



Notice of Addendum No.2

Date of Addendum No.2: February 21, 2023

Arlington Public Schools
Procurement Office

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 23~~ **February 28, 2023, No Later Than 11:59 P.M. (EST)**

Bid Opening Date/Time: ~~February 24~~ **March 01, 2023, at 10:00 A.M. 2:00 P.M. (EST)**

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

• **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.

This is Arlington County School Board's, operating as Arlington Public Schools ("APS" or "Owner"), Invitation to Bid Number 83FY23 ("ITB") for the establishment of a Term Contract for PoolPak, Dectron, Miscellaneous HVAC Repair and Other Services ("Work"). Sealed Bids in response to the ITB shall be solely received *electronically*, through a secure cloud-based file sharing platform ("Platform"). Bids **shall not** be received at the Syphax Education Center by mail, express mail, in person, or by courier.

Bidders wishing to submit a Bid in response to the ITB are required to upload the Mandatory Requirements, found in the Instruction to Bidders, into the Platform through the link found on the Current Solicitations webpage, which can be located by accessing APS' Procurement Office website. A link to the webpage is provided below. Found under the Due Date column for ITB 83FY23 of the Current Solicitations table is a link for Bidders to submit their Bids. ("Link to submit Bid – ITB 83FY23"). To assist Bidders with the submission of their respective Bids, screenshots of the steps required to submit a Bid are provided in this ITB.

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. (EST) on Tuesday, ~~February 23~~ **February 28**, 2023 (“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 reflected as having been 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 received after the Bid Closing shall not be considered. Confirmation is not provided that a Bid has been received in the Platform. However, Bidders can contact Carolina Sorto at: carolina.sorto@apsva.us or 703-228-6193 to request confirmation that its Bid has been received.**

Bids **shall not** be opened and announced in the Syphax Education Center but will be done so virtually at ~~10:00 A.M.~~ **2:00 P.M.** (EST) on Wednesday ~~February 24~~ **March 01**, 2023 (“Bid Opening”) using Microsoft Teams. Anyone wishing to view the Bid Opening can also find the link to the Microsoft Teams invite under the Due Date column of the Current Solicitations table on the Procurement Office website (“Link to Bid Opening – ITB 83FY23”). Please note, the link requires attendees to use the Microsoft Teams application or the Google Chrome browser to view the Bid Opening.

For further information, please contact Carolina Sorto at: carolina.sorto@apsva.us or 703-228-6193.

Link to the Current Solicitations webpage: <https://www.apsva.us/procurement-office/current-solicitations/>

All Bids must be submitted on the enclosed pages bearing the caption Bid Form (collectively “Bid Form”) or a copy thereof. All pages of the Bid Form must be submitted and all blanks in the 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. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Mandatory provisions of this ITB are indicated by the inclusion of the words "shall" or "must" to identify the Bidder's obligations. Failure to comply with any requirement stated as mandatory either in this Invitation or in the Instructions to Bidders shall result in rejection of the Bid as non-responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality, or time. A response to, and meeting, any qualifications and mandatory requirements set forth in the Instructions to Bidders, if any, is mandatory. In limited circumstances as set forth in Instructions to Bidders, Section 27, mandatory information may be supplemented. Any mandatory requirement for which supplementation is not addressed in Instructions to Bidders, Section 27, must be satisfied in the Bid to be responsive and no supplementation will be permitted.

1.0 Purpose:

- 1.1. This solicitation is being issued to establish a Term Contract(s) for "as required" Services for the Work for all schools and departments of APS, and will be used as a primary source for the items listed herein during the term of any Contract awarded from this solicitation. Further detail regarding the Scope of Work and the Specifications applicable to the Work are set forth in the Contract Documents. The right is reserved to APS to make multiple awards if, following evaluation of the Bids, APS determines in its sole discretion that it would be in the best interests of APS to do so. 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.
- 1.2. The labor rates and any materials costs specified in the Bid Form shall include all direct and indirect overhead costs, benefits, insurance, transportation, materials, equipment, and other general and administrative cost or markup of any type.

2.0 Bid Documents:

The Bid Documents for this solicitation consist of this Invitation, the Instructions to Bidders, the Scope of Work, all Addenda issued prior to the Bid Closing, and the Bid Form. The Contract Documents are as defined in the form Agreement included with this solicitation. All provisions of the Bid Documents and of the Contract Documents shall apply to this solicitation, and submission of a Bid shall be the Bidder’s confirmation of the acceptance thereof and agreement to comply therewith.

3.0 Pre-Bid Conference:

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

4.0 Taxes:

APS is exempt from the payment of any federal excise taxes Tax. The price Bid must be net, exclusive of federal excise taxes. However, when under established trade practice any federal excise tax is included in the list price the Bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as percentage of the list price, which shall be deducted by APS in evaluating the Bid. The APS Federal Excise Tax Number is 54-6001128. Bidders located outside the Commonwealth of Virginia may charge and collect their own local/state sales tax when the Bid Documents provide that the Goods are to be picked up by APS at Bidder's out of Virginia place of business.

5.0 Term of Contract and Renewals:

- 5.1. The initial term of any Contract awarded shall commence on the date the Contract is fully executed by the Procurement Director/Procurement Agent and expiring on the last day of the twelfth (12th) month following execution of the Contract by the Procurement Director/Procurement Agent ("Initial Contract Term"), unless otherwise stated in the Contract.
- 5.2. Any Contract awarded may be renewed for a term not to exceed one (1) year ("Renewal Contract Term") by written notice given by APS at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of APS has any authority to order, direct or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein. APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four (4) Renewal Contract Terms at the same terms and conditions.
- 5.3. APS, at its sole discretion, may, but is not required to, extend any existing Initial Contract Term or Renewal Contract Term for a period of not more than six (6) months to allow for completion of Work in progress at the time of scheduled expiration of the Initial Contract Term or a Renewal Contract Term. If the Initial Contract Term or a Renewal Contract Term is not extended, all Work shall terminate at the expiration of the Contract Term or Renewal Contract Term in which it began.
- 5.4. For additional provisions regarding the Initial Contract Term and Renewal Contract Terms, the Bidder is directed to the Agreement provided with this solicitation and all Contract Documents referenced therein.

6.0 Certification Regarding Criminal Convictions:

Refer to Instructions to Bidders and the Bid Form for required certifications regarding criminal convictions.

7.0 Nondiscrimination Requirements:

- 7.1. APS does not discriminate against faith based organizations in the solicitation or award of Contracts.
- 7.2. APS does not discriminate against a Bidder because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.
- 7.3. APS does encourage the inclusion in the procurement process of small businesses, businesses owned by women, minorities and service disabled veterans, and employment services organizations, all as provided by Va. Code Ann. § 2.2-4310.

8.0 Rejection of Bids; Waiver of Informalities:

APS reserves the right to cancel this solicitation, to reject any and all Bids, and to waive informalities in Bids.

9.0 Jointly Procured Contract for use by Other Public Bodies: Intentionally Deleted

10.0 Request for Comments:

Following the award of any Contract or Contracts, or the cancellation of this solicitation, all Bidders or potential Bidders are invited to provide to APS written comments regarding the manner in which this solicitation was conducted and any suggested modifications to that process which might make future solicitations by APS more efficient, more productive, and more attractive to potential Bidders.

End of Invitation