INVITATION FOR BIDS
IFB 2027-010

Janitorial and Custodial Cleaning Services

Service location(s): Orville E. Kean Campus, St. Thomas

Issue date: 10/29/2026

Submission deadline: 11/25/2026, 2:00 PM (AST)

1. Invitation and Purpose

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.

The University of the Virgin Islands (UVI) is seeking qualified contractors to provide event cleaning, custodial support, sanitation, trash removal, and related services for university events and activities at the Orville E. Kean (OEK) Campus and other University-designated locations on St. Thomas, U.S. Virgin Islands. Services will be provided on an as-needed basis to support University-sponsored events, ceremonies, meetings, conferences, receptions, athletic activities, special functions, and other campus events.

This IFB also includes separate services for OEK John Brewers Beach restroom and shower cleaning, as detailed in the campus-specific lots below.

2. Campus Lots and Participation

Lot 1 — OEK (St. Thomas): John Brewers Beach restroom and shower cleaning

Lot 2— OEK (St. Thomas): event cleaning and custodial support

UVI may award one or more vendors for a lot or category based on the published evaluation method.

3. Lot 1 – OEK: John Brewers Beach Restroom and Shower Cleaning

Purpose: The University of the Virgin Islands (UVI) is seeking qualified contractors to provide routine cleaning, sanitation, and maintenance services for the public restroom and exterior shower facilities located at John Brewers Beach, adjacent to the Orville E. Kean (OEK) Campus on St. Thomas, U.S. Virgin Islands. The services are intended to maintain clean, sanitary, safe, and presentable restroom and shower facilities for university students, employees, visitors, and members of the public.

The contractor shall provide labor, cleaning equipment, supplies, personal protective equipment, and transportation necessary to complete the following services.

Restrooms

- Clean and disinfect toilets, sinks, faucets, fixtures, doors, partitions, walls, mirrors, and high-touch surfaces.
- Sweep and mop floors; remove visible dirt, sand, and debris.
- Remove trash and replace liners; replenish University-approved restroom supplies when provided or requested.
- Report damaged, clogged, leaking, or malfunctioning fixtures.

Exterior Showers and Surrounding Areas

- Clean and disinfect shower fixtures, controls, floors, and high-touch areas.
- Remove sand, leaves, dirt, and debris from showers and surrounding areas; clear visible debris from drains.
- Report clogged drains, leaks, damaged fixtures, vandalism, unsafe conditions, and plumbing deficiencies.
- Collect and properly dispose of routine trash in University-designated collection locations.

Schedule: Each morning, seven (7) days per week unless otherwise directed. Coordinate service times with the University and complete cleaning before normal daily use. Frequency may be adjusted by UVI.

Completion Standards – Lot 1

- Toilets and restroom fixtures shall be clean and disinfected.
- Floors shall be swept and mopped as appropriate.
- Sinks and faucets shall be clean and sanitized.
- Exterior showers shall be cleaned and free of visible dirt, sand, and debris.
- Trash shall be removed from serviced areas.
- Surfaces shall be left clean and presentable.
- Drains shall be free of visible debris.
- Cleaning supplies and equipment shall not be left in public areas.

4. Lot 2 – OEK: Event Cleaning and Custodial Support

The contractor shall provide cleaning, sanitation, trash removal, restroom monitoring, and custodial support for University-sponsored events, meetings, conferences, ceremonies, receptions, athletics, and other authorized activities on an as-needed basis.

Itemized Event Services and Deliverables

- Pre-event: Prepare and clean designated event spaces, common areas, floors, restrooms, entrances, and accessible surfaces.
- During event (when requested): Monitor and restock restrooms, respond to spills, collect trash, and provide custodial attendants.

- Post-event: Remove event-related trash, clean floors and surfaces, sanitize restrooms, address routine spills, and restore designated spaces to a clean, presentable condition.
- Bag and secure trash; transport it to the University-designated waste collection location.
- Provide sufficient personnel and supervision for the event size, service period, and requested scope.
- Provide service records and an itemized invoice showing event, date/location, services, personnel/hours, applicable rates, and authorized extras.

Event assignments, staffing levels, service windows, and any evening, weekend, holiday, emergency, or short-notice support shall be authorized by the University in advance. The contractor shall provide ordinary cleaning supplies, equipment, and protective equipment.

5. Pricing Response

Lot 1 – OEK John Brewers Beach

Service	Pricing unit	Bidder rate (USD)
Restroom and shower cleaning	Per day	$ _____
Additional cleaning	Per visit	$ _____
Emergency service	Per call	$ _____

Other authorized fees/exclusions (specify):

_____

Lot 2 – OEK Events

Service	Pricing unit	Bidder rate (USD)
Pre-event cleaning	Per event	$ _____
Post-event cleaning	Per event	$ _____
Custodial/event attendant	Per hour/person	$ _____
Restroom attendant	Per hour/person	$ _____
Trash removal	Per event	$ _____
Weekend/holiday service	Per hour	$ _____
Emergency/short-notice service	Per call	$ _____

Other authorized fees/exclusions (specify):

_____

6. Bid Evaluation and Award

Bids will be evaluated for responsiveness, responsibility, and compliance with the applicable lot requirements. The University may award by individual campus/service lot in accordance with its procurement requirements. Pricing must be sufficiently complete to permit comparison on a common basis.

7. Contract Administration and Invoicing

Services shall be ordered and coordinated by an authorized University representative. No additional work or surcharges may be invoiced without University authorization. Invoices must identify the applicable purchase order, service location, dates, work performed, applicable rates, and approved additional services. Payment is subject to verification and acceptance of completed services.

8. Bid Submission

Submit a signed bid cover letter identifying IFB 2027-010 and the lot(s) bid, completed applicable pricing schedules, relevant business licensing and qualifications, and acknowledgment of any addenda. Email bids to bids@uvi.edu by November 25, 2026 at 2:00 PM AST. Identify IFB 2027-010 in the subject line.

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.