



RPQ-004-C-2023

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting price quotations for **RPQ-004-C-2023** for the **Area Cleanup Services for the Crucian Christmas Festival 2023-2024**

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 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 **Wednesday, October 11th, 2023**. 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

Price Quotations will be submitted electronically in PDF Format bearing the respective RPQ Number: RPQ-004-C-2023 to sdavid@viwma.org and mvante@viwma.org on or before Friday, October 20th, 2023 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: **September 20th, 2023**
.....**RPQ-004-C-2023**

Pursuant to their Procurement Policies & Procedures, the Virgin Islands Waste Management Authority will receive Price Quotations for the work described below. Price Quotations will be received until **Friday, October 20th, 2023 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: **Clean Up Services for the Crucian Christmas Festival 2023-2024**

For further questions pertaining to this Request for Quotations (RPQ-004-C-2023), 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**
- 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. CROIX FESTIVAL 2023-2024**

A. GENERAL PROVISIONS

The purpose of the contract is to provide cleanup services during the St. Croix Crucian Christmas Festival 2023-2024 activities to assist the Virgin Islands Waste Management Authority (VIWMA), specifically Solid Waste Division with the venues used during the scheduled activities. Those areas include but are not limited to the Festival Village, Strand Street, King Street, (vicinity of Medre Cummins Park and Lagoon Street), Adult's and Children's Parades, Queen Mary (vicinity of Claude O Markoe School), the Parade Route from beginning to end, and all side and back streets. All work to be done under the contract shall conform to the requirements of the specifications, and the terms and conditions set forth in Title 19, Chapter 56 of the Virgin Islands Code, and any amendments thereto as adopted by the Legislature of the Virgin Islands, as well as 40 CFR Part 258 of the Code of Federal Regulations. Further, the intent of these specifications is to ensure the public health, welfare, and safety.

It shall be the responsibility of the Contractor to perform the work in strict compliance with all federal and local laws, decrees, ordinances, and regulations, as well as the rules, orders, decrees, and requirements of the above authorities or of any other bodies or tribunals that have jurisdiction over the performance of the work.

Any penalties assessed by regulatory agencies relating to violations of laws or regulations pertaining to the project, shall be paid by the contractor in addition to any damages assessed by the Authority according to the contract documents. Such penalties and the payment therefore shall apply only to work required by the contract documents.

It is further agreed that the Contractor shall have maximum flexibility in performing the work within the limits established by these specifications.

The scope of services is to provide cleanup during St. Croix Crucian Christmas Festival 2023-2024. 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 equipment (PPE), and any other safety equipment necessary to carry out this contract.

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

1. Clean the Festival Village, and both the adult's and children's (coney island) villages each day. The crew shall pick up and collect trash in the Village and the immediate surrounding areas and dispose of trash into a 20 cubic yd bin set up in the village. The crew shall be responsible for the frequent emptying of 64-gallon carts into a 20 cubic yd staged in the village and return emptied carts to their original location in the village during and daily. The contracted crew will also be responsible for washing out the carts every morning before the next event in the village.

2. Clean the Food Fair in Buddhoe Park Fredriksted and Strand Street, and the immediate surrounding areas before and after the Food Fair. In addition, during the hours of the Food Fair, the crew shall be responsible for the frequent emptying of 64-gallon carts into a 20 cubic yd bin provided by the Virgin Islands Waste Management Authority (VIWMA), Solid Waste Division for Wednesday, January 03, 2024, and return of carts to their original location at Buddhoe Park Fredriksted.
3. Clean all impacted streets after J’ouvert on Thursday, January 04, 2024. The cleanup shall begin from the Claude O Markoe School to the Festival Village. The crews shall follow the last band and collect trash from the J’ouvert route and all immediate surrounding areas, including side streets on Thursday, January 04, 2024.
4. On the day of the parades, all crews shall meet at the beginning of the parade route to be assigned to the particular areas. Crew members will follow behind the collection trucks which will follow the last troupe or parade float, and collect trash from the entire parade route, including the side streets, on Friday, January 05, 2024, and Saturday, January 06, 2024.
5. Clean King Street and all side streets, King Cross, Queen Cross, Strand, Lagoon Street, towards the Medre Cummins Park, complete final cleanup of all the festival parade route and activities on Sunday, January 07, 2024.
6. The contractor may be assigned additional tasks from time to time by the Authority during the term of this contract.

B. CONTRACT PERIOD

It is the intent of the Virgin Islands Waste Management Authority (VIWMA) to enter into a contract for the period December 26, 2023, thru January 13, 2024. The contract shall be effective upon execution by the parties hereto.

The contract shall end at midnight on January 13, 2024, 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. 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.

E. 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.

F. 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.

G. 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.

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