



RPQ-001-T-2025

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RPQ-001-T-2025 for Water Delivery Services to the Susannaberg Transfer Station, St. John USVI**

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 and 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 **Friday, December 20th, 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 or mvante@viwma.org

Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RFP-001-T-2025 to sdavid@viwma.org and mvante@viwma.org on or before Friday, January 3rd, 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: **December 5th, 2024**
.....**RPQ-001-T-2025**

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 **Friday, January 3rd, 2025 at 12:00PM Atlantic Standard Time**, and delivered electronically at sdavid@viwma.org and 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: **Water Delivery Services to VIWMA Susannaberg Transfer Station**

For further questions pertaining to this Request for Quotations (RPQ-001-T-2025), please contact Michael Vante at 340-715-9191 and/or submit questions on or before Wednesday, December 18th, 2025.

SCOPE OF SERVICES: ATTACHED

Please submit the following documentation with your price quotation:

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

SCOPE OF SERVICES FOR

Water Deliver Services for VIWMA Susannaberg Transfer Station

A. GENERAL PROVISIONS

VIWMA is soliciting Requests for Price Quotations for the delivery of fresh water to the Susannaberg Transfer Station.

All Deliveries shall be made promptly on the date and time specified by VIWMA. The selected contractor shall obtain a signed receipt of water delivery from a representative of VIWMA upon delivery.

B. CONTRACT PERIOD

It is the intent of the Virgin Islands Waste Management Authority (VIWMA) to enter into a two-year contract (730 days). The contract shall be effective upon execution by the parties hereto.

The contract shall end at midnight two years from the execution date unless earlier terminated as herein specified in the section entitled, "Termination", or further extended by agreement of the parties in writing.

C. TERMINATION

The Contract may be terminated with or without cause by the Authority in accordance with this Section.

1. To terminate the Contract, the Contractor shall be given a notice in writing.
2. In the event the Authority chooses to terminate this contract, the 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 Contractor shall immediately stop work under the contract on the date of said termination notice.

D. SAFETY CONSIDERATIONS

The contractor and his or her work crew shall observe all safety and health rules and regulations.

E. MINIMUM INSURANCE REQUIREMENTS

- a. Worker's Compensation: Statutory
- b. Public Liability/Bodily Injury and Property Damage Insurance - \$10,000.00
- c. Automobile and Truck Public Liability, Bodily Injury and Property Damage Insurance - \$10,000.00

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 required herein, it is agreed 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 a mutual insurance company. 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 contractor's insurance policy naming the Authority as additional insured.

The Contractor shall be responsible for all deductibles in all of 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 this 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 Contractor shall not commence performance of this contract unless and until compliance with each and every requirement of these provisions is achieved.

The Contractor shall ensure that it shall waive any right of subrogation against the Authority which might arise by reason of any payment under the insurance policy, and the contractor shall indemnify the Authority therefor.

The Contractor shall also carry such other insurance as may be required by law. If the Contractor fails to maintain the liability and property damage insurance as herein provided, the Authority may take out such insurance and the cost thereof to the Authority

shall be charged to the Contractor.

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

F. CONTRACTOR'S CONTACTS

The contractor shall provide the Authority a minimum of two (2) telephone numbers by which responsible officials of the company may be contacted regarding the delivery of water. In addition, the Authority shall be provided with the contractor's crew supervisor's telephone number for contacts during the work period or as otherwise needed.

G. LICENSING REQUIREMENTS

The contractor shall provide the Authority with proof of any/all of following license requirements:

- Trucking, Transport & Delivery Services

H. INVOICES and PAYMENT

The Contractor shall prepare and submit an invoice at the conclusion of each delivery service and will be required to submit an EFT (Electronic Fund Transfer) Authorization Form to receive payment. The contractor shall submit the invoice indicating the following:

- Contractor's name, Tax Identification Number, address and telephone number;
- Cost for delivery of 2,000 gallons of water via water truck;
- 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

Vendor Name: _____

\$ _____ Cost Per Delivery of 2,000 Gallons of Fresh Water to VIWMA
Susannaberg Transfer Station