



**Information Item No.1**

**Date of Information Item No.1: October 11, 2022**

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**Arlington Public Schools  
Procurement Office**

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**Invitation to Bid 23FY23**

**Invitation to Bid Title:** Generator Preventive Maintenance and Repair

**Invitation to Bid Number:** 23FY23

**Invitation to Bid Issue Date:** September 21, 2022

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

**Bid Closing Date/Time:** October 13, 2022, No Later Than 11:59 P.M. (EDT)

**Bid Opening Date/Time:** October 14, 2022, at 10:00 A.M. (EDT)

**Procurement Office Representative:** Carolina Sorto, Procurement Specialist  
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- The following information is provided to help Bidders submit a Bid in response to ITB No. 23FY23:

**Q1.** Does the 30-minute load test need to be conducted once a year or at every quarterly preventative maintenance? Would also like to make sure that it is the “building load” that the generator will be tested on and not an external load bank.

**A1.** APS needs the load test to be at each quarterly maintenance. The building (emergency circuit) load will be the load rather than a load bank.

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

**A2.** Yes, Bids must be received in the Platform by no later than 11:59 P.M. (EDT) on Thursday, October 13, 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 27.1 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 23FY23 of the Current Solicitations table is a link for Bidders to submit their Bid. (“Link to submit Bid – ITB 23FY23”). 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 Bids. 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 Bids?

**A5.** Class 2 Mandatory Requirements 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.** Is it Mandatory to enter a price for each Item?

**A6.** Yes. A price must be entered for each item to be considered for award.

**Q7.** Other than your website, where is the ITB posted?

**A7.** The Invitation to Bid (ITB) is posted on the eVA website. The link to the ITB on the eVA website is as follows: [Link to the ITB for Generator Preventive Maintenance and Repair](#)

**Q8.** Do we provide the prices by completing the Pricing Schedule in the Bid Form?

**A8.** 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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