



RPQ-004-T-2026

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RPQ-004-T-2026 for Used Cooking Oil Collection & Disposal Services for St. John Festival 2026**

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 mvante@viwma.org. All questions pertaining to the scope of services to be rendered should be directed to Michael Vante, Procurement & Property Director, on or before **Wednesday, June 3rd, 2026**. 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
mvante@viwma.org

Responses will be submitted electronically in PDF format bearing the respective RPQ Number: RPQ-004-T-2026 to mvante@viwma.org on or before Wednesday, June 17th, 2026, 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.

***Hannibal “Mike” Ware
Executive Director***

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

VIRGIN ISLANDS
WASTE MANAGEMENT AUTHORITY

Request for Price Quotations

TO: DATE: **May 17th, 2026**
.....**RPQ-004-T-2026**

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, June 17th, 2026 at 12:00PM Atlantic Standard Time**, and delivered electronically at mvante@viwma.org or hand delivered as follows:

**Mr. Michael Vante, 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 St. John Festival 2026**

For further questions pertaining to this Request for Quotations (RPQ-004-T-2026), please contact Michael Vante at 340-715-9191 and/or submit questions on or before Wednesday, June 3rd, 2026.

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 FOR
ST. JOHN FESTIVAL 2026 – USED OIL COLLECTION & DISPOSAL**

A. GENERAL PROVISIONS

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, 2026. 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 4th, for the cleaning 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.
3. Identify where and how the cooking oil will be disposed of or recycled.
4. Tanks should be labeled “Used Cooking Oil” and be secured from opening by unauthorized personnel.

Oil Capacity

Village – Tanks or other approved containers with the capacity to hold at least **600-800 gallons**.

B. CONTRACT PERIOD

This contract shall be effective upon execution by the parties hereto, and the delivery of a Notice to Proceed (or a “Provisional” Notice to Proceed) from the VIWMA Executive Director, and the selected Contractors shall commence their performance pertaining to the 2026 St. John Festival activities covered by this contract from June 4th, 2026 and the contract shall end at midnight on July 6, 2026, 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 and as follows:

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. 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.

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 work. 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. 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
RPQ-004-T-2026

VENDOR NAME: _____

Location	Quantity	Total Gallons Needed	Price per gallon	Total price
Adult's Village Parking Lot & Custom's Dock	One (1) Tank	600-800		

APPROVING SIGNATURE: _____

APPROVING NAME: _____