INVITATION FOR BIDS

IFB 2027-003

Generator Preventive Maintenance and Emergency Repairs

Service location(s): Albert A. Sheen Campus, St. Croix and Orville E. Kean Campus, St. Thomas

Issue date: 10/28/2026

Submission deadline: 11/25/2026, 2:00 PM (AST)

1. Invitation and scope

The University of the Virgin Islands (UVI) invites qualified businesses to offer the services described below on an as-needed basis. The listed services describe the work UVI may request and do not guarantee any volume, minimum expenditure or exclusive award. Vendors may respond to any individual campus lot or service category for which they are qualified; bidders need not offer every category.

2. Purpose

The University of the Virgin Islands (UVI) is seeking qualified contractors to provide preventive maintenance, inspection, troubleshooting, repair, and related services for emergency and standby generators supporting the Orville E. Kean (OEK) Campus on St. Thomas and the Albert A. Sheen (AAS) Campus on St. Croix, U.S. Virgin Islands.

The services are intended to maintain generator reliability and operational readiness and to support continuity of university operations during power outages, emergencies, and other situations requiring standby power.

3. Campus lots and participation

Lot 1 — AAS (Albert A. Sheen Campus, St. Croix): Standby generator preventive maintenance and emergency support.

Lot 2 — OEK (Orville E. Kean Campus, St. Thomas): Emergency generator maintenance and repair.

For combined-campus solicitations, St. Croix and St. Thomas are independent award locations. No bidder is required to provide services on both islands. UVI may award one or more vendors for a lot or category based on the published evaluation method.

4. Departmental service requirements

The following service descriptions are based on the departments' submitted requirements. References to particular equipment, methods or products describe functional needs; equivalent approaches meeting the required safety, performance and compatibility standards are permitted unless a requirement is expressly necessary for existing equipment.

Lot 1 | AAS — Standby generator preventive maintenance and emergency support

Provide quarterly preventive maintenance, inspection, testing, troubleshooting, approved repair and emergency support for standby generators. Inspect engines, alternators, radiators, batteries, belts, hoses, fuel and electrical systems; submit service reports, findings and repair estimates before nonemergency repairs.

Lot 2 | OEK — Emergency generator maintenance and repair

Provide scheduled generator inspection and maintenance, diagnosis, testing and authorized corrective and emergency repairs for campus standby power units. Coordinate outages and testing with Physical Plant and document condition, parts, work performed and recommended corrective actions.

5. Deliverables and performance requirements

Lot 1 — AAS Campus, St. Croix

- Quarterly preventive maintenance reports.
- Generator inspection reports.
- Service tickets documenting work performed.
- Diagnostic and troubleshooting reports.
- Repair recommendations.
- Emergency response documentation.
- Maintenance history records for serviced equipment.
- Written reports identifying operational deficiencies and corrective actions.

Lot 2 — OEK Campus, St. Thomas

Following each maintenance or service visit, the contractor shall provide documentation identifying, as applicable:

- Date of service.
- Generator serviced.
- Type of service performed.
- Inspections completed.
- Maintenance performed.
- Parts and materials used.
- Oil and filters replaced.
- Testing performed.
- Deficiencies identified.
- Repairs completed.
- Recommended corrective actions.

• Generator operating condition.

• Any additional work recommended.

The contractor shall promptly notify the University of conditions requiring immediate attention.

6. Pricing response

Complete the rate lines for each campus lot offered. Enter "Not offered" for services you do not provide. State all additional mobilization, travel, fuel, disposal, emergency, overtime, minimum-charge or other fees. Rates shall include ordinary labor, tools and overhead unless separately disclosed. No estimated purchase quantities are required. Replacement-parts markup, if offered, shall be expressed as a percentage of documented supplier cost.

Lot 1 — AAS (Albert A. Sheen Campus, St. Croix): Standby generator preventive maintenance and emergency support.

Service / rate item	Unit / basis	Bidder rate (USD)
Quarterly PM – per generator	Per generator per visit	$ _____
Regular labor – per hour	Per hour	$ _____
After-hours labor – per hour	Per hour	$ _____
Emergency callout – each	Per occurrence	$ _____
Replacement parts – markup on documented supplier cost	Percentage (%)	_____ %

Bidder proposed service response time: _____ | Additional charges or exclusions (if any): _____

Lot 2 — OEK (Orville E. Kean Campus, St. Thomas): Emergency generator maintenance and repair.

Service / rate item	Unit / basis	Bidder rate (USD)
Scheduled PM – per generator visit	Per generator per visit	$ _____
Regular labor – per hour	Per hour	$ _____
After-hours labor – per hour	Per hour	$ _____
Emergency callout – each	Per occurrence	$ _____
Replacement parts – markup on documented supplier cost	Percentage (%)	_____ %

Bidder proposed service response time: _____ | Additional charges or exclusions (if any): _____

7. Evaluation and awards

UVI will evaluate bids separately for each campus lot and determine whether each bidder is responsive and responsible for the services offered. UVI may establish nonexclusive standing-order agreements with multiple qualified bidders offering complete, commercially reasonable rates. In assessing rates, UVI will consider preventive maintenance charges, regular and after-hours labor rates, emergency callout charges, replacement-parts markup and disclosed fees. For each authorized service request, UVI will compare applicable total task prices among eligible awarded vendors and select the lowest-priced vendor capable of meeting the documented service and response requirements, consistent with University procurement policy. An award does not guarantee work or minimum expenditures.

Vendors are not required to bid every category. UVI may reject materially conditional offers, request clarification without permitting unfair bid revisions, or cancel the solicitation in accordance with applicable procurement rules.

8. Contract and ordering conditions

Anticipated initial agreement period: twelve (12) months, subject to contract approval and funding; renewals, if any, require written UVI authorization. No services or deliveries are authorized without an approved UVI purchase order or written task order.

Invoicing and Payment

Invoices must identify the PO, location, dates, services, quantities actually furnished and agreed rates.

Payment terms: Net 30 following receipt of a proper invoice and acceptance of services. All work must comply with applicable USVI laws, safety rules, licensing and insurance requirements. Federal contract clauses apply only where required by the funding source and identified in the resulting agreement.

9. Bid Submission Requirements

- Signed bidder cover letter identifying legal business name, contact information, and the campus lot(s) and service categories offered.
- Completed pricing schedule
- Applicable business licensing;
- Relevant experience and references;
- Proof of required qualifications, insurance or certifications applicable to the offered services as required prior to award.
- Acknowledgment of all published addenda and disclosure of material exceptions.
- Submission deadline: 11/25/2026, 2:00 PM (AST)

Submit bids electronically to bids@uvi.edu. Email subject: “IFB 2027-003 – Generator Preventive Maintenance and Emergency Repairs”.

10. 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.