



## RPQ-001-T-2024

# VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting price quotations for **RPQ-001-T-2024** for **Area Clean Up Services for St. Thomas Carnival 2024**

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, March 6<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)

**Price Quotations will be submitted electronically in PDF Format bearing the respective RPQ Number: RPQ-001-T-2024 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Wednesday, March 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: **February 14<sup>th</sup>, 2024**  
.....**RPQ-001-T-2024**

---

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, March 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: **Clean Up Services for St. Thomas Carnival 2024**

**For further questions pertaining to this Request for Quotations (RPQ-001-T-2024), please contact Ms. Sandra David, Director of Procurement & Property at 340-715-9100.**

SCOPE OF SERVICES: ATTACHED

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

- 1. VI Business License – Landscaping, Garden, Maintenance Service**
- 2. Workman’s Compensation Insurance - (Statutory)**
- 3. Public Liability/ Bodily Injury & Property Damage Insurance – (\$10,000)**
- 4. Automobile & Truck Public Liability/Bodily Injury & Property Damage Insurance – (\$10,000)**
- 5. Scope of Services with Price**

## **SCOPE OF SERVICES**

The Scope of Services is to provide Cleanup during St. Thomas Carnival 2024 Activities to assist the Solid Waste Division of VIWMA in the venues used during the scheduled activities. Those areas include but are not limited to the Carnival Villages (Adult and Children), Emancipation Garden, Roosevelt Park, Crown Bay Center, Veteran's Drive, the Waterfront apron, the Parade Route from beginning to end, and all side and back streets. The Contracted Clean Up crew shall consist of one (1) supervisor and five (5) laborers. The Contractor shall also provide a licensed and permitted truck, tools, supplies, personal and protective gear and safety equipment necessary to carry out this contract. The Virgin Islands Waste Management (Authority) shall provide for the placement of 20 cubic yard (cy) bins and trash bags and their replacements.

The Contractor shall satisfactorily perform the following services:

1. Broom-clean all side streets, the Main Street, the Waterfront and Backstreet in preparation for the Carnival activities. During this preparation period, the Contractor shall utilize only vehicles licensed and permitted by the Authority.
2. Broom-clean the Emancipation Garden and both the adult's and children's villages after each activity each day. The crews shall pick up trash in the Village and the immediately surrounding areas, depositing trash bags into 20 cy bins provided by the Authority and replacing the trash bags in the drums and carts in the villages with clean trash bags. The contracted crew will also be responsible for washing out the carts every morning before the next event in the village. The duration of the village cleanup is from Saturday, April 20th, 2024 (the unofficial opening of Children's Village) - through Sunday, May 4, 2024.
3. Clean and remove Garbage from both Villages starting on April 29, 2024, the official opening of the villages.
4. Clean the Crown Bay Center after the Calypso Monarch Show on Saturday, April 27th, 2024.
5. Clean all impacted streets after the Boat Race on Sunday, April 28, 2024. The cleanup shall begin from the area of Griffith Park heading east towards the Village.
6. Clean the Carnival Village before and after the Panorama to be held on Sunday, April 28, 2024.
7. Clean all impacted streets after the Steel Pan and Teen Tramp on April 30, 2024. Mainstreet heading east towards the Village.
8. Clean the Emancipation Garden and immediately surrounding areas before and after the Food Fair. In addition, during the hours of the Fair, the crew shall be responsible for the frequent emptying and replacing of trash bags in the carts and depositing them in a 20-yard (cy) bin provided by the Authority on Wednesday, May 01, 2024.

9. Clean all impacted streets after J'ouvert on Thursday, May 02, 2024. The cleanup shall begin from the Addelita Cancryn Junior High School (the bridge) to the Carnival Village. The crews shall follow the last band and collect trash from the J'ouvert route and all immediately surrounding areas, including side streets.
10. On the day of both parades, all crews shall meet at a designated area to be assigned to particular areas. Crew members will follow behind the collection trucks which will follow the last troupe, floupe or float, and collect trash from the entire parade route, the side streets, Waterfront and Backstreet on Friday, May 03, 2024, and Saturday, May 04, 2024.
11. Clean the Carnival Village before and after the Utopia Unity Concert Panorama to be held on Sunday, May 05, 2024.
12. Clean all side streets, backstreet, Main Street, Government Hill, De Beltjen Road towards the Waterfront, Emancipation Garden, Roosevelt Park, and the Lionel Roberts Stadium as the final cleanup of the Carnival on Monday, May 05, 2024.
13. The contractor may be assigned additional tasks from time to time by the Authority during the term of this contract.

## **STAGING OF CREWS**

At the beginning of each work period, the Contractor shall assemble his or her work crew at an appropriate place in or near the zone which has been assigned to that contractor in order that a head count may be undertaken by the Authority. The contractor shall ensure that a full complements of workers are performing their duties as set forth above. Incomplete crews or no-shows shall result in a commensurate reduction in the compensation tendered to the Contractor.

## **SAFETY CONSIDERATIONS**

The contractor and his or her work crew shall observe all safety and health rules and regulations. The awarded contractor shall provide each member of the work crew with safety reflector vests (preferably the "orange/red" or chartreuse/yellow" combinations) which each worker must wear at all times during the work period.

## **CONTRACT PERIOD**

It is the intent of the V.I. Waste Management Authority to enter into a contract for the period April 13<sup>th</sup>, 2024, thru May 11<sup>th</sup>, 2024. The contract shall be effective upon execution by the parties hereto. The contract shall end at midnight on May 11, 2024, unless earlier terminated as herein specified in the section entitled, "Termination", or further extended by agreement of the parties in writing.

## **INVOICES and PAYMENT**

The Contractor shall prepare and submit a one-time invoice at the conclusion of the services and Carnival activities for actual work performed. The contractor shall submit the invoice 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 Contractor has submitted the invoice documenting the work performed.

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

## **COST SHEET**

PRICE PER HOUR: \$ \_\_\_\_\_

TOTAL NOT TO EXCEED COST FOR ALL SERVICES: \$ \_\_\_\_\_