



## **Information Item No.1**

**Date of Information Item No.1: May 31, 2023**

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**Arlington Public Schools  
Procurement Office**

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### **Invitation to Bid**

<b>Invitation to Bid Title:</b>	<b>Off Road Ultra Low Sulfur Diesel Fuel for Generators</b>
<b>Invitation to Bid Number:</b>	<b>128FY23</b>
<b>Invitation to Bid Issue Date:</b>	<b>May 09, 2023</b>
<b>Pre-Bid Conference:</b>	<b>A Pre-Bid Conference will not be held for this Solicitation</b>
<b>Bid Closing Date/Time:</b>	<b>June 05, 2023, No Later Than 11:59 P.M. (Local Prevailing Time)</b>
<b>Bid Opening Date/Time:</b>	<b>June 06, 2023, at 10:00 A.M. (Local Prevailing Time)</b>

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- The following information is provided to help Bidders submit a Bid in response to ITB No. 128FY23:

**Q1.** Will you accept Bids to be submitted via email or at the Syphax Education Center by mail, express mail, in person, or by courier?

**A1.** 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 128FY23 of the Current Solicitations table is a link for Bidders to submit their Bid. (“Link to submit Bid – ITB 128FY23”). To assist Bidders with their Bid submission, screenshots of the steps required to submit a Bid are provided in ITB.

**Q2.** What documents must be submitted with the Bids?

**A2.** 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.

**Q3.** Is it Mandatory to enter a price for each Item?

**A3.** Yes. A price must be entered for each item to be considered for award.

**Q4.** Other than your website, where is the ITB posted?

**A4.** 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 Off Road Low Sulfur Diesel for Fuel Generators](#)

**Q5.** Do we provide the prices by completing the Pricing Schedule in the Bid Form?

**A5.** Yes.

**Q6.** Is the 24/7 phone number restricted to use during inclement weather and supply issues or is it expected to be answered at all times?

**A6.** Standby Delivery requests should be done during business hours and 24/7 requests should only be accepted for Critical Response Emergency Deliveries.

**Q7.** Will one PO be issued by the Procurement Office for the duration of the contract? Will sites request a PO from the Agent any/every time any site requests a delivery.

**A7.** If a bidder is awarded a contract APS will work to issue one PO for the duration of the fiscal year.

**Q8.** Is a delivery ticket required to be attached to each invoice submitted for payment?

**A8.** Yes, a delivery ticket must be attached to each invoice.

**Q9.** What constitutes "Critical Response Service"?

**A9.** Critical Response Service constitutes weather or regional emergency requests (Please see Addendum No. 1 to see changes reflected in the Scope of Work).

**Q10.** Should a Flat Emergency Fee be added to the pricing schedule?

**A10.** A Flat Emergency Fee has been added to the Scope of Work and Pricing Schedule (Please see Addendum No.1 to see changes reflected in the Scope of Work and Pricing Schedule).

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