



Information Item No.1

Date of Information Item No.1: June 8, 2022

**Arlington Public Schools
Procurement Office**

Invitation to Bid 55FY22

Invitation to Bid Title: Moving Services

Invitation to Bid Number: 55FY22

Invitation to Bid Issue Date: May 16, 2022

Pre-Bid Conference: Not Applicable

Bid Closing Date/Time: June 10, 2022, No Later Than 11:59 P.M. (EDT)

Bid Opening Date/Time: June 13, 2022, at 10:00 A.M. (EDT)

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- The following information is provided to help Bidders submit a Bid in response to ITB No. 55FY22:

Q1. Have any modification been made to ITB No.55FY22?

A1. No, Modifications have not been made to ITB No.55FY22.

Q2. Do you anticipate extending the Bid Closing Date /Time?

A2. No, Bids must be received in the Platform by no later than 11:59 P.M. (EDT) on Friday, June 10, 2022 (“Bid Closing”). **Bids received after the Bid Closing shall not be considered.**

Q3. Will you accept Bids to be submitted via email or at the Syphax Education Center by mail, express mail, in person, or by courier?

A3. No, Bidders must submit mandatory requirements found in the Instruction to Bidders, Section 27 of the ITB, into the Platform through the link found on the Current Solicitations webpage under the Procurement Office website. Found under the Due Date column for ITB 55FY22 of the Current Solicitations table is a link for Bidders to submit their Bid. (“Link to submit Bid –

ITB 55FY22”). To assist Bidders with their Bid submission, screenshots of the steps required to submit a Bid are provided in ITB.

Q4. What documents must be submitted with the Bids?

A4. The **Class 1 Mandatory Requirements** in Section 27.1 of Instruction to Bidders must be submitted with your Bid. Failure to provide any of them with your Bid will result in the Bid being considered non-responsive and not being considered for Contract award.

Q5. Are the **Class 2 Mandatory Requirements** required to be submitted with the Bid?

A5. The Class 2 Mandatory Requirements in Section 27.2 of Instructions to Bidders, should accompany your Bid, but if omitted the Bidder may be given the opportunity to supplement its Bid in accordance with **Section 27.3 of Instructions to Bidders**.

Q6. Other than your website, where is the ITB posted?

A6. The Invitation to Bid (ITB) is posted on the eVA website. The link to the ITB on the eVA website is as follows: [ITB-55FY22-Moving Services](#)

Q7. Do we provide the prices by completing the Pricing Schedule in the Bid Form?

A7. No. The Pricing Schedule form in the Bid Form is for information purposes only. Bidders must not provide their prices using this form. Prices must be provided using the Excel Spreadsheet Pricing Schedule at Appendix 3, and uploaded into the Platform with the Bid Form.

Issued By:

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