



RPQ-004-T-2025

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RPQ-004-T-2025 for Used Cooking Oil Collection & Disposal 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 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 **Monday, March 10th, 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 or mvante@viwma.org

Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RPQ-004-T-2025 to sdavid@viwma.org and mvante@viwma.org on or before Wednesday, March 26th, 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 19th, 2025**
.....**RPQ-004-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 **Wednesday, March 26th, 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: **Used Cooking Oil Collection & Disposal Services for St. Thomas Carnival 2025. For further questions pertaining to this Request for Quotations (RPQ-004-T-2025), please contact Michael Vante at 340-715-9191 and/or submit questions on or before Monday, March 10th, 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 (\$10,000)**
- 5. Automobile & Truck Public Liability/Bodily Injury Insurance (\$10,000)**
- 6. Scope of Services with Price**

SCOPE OF SERVICES

St. Thomas Carnival 2025 – Used Cooking Oil Collection & Disposal

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 STT 2025 carnival activities. Used cooking oil shall be collected from the Children's and Adults' villages and other venues designated by the Festival Committee for other functions such as the Cultural Fair, Carnival Queen, and Prince and Princess Show. 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 and other venues. Oil 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 and provide Chain of Custody Manifest upon completion.
 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
 - Cultural Food fair(Venue to be determined) – 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

Location	Quantity (Tanks)	Total Gallons	Price per Gallon	Total Price
Villages Fort Christian Parking Lot	Four (4) – 200 Gallons	800		
Prince & Princess/Queen Show (Venue and Dates TBD)	One (1) -200 Gallons	200		
Cultural Food Fair Venue and Date TBD	One (1) -400 Gallons	400		