INVITATION FOR BIDS
IFB 2027-002

HVAC Materials, Equipment, Parts and Supplies

Albert A. Sheen Campus (AAS), St. Croix • Orville E. Kean Campus (OEK), St. Thomas

Solicitation issue date: 10/28/2026

Bid submission deadline: 11/25/2026 2:00 PM (AST)

Submit bids to: bids@uvi.edu - Reference "IFB 2027-002 – HVAC Materials, Equipment, Parts and Supplies" in the subject line.

1. Purpose

The University of the Virgin Islands (UVI) seeks qualified suppliers to provide heating, ventilation, and air conditioning (HVAC) materials, equipment, replacement parts, components, appliances, and related supplies for the Physical Plant departments at both the Albert A. Sheen (AAS) Campus on St. Croix and the Orville E. Kean (OEK) Campus on St. Thomas, U.S. Virgin Islands.

Materials and equipment will be purchased on an as-needed basis to support routine HVAC maintenance, repairs, replacement of failed components, installation projects, and the ongoing operation of University facilities.

2. Scope of Supply

Awarded suppliers shall provide HVAC materials, equipment, replacement parts, accessories, consumables, delivery, and related supply support necessary for University HVAC operations. Products may include, but are not limited to:

- Split air conditioning systems and components; condensing units; evaporator coils; air handlers and related parts
- HVAC filters, belts, motors, blowers, fans and associated components
- Refrigerants and refrigerant-related materials, compressors, expansion valves and sight glasses
- Condensate drain pans, pumps and related components
- Copper tubing and rolls, fittings, pipe insulation, and refrigeration/HVAC piping components
- Capacitors, contactors, relays, controls, thermostats, disconnects and related electrical accessories
- Replacement parts for commercial HVAC appliances and equipment, including kitchen and refrigeration equipment and fryer-related components when required
- Fasteners, fittings, connectors, installation accessories, HVAC maintenance chemicals and other related consumables

- Other HVAC parts, materials, equipment, accessories and supplies required for University operations

In addition to supply and delivery, bidders may offer HVAC installation and repair services on an as-needed basis. Service pricing shall be stated separately for each campus. No specific installation project or minimum volume of work is included or guaranteed.

3. Campus Coverage and Bidding Options

Lot A — AAS Campus, St. Croix: HVAC products and optional installation and repair services described in Section 2. Lot B — OEK Campus, St. Thomas: HVAC products and optional installation and repair services described in Section 2. Bidders may respond to either or both campus lots and may offer products, services, or both; identify all categories offered.

4. As-Needed Ordering and Product Standards

Orders will vary with preventive maintenance, emergency repairs, equipment failures, replacements, installations, renovations, building operations and seasonal needs. UVI makes no minimum or maximum purchase commitment. Only properly authorized orders, subject to available funding, may be fulfilled.

- Products shall be new and unused unless UVI expressly authorizes otherwise; fit for intended use, commercial/industrial grade where appropriate, properly labeled and protected, and free of defects.
- Products shall comply with applicable manufacturer specifications and federal and territorial requirements, including requirements for regulated refrigerants or materials.
- Where UVI identifies a model or part number to establish compatibility with existing equipment, the named item or an approved technically equivalent item may be supplied. No substitution without prior UVI approval.
- On request, suppliers shall furnish manufacturer, model/part number, dimensions, capacity, voltage, refrigerant type, electrical requirements, specifications or documentation needed to verify compatibility.

5. Ordering, Delivery and Coordination

- Acknowledge authorized orders promptly and coordinate delivery with the designated Physical Plant representative at the campus ordering the goods.
- Identify product availability, anticipated lead time, backorders, discontinued items and proposed substitutions promptly.
- Deliver the quantities ordered to the designated campus location, properly packaged and protected in transit.
- Make reasonable efforts to accommodate urgent repair requirements and advise UVI of any expedited freight charge before shipment.

- Replace or correct damaged, defective, incorrect or nonconforming goods attributable to the supplier at no additional cost.
- Comply with University campus access, safety and environmental requirements; do not invoice unauthorized goods, services or charges.

6. Catalog-Discount Bid Schedule

For each campus lot and product category offered, bidders shall identify a verifiable manufacturer or distributor published catalog/price list and their percentage discount. For installation and repair services, bidders shall instead enter hourly labor rates in the separate service-pricing line below. No estimated quantities or guaranteed work are established.

LOT A — AAS CAMPUS (ST. CROIX)

Product category / representative items	Catalog / published list reference	Discount (%)	Exclusions / notes
Complete HVAC equipment (split systems, condensing units, air handlers, coils)			
Compressors, motors, fans, blowers and mechanical components			
Filters, belts and routine maintenance consumables			
Refrigerants, valves, sight glasses and refrigeration components			
Copper tubing, piping, fittings, insulation and condensate components			
Electrical components, capacitors, contactors, relays, thermostats and controls			
Commercial HVAC,			

kitchen/refrigeration and appliance replacement parts			
Installation accessories, fasteners, maintenance chemicals and other HVAC supplies			
HVAC installation and repair services (optional; hourly labor rate)	Not applicable — service rate	$_____ per hour	State minimum callout, after-hours rate and any additional charges

Standard delivery/freight charge to this campus (or "included"): _____ | Expedited delivery terms/charges: _____

Standard order lead time: _____ | Catalog URL / attached price list effective date: _____

LOT B — OEK CAMPUS (ST. THOMAS)

Product category / representative items	Catalog / published list reference	Discount (%)	Exclusions / notes
Complete HVAC equipment (split systems, condensing units, air handlers, coils)			
Compressors, motors, fans, blowers and mechanical components			
Filters, belts and routine maintenance consumables			
Refrigerants, valves, sight glasses and refrigeration components			
Copper tubing, piping, fittings, insulation and condensate components			

Electrical components, capacitors, contactors, relays, thermostats and controls			
Commercial HVAC, kitchen/refrigeration and appliance replacement parts			
Installation accessories, fasteners, maintenance chemicals and other HVAC supplies			
HVAC installation and repair services (optional; hourly labor rate)	Not applicable — service rate	$_____ per hour	State minimum callout, after-hours rate and any additional charges

Standard delivery/freight charge to this campus (or "included"): _____ | Expedited delivery terms/charges: _____

Standard order lead time: _____ | Catalog URL / attached price list effective date: _____

7. Contract Pricing and Price Verification

Net item price = the applicable verifiable published list price less the awarded percentage discount, plus only expressly disclosed and UVI-authorized freight, delivery, taxes or fees. Bidders shall provide a copy of, or reliable access to, the applicable published price list. List prices must be genuine, verifiable prices and not created solely for this bid. Discounts shall remain firm for the initial contract term; catalog updates must be documented and may not be used to evade the offered discount. No unquoted surcharges, handling charges or substitutions may be imposed. UVI may request price support for individual orders. Installation and repair services, if ordered, shall be charged at the awarded hourly rate(s) and any separately disclosed, UVI-approved charges; product discounts do not apply to labor.

8. Evaluation and Multiple Awards

UVI will determine whether bids meet material requirements and whether bidders are responsible and capable of supplying the categories and campus lots offered. Because published list prices may differ by supplier, the highest discount is not necessarily the lowest net price. UVI may make nonexclusive multiple standing-order awards by campus and

product category to qualified responsive bidders offering verifiable catalogs and fixed discounts. No vendor is guaranteed any orders. At the time of each purchase, UVI will compare the actual net delivered price for the required compliant item among available awarded suppliers, considering compatibility and required delivery, and will issue the authorized order in accordance with University procurement procedures. UVI reserves the right to reject bids or cancel the solicitation in accordance with applicable policies.

9. Bid Submission Requirements

- Signed bidder cover letter identifying legal business name, contact information, and the campus lot(s) and product categories offered.
- Completed catalog-discount schedule(s) and published catalog/price list references or copies.
- Any disclosed freight, delivery, taxes, fees, exclusions and lead times for each campus.
- Evidence of applicable Virgin Islands business licensing, supplier capability and relevant product lines; insurance and other documents as required prior to award.
- Acknowledgment of all published addenda and disclosure of material exceptions.
- **Bid submission deadline**: 11/25/2026 2:00 PM (AST)
- **Submit bids to:** bids@uvi.edu - Reference “IFB 2027-002 – HVAC Materials, Equipment, Parts and Supplies” in the subject line.

10. Invoicing and Payment

Invoices shall identify invoice date, authorized purchase order, delivery date, item description, manufacturer/part number where applicable, quantity, unit of measure, published list price, awarded discount, net unit price, approved delivery charges and total. UVI pays only for authorized goods delivered and accepted. Payment terms are Net 30 following receipt of a proper, undisputed invoice and acceptance of goods, subject to the contract.

11. General Conditions

No work or purchase is authorized by an award notice alone. UVI may make separate awards by campus/category and does not guarantee exclusivity or minimum expenditures. Suppliers shall comply with applicable law, licensing, safety, environmental and University requirements. All communications concerning this solicitation shall be directed to bids@uvi.edu; material changes will be issued by written addendum.

UNIVERSITY OF THE VIRGIN ISLANDS

PROCUREMENT DEPARTMENT | BIDDER COVER LETTER

To be completed, signed, and submitted by the bidder with its response to the applicable IFB or RFP.

Solicitation Number	
Solicitation Title	
Bidder / Legal Business Name	
Business Address	
Primary Contact / Title	
Telephone / Email	
Campus / Lot(s) Bid	

Dear Procurement Department:
On behalf of the bidder identified above, I submit the attached bid/proposal in response to the referenced solicitation. The bidder has reviewed the solicitation documents and applicable addenda and offers to provide the goods and/or services for the campus(es) and lot(s) identified in our response, in accordance with the submitted pricing and terms.

By signing below, the authorized representative confirms that:

- The information and pricing submitted are accurate to the best of the bidder's knowledge.
- The bidder has identified any exceptions or deviations in its submission; if none are identified, none are proposed.
- The undersigned is authorized to submit this response on behalf of the bidder.

Addenda acknowledged (list numbers, or write "None"):

_____

Exceptions or deviations (identify attached page(s), or write "None"): _____

_____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

This cover letter does not replace any other forms, pricing schedules, certifications, or supporting documents required by the solicitation.