



## RPQ-002-T-2024

# VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting price quotations for **RPQ-002-T-2024 for Used Cooking Oil Collection & Disposal Svs. 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-002-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-002-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 **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: **Used Oil Collection & Disposal Services for St. Thomas Carnival 2024**

**For further questions pertaining to this Request for Quotations (RPQ-002-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 – Hazardous Waste Services**
- 2. Public Liability/ Bodily Insury & Property Damage Insurance (\$10,000)**
- 3. Automobile & Truck Public Liability/Bodily Insury & Property Damage Insurance (\$10,000)**
- 4. Scope of Services with Price**

**SCOPE OF SERVICES**  
**St. Thomas Carnival 2024**  
**(Cooking Oil)**

The scope of service is to provide oil tanks or other approved containers for the collection and proper disposal of used cooking oil for the carnival activities on St. Thomas from April 13, 2024, to May 11, 2024. Used cooking oil shall be collected from the Children and Adults villages, and the Emancipation Garden.

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.
3. Collected cooking oil from the villages and Food Fair must be collected when tanks are full and/or when the events have concluded. VIWMA Management will notify when tanks require disposal.
4. Identify where and how the cooking oil will be disposed of or recycled.
5. Tanks should be labelled "Used Cooking Oil" and be secured from opening by unauthorized personnel.

**Oil Capacity**

Children & Adult villages – Tanks or other approved containers with the capacity to hold at least 600-1000 gallons

Emancipation Garden – Tanks or other approved containers with the capacity to hold at least 100-200 gallons

UVI Sports and Fitness Center- Tanks or other approved containers with the capacity to hold at least 100-200 gallons

<b>Location</b>	<b>Quantity (Tanks)</b>	<b>Total Gallons Needed</b>	<b>Price per. Gallon &amp; Total Price</b>
Villages April 28 <sup>th</sup> thru May 11 <sup>th</sup> , 2024	Five (5) Tanks – 200 Gallons ea.	1000	
UVI Sports and Fitness Center April 13 <sup>th</sup> and 14 <sup>th</sup> , 2024	One (1) Tank -200 Gallons ea.	200	
Emancipation Garden May 1st, 2024	One (1) Tank -200 Gallons ea.	200	
<b>TOTAL PRICE FOR ALL OIL COLLECTION &amp; DISPOSAL SERVICES</b>	<b>7 Tanks (200 gallons ea.)</b>	<b>1,400</b>	