



Information Item No.1

Date of Information Item No.1: May 02, 2023

Arlington Public Schools
Procurement Office

Invitation to Bid

Invitation to Bid Title:	Purchase of HVAC/Dehumidifier Pool Unit for Wakefield High School
Invitation to Bid Number:	114FY23
Invitation to Bid Issue Date:	April 28, 2023
Pre-Bid Conference:	A Pre-Bid Conference will not be held for this Solicitation
Bid Closing Date/Time:	May 19, 2023, No Later Than 11:59 P.M. (EST)
Bid Opening Date/Time:	May 22, 2023, at 10:00 A.M. (EST)

-
- The following information is provided to help Bidders submit a Bid in response to ITB No. 114FY23:

Q1. When is the deadline to submit a request for a substitution or approved equal?

A1. Substitute Equipment proposed as equals to the Equipment specified in the ITB must be submitted in writing to the Owner, care of the Procurement Agent, with full specifications and substantiating data for evaluation, no later than May 5, 2023, by 5:00 P.M.

Q2. Can there be a site visit scheduled?

A2. Considering this ITB is for the purchase of the equipment, and does not include installation, we are not scheduling site visits at this time.

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 114FY23 of the Current Solicitations table is a link for Bidders to submit their Bid. ("Link to submit Bid

– ITB 114FY23”). 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 **Mandatory Requirements** in Section 27 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. Is it Mandatory to enter a price for each Item?

A5. Yes. A price must be entered for each item to be considered for award.

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: [Link to the ITB for Purchase of HVAC/Dehumidifier Pool Unit for Wakefield High School](#)

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

A7. Yes.

Issued By:
Carolina Sorto
Procurement Specialist
Direct Telephone: (703) 228-6193
Email: carolina.sorto@apsva.us