INVITATION FOR BIDS

IFB 2027-007

Water Quality Laboratory Testing and Regulatory Monitoring

Campus coverage: 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 For Bids and Procurement Approach

The University of the Virgin Islands (UVI) invites sealed competitive bids from qualified, properly certified laboratories and environmental testing firms for drinking-water monitoring, laboratory analysis, regulatory compliance testing, and related reporting services at the AAS and OEK campuses. The technical requirements and itemized deliverables in this IFB establish minimum performance requirements. Bids shall provide firm, comparable unit prices for the services offered.

Bidders may submit for Lot 1 (AAS), Lot 2 (OEK), or both. Each campus lot will be evaluated and may be awarded independently. Bidders shall clearly identify the lot(s) offered.

2. Purpose

The University of the Virgin Islands (UVI) is seeking qualified, properly certified laboratory service providers to perform water quality laboratory testing, regulatory compliance monitoring, and related analytical services for the University's water systems 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 support routine water quality monitoring, regulatory compliance, public health protection, and the University's ongoing operation and management of its water systems.

3. Campus Lots and Technical Scope

Lot 1 – AAS Campus, St. Croix: Drinking Water Regulatory Monitoring and Laboratory Testing Services

Sampling locations: potable water distribution system locations designated by UVI; additional sites may be added or modified based on regulatory requirements or University needs. Routine sampling is anticipated throughout the term, quarterly chemistry testing as required, and additional testing when required. Sampling frequency may change under permits, regulations or University direction.

- Collection of routine drinking water samples at designated campus locations.

- Laboratory analysis of drinking water samples as required by applicable regulations.
- Regulatory monitoring under the Drinking Water Package – Regulatory Monitoring (Basic).
- Required chemistry testing and water quality analyses.
- Identification of sampling requirements and testing schedules.
- Consultation on drinking water compliance requirements and review of applicable permits and regulatory obligations.
- Preparation and submission of laboratory reports and analytical results.
- Notification of test results exceeding regulatory limits or action levels.
- Technical assistance regarding drinking water quality and compliance issues.
- Provision of qualified personnel, sampling equipment, laboratory materials, transportation and supervision.

Lot 2 – OEK Campus, St. Thomas: Water Quality, Laboratory Testing and Regulatory Compliance Monitoring Services

The contractor shall provide qualified personnel, laboratory facilities, equipment, sample containers, materials, transportation, analytical testing, documentation, reporting and resources needed for authorized services. Services include, but are not limited to:

- Monthly coliform water testing
- Annual water quality testing
- Lead and copper testing
- Compliance monitoring services
- Nitrite compliance testing
- Radium testing
- Uranium testing
- Gross alpha testing
- Microbiological testing
- Chemical and radiological water quality testing
- Additional drinking-water compliance testing as required
- Sample collection and transportation, when requested
- Laboratory analysis and interpretation of results
- Regulatory compliance documentation
- Preparation and submission of laboratory reports
- Notification of positive, abnormal, or non-compliant results
- Repeat, confirmation, or follow-up testing when authorized
- Other water quality analyses requested by UVI or required by applicable regulatory authorities

4. Sampling, Laboratory Standards and Regulatory Coordination

Lot 1 – AAS

- Use certified laboratory testing methods and maintain required accreditation and certifications.
- Collect, handle, preserve and transport samples in accordance with applicable regulatory protocols; maintain complete chain-of-custody documentation.
- Meet laboratory quality assurance and quality control standards.
- Comply with applicable U.S. EPA drinking water regulations, Virgin Islands DPNR requirements and other applicable rules.
- Maintain confidentiality and security of analytical data and reports.
- Schedule regular sampling with UVI; respond to technical consultation requests within two business days.
- Notify UVI of confirmed results exceeding regulatory standards within one business day; immediately notify UVI of exceedances or conditions affecting public health or regulatory compliance.
- Make weekend/holiday service available when required for compliance, emergencies or special sampling.
- Advise UVI of regulatory changes affecting monitoring requirements.

Lot 2 – OEK: Sample Collection and Handling (When Included)

- Collect samples using approved procedures.
- Properly identify and label each sample.
- Maintain sample integrity and appropriate temperature and preservation requirements.
- Transport samples within applicable holding times.
- Maintain chain-of-custody documentation when required.
- Notify UVI promptly of rejected, compromised, insufficient or otherwise unacceptable samples.

Lot 2 – OEK: Laboratory and Quality Requirements

- Maintain licenses, certifications, permits and accreditations required for requested testing.
- Use qualified laboratory personnel, applicable approved analytical methods and appropriate testing equipment.
- Maintain documented quality assurance and quality control procedures.
- Provide laboratory certification/accreditation documentation upon request.
- Maintain testing records for required retention periods and provide records supporting regulatory compliance and audits.

- Comply with applicable federal and territorial drinking-water, public-health and University requirements; protect University information.

5. Required Deliverables and Reporting

Lot 1 – AAS: SOW Deliverables

- Sampling schedules and coordination notices.
- Laboratory analytical reports.
- Water quality testing results.
- Chain-of-custody documentation.
- Compliance monitoring reports.
- Notification of exceedances or non-compliance findings.
- Technical recommendations related to water quality issues when requested.
- Annual summary of testing activities, if requested by the University.

Lot 2 – OEK: Laboratory Reports

Reports shall be clear, complete and suitable for UVI records and regulatory compliance. Include the following, as applicable:

- Sample identification
- Sampling location
- Date and time collected
- Date received by laboratory
- Date of analysis
- Parameter tested
- Analytical method
- Analytical result and units
- Detection/reporting limits
- Applicable compliance limits or standards
- Laboratory certification information
- Applicable qualifiers or observations

Lot 2 – OEK: Prompt Notification

- Positive coliform results
- Results exceeding applicable standards
- Potentially non-compliant results
- Sample integrity problems
- Missed or delayed compliance samples
- Testing delays
- Any condition that could affect the validity of reported results

For OEK, identify routine turnaround times and proposed expedited/emergency turnaround times. Compliance-related samples must be processed in time for applicable regulatory deadlines. Provide supporting laboratory reports and documentation with invoices or make them available to UVI.

6. Contractor and University Responsibilities

Contractor

The contractor shall coordinate testing schedules, sampling requirements, compliance monitoring and reporting with UVI's designated representative; provide all personnel, supplies, laboratory services, transportation and records required for authorized work; and promptly communicate testing or compliance concerns. No additional billable testing may be undertaken without authorization, except immediate notification or action required by law.

University

UVI will designate campus contacts, provide authorized access to sampling locations, identify available water-system information and sampling points, and communicate known system modifications that may affect testing requirements. Sampling sites and service requests may be adjusted as authorized.

7. Bid Preparation and Required Submission

Bidders shall submit the required eligibility and responsiveness documents and complete the applicable campus pricing schedules. Technical qualifications and required service capabilities will be reviewed for compliance on a pass/fail basis; no technical points will be assigned.

Section	Required bid information
A. Cover letter	Signed letter identifying IFB 2027-007, campus lot(s), primary contact, and commitment to proposed terms.
B. Firm qualifications	Business licensing; laboratory certification/accreditation; applicable analytical capabilities; experience with drinking-water monitoring and regulatory compliance.
C. Technical compliance documentation	Documentation demonstrating ability to perform the specified sampling, preservation, chain-of-custody, transportation, testing, and regulatory coordination requirements; no scored narrative proposal is requested.

D. Quality and reporting	Evidence of required quality assurance/control procedures, reporting capability, and exceedance notification processes.
E. Staffing and availability	Key personnel and qualifications; local sampling logistics; proposed response times, standard laboratory turnaround, expedited/emergency capabilities.
F. Relevant experience	Relevant comparable experience or references sufficient to assess bidder responsibility.
G. Bid pricing	Complete applicable campus-specific unit-price bid schedule; disclose all additional charges and exclusions.
H. Supporting documents	Required certifications, insurance evidence if available, acknowledged addenda and other expressly requested solicitation materials.

8. Bid Pricing Schedule – Lot 1 AAS

State a firm unit price for each offered item; enter "Not offered" where appropriate. Disclose all sampling, laboratory, transportation, reporting and other charges. No quantities are guaranteed.

Service item	Pricing basis	Bid price (USD)
Drinking Water Regulatory Monitoring Package	Per year	$ _____
Routine Sample Collection	Per event	$ _____
Drinking Water Laboratory Analysis	Per sample	$ _____
Quarterly Chemistry Testing	Per event	$ _____
Additional Regulatory Testing	Per sample	$ _____
Technical Consultation Services	Per hour or included	$ _____
Emergency Water Quality Testing	Per event	$ _____

9. Bid Pricing Schedule – Lot 2 OEK

Testing / service	Pricing basis	Bid price (USD)
Monthly coliform testing	Per sample	$ _____
Annual water quality testing	Per sample/panel	$ _____
Lead testing	Per sample	$ _____
Copper testing	Per sample	$ _____
Nitrite compliance testing	Per sample	$ _____
Radium testing	Per sample	$ _____
Uranium testing	Per sample	$ _____
Gross alpha testing	Per sample	$ _____
Other radiological testing	Per sample	$ _____
Other microbiological testing	Per test	$ _____
Other chemical testing	Per test	$ _____
Compliance monitoring service	Per service/visit	$ _____
Sample collection	Per sample	$ _____
Sample transportation/pickup	Per trip	$ _____
Expedited testing	Per sample/test	$ _____
Emergency testing	Per sample/test	$ _____
Regulatory/compliance reporting support	Per service	$ _____
Other (identify)	State basis	$ _____

For each lot offered, identify routine laboratory turnaround time: _____; expedited/emergency turnaround: _____; additional fees, travel or shipping charges and exclusions: _____.

10. Bid Evaluation and Basis of Award

UVI will evaluate each campus lot independently. Bids will first be examined for timely submission, completeness, required certifications and licenses, ability to perform the stated scope, and compliance with the material terms and specifications. Responsive bids from responsible bidders will be compared using the stated pricing schedule and evaluation basis. Award for each lot will be made to the lowest-priced responsive and

responsible bidder, subject to available funding and applicable University procurement requirements. UVI may reject bids that fail mandatory requirements.

Mandatory bid evaluation check	Review method
Timely submission and signed bid cover letter	Pass / Fail
Required licenses, laboratory certifications and qualifications	Pass / Fail
Compliance with applicable sampling, analytical and reporting requirements	Pass / Fail
Complete, comparable pricing for the campus lot offered	Pass / Fail
Responsibility and ability to meet required service levels	Pass / Fail
Lowest evaluated price among responsive, responsible bidders	Price comparison

UVI may request clarification of an apparent ambiguity without permitting a material change to a bid after opening. No weighted technical scoring, comparative technical ranking, or negotiated best-value selection will be used. The University reserves rights available under its applicable procurement policies.

11. Contract Administration and Invoicing

Initial agreement term: twelve (12) months, with up to two optional twelve-month renewals subject to approvals, performance and available funding. No minimum spend, volume, or exclusivity is guaranteed.
Services require an approved UVI purchase order or other written authorization before commencement.

Payment terms: Net 30 after receipt of a proper invoice and acceptance of authorized services.

AAS invoicing documentation

- Invoice number
- Billing period
- Date(s) of sample collection
- Description of services performed
- Laboratory analyses completed
- Sample identification information
- Purchase order number
- Copies of laboratory reports and supporting documentation, as applicable

OEK invoicing documentation

- Invoice date
- Purchase order or authorized order reference
- Service period
- Sampling date and location
- Number of samples
- Tests performed
- Unit price
- Applicable additional charges
- Total amount due

UVI will pay only for services properly authorized, performed, documented and accepted. Changes to sampling, testing or other billable work require prior University authorization unless otherwise required by law.

12. Submission Instructions and General Conditions

Submit the signed bid cover letter, required qualification documentation, and completed pricing schedule electronically to bids@uvi.edu no later than November 25, 2026 at 2:00 PM (AST). Identify “IFB 2027-007 – Water Quality Laboratory Testing and Regulatory Monitoring” and the lot(s) bid in the email subject line.

Bidders must comply with applicable business licensing, laboratory certification, insurance, safety, confidentiality and regulatory requirements.

UVI may reject nonresponsive bids, waive minor informalities when permissible, or cancel the RFP consistent with applicable procurement requirements.

Proposals must clearly state any exceptions; no exceptions are accepted unless expressly agreed to in writing by UVI.

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.