proposal package.

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. ASPA18.040.ESD-WTR**

**IN-LINE METERS INSTALLATION PROJECT PHASE III**

In accordance with the Scope of Work (Attachment B), Technical Specifications (Attachment H), Drawings (Attachment I), General 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 location(s) where the work is to be performed. The Offeror has read the Request for Proposal Instructions and General Terms and Conditions attached to ascertain that all of the requirements (see check boxes) of the cost proposal are submitted in the proposal envelope, with five copies, at the date and time for proposal opening. (See Page Five of this document, "SPECIAL REMINDERS TO PROSPECTIVE OFFERORS" to verify that all four submittal requirement boxes have been checked.)

\_\_\_\_\_  
Signed

Seal

\_\_\_\_\_  
Date

**ITEMIZED PROPOSAL FORM**

TO: American Samoa Power Authority, Attn: Procurement Manager  
ADDRESS: PO Box PPB, Pago Pago, American Samoa 96799  
TITLE: In-Line Meters Installation Project Phase II  
RFP #: ASPA18.040.ESD-WTR  
OFFEROR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_, 2018

**1. OFFEROR'S DECLARATION AND UNDERSTANDING.** The undersigned, hereinafter called the Offeror (the "Offeror"), declares that the only persons or parties interested in this proposal are those named herein, that this proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of ASPA or any other Offeror. The Offeror further declares that it has carefully examined the Contract Documents, that it has personally inspected the site, that it has satisfied itself as to the quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the Contract Documents, and that this proposal is made according to the provisions and under the terms of the Contract Documents.

**2. CONTRACT EXECUTION AND BONDS.** The Offeror agrees that if this proposal is accepted, it will sign the Contract, and will, to the extent set forth in his proposal, furnish all machinery, tools, apparatus, and other means of construction, and do the work in the manner, in the time, and according to the methods as specified in the Contract Documents and required by ASPA.

**3. CERTIFICATES OF INSURANCE.** The Offeror further agrees to furnish ASPA, before commencing the work under this Contract, the certificates of insurance as specified in these Contract Documents.

**4. START OF CONSTRUCTION AND CONTRACT COMPLETION TIME.** The Offeror agrees to commence performance on the date of receipt of the Notice to Proceed and complete the project no later than one hundred twenty (120) calendar days from the Notice to Proceed.

**5. LIQUIDATED DAMAGES.** In the event the Offeror is awarded the Contract and shall fail to complete the work within the time limit or extended time limit agreed upon, as more particularly set forth in the Contract Documents, liquidated damages shall be paid to ASPA at the rate of \$200 per day for all work awarded under the Contract until the work is completed to ASPA's satisfaction. Sundays and legal holidays shall be excluded in determining days in default.

**6. PROJECT DESCRIPTION.** The project involves the supply of all other materials not provided by ASPA, labor, tools, equipment, transportation, supplies and incidentals necessary for;



i) The installation of 5 new in-line meters, sizes vary from 6" to 10", at the locations shown on the plans and drawings. This involves the installation of gate valves, air release valves, pressure sustaining/reducing valves (Malaeimi Site only), and other appurtenant works and tie-in to the existing water mains. This project also involves leakage testing and disinfection of all installed materials,

ii) The construction of 5 CMU vaults as specified and as shown on the drawings.

iii) The restoration of existing structures to their original conditions, which would be damaged during construction including but not limited to concrete/asphalt roads, sidewalks, rock walls etc.

iv) The cleaning up of the sites and removal of all waste/unused materials to an ASEPA/ASPA approved site.

**ASPA will supply all water pipe materials: in-line meters, gate valves, air release valves assemblies, saddles, tapping sleeves, elbows, dresser couplings, flange adaptors and pipes.**

This project is funded by the United States Environmental Protection Agency.

The project shall be completed within one hundred and twenty (120) calendar days.

**7. I. Base Proposal.**

<u>ITEM DESCRIPTION</u>	<u>EST.QTY</u>	<u>PRICE PER UNIT</u>	<u>TOTAL PRICE</u>
a. Install 10" meter (Site #14 on site plan)	1ea	\$_____	\$_____

Above prices shall include all supervision, labor, materials, equipment, backfill, compaction and testing, thrust blocks and all concrete works required for the complete installation, including connection to the existing mainline as specified and shown in the Contract Documents, cleaning up and restoration of roads, sidewalks, etc. Hydrostatic testing and disinfection is also covered under this pay item.

b. Install 8" meter (Site #4 on site plan)	1ea	\$_____	\$_____
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Above prices shall include all supervision, labor, materials, equipment, backfill, compaction and testing, thrust blocks and all concrete works required for the complete installation, including connection to the existing mainline as specified and shown in the Contract Documents, cleaning up and restoration of roads, sidewalks, etc. Hydrostatic testing and disinfection is also covered under this pay item.

c. Install 6" meter (Site #3, #5B & # 9B on site plan)	3ea	\$_____	\$_____
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Above prices shall include all supervision, labor, materials, equipment, backfill, compaction and testing, thrust blocks and all concrete works required for the complete installation, including connection to the existing mainline as specified and shown in the Contract Documents, cleaning up and restoration of roads, sidewalks, etc. Hydrostatic testing and disinfection is also covered under this pay item.

d. CMU Vaults (opened bottom)	5ea	\$_____	\$_____
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Above prices shall include all supervision, labor, materials, equipment, backfill and concreting for the complete installation, including Stainless Steel/Aluminum cover as specified and as shown in the Contract Documents and cleaning up of sites.

e. CMU Vault Extension (Malaeimi) 1ea \$ \_\_\_\_\_ \$ \_\_\_\_\_

Above prices shall include all supervision, labor, materials, equipment, backfill and concreting for the complete installation, including PSV installation and Stainless Steel/Aluminum cover as specified and as shown in the Contract Documents and cleaning up of sites.

**Total: Base Proposal:** \_\_\_\_\_ \$ \_\_\_\_\_

(Amount in Words)

**II. Alternative Proposal Item**

a. Concrete Vault (sealed bottom) 1ea \$ \_\_\_\_\_ \$ \_\_\_\_\_

Above prices shall include all supervision, labor, materials, equipment, backfill and concreting for the complete installation, including Stainless Steel/Aluminum cover as specified and as shown in the Contract Documents and cleaning up of sites.

The Offeror shall submit together with this proposal a list of equipment, manpower, materials and all other resources, together with a corresponding schedule required to complete the job. **Proposals without the foregoing will be considered non-responsive and may cause the rejection of the proposal at ASPA's sole discretion.** All blanks on the Proposal Form shall be typewritten or handwritten in blue or black ink.

**8. SUBCONTRACTORS.** A list of intended subcontracting firms or businesses together with the type or description of the work to be subcontracted shall be attached to this Proposal Form.

[Signature Page Follows]

IN WITNESS THEREOF, the undersigned has caused this instrument to be executed by its duly authorized officers on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

OFFEROR:

By: \_\_\_\_\_

Name:

Title:

**ATTACHMENT B**  
**SCOPE OF WORK**

- A. Expose existing water mains at the different locations as shown/indicated on the drawings.
- B. Furnish supervision, labor and equipment to install the ASPA supplied materials; in-line meters, gate valves, air release/air vacuum valves, TEEs and/or tapping sleeves, elbows, and all fittings and appurtenances necessary to complete the installation of the in-line meters and by-pass as specified/shown on the drawings and specifications.
- C. Furnish supervision, labor, equipment and materials and construct the 7' long x 5' wide x 4'-5' deep meter vaults complete with stainless steel frames and covers as specified and/or shown on the drawings. The vaults could be opened or sealed bottom depending on location and ground water level. The project engineer will determine and decide the best type to construct when the existing pipes are exposed.
- D. Furnish supervision, labor, equipment and materials and construct concrete thrust blocks and pipe supports in accordance with the drawings and specifications.
- E. Remove all excess/unwanted excavated materials to an AS-EPA/ASPA approved site.
- F. Furnish supervision, labor, equipment and materials and tie-in to existing water mains. Coordinate with ASPA best date and time to shut down system and tie-in new in-line meters.
- G. Furnish supervision, labor, equipment, materials for demolition of an existing 5ft x5ft CMU wall, construct a new 3ft CMU vault extension and install a stainless steel frame and cover. Install a 10" PSV downstream of an existing 10" in-line meter.
- H. Clean up the sites prior to de-mobilization.

**ATTACHMENT C**

**OFFEROR QUALIFICATION 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?

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>
_____	_____
	_____
	_____
_____	_____
	_____
	_____

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>
_____	_____
	_____
	_____

**ATTACHMENT D**

**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  
(Name of Company)

the attached proposal:

(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)

\_\_\_\_\_  
(Signed) (Title)

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 Offeror	Position in ASPA
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_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
(Signed) (Title)

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



**ATTACHMENT E**  
**NON-COLLUSION AFFIDAVIT OF PRIME**  
**OFFEROR**

I, \_\_\_\_\_, being first duly sworn deposes and says that:

1. He/She is \_\_\_\_\_  
(Owner, Partner, Representative or Agent)  
of \_\_\_\_\_  
(Company Name)

of 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 proposalding 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 \_\_\_\_\_, 2018

\_\_\_\_\_  
(Signed)                      \_\_\_\_\_  
(Title)

My Commission expires \_\_\_\_\_, 201\_\_

**ATTACHMENT F**

**PROPOSAL BOND SECURITY  
INSTRUCTIONS**

The Proposal Bond Security in the sum of 10% of the total proposal amount must accompany each Proposal and shall be furnished to the American Samoa Power Authority as a guarantee and will be retained until the written contract between the Contractor and ASPA is executed and the performance and labor and materials payment bonds are furnished by the Contractor. If the Contractor fails to enter into a written contract, ASPA will retain the Contractor's Proposal bond as liquidated damages, but not as a penalty.

**ATTACHMENT G**

**PROPOSAL BOND  
SECURITY FORM**

**KNOW ALL PERSONS BY THOSE PRESENT** that \_\_\_\_\_, as Principal, hereafter called the “Principal,” and \_\_\_\_\_, a duly admitted insurer under the laws of the Territory of American Samoa, as Surety, hereinafter called the “Surety”, are held firmly bound unto the American Samoa Power Authority (ASPA) for the sum of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_), for payment of which in lawful money of the United States, will and truly to be made, the said Principal and the said Surety binds themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of the above obligation such that, whereas the Principal has submitted a proposal for:

**RFP No. ASPA18.040.ESD-WTR  
In-Line Meters Installation Project Phase III**

The proposed project will help subdivide the system into smaller DMA’s and allow NRW team to target areas where water loss is high. .

Offerors must provide a document that specifically and completely addresses work tasks as specified in the Scope of Work (“SOW”)

**[Signature Page Follows]**

IN WITNESS WHEREOF, we have hereunto set our hands on this proposal bond this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Principal: \_\_\_\_\_ Surety: \_\_\_\_\_  
(Name of Firm) (Name of Firm)

By: \_\_\_\_\_ By: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_

Resident Agent:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address for Notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for Notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: The signature of the person executing this Proposal Bond must be notarized. If an attorney-in-fact executes the proposal bond on behalf of the surety, a copy of the current power of attorney bearing the notarized signature of the appropriate corporate officer must also be included with the proposal bond.

**TECHNICAL SPECIFICATIONS**

**ATTACHED SEPARATELY**

**ATTACHMENT I**  
**DRAWINGS**  
**ATTACHED SEPARATELY**