

**OFFICE OF PLANNING AND DEVELOPMENT / DEPARTMENT OF PUBLIC WORKS
CNMI GOVERNMENT
REQUEST FOR PROPOSALS**

RFP24-OPD/DPW-No.: 42500001

SUBMISSION DATE: *NOVEMBER 12, 2024*

TIME: 10:00 A.M.

“Multi-Shredder Operations and Maintenance”

The Commonwealth of the Northern Mariana Islands (CNMI) Office of Planning and Development (OPD) in partnership with the CNMI Department of Public Works (DPW) are soliciting proposals from qualified contractors/suppliers/operators **to operate and maintain a multi-purpose, mobile shredder equipment (Multi-Shredder)** owned by the CNMI government and to perform the necessary pre-sorting, processing, transfer, and deposition of the solid waste to its intended destination at the Marpi landfill site or the Lower Base Transfer Station. The Multi-Shredder was acquired to achieve waste volume reduction and recovery of valuable materials from the stockpiles and remaining waste materials and debris accumulated from Super Typhoon Yutu that hit the CNMI in 2018. The stock-piled debris was initially prohibited for disposal at the Marpi Landfill and remains stockpiled at what has customarily been referred to as the “Back 40” of the Marpi Landfill. The multi-shredder equipment shall also be utilized to accomplish a “Full Sweep” of typhoon and demolition debris from clearing activities including processing waste collected from illegal dumps that had been hauled off to the landfill.

The Multi-Shredder operations aim to maximize materials recovery from the Municipal Solid Waste (MSW) stream from the CNMI. Moreover, the operations of the Multi-Shredder will enable future waste exclusion of recoverable waste materials from landfilling on the active Marpi landfill cells thereby increasing the air space available for residual wastes and extending the service life of the Marpi landfill.

The shredded end products recovered shall be comprised of selected, RCRA Subtitle D-compliant C&D materials processed for landfill soil cover, non-toxic material inputs for developing composting projects from green waste and C&D wood waste, and materials for re-use and recycling such as recyclable scrap metal (ferrous and non-ferrous), to support non-toxic or non-hazardous recycling and composting programs/projects for CNMI.

The Marpi Landfill “Back 40” stockpiles that will be processed by the Multi-Shredder shall be categorized according to the following major categories of waste streams:

1. Primary (Priority) Materials for Processing
 - Construction and Demolition (C&D) debris
 - Green waste and non-toxic wood waste
 - Mattresses and bedframes

- Other miscellaneous wastes within the same work areas at the Back 40, which have been cleared for processing by the Bureau of Environmental and Coastal Quality (BECQ)

2. Secondary Materials for Processing (Option after completing Priority list above)

- Tires of all categories from the Lower Base Transfer Station. Super Typhoon Yutu and other disasters have created rubber tire debris from the destruction of cars and used tires that are illegally dumped or scattered in the jungle from residential and commercial properties. Most of these have been collected at the Transfer Station. The assessed volume of used tires collected at the Transfer Station from Super Typhoon Yutu was estimated at 1,000 CY.
- White Goods from the Lower Base Transfer Station.
- Other categories of commercial and light industrial, non-hazardous waste as authorized by DPW.
- Other materials as authorized by the DPW such as: plastic wastes, wood wastes, and miscellaneous residential and commercial wastes within the Marpi Landfill property other than those recovered from the “Back 40” stockpiles.

The relative locations of these stockpiles are shown in **Exhibit A** of the **Scope of Work** attached to this RFP. These locations are approximate and subject to finalization by the Shredder/Operator in accordance with their work methodology and proposed work plan with approval from DPW/OPD.

For purposes of preparing their proposals, the potential bidders shall be responsible for conducting a thorough field inspection and survey of the “Back 40” as well as other overspill stockpiles of similar materials within the landfill site to be able to assess the quantities, i.e. volume and weight of materials, as applicable, that will be processed for Multi-Shredder operations. It was estimated that, overall, the mixed debris accumulation from Super Typhoon Yutu that remains in the “Back 40” was in the order of 80,000 Cubic Yards (CY). The Typhoon, through Red Cross assessments, destroyed an estimated total of 5,000 homes. The make-up of the debris was found to be typically 70% vegetation or green waste, 25 % C&D and 5% other waste categories.

All the other relevant data and information, and requirements for the Operations and Maintenance of the Multi-Shredder are embodied in the attached **Scope of Work**.

The **Scope of Work** will also include the adoption of best management practices for utilizing the Multi-Shredder in accordance with the Supplier/Manufacturer’s Specifications, Operating Instructions, Operation Manual, Service and Maintenance Manual, Spare Parts Manual including the development of a training program for the DPW technical staff as alternate equipment operators, a preventive maintenance program in addition to regular maintenance, and a recommended program for and carrying out an effective spare parts management plan - to ensure that the service life of the Multi-Shredder will be maximized. These manuals and instructions will be provided as listed in **Exhibit B** of the **Scope of Work**.

This procurement is made in accordance with the CNMI Procurement Regulations, *currently in effect*. Proposal procedures shall be in full compliance with §70-30.3-210 of the regulations.

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMIAC §70-30.3-725 AND §70-30.3-730 PROHIBITING GRATUITIES, KICKBACKS AND CONTINGENT FEES SHALL APPLY (See Attached).

The RFP package and Scope of Work herewith will be available on or after **October 11, 2024**, at the CNMI Division of Procurement Services located at Bldg. No. 12386 Ascension Drive, Capitol Hill, Saipan and/or at the Vendor Self Service Portal at <https://selfservice.dof.gov.mp/vss/>.

Additionally, for purposes of familiarization by the prospective bidders, the Multi-Shredder equipment design specifications, instructional and operational manuals, and work specifications may be obtained at the Office of Planning and Development at 1324 Guguan Drive, Capitol Hill, Saipan, during regular working hours.

There will be a **Pre-Proposal Conference** for this project on **Friday, November 01, 2024, at 10:00 a.m. local time** at the Office of Planning and Development, Main Conference Room, Building 1324 Guguan Drive, Capitol Hill, Saipan. The Prospective bidders are encouraged to familiarize themselves with the site of the Project. All questions regarding this project must be submitted in writing no later than **4:30 p.m. local time on November 08, 2024 to Mr. Blas T. Mafnas, Director of Solid Waste Division**, 2nd Floor, Transfer Station Office Building, Pagu Avenue, Lower Base, Saipan or by emailing: planning@opd.gov.mp. Response to questions shall be shared with prospective bidders.

SELECTION CRITERIA: This procurement is made in accordance with §70-30.3-210 of the CNMI Procurement Regulations, *currently in effect*. Proposals will be evaluated based on the following criteria:

1. Qualifications of Principal(s) and proposed personnel/staff in solid waste equipment/management operations - 25 %
2. Experience of the firm in solid waste reduction/zero waste implementation programs – 35%
3. Project approach and methodology consistent with Scope of Work and timeframe - 30%
4. Cost Proposal – 10%

Technical merit and experience will be given greater importance than overall cost, and the Government reserves the right to award this RFP to a bidder other than the lowest cost applicant. For proposals of equal merit, the overall cost will gain greater importance for a final decision. A firm that submits a Proposal as Prime Contractor cannot submit as a sub-contractor on another Proposal. However, a sub-contractor may submit as sub-contractor on proposals by more than one Prime Contractor.

The successful Contractor shall be subject to a responsibility determination in accordance with the CNMI Procurement Regulations, **§70-30.3-245**.

Sealed proposals must be sealed and marked “**RFP25-OPD/DPW-No.: 42500001 – MULTI-SHREDDER OPERATIONS AND MAINTENANCE**”. For Proposers located within CNMI, **one (1) original and five (5) copies** of sealed proposals must be submitted to the Director of Procurement Services located at Building 12386, Ascension Drive, Capitol Hill, Saipan, no later than **10:00 am local time, Chamorro Standard Time, Tuesday, November 12, 2024.**

Proposers located outside the CNMI may obtain an additional seven (7) working days for receipt of their proposal by submitting a Notice of Intent to Propose. Notices of Intent to Propose must be received by the Director of Procurement Services no later than **10:00 a.m. local time, Tuesday, November 12, 2024** and may be filled in (Please see pg. 6) and must be transmitted via facsimile to (670) 664-1515, or via email to bidintent@dof.gov.mp. For proposers outside the CNMI, **one (1) original and five (5) copies** of sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **10:00 a.m. ChST., November 12, 2024,** AND must be received not later than **November 21, 2024.** Note that failure to submit the required number of copies may be cause for rejection of a proposal.

Discussions may be conducted with applicants who submit proposals determined to be reasonably credible of being selected for award, for the purpose of clarification. Discussions may also be conducted to ensure full understanding and fulfillment of solicitation requirements. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion. Revision of proposals may be permitted after submission, and prior to award date for the purpose of obtaining the best final offer. Fee proposals is solicited; however, this information shall not be considered in the selection of the most highly qualified Firms. Fee proposals may be used in determining a fair and reasonable price. On conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing applicants.

RAY N. YUMUL
Secretary, DPW

ELIZABETH S. BALAJADIA, P.E.
Acting Director, Office of Planning
and Development

BRIEN SERS NICHOLAS JR.
Acting Director, Division of
Procurement Services

BREACH OF ETHICAL STANDARDS

· **Gratuities.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former 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 therefore. NMIAC Section 70-30.3-725(a).

· **Kickbacks.** 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 subcontractor or order. NMIAC Section 70-30.3-725(b).

· **Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government 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. NMIAC Section 70-30.3-730.

The government reserves the right to reject any and all proposals and to waive any imperfection in a proposal if in the best interest of the Commonwealth of the Northern Mariana Islands. All proposals shall become property of the CNMI government upon submission.

Secretary, Department of Public Works

Acting Director, Office of Planning and Development

Acting Director, Division of Procurement Services

NOTICE OF INTENT

(This ONLY applies to Bidders/Proposers located outside of the CNMI)

Dear _____,

_____, is submitting a Notice of Intent to Bid/Propose
Company Name

FOR **RFP25-OPD/DPW No. 42500001.**
ITB No. / RFP No.

Provide the Following Information:

Last Name, First Name M.I. Position Title:

Address:

Email:

Telephone:

Fax No.

Signature:

Date:

Notice to all Proposers/Bidders located outside of the Commonwealth of the Northern Mariana Islands. This Notice of Intent MUST be filled out and submitted on or before the given ITB/RFP submission deadline to the Acting Director of Procurement Services via email to bidintent@dof.gov.mp or via facsimile to (670) 664-1515. Note that failure to submit this required document will be cause for rejection of bid/proposal.

OFFICE OF PLANNING AND DEVELOPMENT / DEPARTMENT OF PUBLIC WORKS
CNMI GOVERNMENT

RFP25-OPD/DPW-No.: 42500001

SCOPE OF WORK

“Multi-Shredder Operations and Maintenance”

PURPOSE OF THE PROJECT

The Commonwealth of the Northern Mariana Islands (CNMI) Office of Planning and Development (OPD) and the CNMI Department of Public Works (DPW) are soliciting proposals from qualified contractors/suppliers/operators **to operate and maintain a multi-purpose mobile shredder equipment (Multi-Shredder)** to be used for the handling, volume reduction, processing, and recovery of valuable materials from the stockpiles and remaining waste materials and debris accumulated from Super Typhoon Yutu that struck the CNMI in 2018, which were initially prohibited for disposal at the Marpi Landfill. The processed and recovered materials shall be categorized by type of material and documented according to the quantity, volume/weights of recovered materials from the “Back 40”, in accordance with the DPW’s shredding program for the international as well as local recyclable markets. The shredder equipment shall eventually be utilized to accomplish a “Full Sweep” of typhoon and demolition debris from clearing activities including processing waste collected from illegal dumps which have made their way to the Marpi Landfill. The overarching goal of the Multi-Shredder operations is to maximize waste diversion and materials recovery from the MSW stream from the CNMI in line with zero waste management initiatives of the CNMI . As a result, the Multi-Shredder will enable future waste exclusions of recoverable waste materials from landfilling on the active cells of the Marpi Landfill thereby increasing the air space available for residual wastes and extending the service life of the Marpi landfill.

The shredded end products recovered shall be comprised of selected, RCRA Subtitle D-compliant residual materials for landfilling, daily soil cover, non-toxic material inputs for developing composting projects, and materials for re-use, and other non-toxic recycling programs/projects for CNMI. In this connection, the general classification of the materials to be shredded as part of the Scope of Work of the Operator shall be the major stockpiles located at the “Back 40” of the Marpi landfill. These classifications are initial classifications and categorization and can change over time, depending on the status of the “Full Sweep” objective. The Scope will also include best management practices for utilizing the Multi-Shredder such as for zero waste goals as well as developing a training program for equipment operators, a preventive maintenance program in addition to regular maintenance, and effective spare parts management.

This waste reduction initiative supports the CNMI’s vision that “by 2030, 50% of the recyclable waste stream will be diverted from CNMI’s landfill or RCRA-compliant waste management facilities on Saipan, Tinian, Rota, and the Northern Islands with diverted waste composted, reused or sold to support sustainable waste management systems”.

The Solid Waste Management Division (SWMD), a unit of the DPW, with the support of the Commonwealth of the Northern Mariana Islands' OPD has obtained support through the United States Environmental Protection Agency's (USEPA) Additional Supplemental Appropriations for Disaster Relief Act (ASADRA) funding for the purpose of procuring a shredder equipment to address remaining debris from Super Typhoon Yutu and for processing future waste exclusions for the Marpi Landfill and Solid Waste Facility (MSWF) on the island of Saipan.

Currently the MSWF implements restrictive regulations that require waste exclusions of treated lumber and construction and demolition wastes (Mixed Debris). These excluded waste categories are currently segregated within the "Back 40" of the MSWF, which has seen significant increases in excluded waste because of Super Typhoon Yutu that made landfall to the islands in October of 2018.

The mixed debris accumulation from Super Typhoon Yutu that remains in the Marpi MSWLF's "Back 40" was estimated to be around 80,000 CY. The storm, through Red Cross assessments, destroyed an estimated total of 5,000 homes. The make-up of debris would be typically:

- 70% vegetation or green waste,
- 25% C&D, and
- 5% other waste materials.

However, the percentage of C&D at the "Back 40" is estimated to be much higher at ~50% due to intensity of the recent typhoon and the fact that the construction of homes on Saipan is primarily tin to semi-concrete and treated wood.

To process these remaining materials, OPD has procured and will utilize a "Multi-Shredder", which is multi-purpose with the capability to shred scrap metal, lumber, C&D (from mostly residential/commercial sources), bulky or mixed MSW, green waste, mattresses and scraps of wooden/metal bed frames, and other materials such as tires with a single piece of equipment. This mobile shredding unit will help reduce existing waste loads and future waste loads associated with typhoon disaster response and recovery.

The Marpi Landfill "Back 40" stockpiles shall be processed by the Multi-Shredder onsite (See Figures below and Exhibit A attached) and shall be categorized according to the following major categories of waste streams:

1. Primary (Priority) Materials for Processing

- Construction and Demolition (C&D) debris
- Green waste and non-toxic wood waste
- Mattresses and bedframes
- Other miscellaneous wastes within the same work areas at the Back 40, which have been cleared for processing by the Bureau of Environmental and Coastal Quality (BECQ)

2. Secondary Materials for Processing (Option after completing Priority list above)

- Tires of all categories from the Lower Base Transfer Station. Super Typhoon Yutu and other disasters have created rubber tire debris from the destruction of cars and used tires that are illegally dumped or scattered in the jungle from residential and commercial properties. Most of these have been collected at the Transfer Station. The assessed volume of used tires collected at the Transfer Station from Super Typhoon Yutu was estimated at 1,000 CY.
- White Goods from the Lower Base Transfer Station.
- Other categories of commercial and light industrial, non-hazardous waste as authorized by DPW.
- Other materials as authorized by the DPW such as: plastic wastes, wood wastes, and miscellaneous residential and commercial wastes within the Marpi Landfill property other than those recovered from the “Back 40” stockpiles.

OPD acquired the multi-shredder to fulfill its waste management and disaster response and risk reduction objectives in collaboration with the DPW SWM Division. As the islands continue efforts to recover from impacts from Super Typhoon Yutu, much of the attention is centered around Federal Emergency Management Administration (FEMA) developments. DPW SWMD’s focal point of these developments are the on-going demolitions that have given rise to the volume of construction and demolition debris. The identified volume continues to increase as the FEMA housing developments continue to demolish and repair damaged homes. This is an ongoing management challenge for SWMD and, unfortunately, Saipan does not have the capability to administer and process construction and demolition waste, let alone mixed debris.

It is, therefore, a paramount priority that DPW SWMD operate and maintain a shredder capable of processing excluded wastes to reduce volumes and support management needs as detailed further hereinafter:



Example of a Typical Multi-Shredder operation

TASKS AND ACTIVITIES

The Shredder Contractor shall field verify and prepare an assessment report of the location and work area and stockpiles of the “Back 40” waste Marpi landfill compound. The operator shall prepare an operational plan for obtaining access to the locations of the various “Back 40” stockpiles and conduct a field survey of the amount of materials in cubic yards of each category of waste that will be shredded using the Multi-Shredder.

The goal is to be able to estimate the amount of material to be processed constituting its baseline data. The Shredder Contractor will coordinate their work closely with the landfill operator regarding the locations best suited for the transfer and hauling of recovered materials that can be used for daily cover material and ensuring that the landfill elements like liners are not disturbed or destroyed. The primary task of the Shredder Contractor is to receive, pre-sort, shred, process, and recover source-separated materials (see list of waste materials expected to be shredded and processed into recyclable and compostable material end-products below). The shredding operations will be located at DPW-designated areas within the “Back 40” area of the Marpi Landfill (see

Figure 1), which shows the stockpiles of C & D debris, mattresses, and green waste around the Marpi landfill site. Other stockpiles of waste materials shredding operations are also shown (See Figure 2). The shredded recyclables from the C&D pile shall be delivered to the landfill working face as materials for daily cover in coordination with the Landfill operator or stored at DPW-approved containers directly from the Multi-Shredder until full and transported to the Lower Base Transfer Station (LBTS) for further processing.

The CNMI reserves the right to award a contract as deemed advantageous to the government under the terms described in the Scope of Work and **RFP25-OPD/DPW-No.: 42500001**.

WASTE MATERIALS EXPECTED AS A MINIMUM TO BE SHREDDED AND PROCESSED INTO RECYCLABLE AND COMPOSTABLE MATERIAL END-PRODUCTS

The following materials are expected to be shredded by the Multi Shredder and processed further into recyclable and reusable materials by other groups within and outside of the CNMI, and reach established recycling markets:

Construction and Demolition Debris (C&Ds) from domestic, residential, institutional and municipal sources are common construction and demolition materials (C&Ds) that have accumulated within the Marpi MSWLF “Back 40” from Typhoon Yutu. Concrete demolition debris with reinforcing bars are generally excluded from entering the landfill. However, in case there might be some quantity included, the Shredder will be able to shred and process such materials. C&D waste will be shredded with steel separated from the concrete. The steel and metal parts, as well as ragger wire shall be loaded directly to containers/trucks provided by the DPW at the landfill for eventual hauling to the Lower Base Transfer Station for further processing. In the case of highly regulated, hazardous and toxic materials discovered within the “Back 40” work areas, such discovery shall be promptly brought to the attention of the BECQ for proper disposal to an approved toxic and hazardous facility. The concrete and other C&D constituents such as sand, soil as well as inert materials and small aggregates that make for excellent cover material for the landfill shall be stockpiled by the Landfill Operator at designated areas within the landfill site working face for active use.

Green Waste and Non-toxic Lumber Waste consist of the vegetative portion of the waste stream such as tree and plant cuttings, tree trunks, branches of trees and plants, leaves cutting and trimmings, garden and lawn wastes, and other organic yard waste arising from various domestic, commercial, institutional and municipal operations. Note that Treated Lumber will not be accepted into the landfill primarily because of its hazardous chemical content. This type of waste would have to undergo special testing within the acceptable guidelines by the regulator, BECQ, before they can be accepted for processing. The existing lumber that undergoes a grinding process through the shredder are subjected to an approval process to be determined by the BECQ. All the rest of the

approved green waste shall be stockpiled at designated areas in the landfill and made accessible to the CNMI government and the general public for composting projects,

Mattresses, bedframes and small furniture are impossible to compact and consume an immense amount of landfill airspace. Un-shredded and unprocessed, these materials are expensive to dump, and metals are not recycled. In addition to this, there have not been many shredders that can efficiently shred them. However, the CNMI Multi-Shredder can shred and process them and separate the steel springs from the foam and other bedding materials that are valuable especially scrap metal. Scrap metal shall be loaded directly to containers/trucks provided by the DPW at the landfill for eventual hauling to the Lower Base Transfer Station for further processing. Foam can be reused as padding, and textiles can be reused as material for filters if there is a demand for them. Otherwise, they can be retained with other acceptable materials for daily landfill cover material stockpiled at their designated areas in the landfill site. The Multi-Shredder has the capability to process and separate these materials for continued use.

- **Other Miscellaneous wastes** which have been cleared for processing by the CNMI Bureau of Environmental and Coastal Quality (BECQ) shall be processed accordingly and hauled off to the Lower Base Transfer Station for further processing and baling.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Provide services outlined in this Scope of Work;
2. Provide all necessary site personnel to be able to satisfactorily perform the Scope of Work. As a minimum, provide:
 - Onsite Supervisor (1)
 - Equipment Operators for Multi-Shredder, and auxiliary equipment (2)
 - Heavy Equipment Driver/Operator(1)
 - Onsite certified Mechanic (1)
 - Spotter (1)
3. Provide all the necessary auxiliary equipment to perform the Scope of Work and accomplish the Contract deliverables;
4. Maintain identified Insurance Coverage;
5. Ensure that employees are properly trained and provided with Personal Protective Equipment (PPE) for its employees in accordance with the OSHA assessment requirements as applicable for these operations and maintenance activities;
6. Within the Shredder Contractor's DPW-designated work areas and in coordination with the DPW Landfill operator: provide and maintain access roads; fencing (when necessary for silt control); noise; litter and dust control measures and devices; fire control and emergency preparedness, and general site maintenance of their work areas;

7. Provide surface water run-on and run-off controls within their DPW-designated work areas by way of ditches or some other control measures with approval by DPW and in accordance with the relevant BECQ Permit provisions covering shredding activities;
8. Provide up-to-date record keeping and reporting in the format and content as required by DPW/OPD, i.e. daily field report, equipment log sheet, daily and monthly Shredding and Recyclables reports (by categories and source), regular and periodic operational, repair and preventive maintenance reports, personnel, and equipment runtime and use, incident and safety reports, and other reports as required by DPW and BECQ.

REQUIRED CONTENT AND LAYOUT OF PROPOSALS

The proposal must contain information in the order listed below. Proposers who do not follow these guidelines or submit incomplete information may be disqualified.

1. Identification, Background & Qualification Information

- a. A cover letter signed by a member of the firm authorized to commit the firm to a contractual arrangement with the Commonwealth.
- b. Firm's name, email address, business postal address, contact name, telephone and fax number(s).
- c. A copy of the firm's Certificate of Incorporation and current business license.
- d. Provide a brief history of the firm including organization, size and office location(s), firm's existing operations, how revenue is generated, and management approach.
- e. Describe your firm's experience, if any, with solid waste management, facilities management, commercial construction, complying Federal and CNMI environmental regulations.
- f. Explain the method of financing operations (i.e. self-financing, bank lines of credit, etc.) and explain firm's capacity to borrow.
- g. Provide verifiable proof that the firm has cash available to support three months of working capital needs for the proposed operations.
- h. Submit financial statements (balance sheet, profit and loss, and cash flow) for 2021-2023. Management statements are acceptable.

2. Auxiliary Equipment & Equipment Plan

- a. Provide a detailed description of equipment currently owned or leased, and equipment to be procured if awarded the contract to support the Multi-Shredder operations.
- b. Describe any warranties on current equipment, and maintenance plan including frequency and staff responsible for the activity.

3. Operational & Contingency Plans

a. Operational Plan

- i. Staffing Plan to identify management structure and key personnel with percentage of time dedicated to equipment operations, and proposed staffing for the shredding activities. Include in Plan proposed training schedule and method of delivery.
- ii. Accident Prevention Plan with the designated personnel/onsite supervisor in charge. Refer to OSHA requirements as per specific assessment of working conditions.
- iii. Fire and Emergency Preparedness Response Plan to include procedures to notify the Fire Department, BECQ, OSHA, Homeland Security, etc. and as applicable.
- iv. Health and Safety Plan with the designated personnel/onsite supervisor in charge and the proposed mechanism for referral to certified medical facilities or personnel when necessary.
- v. Within the limits of the DPW-designated work areas for the Multi-Shredder, Site Maintenance Plan including dust and litter control, noise, vector control, silt fencing, grounds maintenance, etc. as included in the Shredder Contractor's undertaking within the Scope of Work.

b. Contingency Plan

- i. Describe steps the Proposers will take if the Contractor's auxiliary equipment fails.
- ii. Describe steps the Proposers will take if the Multi-Shredder breaks down and fails to operate outside regular downtime and maintenance schedules.

4. Price

The Contract for this Scope of Work shall be a **Performance-based Contract** with the format of the Unit Price Bid broken down as shown on **TABLE 1** below. The Proposer shall provide detailed descriptions and tables to complement the unit price breakdown that explains the elements of the unit price separating labor, equipment, materials, and overhead (including insurance, any utilities, etc.), and profit into separate categories, with as much detail as possible to complement the bid sheet.

A. PROVISION OF IDENTIFIED SERVICES

The Shredder Contractor is required to perform all duties described herein every day that the Marpi Landfill is open for operations, unless specifically excluded in writing. Current staffing hours are Monday through Saturday, 7:30 a.m. to 4:30 p.m.

Residential/commercial waste disposal at the facility is opened to the public from 7:30 a.m. to 11:30 a.m. and from 12:30 p.m. to 4:00 p.m.

The Contract period for the Marpi Multi-Shredder Operations and Maintenance shall be valid for one (1) year with Government option to renew for two (2) additional years upon approval.

The Shredder Contractor is expected to process all waste at the Back 40 as instructed by the DPW and has provided for in the Scope of Work. This RFP does not presume a volumetric maximum of waste to be handled as the Contract shall be Performance-based.

B. REQUIRED EQUIPMENT

The Shredder contractor is required to provide the auxiliary equipment to complete the Scope of Work. Equipment is to be properly maintained and readily available every workday. The Proposer must provide a detailed description of auxiliary equipment it currently owns, and equipment it will procure if awarded the contract, including detailed maintenance plan. Minimum auxiliary equipment for the Marpi Multi-shredding operations shall be determined during contract negotiations with the winning bidder.

The Contractor remains responsible for providing any additional equipment required for the proper performance of the Scope of Work.

C. EQUIPMENT CONTINGENCY PLAN

Proper equipment breakdown contingency plan shall be provided both for the Multi-Shredder Equipment and the contractor-provided auxiliary equipment. The Contractor shall submit as part of its proposal an Equipment Contingency Plan. This Plan shall describe the steps the Proposers will take if the Shredder Contractor's auxiliary equipment fails, and in a scenario where due to reasons beyond the Shredder Contractor or OPD/DPW's control the Multi-Shredder cannot be properly repaired or maintained.

D. LIABILITY AND REQUIRED INSURANCE

The Shredder contractor must provide evidence of insurance for Liability to Third Persons, Indemnification, and Insurance before contract signing and maintain throughout the contract term. Failure to secure or maintain the insurance required in this Scope of Work will result in the cancellation of the contract.

- a. The Contractor shall be liable for the torts and wrongful acts of its employees and staff members and shall carry insurance necessary for the protection of its employees and staff members during the life of the contract and shall indemnify and hold harmless CNMI from any and all claims, demands, suits, and causes of

action whatsoever involving third parties arising out of or connected with the negligent performance of the Contract.

- b. The Contractor and subcontractors shall procure and thereafter maintain workmen's compensation, general liability, and comprehensive automobile liability (bodily damage) insurance, with respect to performance under the Contract; provided, that the Contractor may, with approval of the Contracting Officer (CO), maintain a self-insurance program. All insurance required pursuant to the provisions of this paragraph shall be in such form, in such amounts, and for such periods of time, as the CO may, from time to time, require or approve, and with insurers approved by the CO.
- c. Workmen's Compensation Insurance: The Contractor's employees engaged in any work under the Contract shall be afforded the same coverage as that which is extended to the employees of CNMI.
- d. Comprehensive General Liability Insurance: Coverage shall have the following minimum amounts: Personal injury, \$100,000.00 each person, and \$300,000.00 each occurrence; Property damage, \$50,000.00 each occurrence, and \$100,000.00 aggregate.
- e. Comprehensive Automobile Liability Insurance: Coverage of this insurance for all owned, non-owned, and hired vehicles shall have the following minimum amounts: Personal injury, \$100,000.00 each person, and \$300,000.00 each occurrence; Property damage, \$50,000.00.
- f. The comprehensive general and automobile liability policies shall contain a provision worded as follows: "The insurance company waives any right of subrogation against the Commonwealth of the Northern Mariana Islands which may arise by reason of any payment under this policy."
- g. Prior to commencement of work under the Contract, the Contractor shall furnish to the CO a certificate or written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of CNMI in such insurance shall not be effective until thirty (30) days after the CO has received written notice from the insurer, as evidenced by return receipt of registered or certified letter.
- h. A current copy of all Contractor's insurance policies related to the Landfill operations shall be provided to the Secretary of the Department of Public Works.
- i. It is understood that the CNMI is hereby immune from any liability that may occur from accidents or injuries occurring on the work site that is designated as CNMI, Public Land or Public Works property.

E. TRAINING AND PERSONAL PROTECTIVE EQUIPMENT

The Shredder Contractor shall be responsible for ensuring that all their assigned employees undergo the required OSHA training applicable for this Scope of Work. Employee trainings shall cover training assessment needs as required by OSHA i.e. health and safety, heavy equipment operations, environmental laws affecting the site, and other topics proposed by the Commonwealth.

The Shredder Contractor employees working in the should have personal protective equipment (PPE) such as hard hats, steel-toed shoes, gloves, high-visibility vests or shirts, dust masks, respirators, ear plugs, safety glasses, and communication devices, e.g., air horn, whistle, radios; and should be vaccinated for Tetanus, Hepatitis A and B all in accordance with OSHA requirements. Contractor will bear the costs for the aforementioned PPEs including the required vaccinations.

F. SITE ACCESS, FENCING, FIRE CONTROL, LITTER AND OTHER ENVIRONMENTAL CONTROLS

The Shredder Contractor is required to maintain their work areas in a clean and compliant manner. Tasks include, but are not limited to, in accordance with applicable regulations on the following:

1. Access Roads (in coordination with the Landfill Operator)
2. Silt Fencing (as required during operations and after inclement weather)
3. Fire prevention and control
4. Dust suppression and litter control

G. WASTE DISPOSAL

This section presents the Contractor primary duties for disposal of excess or unusable waste materials resulting from the daily operations of the Multi-Shredder within the work designated areas at the site. The Contractor will be mindful of this additional task during operating hours.

H. HANDLING OF EQUIPMENT AND DAMAGE CONTROL

All operations performed by the Multi-Shredder within the landfill site will be performed in a manner that will protect the integrity of the landfill elements especially of the liner system and all other environmental control systems. If the liner system is damaged during the conduct of multi-shredder operations, the Shredder Contractor will immediately contact both CNMI BECQ and the Solid Waste Management Division (SWMD). The damaged liner will be repaired quickly, at the expense of the Shredder Contractor if responsible for the damage, to the

satisfaction of the Secretary of Public Works and the Director of the Solid Waste Management Division. All liner repairs shall be well documented and placed in the Landfill's Operating Record.

I. GENERAL MAINTENANCE AND CONTROL OF NUISANCE AND HEALTH FACTORS

The Shredder Contractor will be responsible for general site maintenance and special procedures for control of nuisance and health issues as identified herein.

1. Litter Control
2. Odors, Vectors, and Noise Control
3. Dust Control and Fire Control
4. Water Requirements (for dust suppression)
5. General Site Maintenance

J. SURFACE WATER CONTROLS

Surface water run-on and run-off shall be controlled within the Shredder Contractor's work areas. Run-on shall be diverted away from active Shredding areas with diversion ditches and/or berms. These will be constructed upslope from the active areas and will intercept run-on from undeveloped portions of the site. Typically, these ditches and/or berms will be temporary and will be V-shaped with 2:1(H:V) side slopes, minimum slope of 1 percent, and depths/heights ranging from 2 to 3 feet. The ditches/berms will be located at the discretion of the Marpi Landfill Operations Manager and will be constructed before shredding operations affected by surface water run-on are commenced. During shredding operations, directing surface water run-on away from areas would be a necessary regular activity. Run-off shall be controlled with the use of silt fences to avoid affecting the down slope areas of the landfill site.

K. SITE PERSONNEL / STAFFING PLAN

Contractor must provide staffing to complete all duties identified within the Scope of Work in a timely manner. Contractor must provide staffing schedule for approval by the Commonwealth with identification of assigned duties and reporting relationship. This Staffing Plan shall be included with the Proposal. In the sections below, a proposed staff structure is provided; however, Contractor may deviate from this proposed structure with specific written authorization by the Commonwealth.

The general operating information pertaining to Landfill equipment management, operating schedule, equipment and personnel requirements, record keeping, safety procedures, and additional technical requirements are outlined in the following sections. These duties must be addressed in any proposed staffing structure.

L. RECORD KEEPING AND REPORTING

The Contractor will prepare quarterly and annual reports for submission to both the CNMI Department of Public Works and the Bureau of Environmental and Coastal Quality. These quarterly reports will, at a minimum, include the following:

- Total refuse tonnage processed and categorized, based on the Multi-Shredder TCS system (provided to the Contractor by the DPW).
- Documentation of the location and quantity of any Special Wastes encountered while pre-processing/sorting within the “Back 40” designated work areas” e.g. scrap tires, lead acid batteries, infectious medical wastes, etc. “Special Wastes” as used herein is defined by CNMI Adm.Code Title 155-30.1-001. The special wastes if encountered shall be managed in accordance with the handling procedures prescribed in Section 5.4 of the Marpi landfill Waste Exclusion Plan and shall be reported to the BECQ for proper guidance on the manner of transport/disposal consistent with the CNMI laws.

The annual reports shall include discussion and summaries of the quarterly report data and should track trends throughout the year, as well as historical trends.

The awarded Contractor shall permit the Department of Public Works or its designee to inspect, review or copy any or all records pertaining to the operation and maintenance of the Multi-Shredder, including financial records, for a period of three years after the completion of this contract.

O. Payment Terms

The Shredder Contractor will submit a monthly invoice to the Director of Solid Waste based on the Performance-based contract. Each invoice will include a report of any significant actions occurring at the Shredding work areas (employee injuries, fires, customer issues) Monthly Activity Reports of the Equipment Maintenance; Certified Payroll; Payment to Subcontractors (if any) and a copy of the sign-in sheet to establish attendance at monthly staff training as required in the Contract.

COST PROPOSAL

The Operations Contract for this RFP shall be Performance-based and shall be for twelve (12) months. Upon review of the first year of operations, the contract may be extended for another two (2) years based on performance.

The Bidder is expected to conduct its own independent inspection and survey of the stockpile of materials from the “Back 40” for processing using the Multi-Shredder Equipment using methods

and technologies acceptable to the CNMI. The Bidder shall prepare a proposal broken down into the following waste categories:

TABLE 1: COST PROPOSAL

Item	Waste Category	Volume in Cubic Yards (CY) or Weight in Tons	Unit Price per CY or Ton	Total Price
PRIMARY (PRIORITY) MATERIALS FOR PROCESSING				
1.0	Construction and Demolition (C&D) debris			
2.0	Green waste and non-toxic wood waste			
3.0	Mattresses and Bedframes			
4.0	Other miscellaneous wastes which have been cleared for processing by the Bureau of Environmental and Coastal Quality (BECQ)			
	SUBTOTAL (PRIORITY)			
SECONDARY MATERIALS FOR PROCESSING (OPTION AFTER COMPLETING PRIORITY LIST ABOVE)				
5.0	Tires of all categories from the Lower Base Transfer Station			
6.0	White goods from the Lower Base Transfer Station			
7.0	Other categories of commercial and light industrial non-hazardous waste as authorized by DPW			
8.0	Other materials as authorized by the DPW such as: plastic wastes, wood wastes, and miscellaneous residential and commercial wastes within the Lower Base Transfer Station other than those recovered from the "Back 40" stockpiles.			
	SUBTOTAL (SECONDARY)			

TOTAL BID PRICE:

The mixed debris accumulation from Super Typhoon Yutu that remains in the Marpi MSWLF's "Back 40" was initially estimated to be around 80,000 CY. The percentage compositions of debris were estimated to be typically:

- 70% vegetation or green waste,
- 25% C&D, and
- 5% other waste materials.

However, the percentage of C&D at the "Back 40" is estimated to be much higher at ~50% due to intensity of the recent typhoon and the fact that the construction of homes on Saipan is primarily tin to semi-concrete and wooden.

The Bidder is required to prepare an approach and methodology in establishing the determination of the bid quantities.

FACILITIES TO BE PROVIDED BY THE CNMI GOVERNMENT

The CNMI government shall provide the Multi-Shredder Equipment for the Shredder Contractor to use and operate.

The Technical Specifications of the equipment, operating instructions/manuals and manufacturing manuals and other details about the Multi-Shredder Equipment is shown on **Exhibit B** attached

The Shredder Contractor shall certify within 7 days after the Notice to Proceed that the CNMI government-provided Multi-Shredder Equipment is in good working condition.

The Shredder Contractor shall perform a daily, visual walk-around inspection prior to and after the operation of the Multi-Shredder.

Except for the regularly scheduled maintenance and repairs provided by the Manufacturer and covered by the Manufacturer's warranty, the Shredder Contractor shall be responsible for the minor repair and routine operations and preventive maintenance of the government-provided Multi-Shredder, in accordance with the manufacturer's operations and maintenance manuals. The Operator/Contractor must perform routine maintenance on the equipment according to service

manuals and manufacturer recommendations. The Shredder Contractor shall be responsible for any supplies necessary to operate the equipment and carry out the requirements of the contract, i.e., bailing wire, fuel, oil, filter, etc., and maintain the equipment in good working order. The CNMI government will accept normal wear and tear on its equipment during operations in carrying out the duties as contracted. The manufacturer's safety procedures and applicable regulations are to be followed.

The Shredder Contractor/Operator will be responsible for supplying the fuel for generator-operated equipment.

EQUIPMENT SPECIFICATIONS, OPERATIONS AND MAINTENANCE MANUALS

(Please refer to Exhibit B attached)

PROJECT TIMELINES

The operations timeline for the project will require a twelve (12) month operations and maintenance performance period by the winning proposer after the issuance of a Notice to Proceed. The Contract shall provide for an option to extend for another two (2) years depending on the satisfactory evaluation of the Shredder Contractor’s Close-out Report and past performance rating and if it is to be more advantageous to the CNMI. The project timeline is as follows:

TABLE 2: OVERALL PROJECT TIMELINES

Activity	October - November 2024	November 2024	November - December 2024	December 2024 – November 2025	December 2025 – November 2027
Solicitation and Evaluation of bids					
Contract Negotiations and Award					
Implement Test Model/Training and Notice to Proceed					
Operations and Maintenance Period					

PHOTOS OF MARPI “Back 40” WASTE STOCKPILES (Dec 2023)



Crates, pallets, wood waste, light scrap metals and light C&D



Mattresses pile

OPERATIONAL LOCATIONS OF THE MULTI- SHREDDER

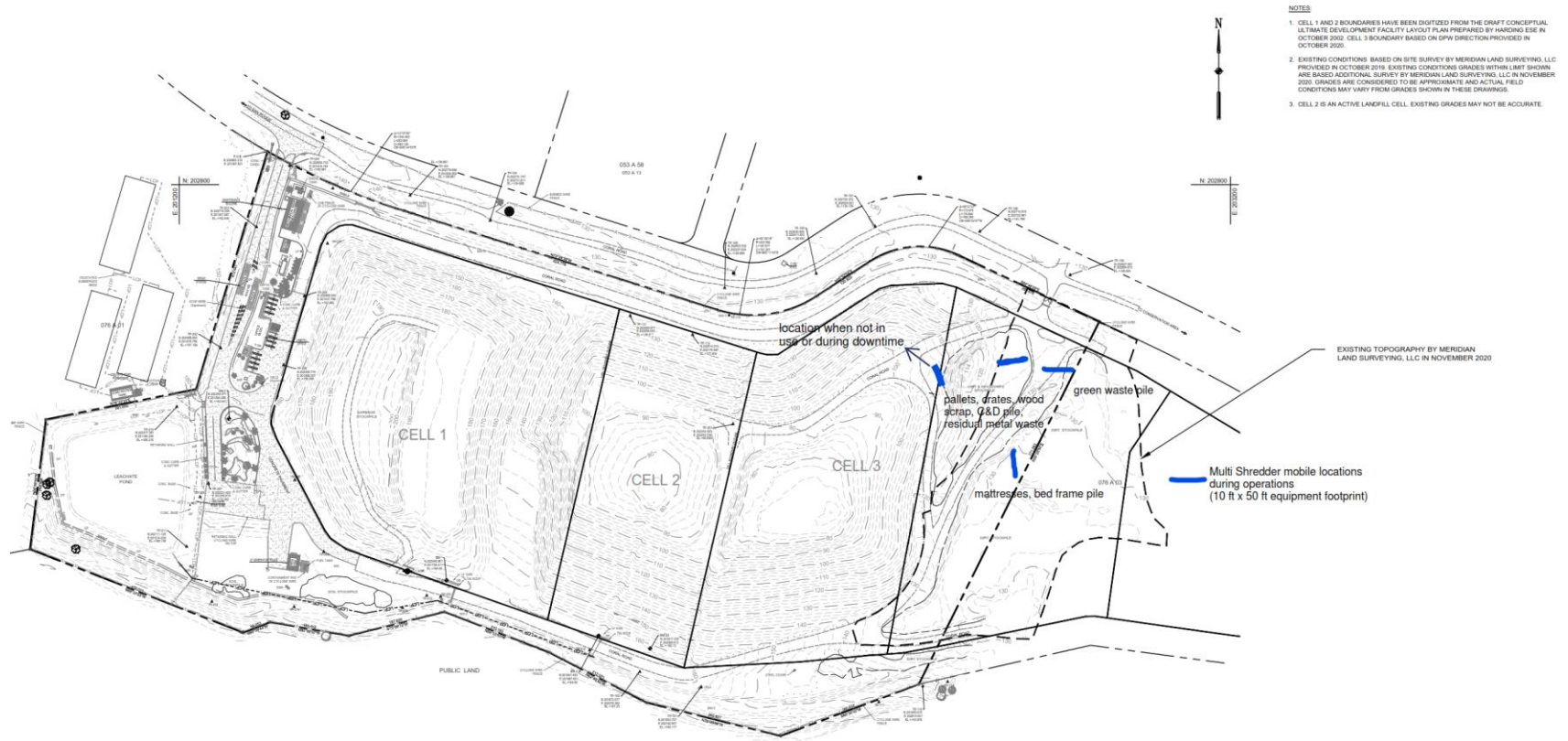


Figure 1: Marpi topographic map and Multi-shredder mobile locations

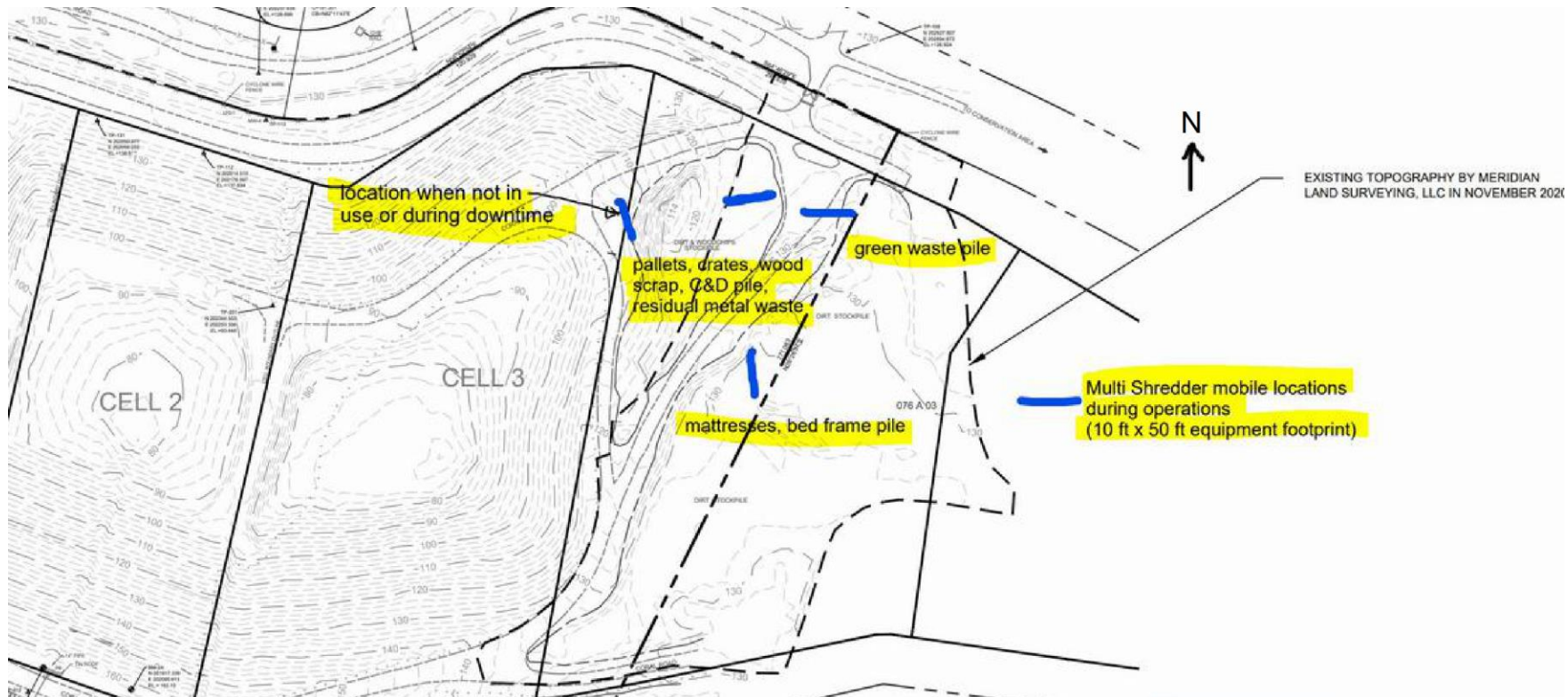


Figure 2: Multi-Shredder mobile locations

EXHIBIT A (attached)

EXHIBIT B (attached)