



## Notice of Addendum No.3

Date of Addendum No.3: February 22, 2023

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Arlington Public Schools  
Procurement Office

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### **Invitation to Bid 83FY23**

**Invitation to Bid Title:** PoolPak, Dectron and Miscellaneous HVAC Repair and Other Services

**Invitation to Bid Number:** 83FY23

**Invitation to Bid Issue Date:** January 26, 2023

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

**Bid Closing Date/Time:** February 28, 2023, No Later Than 11:59 P.M. (EST)

**Bid Opening Date/Time:** March 01, 2023, at 2:00 P.M. (EST)

**Procurement Office Representative:** Carolina Sorto, Procurement Specialist  
(703) 228-6193, [carolina.sorto@apsva.us](mailto:carolina.sorto@apsva.us)

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• **Modifications to the ITB:**

Modification to the ITB: The following modification is made to the Instructions to Bidders to ITB 83FY23 through Addendum No. 1. Modification is highlighted in **red** for additions and **black** for deletions.

**Bid Form**

**Arlington Public Schools  
Procurement Office**

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**Invitation to Bid Title:** PoolPak, Dectron and Miscellaneous HVAC Repair and Other Services

**Invitation to Bid Number:** 83FY23

**Invitation to Bid Issue Date:** January 26, 2023

**Bid Closing Date/Time:** February 28, 2023, No Later than 11:59 P.M. (EST)

**Bid Opening Date/Time:** March 01, 2023, at 10:00 A.M. (EST)

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**Full Legal Name of Bidder** \_\_\_\_\_

Remittance Address (If different):

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

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

Tax ID Number (EIN/SSN): \_\_\_\_\_

Email Address: \_\_\_\_\_

**General Instructions:**

The Bidder is directed to review the Bid Documents and all Contract Documents to understand the requirements for submitting a responsive Bid. All Bids must be submitted on this **Bid Form** or a copy thereof as defined in the Instructions to Bidders. All blanks in this Bid Form must be completed or noted as not applicable. A notation of “not applicable” or “N/A” shall be used only if the information requested is not a required or mandatory element of the Bid. Include only one (1) price for each line item for which a price is required. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Failure to comply with these requirements, or with any other requirements stated as mandatory either in the Invitation or in the Instructions to Bidders, shall result in rejection of the Bid as non-responsive unless, in the sole discretion of APS, the omission does not affect price, quantity, quality or time. The Owner has no authority to waive failure to comply with requirements made mandatory by applicable law.

A Bid not received prior to the Bid Closing as defined in the Invitation will not be considered. The time a Bid is received shall be determined as stated in the Invitation.

The apparent low Bidder(s) will be determined by the Bid Evaluation Total set forth in the Bid Evaluation Formula.

**Bid Form**

**Payment Terms:**

APS requires that a minimum of thirty (30) Days after receipt of an approved invoice by APS shall be allowed for payment. Discounts for prompt payment **will not** be considered in the evaluation of Bids nor in any decision to award or not to award. However, any offered discount will become part of any Contract with Bidder which may result from this solicitation and will be taken if payment is made within the discount period offered in the Bid. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made. If Bidder provides a prompt payment discount, the terms thereof are as follows:

Prompt Payment Terms: \_\_\_\_\_  
Please Note: COD Terms are not acceptable.

**Receipt of Addenda:**

Receipt of Addenda listed below is acknowledged and the Bid incorporates all requirements of these Addenda:

No. \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_

**Check which of the Following Categories are Applicable to Bidder:  
All categories appearing below are as defined in Va. Code Ann. § 2.2-4310**

Small Business	Yes	_____	No	_____
Women Owned Business	Yes	_____	No	_____
Minority Owned Business	Yes	_____	No	_____
Service Disabled Veteran Owned Business	Yes	_____	No	_____
Employment Service Organization	Yes	_____	No	_____
None of the Above		_____		

**Minimum Qualifications of Bidders:**

**Number of Years in Business:**

How many years has the Bidder been in the business of providing the Work? \_\_\_\_\_

How many years has the Bidder been in business under its present business name? \_\_\_\_\_

**References:**

The Bidder must provide at least three (3) commercial or public body references which demonstrate satisfactory performance on past and current Contracts of a similar nature (multi-sited facilities and various ages of buildings). All references must be for work performed within the last three (3) years preceding Bid Closing. For commercial references, provide the firm name, contact name, telephone number, and email address. For public body references, include the same information but instead of the firm name include the public body and the department or agency with which the Bidder contracted. The required information shall be included in the spaces below:

**Bid Form**

<u>Name of Commercial/Public Body</u> <u>Department</u>	<u>Contact Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Type of Business:**

Indicate by placing a check here if a Faith-Based Organization as described in Va. Code Ann. § 2.2-4343.1.  
\_\_\_\_\_

Arlington Public Schools does not discriminate against Faith Based Organizations. The purpose of requiring this information is to permit APS compliance with Va. Code Ann. § 2.2-4343.1.H.

Check one of the Following:

- |  |   |
|--|---|
| _____ Individual Trading in Own Name   | _____ Individual Trading Under Trade Name |
| _____ Partnership  | _____ Limited Partnership                 |
| _____ Corporation  | _____ Limited Liability Company           |
| _____ Registered Limited Liability Partnership   | _____ Joint Venture                       |
| _____ Other (explain in the space available or indicate an incorporated attachment if additional sheets are necessary) |   |
- \_\_\_\_\_
- \_\_\_\_\_

If doing business under a trade name, both the legal name of the Bidder and the doing-business-as trade name shall appear as the party submitting this Bid in the signature section below. If the Bidder is a joint venture, all members of the joint venture shall sign the Bid Form.

**State Corporation Commission (SCC) Identification Number:**

Section 3 of the Instructions to Bidders and § 2.2 4311.2 of the Virginia Public Procurement Act (VPPA) require the Bidder to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise by law. The Bidder shall include in its Bid the identification number issued to it by the State Corporation Commission (SCC). For more information on how the SCC can expedite a request for an identification number, please contact the SCC at ([www.scc.virginia.gov](http://www.scc.virginia.gov)) or the Clerk's office at 1-804-371-9733.

Please complete the following by checking the appropriate line that applies and providing the requested information:

1. \_\_\_\_\_ Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC. The Bidder's identification number issued by the SCC is \_\_\_\_\_. (*The SCC number is NOT your federal tax Identification number nor your eVA registration number*).

**Bid Form**

- 2. \_\_\_ Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Bidder’s identification number issued to it by the SCC is \_\_\_\_\_ .
- 3. \_\_\_ Certain limited business activities, however, are specifically excluded from the definition of "transacting business" The Offeror does not have an identification issued to it by the SCC and such Offeror is not required to be authorized to “transact business” in Virginia by the SCC for the following exclusion(s). Exclusion(s) can be found at <https://www.scc.virginia.gov/clk/befaq/forinva.aspx#a2>.

***Please attach additional sheets to explain in further detail why such Bidder is not required to be authorized to transact business in Virginia. Bids that fail to submit supporting details regarding option 3 above may be considered non-responsive by APS.***

**Debarment Status:**

The Bidder shall indicate, in the space provided below, whether or not it, or any of its principals, is/are currently debarred from submitting bids or proposals to Arlington Public Schools, Virginia, to any Virginia state agency or department, to any Virginia public body, or to any other public body at the federal, state or other level in any other state, and whether or not it is an agent of any person or entity that is currently debarred from submitting bids or proposals due to any of the above. An affirmative response may be considered grounds for rejection of the Bid. This statement shall also apply to any Subcontractor(s) the Bidder intends to use in the performance of a resulting Contract. If the Bidder answers yes to any of the following, on a separate attachment, state the person or entity against whom the debarment was entered, give the location and date of the debarment, describe the project involved, and explain the circumstances relating to the debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

Please mark one:

- Yes     No    Is the Bidder, or any officer, director, project manager, procurement manager, chief financial officer, partner or owner currently debarred from doing federal, state or local government work for any reason?
  
- Yes     No    Has the Bidder, or any officer, director, project manager, procurement manager, chief financial officer, partner or owner ever been debarred from doing federal, state or local government work for any reason?

**Criminal Conviction Certificate Compliance:**

Attached to this Bid Form as Appendix 1 and incorporated herein is the Contractor Certification Regarding Criminal Convictions as addressed in the section of the Instructions to Bidders captioned “Certification Regarding Criminal Convictions.” Bidder acknowledges and agrees that if it does not include the executed Appendix 1 Contractor Certification Regarding Criminal Convictions as a part of its Bid its Bid shall be deemed non-responsive.

**Confirmation of Manufacturers’ Authorization to Repair Brands: N/A**

**Bid Form**

**Phone Number for Emergency Response Service:** \_\_\_\_\_

This number shall be monitored and responded to by the Contractor, twenty-four (24) hours a day, seven days a week

**Mandatory Requirements:**

Class 1 Mandatory Requirements

As a Class 1 Mandatory Requirement, the following documents are attached to and made part of this Bid:

1. Contractor's License information in compliance with Section 27.1.1 of the Instructions to Bidders.
2. Fully completed Bid Form.
4. If the Bidder is a joint venture, a copy of the written joint venture agreement.
5. If the Bidder is a partnership, a copy of the written partnership agreement.
6. Completed Appendix 1 – Contractor Certification Regarding Criminal Convictions.

Class 2 Mandatory Requirements

The following documents are Class 2 Mandatory Requirements and are: (Please complete the following by checking the appropriate line that applies to providing the requested information)

a. \_\_\_\_\_ attached to and made a part of this Bid, Or

b. \_\_\_\_\_ will be supplemented in compliance with the provisions of Paragraph 27.2 of the Instructions to Bidders:

1. Pricing Schedule at Appendix 3 in its original Excel format
2. A list of safety violations in compliance with Sections 12.1.1 and 12.1.2 of the Instructions to Bidders or a sworn affidavit in compliance with Section 12.1.3 of the Instructions to Bidders.
3. A comprehensive safety and health plan in accordance with Section 12.4 of the Instructions to Bidders.
4. A completed Insurance Coverage Checklist evidencing the required insurance coverages set forth in the Terms and Conditions.
5. Details of which HVAC equipment Project Manager is certified. Please refer to Scope of Work 5.2
6. Completed Appendix 5- Pool Maintenance Personnel Checklist
7. Names and Certification of HVAC mechanics are to be provided with Bid Form.

**Contractor's License:**

In submitting this Bid, the Bidder certifies that the firm signing this Bid and registered under that name is legally qualified, in accordance with the regulations of the Commonwealth of Virginia, DPOR, Virginia Board for Contractors, to perform all work included in the Scope of Work. A Class A License with a DPOR classification of CBC or a DPOR specialty CIC is required for this Work. A designation of DPOR classification of HVAC Contractor (HVA). Please complete the following:

Registered as a Contractor under Title 54.1, Chapter 11 of the Code of Virginia:

Licensed Class \_\_\_\_\_ Virginia Contractor No. \_\_\_\_\_

Valid Until \_\_\_\_\_ Classifications \_\_\_\_\_ Specialties:  
(Date)

**Bid Form**

**Pricing Schedule**

**FOR INFORMATION ONLY.**

**BIDDERS ARE REQUIRED TO COMPLETE THE EXCEL PRICING SCHEDULE AT APPENDIX 3**

Pricing entered is for all supervision, labor, tools and travel required to provide the Work at all APS buildings and are not subject to change for the Initial Contract Term. Price increases for Renewal Contract Terms will be allowed in accordance with the Agreement.

Award will be made to a minimum of one (1) Bidder who is responsible and provides the lowest responsive Bid Evaluation Total. A price must be entered for each item to be considered for award. If there is a variance between a Price Per Quarterly PM or Unit Price and the Annual Price for Four PM's or Extended Price, the Price Per Quarterly PM or Unit Price will prevail.

The Bidder understands and agrees that the quantities listed in the Excel Pricing Schedule at Appendix 3 are for evaluation purposes only and APS is under no obligation to buy any amount as a result of having being awarded a Contract.

The Pricing Schedule form below is for informational purposes only. Do not use this form to complete your Bid. Bids must be completed on Appendix 3, the Pricing Schedule, which is an Excel spreadsheet, and uploaded into the Platform.

<b>Quarterly Preventive Maintenance Inspections</b>					
<b>Item No.</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Estimated Annual Inspection Quantity</b>	<b>Extended Price</b>
1	<del>Wakefield High School Pool</del> <b>Wakefield High School Pool (Dectron Model # SH-364-7)</b>	Each		<del>8</del> <b>4</b>	
2	<b>Wakefield High School Pool (Lochinvar Pool Heater Model # CPN-0992)</b>	<b>Each</b>		<b>4</b>	
3	<b>Wakefield High School Pool (Lochinvar Pool Heater Model # CPN-0992)</b>	<b>Each</b>		<b>4</b>	
<del>2</del> <b>4</b>	<del>Washington-Liberty High School Pool</del> <b>Washington-Liberty High School Pool – PDU 1 (Dectron Model #DSH-182-7)</b>	Each		<del>12</del> <b>4</b>	
5	<b>Washington-Liberty High School Pool – PDU 2 (Dectron Model #DSH-182-7)</b>	<b>Each</b>		<b>4</b>	
6	<b>Washington-Liberty High School Pool</b>	<b>Each</b>		<b>4</b>	

	<b>(Circulaire Modle # TMP-120HP-X2Y2)</b>			
<del>3</del> <b>7</b>	<del>Yorktown High School Pool</del> <b>Yorktown High School Pool (PoolPak Technologies Model #SWHP300SR-22E-CKH-410A)</b>	Each		<del>8</del> <b>4</b>
<b>8</b>	<b>Yorktown High School Pool (Innovent Air Handling Equipment LLC. Model # E-RHXC-1/SP-1400-FC/HW/CW/HW/FR/VS-1-C)</b>	<b>Each</b>		<b>4</b>
<b>Total for Quarterly Preventive Maintenance Inspections Item No. 1 through <del>3-8</del></b>				

\* **Four (4) quarterly inspections per location will be required through March 31, 2024.**

† Annual Prices for Four (4) Quarterly Inspections and Preventative Maintenance Program for Contract Renewal Terms 2 through 4 shall be determined based on the movement of the U.S. Department of Labor, Consumer Price Index, All Items, Unadjusted, US City Average (CPI-U) for the twelve month period ending December 31 [Series ID CUUR0000SA0] of each Contract Renewal Term commencing from the date of the renewal.

<b>Labor and Consulting Services Rates</b>					
<b>Item No.</b>	<b>Labor Rates</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Estimated Quantity</b>	<b>Extended Price</b>
<del>4-9</del>	HVAC Mechanic	Hour		450	
<del>5-10</del>	HVAC/Dehumidification Mechanic	Hour		100	
<del>6-11</del>	HVAC Mechanic Helper	Hour		275	
<del>7-12</del>	HVAC Mechanic (Weekend Rate)	Hour		2	
<del>8-13</del>	HVAC/Dehumidification Mechanic (Weekend Rate)	Hour		25	
<del>9-14</del>	HVAC Mechanic Helper (Weekend Rate)	Hour		15	
<b>Total for Labor and Consulting Services Item No. <del>4-9</del> through <del>9-14</del></b>					

† Hourly Labor rates Per Labor Category for Contract Renewal Terms 1 through 4 shall be determined based on the movement of the U.S. Department of Labor, Consumer Price Index, All Items, Unadjusted, US City Average (CPI-U) for the twelve-month period ending December 31 [Series ID CUUR0000SA0] of each Contract Renewal Term commencing from the date of the renewal.

**MATERIALS AND PARTS**

APS will offer mark-up on parts in Contract Renewal Terms. The percent of the mark-up will be the same as the CPI-U [Series CUUR0000SA0] movement (increase or decrease for Hourly Labor Rates).



**FIXED RATE FOR BIDDER OWNED EQUIPMENT**

The rates for Bidder owned equipment shown below shall be used for all future work that requires their use.

**Bidders must enter N/A for Contractor Owned Equipment and the Unit Price if they do not own a piece of equipment.**

Contractor Owned Equipment	Unit of Measure	Unit Price
	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$

**RENTED EQUIPMENT**

**The rates for Bidder Rented Equipment will require the actual invoice of the Rented Equipment with no mark up.**

**Bid Form**

Bid Evaluation Formula

The award, if made, will be to a minimum of one (1) Bidder who is responsible and provides the lowest responsive Bid Evaluation Total. A price must be entered for each item to be considered for award. If there is a variance between a unit price and the extended price, the unit price will prevail.

If APS deems it necessary or in its best interests to make award to more than one (1) Bidder, the additional awards will be made to responsible Bidders submitting responsive Bids in ascending order starting with the second (2) lowest Bid Evaluation Total and continuing until, in the sole discretion of APS, sufficient awards have been made to fulfill the anticipated requirements. In the event multiple awards are made, no minimum percentage of the Work is guaranteed to any Contractor. When multiple awards are made, preference will be given to the Bidder submitting the lowest Bid Evaluation Total in ordering performance, subject to the reasonable discretion of APS in achieving prompt, efficient and acceptable performance.

Pricing listed below must match the pricing entered in the Pricing Schedule at Appendix 3 from Cell ~~G20~~ **G25** in the Bid Evaluation Total tab.

Bid Evaluation Total    In Figures    \$ \_\_\_\_\_

In Writing    \_\_\_\_\_ Dollars

**Bid Form**

In compliance with the Bid Document and subject to all conditions thereof and attached hereto, the undersigned offers and agrees, if this Bid be accepted within ninety (90) Days from the date of Bid Opening, to enter into a Contract with the Owner in the form of the Agreement included as part of the solicitation on the terms of this Bid and to furnish any and all of the items upon which the prices are quoted, at the price set opposite each item, delivered at the points as specified and as scheduled in any Purchase Order issued by Owner.

**My signature certifies that the Bidder has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to APS, and that there are no principals, officers, agents, employees, or representatives of the Bidder that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to APS, pertaining to any and all Goods, or Services to be purchased or performed relating to any Contract with APS resulting from this solicitation and Bid.**

**Submission of this Bid constitutes an offer which, if accepted by APS as provided in the Bid Documents, binds the Bidder to execute and perform the Contract. If Bidder refuses to execute and perform any Contract awarded to Bidder by APS in response to this Bid, Bidder is liable to APS for the cost of reprourement and for any increased cost in obtaining the Goods or Services which are the subject of this Bid.**

**Signature:** \_\_\_\_\_  
(Person signing must be authorized to bind the Bidder in contractual matters)

**Name:** \_\_\_\_\_  
(Type or Print)

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

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

[Add additional signature blocks as necessary to comply with the requirements of the Invitation, the Instructions to Bidders, or this Bid Form.]

**End of Bid Form**