



**Notice of Addendum No. 2**

**Issue Date April 10, 2020**

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**Arlington Public Schools  
Procurement Office**

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**Invitation to Bid 50FY20**

**Invitation to Bid Title:** Teachers for Visually Impaired (TVI), Orientation and Mobility Specialists (O&M) and Teachers for Deaf and Hard of Hearing (TDHH) Services

**Invitation to Bid Number:** 50FY20

**Invitation to Bid Issue Date:** February 26, 2020

**Pre-Bid Conference:** A Pre-Bid Conference will not be held for this Solicitation

**Bid Closing Date/Time:** April 17, 2020, ~~Prior to 3:00 P.M.~~ **No Later Than 11:59 P.M. (Local Prevailing Time)**

**Bid Opening Date/Time:** ~~Promptly Following Bid Closing~~ **April 20, 2020 at 10:30 A.M. (Local Prevailing Time)**

**Procurement Office Representative:** Joshua A. Makely, CPPO, CPPB  
Assistant Director of Procurement  
(703) 228-6126, [joshua.makely@apsva.us](mailto:joshua.makely@apsva.us)

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Following Governor Northam's Executive Order for Virginia schools to close due to the novel coronavirus disease (COVID-19) Arlington Public Schools shall not receive Bids in response to ITB 50FY20, Teachers for Visually Impaired (TVI), Orientation and Mobility (O&M), and Teachers for Deaf and Hard of Hearing (TDHH) Services, at the Syphax Education Center by mail, express mail, in person, or by courier, but will do so instead electronically through a secure cloud-based file sharing platform ("Platform").

Bidders wishing to submit a Bid in response to ITB 50FY20 are required to upload the Mandatory Requirements found at Section 27 of the Instruction to Bidders into the Platform through the link found on the Current Solicitations webpage under the Procurement Office website. A link to the webpage is provided below. Found under the Due Date column for ITB 50FY20 of the Current Solicitations table is a link for Bidders to submit its Bid. (“Link to submit Bid – ITB 50FY20”). To assist Bidders with its Bid submission, screen shots of the steps required to submit a Bid are attached to this Addendum

For a Bid to be considered for award of a Contract the Bid must be received in the Platform by no later than 11:59 p. m. on Friday, April 17 (Bid Closing). Bidders are strongly encouraged to submit their Bids in advance of Bid Closing to allow sufficient time for the Bids to be uploaded into the Platform before the Bid Closing. The time a Bid is received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after Bid Closing the Bid will be considered non-responsive and will not be considered for Contract award.

Bids will not be opened and announced in the Syphax Education Center but will be done so remotely at 10:30 a.m. on Monday, April 20, 2020 (Bid Opening) using Microsoft Teams. Anyone wishing to view the Bid Opening can also find the link to the Microsoft Team invite under the Due Date column of the Current Solicitations table on the Procurement Office website (“Link to Bid Opening – ITB 50FY20”) For further information please contact Joshua Makely at [Joshua.makely@apsva.us](mailto:Joshua.makely@apsva.us) or (571) 447-0925. <https://www.apsva.us/procurement-office/current-solicitations/>

Screen shots of the steps required to submit a Bid.

### Current Solicitations

Solicitation	Description	Due Date	Contact
<a href="#">ITB 50FY20 Addendum 1</a>	Teachers for Visually Impaired (TVI), Orientation and Mobility Specialists (O&M), and Teachers for Deaf and Hard of Hearing (TDHH) Services	April 17, 2020 No later than 11:59 PM <a href="#">Link to submit Bid – ITB 50FY20</a>	<a href="#">Joshua Makely</a>



## Send files to Joshua

Joshua Makely has invited you to send files

**Please provide Company  
Name as it appears on the  
Bid Form.**

By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.

Continue



## Send files to Joshua

Joshua Makely has invited you to send files

Buzz Lightyear



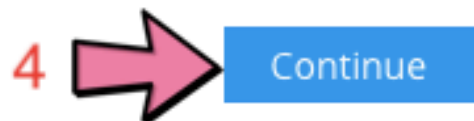
buzz@starcommand.org



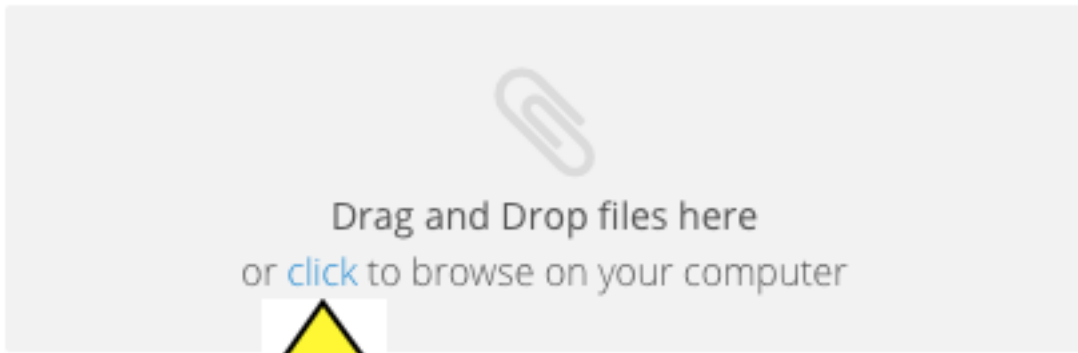
Star Command



By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.



Attach the files you would like to send to Joshua Makely



Drag and Drop files here  
or [click](#) to browse on your computer

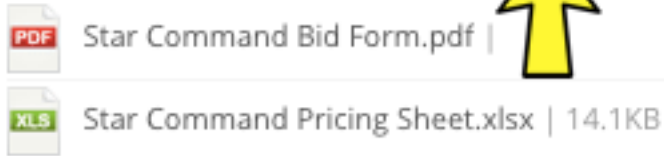
Message (optional)

Send these files

Bid Documents

Name	Date Modified	Size
Contractor's License - Star Command	Today at 3:17 PM	95 KB
Star Command Bid Form	Today at 3:05 PM	58 KB
Star Command Pricing Sheet.xlsx	Today at 3:08 PM	14 KB

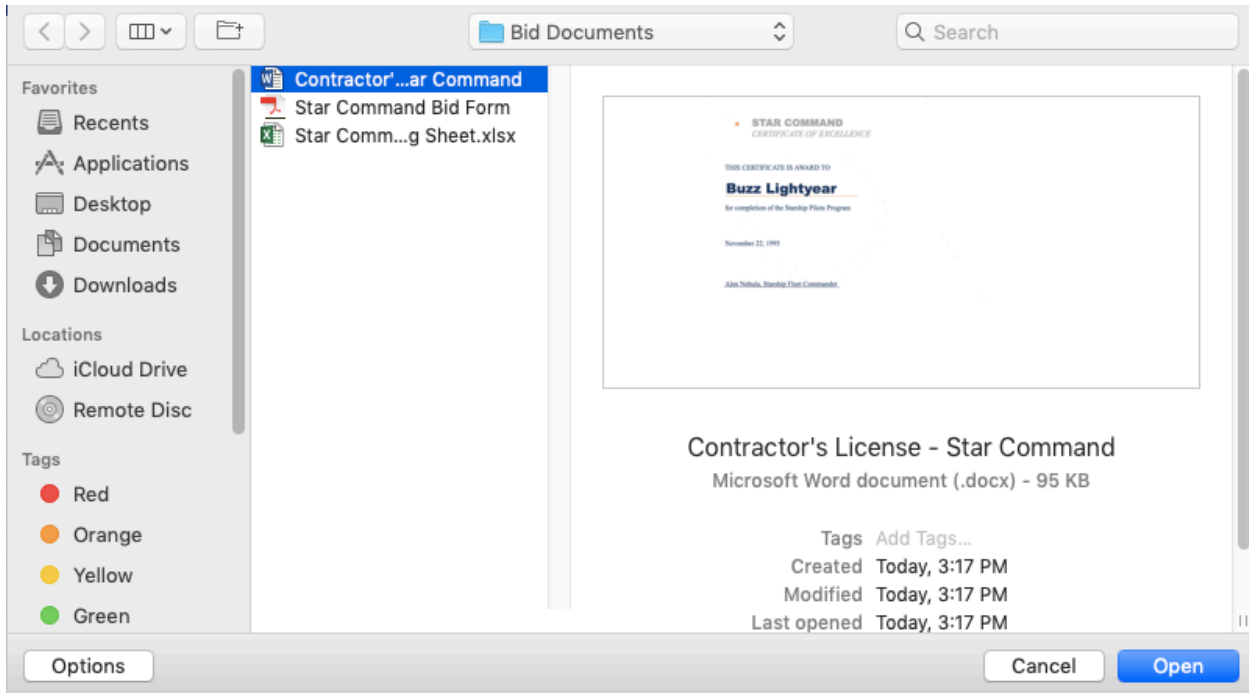
Drag and drop or [click](#) to add more files






If you need to  
add more files  
do so by  
selecting the  
option here.

Message (optional)

Send these files



Drag and drop or [click](#) to add more files

-  Star Command Bid Form.pdf | 56.6KB ✕
-  Star Command Pricing Sheet.xlsx | 14.1KB ✕
-  Contractor's License - Star Command.docx | 93KB ✕

Bid Form and Excel Pricing Page (if applicable) from Star Command.

**Include as optional**

Contractor's License also attached.



Send these files



3 files sent to Joshua Makely

All files sent have been scanned for viruses - none were detected

You may now close this window

The following information is provided to help Bidders submit a Bid in response to ITB 50FY20. Changes made to the ITB are indicated in **red**.

**Bids are due April 17, 2020, by no later than 11:59 P.M.**

**Instructions to Bidders**

8.11 Each Bidder must use the attached Bid Form for submitting its Bid. The Bidder shall ~~return two (2) copies~~ **submit one (1) electronic copy** of the Bid Form, duly signed with the corporate seal impressed, if applicable, keeping all remaining pages for the Bidder’s files. For purposes of this provision, a copy is an exact duplicate of the attached Bid Form reproduced in any manner with no modifications, additions or deletions. By executing and submitting the Bid Form, the Bidder acknowledges that it has read all Bid Documents, understands them, and agrees to be bound by all terms and conditions therein.

Addendum No. 2 must be signed, dated and received by the Procurement Office prior to the Bid Closing Date/Time stated above OR acknowledgment of receipt of this Addendum may be noted in the space provided on the Bid Form.

**Name of Bidder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Issued By:  
Joshua A. Makely, CPPO, CPPB  
Assistant Director of Procurement  
Telephone: (703) 228-6126  
Email: joshua.makely@apsva.us