



**July 2, 2024
Addendum #1
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 1 TO ALL BIDDERS:

Reference – Invitation for Bid:

For Delivery To:

Bids Due:

Clear Backpacks IFB #020-0-2024/SNB

Newport News Public Schools

July 17, 2024 at 2:00 pm EST

The above is hereby changed to read:

1. Update to Bid Opening Page 1:

In addition to prospective bidders attending the bid opening in-person, bidders may join the public bid opening virtually. Below is the Zoom link to join.

Topic: Bid Opening - Clear Backpacks

Time: Jul 17, 2024 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://nn-k12-virtual.zoom.us/j/87687146677?pwd=PPQxEI7yasKPoxv0a7kBiRVgXG8nfl.1>

Meeting ID: 876 8714 6677

Passcode: 188382

2. Clarification on Colors: If submitting multiple trim colors as part of your bid, the Bidder shall include how many of each color are being submitted. For example, if you are pricing line 1 for 15,000 backpacks, state 5,000 blue, 5,000 red, 5,000 black.

3. Prompt Payment Discounts: If a Bidder is submitting a pricing discount which is contingent on less than Net 30 payment, please submit the Net 30 cost (without the discount) as well as the alternate Net Pay offered (i.e. Net 20), which will be considered in the evaluation of your bid in accordance with General Terms and Conditions, Z. Payment Terms.

4. Responses to Pre-Bid Questions:

a. I would like to know if substituting the 16 inch backpacks with 17 inch backpacks is an option. I have found a supplier for the 17 inch backpacks, but they do not manufacture 16 inch backpacks. If the 16 inch backpacks are mandatory I will continue to search. **NNPS requests the 17 inch for our Middle and High School students. The 16 inch is for Elementary students. If you cannot provide the 16 inch, you have the option to “no bid” the 16 inch option on Attachment A Pricing Schedule.**

- b. Could you kindly clarify whether the two distinct backpack styles specified in the Solicitation require any form of customization, such as decoration, embellishment, or imprinting? We seek to ensure a comprehensive understanding of your requirements to provide a precise and tailored response. **The backpacks that are specified in the solicitation shall have no decoration, embellishment, or imprinting.**
- c. You mentioned in the conference that the intent is to issue a PO within 3-4 business days of bid opening date. Given this information can we assume that a PO will be issued latest by the 23rd of July? I ask because there is a tight deadline on the delivery date and having a firm date of PO will be very helpful. **It is the intention of NNPS to issue the Notice of Award/PO as quickly as possible after bid and sample evaluation. This timeline depends on how many bids NNPS receives.**
- d. If the bags are slightly smaller like 16.5 inches and 15.5 inches tall would that be considered? Or is there a strict constraint on the height of the bag? **Per Section III Scope of Work, Alternate backpacks will be considered.**
- e. Would you consider an alternate bid without the polyester 600D reinforced bottom? **No, NNPS only will consider clear backpacks with the polyester reinforced bottom.**
- f. What is the desired thickness for the PVC? **Please include the thickness of the PVC in your detailed specifications when submitting your bid. NNPS will access the thickness by evaluating the samples supplied if the PVC thickness is unknown.**
- g. Is the delivery date flexible? **There is no flexibility regarding the delivery date.**
- h. Can you advise how long the bid evaluation and subsequent award will take? **It is the intention of NNPS to issue the PO as quickly as possible after bid and sample evaluation. This timeline depends on how many bids NNPS receives.**
- i. Do you know if alternative backpacks *without* an upgraded polyester bottom will be acceptable, according to the inserted image, which still includes POLY 600D with black or colored trim accents in other portions of the backpack? **No, NNPS will only consider backpacks with reinforced polyester bottom.**
- j. Will one sample be sufficient for product quality evaluation? Or are two samples required (one 16" and the second being the 17" size for upper grades)? **If bidding both sizes, please provide a sample for each size with your bid submittal.**
- k. The IFB states: Any contract resulting from this IFB will be publicly posted for inspection in the NNPS Purchasing Department, 12465 Warwick Boulevard, Newport News, Virginia.
Do you know if the NOA will also be published in the eVA bidding portal or digitally available upon request via email? **The Notice of Award will be emailed to the winning bidder(s) and also posted to eVA.virginia.gov and the NNPS Purchasing website.**
- l. The IFB states: The award of contracts shall be at the sole discretion of NNPS. Unless cancelled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, in such case NNPS may negotiate with the apparent low bidder to obtain a contract price within available funds.
Can you share the threshold of available funds for this project? **NNPS will not share the budgeted amount for this solicitation.**
- m. The IFB states: Successful Bidder shall submit to NNPS all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the Products and Services required under this contract.
Who has the authority to advise the successful bidder of acceptance of the Product and Services required under this contract? **The Contract Administrator, which is the Executive Director of Crisis Planning, Prevention, Responsibility and/or the Director of Procurement, which is facilitating the IFB.** How long will it take for the statement of acceptance to be communicated to the Successful Bidder before an invoice can be provided to the NNPS Purchasing Division? **Once all the quantities of backpacks are verified there are no damaged items.** Will an emailed invoice be acceptable? **Yes.**
- n. The IFB states: The Contractor shall provide the following information to accounting. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.
If the Successful Bidder is already set up to receive Electronic Fund Transfers through eVA, is the Successful Bidder still required to provide all of the information listed in (1), (2), (3), (4), (5), (6) and (7)? **If the successful bidder is not already a registered vendor with NNPS, the Contracting Officer will send the new vendor paperwork and request the successful bidder's W-9 to add them in our vendor database at the time the Notice of Award is issued. The new vendor paperwork requests your banking**

institution information so you can receive EFT from NNPS. eVA is only used to post the solicitation to the public.

- o.** Do you have a spec sheet for the backpack that was displayed in your solicitation? **No, the picture is shown for illustration purposes. Please provide the spec sheet with your bid submittal.**
- p.** Do you have the logo that will go on these bags so we can see the number of imprint colors? And did you want the trim to be black, or another color, on the bags. **No logos or imprints. The trim may be colors other than black.**
- q.** What are the specific CPSIA and Proposition 65 requirements the backpacks must meet? Can you provide more details on the lead and phthalate content limits? **The Consumer Product Safety Improvement Act (CPSIA) is a US law that regulates children's products and restricts hazardous materials in products made or imported into the country. The law applies to products for children ages 0–12, including toys, books, and bicycles, or products marketed for children's usage. Lead: Children's products must have a maximum lead content of 100 ppm. Phthalates: Must have restrictions on phthalates, chemicals used to soften plastic.**
- r.** Are there any specific color or design requirements for the backpack trim and accents beyond the requirement for black or colored trim? Does NNPS have a preference on the trim colors? **NNPS does not have a preference color for the trim, however, bidder shall provide how many of each color they are providing as a part of their bid.**
- s.** Can you clarify the delivery timeline - when exactly do the backpacks need to be delivered before the start of the 2024-2025 school year on August 26, 2024? **NNPS intent is to receive the backpacks the week of August 19th so they can be distributed to each of the schools before the first day of class, which is August 26, 2024.**
- t.** Is there a preferred or required method for submitting the bid samples? Can the samples be shipped separately from the bid submittal? **The samples may be dropped off at our office, which the address is in the IFB or they can be shipped. The samples may be shipped separately; however, they must be received by the close date of the bid which is July 17th at 2:00 PM EST.**
- u.** Are there any preferences or requirements around the backpack material beyond the clear PVC + poly 600D specification, such as desired thickness, durability, or other performance characteristics? **Please include this information in your bid submittal.**
- v.** Can you provide any additional details on the bid evaluation and award process? For example, will pricing be the primary factor or will other criteria like quality and past performance also be considered? **Please refer to page 4 of the IFB, I. Purpose.**
- w.** Are there any special packaging or labeling requirements for the delivered backpacks beyond the basic product specifications? **If you are the successful bidder(s), please provide the tracking so NNPS is aware when the boxes will arrive to the central warehouse.**
- x.** What are the specific dimensions of both backpacks? **16 and 17 inch height**
- y.** Does the complete order need to be delivered by Aug, 23rd? **Yes. No deliveries past this date. NNPS preference is the beginning of the week of August 19th to ensure distribution to all schools.**
- z.** Do you have examples of alternate backpacks? **No, if you have an alternate, please provide with your bid submittal.**
- aa.** Do we ship physical bid and samples to this address? Shannon Bailey, VCO, VCCO Director of Procurement Newport News Public Schools Purchasing Department. **Refer to page 5 of the IFB.**
- bb.** What date will you award the contract? **It is the intention of NNPS to issue the PO as quickly as possible after bid and sample evaluation. This timeline depends on how many bids NNPS receives.**
- cc.** How many days will we have to fulfill the purchase order? (award date - due date). **Backpacks must arrive no later than the week of August 19th.**
- dd.** Will any bid be accepted that has a Delivery Time beyond August 26, 2024? **No.**
- ee.** How many days for the notice of award? **It is the intention of NNPS to issue the Notice of Award and PO as quickly as possible after bid and sample evaluation. This timeline depends on how many bids NNPS receives.**
- ff.** There was no mention in the bid documents of artwork/imprint on the backpacks. Are the backpacks to be blank/have no imprint? If there is an imprint required, can you please share the artwork and color(s) of artwork? **No imprint or artwork, the trim may be multiple colors.**
- gg.** Do the 16-inch backpacks need to be the same style as the 17 inch or can they be different but similar? **They may be slight variations, however, both bags must have the reinforced bottom.**

- hh.** How long after the 7/17 bid due date do you anticipate disclosing the winner? This information allows us to determine if this can be done overseas or must be done domestically. **It is the intention of NNPS to issue the Notice of Award and PO as quickly as possible after bid and sample evaluation. This timeline depends on how many bids NNPS receives. Please refer to Special Term and Condition, Letter C., Time is of the Essence.**
- ii.** Can you advise the vendor or website that you found the photos of the backpacks? **Amazon**
- jj.** Can the delivery date be as late as 8/25/24 (day before the school year starts) or do you need them delivered earlier than that? **No, we need them the week of August 19th. Our staff does not work weekends.**
- kk.** For samples, can they be blank samples or do they need to be imprinted? **Blank**
- ll.** Do you need one sample of 17 inch and one sample of 16 inch? Or just one sample of any size is OK? **If pricing both sizes, a sample of each is requested.**
- mm.** When will the order be placed? This will affect the delivery time. **It is the intention of NNPS to issue the Notice of Award and PO as quickly as possible after bid and sample evaluation. This timeline depends on how many bids NNPS receives.**
- nn.** Can you expand on which is more critical to NNPS, early in-hands date or significant shipping savings but a mid-Sept estimated in-hands date? **NNPS will not consider any bids with a delivery date after what is specified in this addendum and the bid documents.**
- oo.** Do you accept options within the bid? In terms of cost and delivery date? An “A-B” alternative for NNPS to consider? **Yes, NNPS will accept cost options in relation to delivery dates as long as the dates meet the requirements of the IFB.**
- pp.** Please advise if any screen printing is required on the backpacks. **No.**
- qq.** Can you please provide me previous bid tabulation when available? **The bid tabulation will be published to eVA and NNPS Purchasing website. There will also be a public bid opening.**
- rr.** Is the delivery timeline mandatory to meet? **Yes.**

All other provisions of the IFB shall remain unchanged.

Sincerely,
 Shannon Bailey, VCCO, VCO
 Director of Procurement
shannon.bailey1@nn.k12.va.us
 757-591-4560 x10752

Name of Firm

Signature/Title

Date