INVITATION FOR BIDS

IFB 2027-005

Potable and Drinking Water Purchase and Delivery

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 suppliers to provide drinking water delivery services throughout the Orville E. Kean (OEK) Campus on St. Thomas and the Albert A. Sheen (AAS) Campus on St. Croix, U.S. Virgin Islands. The service shall provide a reliable supply of drinking water for university residence halls, offices, departments, facilities, and other designated campus locations.

3. Campus lots and participation

Lot 1 — AAS (Albert A. Sheen Campus, St. Croix): Bulk potable water and bottled water delivery.

Lot 2 — OEK (Orville E. Kean Campus, St. Thomas): Campus drinking water delivery.

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 — Bulk potable water and bottled water delivery

Supply potable water for designated campus operational needs, including bulk delivery and packaged drinking water as separately priced categories. Water must meet

applicable drinking-water standards; provide documentation of source and sanitary handling on request.

Lot 2 | OEK — Campus drinking water delivery

Supply safe drinking water in the requested bottle or refillable container sizes, with routine and additional deliveries to designated campus buildings. Include exchange, sanitation and deposit terms for reusable containers where applicable.

5. Deliverables and Performance Requirements

Lot 1 — AAS Campus, St. Croix

• Supply and delivery of potable drinking water to designated University locations.

• Delivery of bottled water, bulk potable water, or water cooler supplies as requested by the University.

• Replacement of water containers and retrieval of empty containers when applicable.

• Emergency water deliveries during service interruptions, utility outages, or campus emergencies.

• Transportation and handling of water in accordance with applicable public health standards.

• Provision of delivery tickets and supporting documentation for all deliveries.

• Coordination of deliveries with the University's designated representative.

• Provision of all labor, vehicles, equipment, supplies, and supervision necessary to perform the required services.

Lot 2 — OEK Campus, St. Thomas

• Routine drinking water deliveries generally twice weekly on an agreed schedule, with actual requirements subject to University needs.

• Delivery to designated residence halls, administrative and academic offices, Physical Plant and other campus locations; placement of water in designated areas.

• Pickup, removal or exchange of empty containers, where applicable; clean and sanitary reusable containers and replacement of damaged containers.

• Coordination of delivery routes, schedules, locations and container exchanges with designated University personnel.

• Prompt notice of delayed or missed deliveries and additional or emergency deliveries when requested and authorized.

• Invoices identifying delivery date and location, quantity, type/size of container, unit price, authorized charges, and purchase order or order reference.

6. 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): Bulk potable water and bottled water delivery.

Service / rate item	Unit / basis	Bidder rate (USD)
Bulk potable water – per gallon	as indicated	$ _____
Bulk delivery – per trip	as indicated	$ _____
Bottled water – per bottle/case	as indicated	$ _____
Emergency delivery – per trip	as indicated	$ _____

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

Lot 2 — OEK (Orville E. Kean Campus, St. Thomas): Campus drinking water delivery.

Service / rate item	Unit / basis	Bidder rate (USD)
5-gallon bottle/refill – each	as indicated	$ _____
Case bottled water – per case	as indicated	$ _____
Bottle/container deposit – each	as indicated	$ _____
Scheduled delivery – per stop	as indicated	$ _____
Additional delivery – per stop	as indicated	$ _____

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

7. 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.

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.

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/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 "IFB 2027-005 - Potable and Drinking Water Purchase and Delivery" 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.