



## RPQ-003-T-2025

# VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RPQ-003-T-2025 for Area Clean Up Services for St. Thomas Carnival 2025**

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 **Monday, March 10<sup>th</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-003-T-2025 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Wednesday, March 26<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: **February 19<sup>th</sup>, 2025**  
.....**RPQ-003-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, March 26<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. Thomas Carnival 2025. For further questions pertaining to this Request for Quotations (RPQ-003-T-2025), please contact Michael Vante at 340-715-9191 and/or submit questions on or before Monday, March 10<sup>th</sup>, 2025.**

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 Injury & Property Damage Insurance**
- 5. Automobile & Truck Public Liability/Bodily Injury & Property Damage Insurance**
- 6. Scope of Services with Price**

# **SCOPE OF SERVICES FOR ST. THOMAS CARNIVAL 2025**

## **A. GENERAL PROVISIONS**

The purpose of the Contract is to provide cleanup services during the Carnival 2025 activities to assist the Solid Waste Division 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 yards (cy) bins and trash bags and their replacements.

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

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 villages and the immediately surrounding areas, deposit trash bags into 20 cy bins provided by the Authority and replace 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.
3. Clean and remove Garbage from both Villages
4. Clean the Fort Christian parking Lot after the Calypso Monarch Show
5. Clean all impacted streets after the Boat Race. The cleanup shall begin from the area of Griffith Park heading east towards the Village.
6. Clean all impacted streets after the Steel Pan and Quelbe Tramp to be held on Main Street.
7. Clean the venue (to be determined) and 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.

8. Clean all impacted streets after J'ouvert. 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.
9. 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.
10. Clean the Carnival Village before and after the Panorama
11. 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 Carnival 2025.
12. The contractor may be assigned additional tasks from time to time by the Authority during the term of this contract.

#### **A. 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.

## **B. 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.

## **C. SAFETY CONSIDERATIONS**

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

## **D. 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 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.

## **E. 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.

## **F. LICENSING REQUIREMENTS**

The contractor shall provide the Authority with proof of any/all of following license requirements: **Garbage Disposal Services** or **Landscaping, Gardening, Maint. Services**

## **G. CONTRACT PERIOD**

It is the intent of the V.I. Waste Management Authority to enter into a contract for the period **April 10th, 2025, through May 5th, 2025**. The contract shall be effective upon execution by the parties hereto. The contract shall end at midnight on May 5, 2025, unless earlier terminated as herein specified in the section entitled, "Termination", or further extended by agreement of the parties in writing.

## **H. 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

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

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