INVITATION FOR BIDS

IFB 2027-006

Pest Management and Extermination

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. Campus lots and participation

Lot 1 — AAS (Albert A. Sheen Campus, St. Croix): Integrated pest management.

Lot 2 — OEK (Orville E. Kean Campus, St. Thomas): Integrated pest management.

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.

3. Purpose

The University of the Virgin Islands (UVI) seeks qualified contractors to provide pest management and control services at 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 control and prevent common pests and maintain a clean, safe, and sanitary environment for students, faculty, staff, visitors, and guests.

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 — Integrated pest management

Provide routine inspection, preventive treatment, pest identification, targeted control, follow-up and emergency infestation response for designated academic, administrative

and support facilities. Use legally authorized treatments and maintain application records and safety notices.

• Routine inspection and monitoring of campus buildings and surrounding areas.

• Treatment for crawling insects, including ants, cockroaches, silverfish, and similar pests.

• Treatment for flying insects, including mosquitoes, flies, and wasps where applicable.

• Rodent control services, including rats and mice.

• Placement, servicing, and monitoring of bait stations and traps.

• Interior and exterior pest control applications.

• Preventive pest management services designed to reduce infestations.

• Follow-up treatments as necessary to maintain effective pest control.

• Emergency response services for active infestations or pest-related health and safety concerns.

• Identification of pest entry points and recommendations for corrective measures.

• Provision of all labor, materials, pesticides, equipment, transportation, and supervision necessary to perform the work.

• Inspection and treatment of academic buildings, classrooms, laboratories where authorized, and other designated instructional facilities.

• Treatment of administrative offices, staff workspaces, common areas, hallways, and other occupied building interiors.

• Treatment of residence halls and dormitory facilities, including common areas and individual spaces when access is authorized.

• Inspection and treatment of designated exterior areas surrounding University buildings and facilities.

• Identification and treatment of areas where pest activity is observed or reasonably anticipated.

• Inspection and treatment of building entry points, cracks, crevices, and other areas conducive to pest infestation.

• Control of spiders and other common campus pests in addition to the crawling insects, flying insects, and rodents identified above.

• Use of appropriate targeted treatments and preventive measures based on the pest activity and conditions identified.

• Follow-up inspections or treatments for recurring infestations and verification of treatment effectiveness as necessary.

• Coordination with designated University personnel for access to occupied, sensitive, or restricted spaces and any required treatment precautions.

Lot 2 | OEK — Integrated pest management

Provide scheduled and as-needed inspection, monitoring and treatment of pests in buildings, common areas, walkways and designated exterior areas. Occupied rooms and restricted spaces require authorized access. Apply integrated pest management methods and furnish service reports.

• Inspection of buildings and designated exterior areas for pest activity
• Identification of pest infestations and conditions contributing to pest activity
• Application of appropriate pest control treatments
• Preventive pest control measures
• Treatment of common areas and building interiors
• Treatment of offices and administrative spaces
• Treatment of residence halls and dormitory facilities
• Treatment of the Presidential Compound
• Treatment of exterior areas surrounding University facilities
• Treatment of areas where pests are identified or reasonably anticipated
• Control of ants, roaches, spiders, rodents, and other common pests
• Treatment of entry points and areas conducive to pest infestation
• Placement and monitoring of traps, bait stations, or other pest control devices when appropriate
• Follow-up treatment as necessary
• Recommendations for correcting conditions that contribute to pest activity
• Emergency or additional pest control treatment when requested
• Other pest management services necessary to maintain effective pest control throughout University facilities

5. Deliverables / performance requirements

Lot 1 | AAS — Pest Control and Extermination Services

- Routine pest control treatment services.
- Inspection reports identifying pest activity and treatment areas.
- Service reports for each visit.
- Documentation of pesticides and materials applied.
- Recommendations for corrective actions and preventative measures.
- Emergency response services when required.
- Records of bait station inspections and monitoring activities.

Lot 2 | OEK — Pest Management Services

- Routine weekly pest management services, including coordinated access to occupied or restricted areas and notification of missed or delayed service.
- Service documentation for each visit identifying the date of service, areas serviced, type of treatment performed, pest activity observed, and products or treatment methods used.
- Identification of areas requiring follow-up, conditions contributing to pest activity, corrective recommendations, and additional treatment required.
- Prompt notification of significant infestations, conditions requiring immediate attention, or circumstances affecting the health or safety of University occupants.
- Coordination with the designated Physical Plant representative, including advance notice of areas requiring vacancy or restricted access following treatment.
- Additional or emergency treatments only when requested and authorized by the University.

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): Integrated pest management.

Service / rate item	Unit / basis	Bidder rate (USD)
Routine treatment – per building/visit	as indicated	$ _____
Exterior/perimeter treatment – per visit	as indicated	$ _____
Emergency response – per visit	as indicated	$ _____
Specialized treatment – per hour or quoted job	as indicated	$ _____

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

Lot 2 — OEK (Orville E. Kean Campus, St. Thomas): Integrated pest management.

Service / rate item	Unit / basis	Bidder rate (USD)
Routine treatment – per building/visit	as indicated	$ _____
Exterior/perimeter treatment – per visit	as indicated	$ _____
Emergency response – per visit	as indicated	$ _____
Specialized treatment – per hour or quoted job	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;
- and proof of required qualifications, insurance or certifications applicable to the offered services.
- Submit electronically to bids@uvi.edu, with the solicitation number and title "RFP 2027-006- Pest Management and Extermination" 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.