



RPQ-005-T-2023

VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

The Virgin Islands Waste Management Authority is hereby soliciting price quotations for **RPQ-005-T-2023** for the **Janitorial Services – St. John**

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 & Inventory Manager, on or before **Monday, June 12th, 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-005-T-2023 to sdavid@viwma.org and mvante@viwma.org on or before Wednesday, June 21st, 2023 at 12:00 PM. 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: **May 31st, 2023**
.....**RPQ-004-T-2023**

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 21st, 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: **Janitorial Services – St. John**

For further questions pertaining to this Request for Quotations (RPQ-004-T-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**
- 3. Comprehensive General Liability Insurance**
- 4. Scope of Services with Price**



Scope of Work

Janitorial Services

#6 Susannaberg, St. John, VI 00830

&

#99 Enighed Pond, Cruz Bay, St. John V.I. 00830

The following scope of work is developed for the provision of Janitorial services to the Virgin Islands Waste Management Authority. The major requirements of this contract are detailed below:

The Contractor shall provide all manpower and equipment necessary to perform Janitorial services for various locations of the Virgin Island Waste Management Authority within the St. John district. Such services shall be provided for a period of Two year.

The Contractor shall be required to perform Janitorial services to include, but not be limited to:

- Clean, sweep, and mop all hard floor surfaces;
- Wash and disinfect all hard floor surfaces;
- Wash and buff all hard floor surfaces;
- Clean, sweep, and mop all entry areas including the lobbies and waiting rooms;
- Wash and disinfect all bathroom fixtures and surfaces, including bathroom floors, counters, sinks, commodes, urinals, and shower stalls;
- Remove and dispose of all trash and debris from wastebaskets and/or other refuse from containers in lobbies, offices, conference rooms, lounges bathrooms, and any other area, as well as any other debris, refuse, or trash designated for disposal;
- Provide a continuous replacement supply of trash and disposal bags for the any generated refuse;
- Provide a continuous replacement supply of toilet paper, paper towels, liquid hand soap and air fresheners for all bathrooms.
- Vacuum all carpet surfaces;
- Dust and polish all desks and equipment surfaces and clean computer monitors;
- Clean interior windows and window coverings (i.e., blinds, curtains, etc...);

Scope of Work for Janitorial Services

- Clean exterior windows and doors.
- Clean interior glass surfaces which include interior and exterior glass doors and/or glass panes, of which both sides must be cleaned.

Unless otherwise requested by the Authority, all work shall be performed once a week between the hours from 7 a.m. to 3p.m. on weekdays, as specified by the Authority.

For security measures, the successful contractor will be subject to a background investigation prior to the awarding of a contract.

The Contractor is precluded from assigning or subcontracting any portion of the awarded contract.

Specific information such as site location, number of janitorial personnel requested, coverage hours, etc... will be furnished to the contractor upon initiation of the contract. However, this information will be subject to change depending upon the circumstances present (i.e., natural or manmade disasters, special functions or events, etc...).

Custodial/janitorial personnel will be trained by the contractor and shall be well versed in the appropriate methods of cleaning and disposal of waste materials, including hazardous waste.

Custodial/janitorial personnel shall be courteous and efficient in their conduct and demeanor and must present themselves in a neat and clean appearance at all times.

Custodial/janitorial personnel shall be mindful of their representation on behalf of the Authority and shall conduct themselves in a manner that is appropriate (i.e., no use of foul or obscene language, etc...).

The Contractor shall file with its bid, a statement under oath, that the custodial/janitorial personnel have been fully trained, giving the type of training, the name and experience of the persons and/or organization providing the training, certifications received, if any, requirements for continued training development, and a schedule of training dates (when developed, but within the first ninety (90) days of the contract).

The Contractor agrees to compensate its custodial/janitorial personnel at least the existing minimum wage, as well as federal and/or local taxes as may be applicable. All federal and withholding taxes shall be the responsibility of the contractor.

The Contractor agrees not to refuse to hire or employ nor to bar or discharge from employment, any individual because of race, sex, sexual orientation, disability, religion, color or ancestry.

The Contractor shall furnish the appropriate ratio of supervisory personnel for the number of custodial/janitorial personnel employed.

The Contractor must be licensed to conduct business in the United States Virgin Islands.

Scope of Work for Janitorial Services

The contractor shall secure and maintain, on his own expense, Workmen's Compensation Insurance; Comprehensive General Liability Insurance, against bodily injury with minimum limits of \$50,000.00 per person and \$100,000.00 per incident, and against property damage with limits of \$100,000.00. The cost of this insurance is to be borne solely by the contractor and maintained fully during the contract. A copy of the insurance policies required hereunder will be provided with the Authority within ten (10) business days following the receipt of this award.

Should any special circumstance exist at any location, the Authority shall notify the Contractor so that appropriate arrangements can be made for cleaning.

The Authority reserves the right to request the contractor to remove any custodial/janitorial personnel from its premises, at any time, with or without cause.

The Authority reserves the right to reject any or all bids, to waive any informality in bids, and unless otherwise specified by the Authority or by the bidder, to accept any item in the bid package.

RATE: \$ _____ /HOUR for 104 Weeks