



THE WEST INDIAN COMPANY LIMITED (WICO)

PROFORMA INVOICE

WICO's Berth is a 3300 ft. Marginal Protected Wharf with 30-36ft. depth alongside. Our port facility is beautifully landscaped and maintained. At WICO's port a well-established taxi dispatching and tour operation service is offered. The West Indian Company Limited is in close proximity to the Havensight Shopping Mall which consist of over 40 retail stores, 8 bars and restaurants, a spa, grocery, post office, pharmacy and other businesses.

Revised January 16, 2025

THE WEST INDIAN COMPANY LIMITED PORT FEES & SERVICES

**The following information details all charges to be incurred.
All amounts are in U.S. Dollar currency.**

A. CRUISE SHIP VESSELS

Wharfage

Single Tariff \$8.24 per revenue passenger

Line Handling – Mooring / Unmooring Per Service

The rates for line handling services **Monday – Friday** are as followed:

Regular Time (Included in the Single Tarriff)	08:00 – 11:59	13:00 – 16:59
Overtime \$100.00	06:00 - 07:59	12:00 - 12:59
Double Time \$300.00	00:01 to 05:59	17:00-24:00

Monday -Friday, all day on weekends and Holidays

Water Bunkering is available at \$0.06 cents (USD) per/gal.

Please note that the overtime and double time rates listed are added to the single tariff when the times apply.

There is a standby fee of \$100.00 per hour should the vessel not be ready for the scheduled mooring/unmooring times.

Cruise Ship Designation

A vessel is designated a cruise ship when the passenger capacity meets or exceeds 350 passengers. Vessels with a less than 350 passenger capacity will be billed as a yacht under section D.

Overnight Stays

Vessels staying overnight will be charged an additional day if departing after 06:00.

Medical Evacuation – Non-Scheduled Traffic

Mooring / Unmooring \$800.00
Security \$50.00 per hour w/ 2 hour minimum

Medical Evacuation by Tender

Security \$50.00 per hour w/ 2 hour minimum

These medical evacuation rates carry through 24 hrs., weekdays, weekends and holidays.

B. GOVERNMENT / MILITARY / TRAINING SCHOOL VESSELS

Line Handling – Mooring / Unmooring Per Service

The rates for line handling services **Monday – Friday** are as followed:

Regular	\$200.00	08:00 - 12:00	13:00 - 17:00
Overtime	\$300.00	06:00 - 07:59	12:00 - 12:59 17:01-24:00
Double Time	\$500.00	00:01 to 05:59 Monday -Friday, all day on weekends and Holidays	

There is a standby fee of \$100.00 per hour should the vessel not be ready for the scheduled mooring/unmooring times.

Vessels departing between the hours of 00:01 and 05:59 will be charged an additional flat fee of \$600.00. An additional day will be charged for any departure after 06:00.

- Security \$50.00 per hour
- Dockage \$2.00 per foot length of vessel per day
- Water \$0.06 per gallon

C. COMMERCIAL CARGO

Line Handling – Mooring / Unmooring Per Service

The rates for line handling services **Monday – Friday** are as followed:

Regular	\$200.00	08:00 - 12:00	13:00 - 17:00
Overtime	\$300.00	06:00 - 07:59	12:01 - 12:59 17:01-24:00
Double Time	\$500.00	00:01 to 005:59 Monday -Friday, all day on weekends and Holidays	

There is a standby fee of \$100.00 per hour should the vessel not be ready for the scheduled mooring/unmooring times.

Vessels departing between the hours of 00:01 and 05:59 will be charged an additional flat fee of \$600.00. An additional day will be charged for any departure after 06:00.

- Dockage \$2.50 per foot length of vessel per day
- Security \$50.00 per hour
- Water \$0.10 per gallon

Wharfage Loaded or Landed

Flatbed Trailers	\$1.00 per ton
Boats as Cargo	\$40.00 each
Cars as Cargo	\$40.00 each under 2 tons
Pickups as Cargo	\$65.00 each over 2 tons
Large Trucks as Cargo	\$75.00 each over 2 tons
Container Trailer	\$30.00 each

Official shipping documents with full description of vehicle or trailer should be submitted to WICO Accounting Department to determine weight for billing purposes.

D. PRIVATE VESSEL / YACHT

Line Handling – Mooring / Unmooring Per Service

The rates for line handling services **Monday – Friday** are as followed:

Regular	\$200.00	08:00 - 12:00	13:00 - 17:00	
Overtime	\$300.00	06:00 - 07:59	12:01 - 12:59	17:01-24:00
Double Time	\$500.00	00:01 to 05:59 Monday - Friday, all day on weekends and Holidays		

There is a standby fee of \$100.00 per hour should the vessel not be ready for the scheduled mooring/unmooring times.

Vessels departing between the hours of 00:01 and 05:59 will be charged an additional flat fee of \$600.00. An additional day will be charged for any departure after 06:00.

- Dockage \$ 8.00 per foot length of vessel per day
- Security \$50.00 per hour
- Water \$0.10 per gallon

A copy of the vessel registration, company contact number, email address and a copy of the valid vessel or company liability insurance policy stating "The West Indian Company Limited" and V.I. Public Finance Authority as an additional insured should be submitted to our Chief of Security, Joseph Francis at jfrancis@wico-ltd.com.

Unless charges are directed to the agent, all billing information must include an email address and be directed to acct_billing@wico-ltd.com.

E. Container Fees

The following costs pertain to containers needing access onto property.

- a. \$50.00 for 20 ft. trailers
- b. \$100.00 for 40 ft. trailers
- c. Overnight Storage for Trailers: \$100.00 per night per trailer

F. Outside Vendor Dock Usage & Access Fees

- a. Cherry Picker Usage per day, per ship: \$100.00 for 45 ft pickers; \$200.00 for 90 ft. pickers
- b. Crane Usage per day: \$ 175.00 for 10-ton cranes; \$300.00 for 30-ton cranes; \$500 for up to 100 ton
- c. Delivery Service Vehicles: \$30 per delivery
- d. Garbage Removal: \$75.00 per haul per truck and/or bin
- e. Tanker Truck: \$150.00 per tanker truck per visit
- f. Forklift access \$75.00

Outside vendor service requests must be submitted by the agent via e mail 24hrs prior to the time of required service. Same day late requests will be subject to a \$50 penalty fee for disruption of operations.

G. Equipment Storage

Any equipment stored on WICO's property will be subject to a \$60 per night / 300.00 per week / \$1,000.00 per month fee.

H. Tour Boat

Tour companies will be charged the following rates per month per vessel operating tours at The West Indian Company Limited dock.

- Tour vessels 28 ft and under \$150
- Tour vessels 29 ft-40 ft \$200
- Tour vessels 41 ft and above \$250

I. Miscellaneous Fees

- a. Event Parking Fee: The rate of \$400.00 per event per night will be charged for using WICO's facility for parking.
- b. WICO Identification Card: A fee of \$45.00 per card including replacement card will be charged.
- c. WICO temporary identification cards: A fee of \$10 will be charged daily
- d. ROV Service - Underwater Visual Inspection \$200 per hour w/ 2 hour minimum
- e. Backhoe Services – Multi-bucket - \$100.00/hour; Hydraulic Hammer - \$140.00/hour. Both with 2-hour min.
- f. Forklift Services – Small Forklift - \$85.00/hour; Medium Forklift - \$110.00/hour; Large Forklift - \$135.00/hour. All with 2-hour minimum

MAILING INFORMATION

Mailing Address: The West Indian Company Limited
Post Office Box 7660
St. Thomas, U.S.V.I. 00801

Physical Address: The West Indian Company Limited
9020 Havensight Mall
St. Thomas, U.S.V.I. 00802

Telephone No.: (340) 774-1780 Switchboard

Fax No. (340) 714 -6419

Website Address: www.wico-ltd.com

Accounting Information

Please remit all payments via Automated Clearing House (ACH) to:

Bank Information: Banco Popular de Puerto Rico
Attention: Cable Department
San Juan, Puerto Rico
ROUTING NO.: 021606674
ABA No.: 021502011
ACCOUNT NO.: 195-142775
ACCOUNT NAME.: Operating Fund

If the originating bank is outside of the United States, please use the Swift Code: **BPPRPRSX**

Accounting Department Contact

Charlene Turnbull
Chief Financial Officer (340) 774-1780 Ext. 2233

Email Address: acct_billing@wico-ltd.com and CTurnbull@wico-ltd.com

Marine Department Emergency Contact

Mark Sabino
Director of Marine & Cruise Services (340) 473-8701

Desmond Williams
Assistant Marine Manager (340) 690-1140

Duke Este
Marine Foreman (340) 473-7122

Security Department Contact

Mr. Joseph Francis
Chief of Security (340) 473-8926

Dean Aubain
Deputy Chief of Security (340) 642-7253

Lester Slack
Security Operations Manager (340) 642-0033

<u>Agencies</u>	<u>Telephone No.</u>	<u>Fax No.</u>
U.S. Coast Guard (Local)	(340) 776-3497 (340) 201 8593	(340) 774-1687
U.S. Coast Guard: San Juan	(787) 289-2040	(787) 729-6648
U.S. Public Health	(800) 323-2132	
Virgin Islands Port Authority	(340) 774-2250 (340) 774-2333	(340) 776-0025
U.S. Customs	(340) 774-2510 (340) 774-2520	(340) 774-6755
U.S. Immigration	(340) 774-4279	
Hospital	(340) 776-8311	(340) 776-0610
Police Department	911 or (340) 774-2211	
Fire Department	911 or (340) 774-1211	
Ambulance	911 or (340) 776-8311	
V.I. Dept. of Tourism	(340) 774-8784	
USVI Administrator's Office	(340) 774-8311	

The West Indian Company Limited Observed Holidays

January - New Year's Day

January - Martin Luther King Jr. Day.

February - President's Day

April - Good Friday

April - Easter Monday

April / May - Carnival Friday

May - Memorial Day

June - Juneteenth

July - Emancipation Day

July 4th - Independence Day

September - Labor Day

October - Columbus Day

November 11th - Veteran's Day

November - Thanksgiving Day

November - Thanksgiving 2nd Day

December 25th - Christmas Day

December 26th – Christmas 2nd Day

When holidays fall on a weekend the following Monday will be observed as the holiday.

GENERAL BERTH INFORMATION

Time Zone

Atlantic Standard / Greenwich Mean Time -4 Hours

Berth

The West Indian Company Limited dock is located on the south shore of Charlotte Amalie Harbor St. Thomas. The dock is aligned on a west to east heading. The total usable berth is 3300 ft with 3025 ft of actual dock and 275 feet overhang to three mooring buoys. The dock height is 8 feet at low tide. The depth is 36 ft at the western end transitioning to 30 feet at the eastern end. Fenders are arc and compression types. Two gangways 20 by 4 feet are available. Forklift service is available. The tidal range is 1 foot.

Facilities

Potable water is available. Heavy oil bunkering is not available. Fueling by tanker truck and sludge/gray water discharge is allowed on special request via private vendor. Only dry garbage landing, no medical waste or wet garbage is allowed. Please see Section F for the fee schedule.

Environment

Lifeboat drills are allowed, and paint rafts are allowed however even though painting is allowed absolutely no paint drips or chips are allowed into the water. No waste discharge of any kind is allowed including ballast water. When washing windows and decks only bio safe soaps are allowed with Material Safety Data Sheets kept on hand to confirm the product. Environmental Enforcement Officers may stop any outside hull work if they suspect a violation. Oil spills must be reported promptly to the U.S. Coast Guard.

Security

Facility security is in compliance with SOLAS / ISPS and USDHS regulations. A security fence with access gates secures the berth / dock. Security check points are at each gate with roving patrols throughout the facility. There is 24-hour camera surveillance with 24-hour security available on request. All persons needing access to the ships must display the required picture ID to gain entry inside the secured area. The roving patrol has authority to challenge any person inside this area. Communication link to security is by VHF marine channel 12 call sign WICO security or Security emergency contacts Deputy Chief Dean Aubain

(1-340-642-7253) or Chief Joseph Francis (1-340-473-8926). Ships are responsible for the physical Container screening, screening of boarding personnel and luggage.

Violations and Warnings

Be advised and mindful of the presence of illegal drugs and that the severity of this port in that regard should not be underestimated.

Shops aboard ship must remain closed while in port and onboard casinos may open after 5pm.