INVITATION FOR BIDS

IFB 2027-012

BULK DIESEL FUEL SUPPLY AND DELIVERY

Service location(s): Albert A. Sheen Campus, St. Croix

Issue date: 10/29/2026

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

AAS (St. Croix)

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

3. 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.

Bulk Diesel Fuel Supply and Delivery Services

1. PURPOSE

The University of the Virgin Islands (UVI) seeks a qualified fuel supplier to provide bulk diesel fuel purchase and delivery services for the Albert A. Sheen Campus, St. Croix. The purpose of this contract is to ensure the continuous availability of diesel fuel necessary to support campus generators, emergency power systems, heavy equipment, facilities operations, grounds maintenance equipment, and University operational vehicles.

Diesel fuel is critical to maintaining electrical continuity, emergency preparedness, and uninterrupted campus operations. The University requires reliable delivery services capable of supporting both routine and emergency fuel needs.

2. SCOPE OF WORK

The contractor shall provide comprehensive diesel fuel supply and delivery services, including but

not limited to:

- Supply of ultra-low sulfur diesel (ULSD) fuel or equivalent fuel meeting applicable regulatory standards.
- Bulk delivery of diesel fuel to designated campus fuel storage tanks and equipment.
- Emergency fuel delivery services during campus power outages, storm events, or other operational emergencies.
- Scheduled and on-demand fuel deliveries as requested by the University.
- Verification of fuel quantities delivered.
- Provision of delivery tickets and fuel transaction documentation.
- Monitoring and coordination of fuel deliveries to ensure adequate campus fuel reserves.
- Provision of all labor, vehicles, delivery equipment, pumps, hoses, and related resources necessary to perform the work.
- Compliance with all applicable environmental, transportation, and safety regulations governing fuel storage, handling, and delivery.

3. LOCATIONS

Campus Location:: Albert A. Sheen Campus
RR2 Kingshill
St. Croix, U.S. Virgin Islands 00850

Service Locations May Include:

- Emergency generator fuel tanks
- Bulk fuel storage tanks
- Physical Plant facilities
- Grounds and maintenance operations areas
- Other designated University facilities requiring diesel fuel delivery

Additional delivery locations may be designated by the University during the contract period.

4. 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.

AAS (St. Croix)

Service / rate item	Unit / basis	Bidder rate (USD)
Bulk diesel	gallon	$ _____
Delivery	trip	$ _____
Emergency or expedited fuel delivery	trip	$ _____
Fuel surcharge	disclosed formula (if applicable)	$ _____

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

5. 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.

6. Contract and ordering conditions

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 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.

7. 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 "**IFB 2027-012,BULK DIESEL FUEL SUPPLY AND DELIVERY"** in the subject line, by the **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.