INVITATION FOR BIDS

IFB 2027-009

Janitorial, Custodial, and Facility Maintenance Supplies

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 suppliers to provide janitorial supplies, cleaning products, facility maintenance materials, custodial cleaning materials and equipment, and custodial, restroom, sanitation, and related campus operations supplies for the Albert A. Sheen Campus on St. Croix and the Orville E. Kean Campus on St. Thomas. Materials will be purchased on an as-needed basis throughout the contract period.

2. Invitation and scope

The University of the Virgin Islands invites sealed competitive bids from qualified suppliers for as-needed purchases of the goods described below. The listed items are representative product types, not a guaranteed purchase list or quantity commitment. Vendors may bid one or more designated campus/category lots; no bidder is required to supply every category or both islands. All goods must meet UVI specifications and be new and fit for intended institutional use unless expressly stated otherwise.

Lot 1 | AAS — Janitorial products and facility maintenance consumables

Supply new and unused commercial janitorial cleaning products, paper goods, dispensers, trash liners, cleaning tools and associated facility maintenance consumables in specified pack sizes. Equivalent products meeting safety, quality and performance requirements are acceptable.

Lot 2 | OEK — Custodial cleaning materials and supplies

Supply commercial cleaning chemicals, floor care products, disinfectants, cleaning tools and related custodial materials with appropriate labeling and safety data sheets. Equivalent formulations meeting the stated performance requirements are acceptable.

Lot 3 | OEK — Custodial and campus operations supplies

Supply paper products, dispensers, trash liners, cleaning consumables and related campus operational supplies in identified unit/pack sizes. Overlapping products in the two OEK source SOWs are consolidated for one price per item.

3. Itemized deliverables and performance requirements

Lot 1 – AAS Campus: Janitorial Supplies, Cleaning Products, and Facility Maintenance Materials

- General cleaning chemicals and detergents.
- Disinfectants and sanitizing products.
- Floor cleaning and floor maintenance products.
- Restroom supplies.
- Paper towels, toilet tissue, and dispensable paper products.
- Trash bags and waste receptacle liners.
- Hand soap and hand sanitizer products.
- Cleaning cloths, mops, brooms, brushes, dusters, and related custodial tools.
- Safety and personal protective equipment associated with custodial activities.
- Facility maintenance consumables.
- Specialty cleaning products required for specific campus facilities.
- Delivery of ordered materials to designated University locations.
- Product recommendations for cleaning, sanitation, and maintenance requirements.

Lot 2 – OEK Campus: Custodial Cleaning Materials, Supplies, Equipment, and Related Products

Materials shall be suitable for routine custodial operations and shall support the cleaning, sanitation, floor care, surface care, and general maintenance of university facilities.

Materials and supplies shall include, but are not limited to:

- Mops and mop heads;
- Buckets and cleaning equipment;
- Glass cleaners;
- Germicidal acid cleaners;
- DMQ cleaning products;
- SD-20 cleaning products;
- Floor stripper and related floor-care products;
- Aerosols and spray cleaning products;
- Disposable and reusable gloves;
- Wood polish;
- General-purpose cleaning and disinfecting products;
- Cleaning tools and accessories;
- Other custodial cleaning materials and supplies required for the daily operation and maintenance of university facilities.

Lot 3 – OEK Campus: Custodial and Campus Operations Supplies

Materials shall include, but are not limited to:

- Garbage bags and liners in various sizes;
- Toilet paper;
- Paper towels;
- Toilet paper dispensers;
- Paper towel dispensers;
- Liquid hand soap;
- Batteries for automatic soap dispensers, paper towel dispensers, and other related dispensing equipment;
- Replacement dispensers and dispenser components;
- Restroom and sanitation supplies;
- Related custodial consumables; and
- Other custodial, restroom, sanitation, and campus operations supplies required by the University.

4. Bidder catalog and discount schedule

For each category offered, identify the manufacturer(s)/product families covered, the verifiable published catalog or price list (title, publisher, version/effective date and URL or attached copy), and the fixed percentage discount from that list. List prices must be bona fide prices available for verification, not prices created solely for this bid. Discounts apply to all eligible items within the stated category. If an item is not offered, enter "No bid"; do not leave ambiguity. No evaluation quantities are required.

Lot 1 — AAS — Janitorial products and consumables

Product category / illustrative items	Published catalog / manufacturer	Discount off list (%)	Exclusions / notes
Cleaning chemicals and disinfectants	_____	_____ %	_____
Paper products and dispensers	_____	_____ %	_____
Trash liners and waste supplies	_____	_____ %	_____
Cleaning tools and accessories	_____	_____ %	_____

Lot delivery: freight / handling / island delivery charge (if any): _____ | Standard lead time: _____

Lot 2 — OEK — Custodial cleaning materials

Product category / illustrative items	Published catalog / manufacturer	Discount off list (%)	Exclusions / notes
Cleaning chemicals and floor care	_____	_____ %	_____
Disinfectants and sanitation products	_____	_____ %	_____
Cleaning tools and equipment accessories	_____	_____ %	_____

Lot delivery: freight / handling / island delivery charge (if any): _____ | Standard lead time: _____

Lot 3 — OEK — Custodial and operations supplies

Product category / illustrative items	Published catalog / manufacturer	Discount off list (%)	Exclusions / notes
Paper goods and dispensers	_____	_____ %	_____
Trash liners and waste supplies	_____	_____ %	_____
General custodial consumables	_____	_____ %	_____

Lot delivery: freight / handling / island delivery charge (if any): _____ | Standard lead time: _____

5. Price calculation and verification

Contract net product price = verifiable published catalog/list price effective under the contract, less the awarded category discount, plus only the expressly disclosed and authorized delivery charges and applicable taxes/fees. Bidders shall provide sample catalog pages or accessible price lists to establish the discount baseline. No undisclosed surcharge or unilateral substitution is permitted. Catalog revisions may not be used to circumvent the awarded discount; UVI may request supporting price history and reject unreasonable changes. Discounts remain fixed during the initial twelve-month term; any renewal adjustment requires prior written approval.

6. Evaluation and award methodology

UVI will first determine whether each bid is responsive to the material solicitation requirements and whether the bidder is responsible and qualified for the offered category and campus. Because suppliers may use different published list prices, percentage discounts alone WILL NOT be ranked as lowest price. UVI intends to establish nonexclusive multiple-award standing-order agreements with all responsive and responsible bidders that offer an objectively verifiable catalog, an enforceable category discount, required delivery terms, and acceptable qualifications. No single

vendor is guaranteed a purchase or preferred ordering status. UVI may decline an award for a category with no acceptable responsive bid.

For each actual requisition, UVI will compare the net delivered contract price of the specified item(s) among awarded suppliers reasonably able to supply them, using current verifiable catalog prices less awarded discounts plus disclosed charges. Orders will normally go to the lowest net delivered priced awarded supplier meeting required specifications and delivery needs; any exception must be documented under applicable procurement procedures. When product availability, compatibility, emergency timing or other material factors affect selection, the procurement file must document the reason.

This process does not permit purchases outside the awarded scope or without an authorized UVI purchase order.

7. Delivery, performance and general conditions

Bidders must specify delivery lead times, return/restocking terms, warranty support, substitutions policy and freight/delivery charges for each island bid.

Equal or equivalent products are permitted when they meet functional, compatibility, safety and performance requirements; existing equipment interfaces may require demonstrable compatibility. UVI may request product data or samples on equal terms.

Applicable USVI licenses, safety data sheets for chemicals, and manufacturer-authorized warranty coverage where relevant are required.

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.

Payment is Net 30 after receipt of an accurate undisputed invoice and acceptance of goods, subject to the executed agreement.

No goods or services may be supplied without an authorized purchase order. Applicable federally funded order terms will be incorporated when required.

8. Bid submission

Submit one signed PDF bid to bids@uvi.edu with subject “IFB 2027-009 – Janitorial Cleaning and Custodial Supplies – [Firm Name]” by **Submission deadline: 11/25/2026, 2:00 PM (AST)**.

- Include signed offer and selected lots;
- completed discount tables;
- copies/links of price lists;
- manufacturer/product category coverage;

- applicable business license;
- references and capacity;
- delivery and freight terms;
- warranty/return terms;
- and written exceptions.

Procurement will issue any binding changes by written addendum to all interested bidders. Late or materially incomplete bids may be rejected in accordance with UVI policy.

9. Procurement reservations

UVI reserves rights under its applicable procurement policies to reject nonresponsive bids, verify pricing, request permitted clarifications, cancel a solicitation, and make no award. Material bid terms may not be altered through post-opening clarification. Any resulting contract is subject to required approvals and executed agreement.

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.