



Economic Development Park Corporation **Custodial Services Request for Quotes and Specifications**

Date: September 2, 2025

Project Locations: USVIEDA Frederiksted Office Building, King Street Frederiksted and USVIEDA/EDPC Offices, BLDG. 2 William D. Roebuck Industrial Park, BLDG. 1 EDPC Maintenance Office

The Virgin Islands Economic Development Authority (USVIEDA) through the Economic Development Park Corporation (EDPC) is seeking quotes for the purposes of providing custodial services for USVIEDA offices located in the Fleming Building at #116 King Street, Frederiksted, St. Croix and the EDPC offices located at Building #1, Suite 102 and Building #2, Suite 202 at the William D. Roebuck Industrial Park (Park) at #4 Negro Bay, St. Croix.

Fleming Building Description

The USVIEDA office spaces at the Fleming Building are in a two-story historic building in downtown Frederiksted of approximately 5,000 square feet each floor. On the first floor of the office building there are two (2) small, enclosed offices, five (5) work cubicle stations, one (1) conference room, two (2) restrooms, and one (1) light-duty kitchen that will require custodial attention. The second floor of the office building has five (5) enclosed offices, five (5) work cubicle stations, two (2) restrooms and one (1) light-duty kitchen that will require custodial attention.

William D. Roebuck Industrial Park Description

The USVIEDA/EDPC: (A) Maintenance Offices at the Park are located in Building #1 and has just one office area and 1 bathroom. (B) Main Offices are located in Building #2 and has approximately 4,500 square feet of space. There are eight (8) office spaces, one (1) cubicle space, one (1) conference room, one (1) lobby area, one (1) light-duty kitchen, one (1) three-stall toilet women's restroom and (1) two-stall toilet with a one-stall urinal men's restroom in addition to enclosed office space and cubicle space that will require custodial attention.

Required Services

The entire first and second floor office, kitchen and bathroom areas are to be swept and mopped regularly, and trash taken out on days services are provided. The bathroom and kitchen surfaces, fixtures, and appliances are to be cleaned as well. The Frederiksted offices will require custodial services on Mondays, Wednesdays, and Fridays during regular working hours, preferably during the morning. The Park offices will require custodial services on Tuesdays and Thursdays during regular working hours, preferably during the morning hours. Custodial service will begin on Monday, October 6, 2025. If a regularly scheduled housekeeping day falls on a holiday or administrative day off, service will be rescheduled for the next business day.

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340-714-1700

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info@usvieda.org

116 King Street, Frederiksted
St. Croix, VI 00840
340-773-6499

Submission Instructions

Please submit your quote in a sealed envelope at the USVIEDA offices located in the Fleming Building at #116 King Street, Frederiksted, St. Croix **no later than 2:00 p.m. on Wednesday, September 17, 2025**. No quotes will be accepted after 2:00 p.m. on September 17, 2025. The quotes will be opened and reviewed by a committee. Submitters of quotes not selected will be notified soon after. Quotes submitted in unsealed envelopes will not be considered. The envelope must be addressed:

USVIEDA/EDPC Office Cleaning Quote
Attention Mark Finch, Director, Physical Plant
#116 King Street
Frederiksted, St Croix U.S.V.I. 00840

All parties interested will be allowed to visit the office spaces prior to submitting a quote. To schedule a site visit appointment prior to quote submission or if you have any questions, comments or concerns please do not hesitate to contact Mark Finch by telephone at 340-773-6499 (O) or 407-484-6529 (M) or by email at mfinch@usvieda.org.