



## RPQ-005-T-2025

# VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RPQ-005-T-2025 for Area Clean Up Services for St. John Festival 2025**

Interested parties and prospective respondents may request the complete RPQ Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org). All questions pertaining to the scope of services to be rendered should be directed to Ms. Sandra David, Director of Procurement and Property, and Michael Vante, Contract and Inventory Manager, on or before **Wednesday, May 21<sup>st</sup>, 2025**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

Virgin Islands Waste Management Authority  
Procurement and Property Division  
7410 Estate Bovoni, Bay 2  
St. Thomas, VI 00802  
Tel: (340) 715-9170  
Fax: (340) 715-9179  
[sdavid@viwma.org](mailto:sdavid@viwma.org) or [mvante@viwma.org](mailto:mvante@viwma.org)

**Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RPQ-005-T-2025 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Wednesday, June 4<sup>th</sup>, 2025 at 12:00 P.M. Atlantic Standard Time.**

The Virgin Islands Waste Management Authority reserves the right to waive any non-substantive informalities, technicalities or irregularities, or reject any or all qualifications and proposals/bids; or to re-advertise for proposals/bids, and to award or refrain from awarding the contract for the work.

***Daryl Griffith***  
***Interim Executive Director***

***It's Our Home! Let's Keep It Clean!***

VIRGIN ISLANDS  
WASTE MANAGEMENT AUTHORITY

Request for Price Quotations

TO: ..... DATE: **May 1<sup>st</sup>, 2025**  
.....**RPQ-005-T-2025**

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Pursuant to their Procurement Policies & Procedures, the Virgin Islands Waste Management Authority will receive Price Quotations for the work described below. Quotations will be received until **Wednesday, June 4<sup>th</sup>, 2025 at 12:00PM Atlantic Standard Time**, and delivered electronically at [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) or hand delivered as follows:

**Ms. Sandra David**  
**Director, Procurement & Property Division**  
**V.I. Waste Management Authority**  
**7410 Estate Bovoni, Bay 2, St. Thomas, V.I. 00802**

DESCRIPTION OF WORK

The VI Waste Management Authority is requesting Price Quotations from qualified companies for the following services: **Area Clean Up Services for St. John Festival 2025**

**For further questions pertaining to this Request for Quotations (RPQ-005-T-2025), please contact Michael Vante at 340-715-9191 and/or submit questions on or before Wednesday, May 21<sup>st</sup>, 2025.**

SCOPE OF SERVICES: ATTACHED

**Please submit the following documentation with your price quotation:**

- 1. VI Business License**
- 2. VIWMA Waste Hauler's Permit**
- 3. Workman's Compensation Insurance (Statutory)**
- 4. Public Liability/ Bodily Insury & Property Damage Insurance (\$100,000)**
- 5. Automobile & Truck Public Liability/Bodily Insury & Property Damage Insurance (\$100,000)**
- 6. Scope of Services with Price**

**SCOPE OF SERVICES  
FOR  
THE 2025 ST. JOHN JULY FOURTH AREA AND ROADSIDE CLEANUP PROJECT**

***A. GENERAL PROVISIONS***

The purpose of the Project is to provide for area and roadside cleanup services during the St. John July Fourth, 2025, Festival activities. The selected Contractors shall assist the VIWMA Solid Waste Division in the clean up and maintenance of the venues used during the scheduled activities. The affected areas include but are not limited to the July Fourth Festival Village, the Franklyn Powell, Sr. Park, the National Park and the Cruz Bay Parking Lot and Harbor, the Vendor's Plaza, the Parade Route from beginning to end, the waterfront, and all side and back streets in the Cruz Bay Town area. The services shall also include cleaning up of the Port Authority Parking Lot (Gravel Lot).

All work to be done under this RFP shall conform to the requirements of the specifications, and the terms and conditions set forth in Title 19, Chapter 56 of the Virgin Islands Code, and any amendments thereto as adopted by the Legislature of the Virgin Islands, as well as 40 CFR Part 258 of the Code of Federal Regulations. Further, the intent of these specifications is to ensure public health, welfare, and safety.

It shall be the responsibility of the selected Contractors to perform the work in strict compliance with all federal and local laws, decrees, ordinances, and regulations, as well as the rules, orders, decrees, and requirements of the authority, or of any other bodies or tribunals which have jurisdiction over the performance of the work.

Any penalties assessed by regulatory agencies relating to violations of laws or regulations pertaining to the project shall be paid by the selected contractors in addition to any damages assessed by the Authority according to the contract documents. Such penalties and the payment therefore shall apply only to work required by the contract documents.

It is further agreed that the selected Contractors shall have maximum flexibility in performing the work within the limits established by these specifications.

**CONTRACT PERIOD**

This contract shall be effective upon execution by the parties hereto, and the delivery of a Notice to Proceed (or a "Provisional" Notice to Proceed) from the VIWMA Executive Director, and the selected Contractors shall commence their performance pertaining to the 2025 St. John Festival activities covered by this contract from **May 3rd, 2025** and the contract shall end at midnight on **July 6, 2025**, unless earlier terminated as herein specified in the Section entitled, "Termination", or further extended by agreement of the parties in writing.

## **TERMINATION**

The Contract to be entered into may be terminated with or without cause by the Authority in accordance with that Section and as follows:

1. To terminate the Contract, the Contractor shall be given notice in writing.
2. In the event the Authority chooses to terminate the contract, the selected Contractor shall be paid for costs incurred to the date of termination; said sum shall not include any amount for lost profit nor shall the contractor be eligible for such loss profit compensation.
3. After receipt of a Notice of Termination, and except as otherwise directed by the Authority in writing, the selected Contractor shall immediately stop work under the contract on the date of said termination notice.

## ***B. CLEANUP SPECIFICATIONS AND RESPONSIBILITIES***

The selected Contractor's Cleanup crews shall consist each of one (1) driver, one (1) licensed and permitted truck, and four (4) laborers. The Contractor shall provide all tools and supplies necessary to carry out the contract. The Waste Management Authority shall provide for the placement of 20 cy. bins and sixty-four-gallon carts, trash bags and their replacements. Sixty-four-gallon bins shall be placed at numerous sites along the area roadways and within the village area.

The selected Contractor shall satisfactorily perform the following services during the term of the Contract:

1. Each Contractor's employees must sign in daily at the commencement of, and out at the completion of the day's cleanup, on time sheets to be provided by the WMA.
2. Broom-clean, blow and/or vacuum the covered areas to include but not to be limited to the July Festival Village, Franklyn Powell, Sr. Park, National Park and Cruz Bay Parking Lot & Harbor areas, the Cruz Bay Beach, Parade Route (National Park) from beginning to end during and after each activity each day. In the covered areas the crews shall pick up trash in the Villages and immediately surrounding areas, depositing the collected trash bags into 20 yd. bins provided by the Authority, and replenishing the receptacles and carts in the villages with fresh trash bags. During the festival events (before opening of the village, the trash bags are placed in the laborer's trucks and they're disposed of at the Pine Peace bin site
3. Clean all impacted streets after Jouvert. The cleanup shall begin from the beginning of the route to its end, including side streets. The crews shall follow the last band and collect trash from the Jouvert route and all immediately surrounding areas.
4. On the day of the parade, all crews shall meet at the beginning of the parade route to be assigned to particular areas. Crew members will follow behind the collection trucks which

shall follow the last troupe, floupe or float, and collect trash from the entire parade route, the side streets and waterfront areas.

5. All work will be completed immediately after each event. **NO WORK WILL BE LEFT FOR THE NEXT WORKING DAY.** The selected contractors may be assigned additional tasks from time to time by the Authority during the term of the contracts.

### C. MINIMUM INSURANCE REQUIREMENTS

a. Worker's Compensation: Statutory

b. Public Liability/Bodily Injury and Property Damage Insurance

1. Injury or death of one person	\$50,000.00
2. Injury or death of more than one person in a single occurrence	\$100,000.00
3. Property Damage	\$50,000.00

c. Automobile and Truck Public Liability, Bodily Injury and Property Damage Insurance

1. Injury or death of one person	\$50,000.00
2. Injury or death of more than one person in a single occurrence	\$100,000.00
3. Property Damage	\$50,000.00

If excessive risks are involved, additional coverage may be required. The insurance required under a, b, and c above shall include the Authority, its officers and employees and each of them, as additional insured except with regard to occurrences that are the result of their sole negligence.

The insurance required under a, b, and c above shall provide that it is primary coverage with respect to the Contractor, the Authority and all other additional insured.

With respect to the coverage herein, the Contractor shall ensure that the insurer shall have no recourse against the Authority, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by the insurance company. The Contractor shall furnish proof of coverage satisfactory to the Authority as evidence that the insurance required above is being maintained. Proof that the Authority is named an additional insured shall be made by providing the Authority with a certified copy, or other acceptable evidence, of an endorsement to the Contractor's current insurance policy naming the Authority as an additional insured.

The Contractor shall be responsible for all deductibles in all the insurance policies required hereunder. The number of deductibles for insurance coverage required herein shall be reasonable and subject to the Authority's approval.

It is further agreed that the Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements and shall survive the expiration of the contract.

It is further agreed that failure of the Contractor to maintain the insurance required by this paragraph, or to comply with any of the requirements of this paragraph, shall constitute a material breach of the entire contract.

The selected Contractors shall not commence performance of the contract unless and until compliance with each and every requirement of these provisions is achieved.

The selected Contractors shall insure that the Insurance Company shall waive any right of subrogation against the Authority which might arise due to any payment under this policy, and the Contractor shall indemnify the Authority therefor.

The selected Contractors shall also carry such other insurance as may be required by law. In the event that the Contractors fail to maintain the liability and property damage insurance as herein provided, the Authority may take out such insurance and the cost thereto to the Authority shall be charged to the Contractors.

The cost of providing insurance shall be considered as included in the price submitted by the proposal, and no additional compensation will be allowed, therefore.

**D. INVOICES and PAYMENT**

The selected Contractors shall prepare and submit one-time invoices at the conclusion of the services and St. John Festival activities for actual work performed. The contractors shall submit invoices indicating the following:

- Contractor's name, Tax Identification Number, address, and telephone number.
- Man-hours expended in performing the tasks associated with the job.
- Documented issues that may have or have hindered the operations.
- A copy of any Incident Reports (if applicable)

Compensation for the particulars listed above shall be made by the Authority after the selected Contractors have submitted invoices documenting the work performed.

The selected Contractors shall receive payment on invoices within thirty (30) days of invoice submittal and approval by the Authority.

## COST SHEET

Vendor Name: \_\_\_\_\_

\$\_\_\_\_\_ Per Hour

\$\_\_\_\_\_ Final Total Cost for All Services (All Man Hours Included)