



## RPQ-004-T-2024

# VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RPQ-004-T-2024 for Used Cooking Oil Collection & Disposal for St. John Festival 2024.**

Interested parties and prospective respondents may request the complete RFP 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 8<sup>th</sup>, 2024**. 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-004-T-2024 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Monday, May 20<sup>th</sup>, 2024 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.

*Roger E. Merritt, Jr.,  
Executive Director*

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

VIRGIN ISLANDS  
WASTE MANAGEMENT AUTHORITY

Request for Price Quotations

TO: ..... DATE: **April 22<sup>nd</sup>, 2024**  
.....**RPQ-004-T-2024**

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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 **Monday, May 20<sup>th</sup>, 2024 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: **Used Cooking Oil Collection & Disposal Services for the St. John Festival 2024**

**For further questions pertaining to this Request for Quotations (RPQ-004-T-2024), please contact Michael Vante at 340-715-9191 and/or submit questions on or before Wednesday, May 8<sup>th</sup>, 2024.**

SCOPE OF SERVICES: ATTACHED

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

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



# SCOPE OF SERVICES

## JULY 4<sup>TH</sup> CARNIVAL FESTIVAL 2024

(COOKING OIL)

Due Date: Monday, May 20<sup>th</sup>, 2024

The scope of services is to provide oil tanks or other approved containers for the collection and proper disposal of used oil for the carnival activities on St. John during the period of June 27- July 13, 2024. Used oil will be collected from the Adult village in the St. John Parking Lot & Custom's Dock. To include ten (10) days after July 4<sup>th</sup>, for the clean up of the village booths.

As part of this contract, the vendor must:

1. Have a valid Waste Hauler Permit issued by the Virgin Islands Waste Management Authority.
2. Provide to the Virgin Islands Waste Management Authority, receipts, manifest etc. indicating or showing the proper disposal of said or use thereof.

### Oil Capacity

Village – Tanks or other approved containers with the capacity to hold at least **400-600 gallons**.

LOCATION	QUANTITY	TOTAL GALLONS NEEDED	PRICE PER GALLON
PARKING LOT & CUSTOM'S DOCK	One (1) TANK	600-800	