INVITATION FOR BIDS

IFB 2027-004

Waste Collection, Dumpsters and Compactor Services

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

Issue date: 10/28/2026| Questions deadline: To be announced |

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 solid waste container, collection, transportation, and disposal services for the Orville E. Kean (OEK) Campus on St. Thomas and the Albert A. Sheen (AAS) Campus on St. Croix, U.S. Virgin Islands. Services will be provided on an as-needed basis throughout the contract period to support the University's ongoing campus sanitation, maintenance, facilities operations, and other operational requirements.

3. Campus lots and participation

Lot 1 — AAS (Albert A. Sheen Campus, St. Croix): Dumpster rental, collection and disposal.

Lot 2 — AAS (Albert A. Sheen Campus, St. Croix): Cafeteria compactor rental and waste removal.

Lot 3 — OEK (Orville E. Kean Campus, St. Thomas): Solid waste containers, collection and disposal.

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 — Dumpster rental, collection and disposal

Provide suitable solid-waste containers, placement, routine/as-needed collection, hauling and lawful disposal at campus collection points. Maintain containers in sanitary and serviceable condition and document each pickup.

Lot 2 | AAS — Cafeteria compactor rental and waste removal

Provide a serviceable compactor for the campus cafeteria, including delivery, setup, rental, maintenance, collection, hauling and lawful disposal; price the compactor service separately from dumpster service.

Lot 3 | OEK — Solid waste containers, collection and disposal

Provide solid-waste container rental or supply, placement, scheduled and on-call collection, hauling and lawful disposal for designated OEK locations. Two submitted OEK waste SOWs address overlapping services; this lot consolidates them without requiring duplicate service.

5. Deliverables and performance requirements

Lot 1 — AAS Campus, St. Croix: Dumpster rental, waste collection, and disposal

- Three (3) serviceable eight-yard dumpsters for University use.
- Scheduled waste collection two (2) times per week, with waste hauling and disposal at authorized facilities.
- Monthly service documentation identifying dumpsters serviced, collection dates, and services performed.
- Optional quarterly dumpster pressure washing and deodorization when requested and authorized.
- Timely response to missed pickups, overflow, dumpster replacement requests, and other service interruptions in accordance with the AAS service requirements.

Lot 3 — OEK Campus, St. Thomas: Solid waste containers, collection, and disposal

- Furnish, deliver, place, and maintain suitable solid waste containers, including 20-cubic-yard and 6- to 8-cubic-yard containers, as requested by the University.
- Collect and remove filled containers, and replace or return containers following collection when required.
- Transport collected waste to an authorized commercial disposal facility and arrange proper disposal, including applicable commercial tipping/disposal charges as priced.
- Coordinate container locations, pickup schedules, additional pulls, replacement, and service requests with the University’s designated Facilities/Physical Plant representative.
- Provide itemized service and invoice documentation identifying service date, campus/location, container size, type of service, number of containers or pulls,

applicable unit rates, disposal charges, and supporting disposal documentation when required.

- Maintain contractor-owned containers in safe, serviceable condition and repair or replace them as necessary during the contract period.

5. Pricing response

Complete the rate lines applicable to each lot/category offered. Enter "Not offered" for services you do not provide. All quoted rates must state the applicable unit and identify any separate mobilization, travel, fuel, disposal, emergency, overtime, minimum-charge or delivery fees. Rates shall include ordinary labor, tools and overhead unless an exception is expressly disclosed. No estimated purchase quantities are required.

Lot 1 — AAS (Albert A. Sheen Campus, St. Croix): Dumpster rental, collection and disposal.

Service / rate item	Unit / basis	Bidder rate (USD)
Dumpster rental – per container/month	as indicated	$ _____
Scheduled pickup – per lift	as indicated	$ _____
Additional pickup – per lift	as indicated	$ _____
Disposal/tipping – per ton	as indicated	$ _____
Delivery/removal – each	as indicated	$ _____

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

Lot 2 — AAS (Albert A. Sheen Campus, St. Croix): Cafeteria compactor rental and waste removal.

Service / rate item	Unit / basis	Bidder rate (USD)
Compactor rental – per month	as indicated	$ _____
Compactor haul/exchange – per trip	as indicated	$ _____
Disposal/tipping – per ton	as indicated	$ _____
Delivery/installation – one-time	as indicated	$ _____

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

Lot 3 — OEK (Orville E. Kean Campus, St. Thomas): Solid waste containers, collection and disposal.

Service / rate item	Unit / basis	Bidder rate (USD)
Dumpster/container rental – per month	as indicated	$ _____
Scheduled pickup – per lift	as indicated	$ _____
On-call pickup – per lift	as indicated	$ _____
Disposal/tipping – per ton	as indicated	$ _____
Container delivery/removal – each	as indicated	$ _____

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

6. Evaluation and awards

UVI will first determine whether the bidder is responsive and responsible for each lot or service category offered. Because services are ordered as needed and quantities are not known, UVI may establish nonexclusive standing-order agreements with multiple qualified, responsive bidders that submit complete, commercially reasonable rates for their offered categories. A standing-order award does not guarantee work. For each actual purchase or task, UVI will compare the awarded vendors' applicable total quoted task prices (including disclosed fees), availability, ability to meet required response time, and compliance with the specific task requirements.

UVI will select the lowest-priced eligible vendor able to meet the documented need, consistent with applicable procurement policy. When only one award is appropriate for an indivisible recurring service, UVI will use the lowest comparable all-inclusive recurring rate for that service, including mandatory fees, among responsive and responsible bidders.

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.

7. 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.

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.

8. Bid/proposal submission

- Submit a signed offer identifying the solicitation and campus/service categories bid
- Completed pricing schedule
- Applicable business licensing
- Relevant experience and references
- Proof of required qualifications, insurance or certifications applicable to the offered services
- Submit electronically to bids@uvi.edu, with the solicitation number and title "IFB 2027-004- Waste Collection, Dumpsters and Compactor Services" in the subject line, by **Submission deadline: 11/25/2026, 2:00 PM (AST)**
- Written questions must be directed to bids@uvi.edu and any substantive clarification will be shared with all prospective bidders by 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.