INVITATION FOR BIDS

IFB 2027-008

Elevator Preventive Maintenance and Repair Services

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. Purpose

The University of the Virgin Islands (UVI) is seeking qualified and properly licensed elevator service contractors to provide preventive maintenance, inspection support, troubleshooting, repair, and related services for elevators located throughout the Orville E. Kean (OEK) Campus on St. Thomas, U.S. Virgin Islands.

The University operates elevators manufactured by multiple manufacturers. The Contractor shall be capable of servicing and repairing elevators of different makes and models and shall provide services necessary to maintain safe, reliable, and code-compliant elevator operation.

This IFB also includes a separate lot for the Albert A. Sheen (AAS) Campus, St. Croix, as detailed below.

2. Campus Lots and Participation

Lot 1 — AAS Campus, St. Croix: Elevator Maintenance Services. Current covered unit: VE002; additional elevators may be added or removed by authorized contract modification.

Lot 2 — OEK Campus, St. Thomas: Elevator Preventive Maintenance and Repair Services, including elevators of multiple manufacturers.

Bidders may bid either or both campus lots. Each lot may be evaluated and awarded independently. No minimum quantity of repairs, parts, or emergency calls is guaranteed.

3. Lot 1 — AAS Scope and Itemized Deliverables

- Scheduled preventive maintenance inspections.
- Testing and adjustment of elevator operating systems and safety devices.
- Lubrication of mechanical components.
- Inspection and maintenance of controllers, motors, relays, wiring, switches, and door operators.
- Inspection of elevator cab interiors, doors, tracks, guide rails, and hoistway equipment.

- Minor repairs and adjustments necessary to maintain proper operation.
- Emergency troubleshooting and corrective maintenance in response to service interruptions.
- Compliance testing and inspections required by applicable codes and regulations.
- Technical support and consultation regarding elevator performance and operational concerns.
- Provision of qualified labor, tools, equipment, transportation, and supervision necessary to perform the work.
- Service Documentation Requirements: For each preventive maintenance visit, inspection, repair, or emergency service call, the Contractor shall provide a service report identifying the elevator serviced, date and type of service, work performed, deficiencies identified, parts or materials replaced, equipment operating status, technician's name, and any recommended corrective or follow-up actions.

Maintenance interval: manufacturer-recommended intervals and applicable code requirements. Normal service hours: Monday–Friday, excluding University holidays. Emergency elevator outage response: within four (4) hours of notification. Non-emergency response: within one (1) business day. Emergency weekend/holiday service required as needed.

Work shall meet manufacturer recommendations, applicable ASME A17.1 requirements, Virgin Islands laws, and safety and inspection requirements. Notify UVI immediately of unsafe conditions; coordinate outages with Facilities. Repairs outside the maintenance agreement require prior UVI authorization.

4. Lot 2 — OEK Scope and Itemized Services

- Quarterly preventive maintenance.
- Inspection and operational testing.
- Routine adjustment and servicing.
- Lubrication of applicable components.
- Cleaning of accessible elevator machinery and components.
- Inspection of mechanical and electrical components.
- Inspection of doors, door operators, interlocks, and related equipment.
- Inspection of control systems and operating components.
- Inspection of safety devices and related equipment.
- Troubleshooting and diagnostic services.
- Repair of defective or worn components.
- Replacement of parts, materials, and supplies when required.
- Emergency or callback service when authorized.
- Testing following repairs or maintenance.
- Identification and reporting of potential equipment problems.

- Recommendations for corrective action or replacement of components.
- Other elevator maintenance and repair services necessary for safe and reliable operation.

5. Lot 2 — OEK Quarterly Preventive Maintenance Components

- Elevator car and operating controls; door operation and equipment; safety devices and sensors; locks and interlocks; hoistway doors.
- Machine room equipment; motors; gearboxes or gearless drives; sheaves, traction components, ropes, and brakes.
- Controllers; electrical connections; limit switches; traveling cables; hoistway equipment; guide rails and buffers.
- Safety devices; overspeed governor equipment where applicable; hydraulic equipment, pumps, valves, and systems where applicable.
- Elevator and emergency lighting; alarm and communication systems; emergency lowering/rescue equipment where applicable.
- Car operating stations, hall call stations, pit equipment and accessible areas; other components necessary for proper operation.

Preventive maintenance is generally quarterly (four visits per year per covered elevator). Additional repairs, diagnostics, emergency response and parts are ordered as needed. The contractor shall be able to service multiple manufacturers and use compatible manufacturer-approved parts or permitted equivalents with prior University approval for substitutions.

6. Lot 2 — OEK Repair, Emergency and Safety Requirements

- Troubleshooting and diagnosis; mechanical and electrical adjustments and repairs; doors, operators, controllers, motors and brakes.
- Replacement of defective components, electrical/mechanical parts, ropes, belts, rollers, switches, sensors and similar components.
- Hydraulic system repairs where applicable; operating controls, communications and alarm repairs.
- Written description of problems and recommended repairs when additional labor, parts or charges are required.
- Emergency and callback services for shutdown, entrapment, unsafe operation, door malfunction, loss of service and mechanical/electrical failures.
- Compliance with applicable laws, codes and safety standards, required licensing, trained personnel, lockout/tagout, barricades, warning signage and immediate unsafe-condition reporting.
- Coordination of authorized inspections and testing, shutdowns and service scheduling with the University’s Physical Plant representative.

7. Lot 2 — OEK Itemized Maintenance and Repair Deliverables

- Elevator identification/location.
- Date of service.
- Type of service performed.
- Maintenance and inspections completed.
- Deficiencies identified.
- Repairs performed.
- Parts/materials installed.
- Additional repairs recommended.
- Safety concerns, if any.
- Elevator operating status.
- Technician name and applicable certification information.
- Recommended follow-up actions.

Following each quarterly visit or repair, provide documentation containing the above information. Clearly identify and promptly report any elevator removed from service for an unsafe condition. Bidders shall identify regular, emergency, after-hours, weekend and holiday response times and pricing.

8. Bidder Qualifications and Bid Submission

- Signed bidder cover letter identifying IFB 2027-008, lot(s) bid, business name, contact, and authorized signature.
- Valid applicable Virgin Islands business license and elevator technician qualifications/certifications.
- Evidence of commercial elevator maintenance experience, including multiple manufacturers for Lot 2.
- Proof of applicable insurance, relevant references and emergency-response capability.
- Completed pricing schedule for each lot bid; disclose travel, callout, emergency and other charges.
- Acknowledgment of any addenda.

Submit electronically to bids@uvi.edu by November 25, 2026 at 2:00 PM AST. Include “IFB 2027-008 – Elevator Maintenance” in the subject line. Questions and addenda will be handled through the University’s published solicitation process.

9. Pricing Schedules

Lot 1 — AAS (complete each applicable line)

Service	Unit	Bid rate (USD)
Annual preventive maintenance agreement	Per Year	$ _____
Emergency service calls	Per Call	$ _____
After-hours emergency service	Per Hour	$ _____
Repair labor	Per Hour	$ _____
Replacement parts	Cost Plus or Itemized	$ _____
Inspection services	Per Inspection	$ _____

Lot 2 — OEK (complete each applicable line)

Service	Unit	Bid rate (USD)
Quarterly PM – standard elevator	Per Elevator/Quarter	$ _____
Quarterly PM – hydraulic elevator, if applicable	Per Elevator/Quarter	$ _____
Routine repair labor	Per Hour	$ _____
Emergency repair labor – regular hours	Per Hour	$ _____
Emergency repair labor – after hours	Per Hour	$ _____
Weekend/holiday service	Per Hour	$ _____
Emergency/entrapment response	Per Call	$ _____
Diagnostic/service call	Per Call	$ _____
Replacement parts/materials	Cost + markup % / Unit Price	$ _____
Elevator ropes/cables	Per Unit/As Quoted	$ _____
Door components	Per Unit/As Quoted	$ _____
Electrical/control components	Per Unit/As Quoted	$ _____
Motor/brake components	Per Unit/As Quoted	$ _____
Hydraulic components, if applicable	Per Unit/As Quoted	$ _____
Other materials/supplies	Per Unit/As Quoted	$ _____

Bidder response times and additional fees/exclusions:

_____

10. Bid Evaluation and Award

UVI will assess responsiveness and responsibility, including compliance with mandatory technical requirements, required qualifications and completed pricing. For each campus lot, UVI will compare responsive, responsible bids on a common, documented price

basis using the applicable recurring maintenance cost and stated service rates. The University may award by lot in accordance with applicable procurement policy. No weighted technical proposal-scoring framework applies.

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. No repairs, replacement parts, or additional charges outside the authorized scope are payable without prior University approval, except immediate actions necessary to protect life or property, with notice as soon as practicable.

Invoices shall identify the PO or order reference, elevator/location, date and type of service, labor hours/rates, parts/materials and quantities, applicable authorized markups, and supporting service reports.

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

12. General Conditions

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.