



**NEWPORT NEWS PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

12465 Warwick Boulevard
Newport News, VA 23606-3041

Telephone: (757) 591-4525
Fax: (757) 591-4593

NOTICE OF AWARD

IFB #003-0-2022SB

December 17, 2021

Successful Bidder: **CR Electrical Distribution Services**

Address: PO Box 37
Norge, VA 23127

Your Bid Dated: December 1, 2021

In Response To: **IFB 003-0-2022SB**

Description of Work/Products to be furnished: Electrical Switchgear Maintenance Services

Your offer is hereby accepted at the prices, and terms stated in your bid and subject to all conditions and requirements of the IFB, including addenda, project specifications, drawings, and warranties.

Shannon Bailey

Shannon Bailey, VCCO, VCO
Procurement Manager

RECORDS OF THIS SOLICITATION ARE NOW AVAILABLE FOR PUBLIC INSPECTION



INVITATION FOR BIDS

Newport News Public Schools
ISSUING OFFICE:

DATE: October 15, 2021

PURCHASING DEPARTMENT
12465 WARWICK BOULEVARD
NEWPORT NEWS, VA 23606-3041
TELEPHONE: (757) 591-4525
FAX: (757) 591-4593

Attention of Bidder is Directed to
Section 2.2-4367 to 2.2-4377 Code of
Virginia
(Ethics in Public Contracting)

BID ITEM NO. 003-0-2022SB
PROCUREMENT OFFICER Shannon Bailey, VCCO, VCO
CLOSING DATE Friday, November 12, 2021
OPENING TIME 2:00 P.M. EST
<u>PREBID CONFERENCE</u> OPTIONAL ATTENDANCE DATE: OCTOBER 22, 2021 TIME: 2:00 P.M.

SEALED BIDS will be received in the issuing office above until Opening Date and Opening Time as specified in this solicitation to include any addendums issued by this office. Newport News Public Schools is not responsible for late delivery by U. S. Postal mail or other couriers. All inquiries for information regarding this Invitation for Bid should be directed to the Issuing Office as defined herein.

**COMMODITY: ELECTRICAL
SWITCHGEAR MAINTENANCE**

**NIGP CODES: 91082, 93625,
91484, 28567, 91438**

THIS IS NOT AN ORDER

PLEASE FILL IN BIDDER'S NAME & ADDRESS IN THE SPACES PROVIDED BELOW:

THE SCHOOL BOARD OF THE CITY OF NEWPORT NEWS, HEREAFTER REFERRED TO AS NEWPORT NEWS PUBLIC SCHOOLS (NNPS), RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATIONS PROCESS. FURTHER, NNPS RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE ENTIRE CONTENTS OF THE REQUEST FOR PROPOSALS, ANY ADDENDA, OFFEROR'S PROPOSAL AND NEGOTIATED CHANGES SHALL BE INCORPORATED BY REFERENCE INTO ANY RESULTING CONTRACT.

NNPS DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

DESCRIPTION OF GOODS/SERVICES

ELECTRICAL SWITCHGEAR MAINTENANCE SERVICES

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1___ #2___ #3___ #4___ (Please Initial)

IN COMPLIANCE WITH THIS BID, AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO EXECUTE ANY CONTRACT AS A RESULT OF THIS BID. THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS/SERVICES AT THE PRICE(S) INDICATED ON THE PRICING SCHEDULE. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE BIDDER/COMPANY. FAILURE TO MAKE THIS COMMITMENT MAY RESULT IN BID REJECTION.

Authorized Agent:

Signature

Type or Print Name

Email Address

Telephone Number

Fax Number

Company FEI/FIN#

SPECIFIC LEGAL REQUIREMENTS

ANTI-COLLUSION:

In the preparation and submission of this bid/proposal, said bidder/offeror did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in violation of the Sherman Act (15 U.S.C. Section 1), Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia. The undersigned bidder/offeror hereby certifies that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, NNPS has an interest in, or is concerned with, this bid/proposal; and, that no person or persons, firm or corporation other than the undersigned, have, or are, interested in this bid/proposal.

DRUG-FREE WORKPLACE:

During the performance of this contract, the successful bidder/offeror agrees to (i) provide a drug-free workplace for the successful bidder's/offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the successful bidder's/offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the successful bidder/offeror that the successful bidder/offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each successful bidder/offeror or vendor. For the purpose of this section, "drug-free workplace" means a site for the performance or work done in connection with a specific contract awarded to a successful bidder/offeror in accordance with federal law, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

EMPLOYMENT DISCRIMINATION BY THE SUCCESSFUL BIDDER/OFFEROR SHALL BE PROHIBITED:

1. During the performance of this contract, the successful bidder/offeror agrees as follows:
 - a. Bidder/offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the successful bidder/offeror. The successful bidder/offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. Successful bidder/offeror, in all solicitations or advertisements for employees placed by or on behalf of the successful bidder/offeror, shall state that such successful bidder/offeror is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. Successful bidder/offeror shall include the provisions of the foregoing Subsections a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH:

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
2. A bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 will include in its bid or proposal the identification number issued to it by the State Corporation Commission in the space provided below. Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement why the bidder/offeror is not required to be so authorized. Bidder/offeror is to include the VA Code reference authorizing the exemption in said statement.
3. Any bidder/offeror described in the foregoing Subsection 2. that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Superintendent or designee.
4. Any business entity described in the foregoing Subsection 1. that enters into a contract with NNPS shall not allow its existence to lapse or its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

Name and Address of BIDDER/OFFEROR: Date: _____ Authorized Signature: _____
 Printed Name: _____ Title: _____
 Phone Number: _____ Fax Number: _____
 Email Address: _____

Federal Tax Identification Number/Social Security Number: _____

State Corporation Commission Identification Number: _____

Is bidder/offeror a "minority" business? Yes No If yes, please indicate the "minority" classification below:
 African American Hispanic American Native American Asian American Other; Please Explain:

Service Disabled Veteran? Yes No
 Service Disabled Veteran Business? Yes No
 Woman Owned? Yes No
 Small Business? Yes No
 Faith-Based Organization? Yes No

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Copy of Contractor License Registration and Class
Signed Anti-Collusion form (page 2)

SCOPE OF WORK

A. GENERAL REQUIREMENTS

The purpose of this contract is to obtain the services of a responsive, responsible contractor to provide Electrical Switchgear Preventative Maintenance & Repair Services for ten (10) schools throughout the Newport News Public Schools division.

Contractor must include all costs to include all necessary materials, labor, operator, transportation, equipment, fees and supplies necessary for electrical switchgear preventative maintenance services.

PRICING

Pricing for the requested items under this contract **must** be provided to NNPS in the format of the table in Attachment A. The quantities provided in **Attachment A** are for background informational purposes only. These may be used only as estimates of possible future purchases for the school division. NNPS is under no obligation to the contractor to procure any amount of the goods as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor understands and agrees that NNPS may require goods in an amount less than or in excess of the estimated quantities and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually required by NNPS.

AWARD

Award will be based on lowest price of extended bid item or the overall lowest bid, as determined to be in the best interest of the school division by NNPS. In the event of discrepancies, unit price shall prevail.

B. SPECIFIC REQUIREMENTS

The following requirements represent NNPS's objectives for this contract for electrical switchgear preventative maintenance services for ten (10) schools.

The following requirements represent NNPS's objectives for this contract for Electrical Switchboard and Main Distribution Panelboards preventive maintenance services and repairs for all types of main switches and breakers on an as needed basis and as budget permits for all NNPS locations. A list of all location is provided in attachment A of this document and an annual list of locations to be serviced will be provided as budget permits.

1. Contractor shall work around school hours to complete work, preferably on Fridays during Newport News Public Schools summer hours and or Saturdays.
2. Contractor is responsible for providing a tentative schedule for any planned outages to NNPS Electrician Supervisor for coordination with the Sites Administration Staff and Dominion Energy for each school's power outage.
3. Contractor shall provide NNPS Contract Administrator with written summary of work completed at each school, which must be provided at the conclusion of the work and will include, any significant problems identified during the service along with recommendations for repairs needed that will require additional work.
4. Contractors may visit work locations, prior to submitting bid, during the hours of 8:00 A.M. to 2:00 PM. Site visit is required to fully understand the site conditions and requirements of the work. All Contractors must sign in at the school's main office and request assistance from the School's Lead Custodian.
5. Contractor shall provide the following for electrical preventive maintenance of switchboards and Main Distribution Panelboards in accordance with manufacturer's recommendations:
 - a. Remove cubicle covers and panels.
 - b. Remove dust and dirt from switchboard by vacuuming and necessary compressed air.

- c. Clean insulation on: insulated buses, bus supports and cables.
 - d. Inspect bus work and connections.
 - e. Inspect cable insulation for signs of tracking, corona or overheating, and other signs of deterioration.
 - f. Check for visible signs of tracking, wear and missing or loose components.
 - g. Remove covers and phase barriers from main switches to inspect arc chutes, clean arc chutes and remove carbon with abrasive cloth.
 - h. Operate all breakers manually noting any deficiencies.
 - i. Check and tighten breaker mounting bolts.
 - j. Check breaker bolted connections.
 - k. Check and tighten all mechanical lug connections.
 - l. Verify all adjustments to operating mechanism in accordance with the manufacturer's technical manual.
 - m. Clean, inspect and dress all moving and stationary contacts surfaces on main switches. (Open type only)
 - n. Clean and lubricate main switches if mechanism is open type breaker.
 - o. Make all contact adjustments in accordance with manufacturers technical manual. (Open type only)
 - p. Check contact resistance on all switches / breakers with a micro ohm meter.
 - q. Check safety interlocks, phase monitoring devices, Ground fault trip devices and metering for proper operation and document any deficiencies.
 - r. If equipped with Ground Fault and Phase Loss Protection Systems, Check to make sure those systems are working properly.
 - s. Perform all testing and maintenance as per manufactures recommendations. Document any deficiencies.
6. Contractor must have a minimum of five years' experience performing this type of work.
 7. Contractor shall provide documentation of experience with on-site trouble shooting and repairs to all types of large switchboard main switches or main breakers including Pringle switches, Square D Bolt Lock switches, and large Micro-Logic rack-in breakers and switches.
 8. Contractor must have the experience and equipment to be able to perform Primary and Secondary Injection to any of these large main breakers on an as needed basis, or as required by testing procedures.
 9. Contractor must have a business office within a 50 miles radius of NNPS.
 10. Contractor shall provide the Contract Administrator with an active workday telephone number and be available to respond promptly to telephone calls from NNPS
 11. Contractor shall respond to emergency calls within 30 minutes after the call is placed by NNPS and be able to be on site with-in twenty-four (24) hours after call is placed by NNPS.
 12. Contractor shall clean the work area at the end of each workday. All materials shall be secured in a safe and neat manner. No trash or debris shall be left overnight at the work site.
 13. The Contractor shall also be responsible for all damages to persons or property that occurs as a result of the Contractor's fault or negligence. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work, which may have been accepted under the contract.
 14. Contractor shall perform all work in a professional manner.
 15. Contractor shall comply with all EPA and OSHA Regulations and any Federal, State, and Local Regulations that may apply.
 16. Contractor shall provide a certificate of insurance as specified by NNPS.
 17. Contractor will be directed to perform work, on a case-by-case basis, for any site under the jurisdiction of NNPS, by means of a work request from NNPS Plant Services.
 18. All parts and materials used in the performance of this contract must be new and unused and work shall be fully guaranteed against defective or faulty material or workmanship for at least one (1) year after date of acceptance by NNPS or as required by the manufacturer's standard warranty, whichever is greater. Third party, aftermarket, used or repaired components shall not be used unless so instructed by NNPS Plant Services.
 19. Work shall progress in such manner as to cause the least inconvenience to NNPS and with proper consideration for the rights of other Contractors or workmen. The Contractor shall keep in touch with the entire operation and perform all installations promptly and professionally.

20. The Contractor shall provide all necessary signs, cones, barricades, tape, or other barriers necessary at the work site to protect people from harm or injury.
21. All NNPS regulations/policies/requirements for working in a public school apply to this contract, including the hours of access, access to the building during testing, safety precautions, no smoking policy, and no foul language on school property by the Contractor. The Contractor shall strictly prohibit weapons, drugs, and tobacco products in all school buildings and property. The Contractor shall restrict and instruct all personnel at the project site that talking to students and/or teachers as well as using school telephones is prohibited. A dress code which requires all construction personnel to wear shirts at all times (without slogans) will be strictly enforced. NNPS reserves the right to request removal of any Contractor's employee who fails to abide by these standards of conduct guidelines.
22. The Contractor shall maintain a clean work site continuously throughout the duration of the project. The Contractor shall be responsible for disposing, at no additional cost, any trash, or debris generated by work performance. All trash and debris shall be dumped in a suitable dumpster, which will be supplied by the Contractor. Under no circumstances shall the contractor use any NNPS trash receptacles to dispose of trash or debris.
23. The Contractor shall be responsible for the preservation and protection of all work and property from damage until NNPS accepts all work. In the event damage does occur, all damage shall be completely repaired or replaced to the satisfaction of NNPS. All costs of such work shall be paid by the Contractor.
24. In accordance with the Code of Virginia, prior to making an award for services that require direct contact with students, the Contractor and any employee who will have direct contact with students must certify (i) that he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. "Direct contact with students" is defined as "being in the presence of students during regular school hours or during school-sponsored activities." **A signed certification to this effect must be completed and signed for services (see Attachment B). A signed certification will also be required of any subcontractors performing work under this contract.**
25. All work must be inspected to ensure conformity with the specifications and requirements surrounding the work. Inspections should be arranged by contacting the Contract Administrator. **No payment will be made until the work is inspected and approved.**

SPECIAL INSTRUCTIONS TO THE BIDDER:

1. Issuing Office:

Wherever used in this Invitation for Bid, Issuing Office will be:

Shannon Bailey, VCO, VCCO
Procurement Manager
Newport News Public Schools Purchasing Department
12465 Warwick Boulevard
Newport News, VA 23606-3041
Phone: (757) 591-7493 x 10752
Fax: (757) 591-4593
Email: shannon.bailey1@nn.k12.va.us

2. NNPS Contract Administrator:

Wherever used in this Invitation for Bid and for purposes of any notices under this contract, the NNPS Contract Administrator will be:

Manuel Fernandez
Electrician Supervisor
Newport News Public Schools
12580 Patrick Henry Drive
Newport News, VA. 23602
Office: 757-881-5024 ext. 14116
Cell: 757-503-2360
E-mail: manuel.fernandez@nn.k12.va.us

A. Contact with NNPS Staff, Representatives, and/or Agents:

Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this IFB or any subject related to this IFB is expressly prohibited except with the prior knowledge and permission of the Procurement Manager.

B. Pre-Bid Conference (Optional Attendance):

An Optional Pre-Bid Conference will be held at **Plant Services, located at 12580 Patrick Henry Drive Newport News, VA on October 22, 2021 at 2:00 P.M.** to answer any questions regarding this IFB. Any changes determined necessary as a result of this conference or any other source that may affect the responses to the bid will be formally addressed by the Issuing Office via addenda. Firms will have the opportunity to visit Denbigh High. The site tour will take approximately one (1) hour. One conducted tour of the premises will be conducted and each firm can only have three (3) employees on the tour. Firms are not allowed to tour the sites unescorted or at any time other than on a scheduled tour. The firms will not be relieved from assuming all responsibility for properly estimating the difficulties and cost of performing the services required with this specification, because of the failure to become acquainted with all the information concerning the services to be performed. Attending this conference is not mandatory, but is advisable.

C. Bidders of Record:

Bidders receiving a copy of this IFB from a source other than the Issuing Office via the www.eVA.virginia.gov web site must contact the Issuing Office and provide Bidder's name, address, contact person, telephone and fax number, and the IFB Item Number.

D. Questions:

Submit questions regarding the Invitation for Bid in writing via email to shannon.bailey1@nn.k12.va.us **no later than 2:00 p.m. on October 28, 2021**. Necessary replies will be issued to all Bidders of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the bid documents.

Bidder is responsible for checking the www.eVA.virginia.gov web site or contacting the Issuing Office within 48 hours prior to bid closing to secure any addenda affecting this IFB.

E. Changes or Modifications:

Changes or modifications to this Invitation for Bids made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Acknowledge receipt of addenda in the space provided on the cover page of this Invitation for Bid. Oral modifications shall not form a part of the Bid documents. This IFB and any addenda shall be incorporated, by reference, into any resulting contract.

F. Bid Submittal Requirements:

1. Each Bid submission shall be submitted to the Issuing Office and will include the following documents:
 - a. The cover page of this Invitation to Bid:
 - (1) Total Bid price (attachment A);
 - (2) Original signature of an agent authorized to bind the company (page 1);
 - (3) Performance Start time (attachment A);
 - (4) Acknowledgment of any addenda on page one (1); and
 - (5) Copy of Registered Virginia Contractor No. and Class;
 - b. Bid pricing page: Attachment A,
 - c. Completed and signed anticollusion/nondiscrimination clauses on page 2
2. Bidder shall submit one (1) copy of its Bid. At least one copy of the Bid shall contain the original signature of the contracting authority.
3. Submit Bids in a sealed envelope or package. Clearly label the shipping/mailling packaging as well as the outside of your sealed envelope or package with the Bid Item No., Closing Date and Time, and your

firm's name and address. **Bids received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.**

4. Bidders are encouraged to submit their bids on recycled paper and to use double-sided copying

G. Proprietary Information/Disclosure:

Bidder is advised that the Virginia Public Procurement Act (Section 2.2-4342, Code of Virginia, 1950 as amended) shall govern public inspection of all records submitted by Bidder. Specifically, if Bidder seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342.

Bidder shall:

- (i) invoke the protections of this section prior to or upon submission of the data or other materials,
- (ii) identify the data or other materials to be protected,
- (iii) state the reasons why protection is needed.

Furthermore, the Bidder shall submit proprietary information under separate cover, and NNPS reserves the right to submit such information to the NNPS attorney for concurrence of the Bidder's claim that it is in fact proprietary. References may be made within the body of the bid to proprietary information; however, all information contained within the body of the bid not labeled proprietary or otherwise not meeting all three of the requirements of Section 2.2-4342 shall be public information in accordance with State statutes. Trade secrets or proprietary information submitted by an Bidder in conjunction with this IFB are not subject to public disclosure under the Virginia Freedom of Information Act (VFOIA). However, Bidder must invoke the protection of the VFOIA prior to or upon submission of the data or other materials. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.

An all-inclusive statement that the entire bid is proprietary is unacceptable. A statement that Bidder's costs and/or bid pricing are to be protected is unacceptable. Bidder will be requested to remove any such statement(s) in order to be eligible for further evaluation and award.

H. Notice of Award:

Any contract resulting from this IFB will be publicly posted for inspection in the NNPS Purchasing Department, 12465 Warwick Boulevard, Newport News, Virginia.

I. Award:

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, NNPS may negotiate with the apparent low bidder to obtain a contract price within available funds. NNPS reserves the right to accept or reject any or all bids in whole or in part and to waive any informalities in the process. Further, NNPS reserves the right to enter into any contract deemed to be in NNPS' best interest.

J. IFB Opening:

Bidder shall ensure their bid is time stamped by the Issuing Office no later than the Opening Date and Time shown on the cover page of this Invitation for Bid. Bids received after the specified date and time (time stamped 2:01 P.M. or later) shall not be considered and will be returned unopened to Bidder.

K. Withdrawal of Bids:

A bidder for a contract may request withdrawal of his or her bid under the following circumstances:

A bidder may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake in the bid, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional

arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

Requests for withdrawal of bids prior to opening of such bids shall be transmitted to the NNPS Purchasing Agent in writing. Requests for withdrawal of bids after opening of such bids but prior to award shall be transmitted to the NNPS Purchasing Agent, in writing, accompanied by full documentation supporting the request. The bidder shall give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. If bid bonds were tendered with the bid, NNPS reserves its right to exercise collection.

No bid may be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent. If a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.”

L. Disposition of Bids:

All materials submitted in response to this IFB shall become the property of NNPS. One (1) copy of each bid will be retained for official files. Said copy will become public record after award of the contract and will be open to public inspection subject to the Proprietary Information/Disclosure section of this IFB.

M. Cost of Responding:

This solicitation does not commit NNPS to pay any costs incurred by the Bidder or any other party in the preparation and/or submission of bids or in making necessary studies or designs for the preparation thereof, nor is NNPS obligated to procure or contract for such services.

GENERAL TERMS AND CONDITIONS

A. Contract Document:

This document, its addenda, any additional information requested, and negotiated changes will constitute the final contract, hereafter referred to as “this contract”. These documents will be incorporated by reference into the NNPS purchase order awarding this contract. All time limits stated in the contract documents, including but not limited to the time for completion of the work, are of the essence of the contract. This contract shall be governed by the contract documents in the following order of precedence:

1) This document and any negotiated changes to the foregoing documents.

B. Contract Modification(s):

After award, any and all modifications to this contract shall be mutually agreed to by both parties, in writing, and authorized by the NNPS Purchasing Agent or his designee. NNPS’ standard method to modify contracts is issuance of a change order (purchase order).

C. Bidder Obligation:

Bidder shall carefully examine the contents of this Invitation for Bid and any subsequent addenda. Failure to do so shall not relieve the Successful Bidder of its obligation to note any exceptions (see Exceptions/Alternatives section) and to fulfill the requirements of this contract

D. Conditions of Work:

Bidders shall inform themselves fully of the conditions relating to services required herein. Failure to do so will not relieve a Successful Bidder of the obligation to furnish all goods and/or services necessary to carry out the provisions of this contract

E. Bid Binding for Ninety (90) Days:

Bidder agrees that this bid shall be binding and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing date of this Invitation For Bid.

F. Prime Contractor:

If in its performance of this contract, Successful Bidder supplies goods or services by or through another party or subcontractor, Successful Bidder agrees that:

- 1) Successful Bidder shall act as the prime contractor for the goods and services to be provided under contract and shall be the sole point of contact with regard to all obligations under this contract.
- 2) Successful Bidder represents and warrants that Successful Bidder has made third parties or subcontractors aware of the proposed use and disposition of the other party's products or services, and that such other party has agreed in writing that it has no objection and that NNPS is not liable to such third parties or subcontractors for any work performed under this contract.

The use of subcontractors and the work they perform must receive the prior written approval of NNPS. NNPS will designate a Contract Administrator to approve such work. Successful Bidder shall be solely responsible for all work performed and materials provided by subcontractors. Successful Bidder shall be responsible for the liability of subcontractors for the types and limits required of the Successful Bidder under this contract.

G. Subcontractors:

Successful Bidder's use of subcontractors and the work they are to perform must receive written approval from the NNPS Contract Administrator at least ten (10) calendar days prior to the work being performed. Successful Bidder shall be solely responsible for all work performed and materials provided by subcontractors. Successful Bidder shall be responsible for the liability of subcontractors for the types and limits required of the Successful Bidder.

H. Non-Assignment:

Successful Bidder shall not assign its rights and duties under this Agreement without the prior written consent of the NNPS Contract Administrator.

I. Antitrust:

Any perceived anti-trust violation shall be reported to the State Attorney General for possible enforcement of anti-trust laws.

J. Anticollusion/Nondiscrimination Requirements Form:

The attached "Anticollusion/Nondiscrimination Requirements" form, on page 2 of this IFB, shall be executed by Bidder and is to be submitted with Bidder's bid. The requirements set forth on said form shall be considered to be binding terms and conditions in any contract resulting from this IFB. A contract will not be awarded to a Bidder who has not signed the anticollusion/nondiscrimination statement.

K. Compliance with Federal, State, and Local Laws and Federal Immigration Law:

Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

L. Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth:

Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. NNPS may void any contract with the Contractor if the Contractor fails to remain in compliance with the provisions of this section.

M. Hold Harmless/Indemnification:

It is understood and agreed that Successful Bidder hereby assumes the entire responsibility and liability for any and all material damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Successful Bidder, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Successful Bidder agrees to indemnify and hold harmless NNPS and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Successful Bidder or those for whom Successful Bidder is legally liable. Upon written demand by NNPS, Successful Bidder shall assume and defend at Successful Bidder's sole expense any and all such suits or defense of claims made against NNPS, its agents, volunteers, servants, employees or officials.

N. Notices:

All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) NNPS business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

To NNPS: NNPS Contract Administrator as designated in this IFB.

To Successful Bidder: Successful Bidder's Contract Administrator as defined in Successful Bidder's bid.

Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

O. Non-Responsive Performance:

Delivery Delays: NNPS reserves the right to procure goods and/or services to be provided under this contract from other sources in the event Successful Bidder fails to deliver such goods and/or service deliverables in accordance with delivery dates and time frames set forth in this contract.

Unacceptable Deliveries (Rejections): Upon notification by NNPS that goods and/or service deliverables provided by the Successful Bidder under this contract are damaged and/or not of the quality specified by NNPS, such goods and/or service deliverables will be rejected. Successful Bidder shall replace such rejected goods and/or service deliverables immediately or within a reasonable time as determined by NNPS.

Successful Bidder shall remove all rejected materials, equipment or supplies from the premises of NNPS within ten (10) days of notification. Rejected goods and/or service deliverables not removed from NNPS' premises within ten (10) days will be regarded as abandoned, shall become the property of NNPS, and NNPS shall have the right to dispose of such items.

NNPS Purchase From Alternate Sources: NNPS reserves the right to authorize immediate purchase from other sources against delayed deliveries and/or rejections.

The Successful Bidder shall reimburse NNPS promptly for excess costs incurred by NNPS for such purchases. Any such purchases will be deducted from the contract amount. In the event NNPS' cost of obtaining goods and/or service deliverables from other sources is less, Successful Bidder shall have no claim to the difference.

Liability: Successful Bidder shall be liable to NNPS for all costs incurred by NNPS as a result of Successful Bidder's failure to perform in accordance with the contract. Successful Bidder's liability shall include, but not be limited to:

Damages and other delay costs, to include costs to procure goods/services from alternate suppliers.

Increased costs of performance, such as extended overhead and increased performance costs resulting from performance delays caused by Successful Bidder and/or rejections of Successful Bidder's goods and/or service deliverables.

Warranty and rework costs, liability to third party, excess costs, attorney's fees and related costs incurred by NNPS due to non-responsive performance of Successful Bidder.

P. Termination Without Cause:

NNPS may at any time, and for any reason, terminate this Contract by written notice to Successful Bidder specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to Successful Bidder by certified mail/return receipt requested, addressed to the Successful Bidder's Contract Administrator. In the event of such termination, Successful Bidder shall be paid such amount as shall compensate Successful Bidder for the work satisfactorily completed, and accepted by NNPS, at the time of termination. In the event NNPS terminates this Contract, Successful Bidder shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to NNPS any work completed or in process for which payment has been made.

Q. Termination With Cause/Breach:

In the event that Successful Bidder shall for any reason or through any cause be in default of the terms of this Contract, NNPS may give Successful Bidder written notice of such default by certified mail/return receipt requested, addressed to the Successful Bidder's Contract Administrator. Unless otherwise provided, Successful Bidder shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of the Successful Bidder to cure the default, NNPS may immediately cancel and terminate this Contract as of the mailing date of the default notice. Upon termination, Successful Bidder shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to NNPS any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by NNPS and provisions herein with respect to opportunity to cure default shall not be applicable.

R. Breach of Contract:

Successful Bidder shall be deemed in breach of this contract if the Successful Bidder: Fails to comply with any terms of this contract; Fails to cure such noncompliance within ten (10) calendar days from the date of the NNPS written notice or such other time frame, greater than ten (10) calendar days, specified by the NNPS Contract Administrator in the notice. Fails to submit a written response to the NNPS notification of noncompliance within ten (10) calendar days after the date of the NNPS notice. All notices under this contract shall be submitted, either by fax or certified mail, return-receipt requested, to the respective contract administrator. Successful Bidder shall not be in breach of this contract as long as its default was due to causes beyond the reasonable control of and occurred without any fault or negligence on the part of both the Successful Bidder and its subcontractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of NNPS in its sovereign capacity, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes.

S. Applicable Law:

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws.

Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

T. Compliance With All Laws:

Successful Bidder shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. Successful Bidder represents that it possesses all necessary licenses and permits required to conduct its business and/or will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Successful Bidder is a corporation, Successful Bidder further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions. All City of Newport News business license, personal property, real estate and other applicable tax requirements shall be met by Successful Bidder.

U. Venue:

Venue shall be in the Circuit Court of the City of Newport News, Virginia, and the United States District Court for the Eastern District of Virginia, Norfolk Division, compliant with applicable laws and regulations, as deemed appropriate by NNPS.

V. Severability:

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.

W. Non-Appropriation of Funds:

It is understood and agreed between the parties herein that NNPS shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, NNPS shall immediately notify the Successful Bidder of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to NNPS of any kind whatsoever.

X. Tax Exemption:

NNPS is exempt from federal excise tax and from all State and local taxes. Successful Bidder shall not include such taxes in any invoices under this agreement. Upon request, NNPS will furnish the Successful Bidder with tax exemption certificates or the NNPS tax exempt number.

Y. Vendor's Invoices:

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. Invoices shall not include any costs other than those identified in the executed NNPS purchase order awarding this contract or any subsequent change orders issued by the NNPS Purchasing Division. All shipping costs are the Successful Bidder's responsibility, except to the extent such charges are identified in the executed NNPS purchase order or change orders. Successful Bidder's invoices shall provide at a minimum:

Type and description of the Product or Service installed, delivered and accepted;
Serial numbers, if any;
Quantity delivered;
Charge for each item;
Extended total (unit costs x quantity);
This IFB number and the NNPS Purchase Order Number.

Z. Contractual Disputes:

Any dispute concerning a question of fact as a result of a contract with NNPS which is not disposed of by agreement shall be decided by the NNPS Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the NNPS Purchasing

Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

AA. Warranty/Guarantee:

The Successful Bidder guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by NNPS. To furnish adequate protection from damage for all work and to repair damages of any kind for which Successful Bidder or Successful Bidder's workmen are responsible, to the building or equipment, to Successful Bidder's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Successful Bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). The Successful Bidder shall make any such replacement immediately upon receiving notice from NNPS.

BB. Payment Terms:

To be eligible for payment, all labor, equipment and materials covered under Successful Bidder's invoice must be completed and accepted by NNPS. NNPS agrees to make payments under this contract within thirty (30) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due NNPS under the terms of this or any other agreement may be applied against Successful Bidder's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between NNPS and Successful Bidder regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any Product or Service or the accuracy or correctness of any invoice. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of bids. All other payment terms shall be net thirty (30) calendar days or greater. Payment terms not specified by Bidder shall be Net 45 days.

Special Educational or Promotional Discounts:

The contractor shall extend any special educational or promotional sale prices or discounts immediately to Newport News Public Schools during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

CC. Prompt Payment

NNPS will promptly pay for completed, delivered goods or services accepted under this Contract by the payment date established. The required payment date will be either: (i) the date on which payment is due under the terms of this Contract for the provision of the goods or services; or (ii) if a date is not established by this Contract, not more than thirty (30) days after goods or services are received or not more than thirty (30) days after the invoice is rendered, whichever is later.

Within twenty (20) days after the receipt of the invoice or goods or services, NNPS shall notify the supplier of any defect or impropriety that would prevent payment by the payment date. Should NNPS fail to pay the Contractor by the pay date, finance charges may be assessed by the Contractor. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of one percent (1%) per month. This will not apply to late payment provisions in any public utility tariffs or public utility negotiated Contracts. Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

In cases where payment to Contractor is made by mail, the date of postmark shall be deemed to be the date payment is made for purposes of this Contract.

Individual Contractors shall provide to NNPS their social security numbers and proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

Within seven (7) days after Contractor receives payment from NNPS, Contractor shall take one or more of the following actions:

1. Pay all subcontractors for the proportionate share of the total payment received from NNPS attributable to the work performed by the subcontractors under this Contract;
2. Notify NNPS and all affected subcontractors, in writing, of Contractor's intention to withhold all or a part of each affected subcontractor's payment including the reason for nonpayment.
3. Pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after (7) seven days following receipt by the Contractor of payment from NNPS for work performed by the subcontractor under that Contract, except for amounts withheld, as allowed in #2 above.

A Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of NNPS. A Contract modification will not be made for the purpose of providing reimbursement by NNPS for interest charges owed by Contractor. A cost reimbursement claim to NNPS shall not include any amounts for reimbursement of interest charges owed by Contractor.

DD. Payment by Electronic Funds Transfer

(a) Method of payment.

(1) All payments by Newport News Public Schools (NNPS) under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event NNPS is unable to release one or more payments by EFT, the Contractor agrees to either—
(i) Accept payment by check or some other mutually agreeable method of payment; or
(ii) Request NNPS to extend payment due dates until such time NNPS makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractor's EFT information.

(1) The Contractor is required to provide NNPS with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the NNPS Accounting Department (hereafter referred to as "Accounting"). In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the Accounting.

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to Accounting.

(c) Mechanisms for EFT payment. NNPS may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association

(d) Suspension of payment.

(1) The NNPS is not required to make any payment under this contract until after receipt, by Accounting, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract.

(2) If the EFT information changes after submission of correct EFT information, NNPS shall begin using the changed EFT information no later than 30 days after its receipt by Accounting to the extent payment is made by

EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by Accounting. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because NNPS used the Contractor's EFT information incorrectly, NNPS remains responsible for—

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of NNPS' release of the EFT payment transaction, and—

- (i) If the funds are no longer under the control of Accounting, NNPS is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or
- (ii) If the funds remain under the control of Accounting, NNPS shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to Accounting, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to NNPS, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. NNPS is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) Payment information. Accounting shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. NNPS may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods Accounting is capable of executing. However, NNPS does not guarantee that any particular format or method of delivery is available and retains the latitude to use the format and delivery method most convenient to NNPS. If NNPS makes payment by check in accordance with paragraph (a) of this clause, NNPS shall mail the payment information to the remittance address in the contract.

(j) EFT information. 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.

- (1) The contract number (or other procurement identification number).
- (2) The Contractor's name and remittance address, as stated in the contract(s).
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.
- (4) The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.
- (5) The Contractor's account number and the type of account (checking, saving, or lockbox).
- (6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractor's financial agent.
- (7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the

Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

NNPS Accounting Department Designated Contact:

Accounting Department
NNPS Administration Building
12465 Warwick Blvd.
Newport News, Virginia 23606
Tel: (757)591- 7487
Kimberly Powell, Accounting Supervisor
Kimberly.powell@nn.k12.va.us

EE. Audits:

NNPS shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Contract (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Successful Bidder, including, but not limited to those kept by Successful Bidder, its employees, agents, assigns, successors and subcontractors. Successful Bidder shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to NNPS, through its employees, agents, representatives, contractors or other designees, during normal business hours at Successful Bidder's office or place of business in Newport News, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Newport News, Virginia, which is convenient for NNPS. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which NNPS may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

FF. Non-Exclusivity:

NNPS reserves the right to procure the goods and/or services covered under this contract from a third party when, in NNPS' sole discretion, it is deemed to be in NNPS' best interest.

SPECIAL TERMS AND CONDITIONS

A. Contract Term:

This contract term will be for **one (1) year**, commencing on date of award.

B. Contract Extension:

This contract may be extended upon mutual agreement of both parties for **four (4) additional, one-year periods**, upon the same prices, terms, and conditions set forth in the negotiated contract resulting from this IFB.

C. Time is of the Essence:

Time is of the essence in this Contract. Successful Bidder expressly acknowledges that in the performance of its obligations, NNPS is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Successful Bidder and may sustain substantial losses by reason of untimely performance.

D. Insurance:

1. Contractor shall submit to the NNPS Contract Administrator certificates of insurance, prior to beginning work under the contract and no later than ten (10) days after award of the contract.

2. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to Owner, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the Owner or to the extent permitted by Virginia law.

3. The certificates of insurance shall list NNPS, 12465 Warwick Boulevard, Newport News, Virginia, 23606-0130, as the additional insured for the specified project as outlined in this IFB. Copies of actual endorsements to the policy shall be required to confirm any special request, such as, additional insured status. A COI shall not be issued or delivered that gives the impression there are coverage terms the referenced policy does not specifically provide.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE OWNER SHOULD ANY POLICY BE CANCELLED. FAILURE TO NOTIFY THE OWNER SHALL CONSTITUTE A MATERIAL BREACH OF THE CONTRACT.

4. Insurance shall be maintained during the entire term of the contract and shall be of the following forms and limits:

<u>Forms</u>	<u>Limits</u>
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability, including Contractual Liability and Products and Completed Operations Coverage	\$1,000,000 Combined Single Limit
Miscellaneous Errors and Omissions with Intellectual Property Rights Coverage, Including Copyright Infringement	\$1,000,000
Umbrella/Excess Liability	\$5,000,000

The establishment of minimum limits of insurance by Owner does not reduce or limit the liability or responsibilities of the Contractor.

E. Unauthorized Disclosure of Information:

The Successful Bidder shall assume the entire responsibility and liability for any and all damages caused by or resulting from or arising out of the negligent or willful unauthorized disclosure of confidential information on the part of the Successful Bidder, its subcontractors, agents or employees under or in connection with this contract. The Successful Bidder shall save harmless and indemnify NNPS and its agents, volunteers, servants, employees and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with, any and all such unauthorized disclosures, real or alleged. The Successful Bidder shall, upon written demand by NNPS, assume and defend, at the Successful Bidder's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information.

Any negligent or willful unauthorized disclosure of confidential information on the part of the Successful Bidder, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. NNPS may proceed by appropriate court action, including seeking injunctive relief, to prevent continuing unauthorized disclosures, and Successful Bidder shall save harmless and indemnify NNPS for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

F. Copyright/Patent Indemnity:

The Successful Bidder shall pay all royalty and license fees relating to the items covered by this contract. In the event any third party shall claim that the manufacture, use and sales of the goods supplied under this contract

constitute an infringement of any copyright, trademark, or patent, the Successful Bidder shall indemnify NNPS and hold NNPS harmless from any cost, expense, damage or loss incurred in any manner by NNPS on account of any such alleged or actual infringement.

G. Escalation/De-escalation:

NNPS may consider price adjustments, after the initial contract term, based solely upon manufacturer price increases/decreases. Successful Bidder shall provide NNPS a written request for any such manufacturer increases. Such requests shall be addressed to the Issuing Office and shall be accompanied by written verifications of said price increases issued by the manufacturer. A minimum thirty (30) day advance notice period shall be required for such requests. Requests for price increase adjustments are subject to the review and approval of the NNPS Purchasing Agent. Successful Bidder shall apply and implement, immediately upon notification from manufacturer, any and all price decreases for items included under any contract resulting from this Invitation to Bid.

Any increase in cost shall not increase by a greater percentage than the percentage change in the Consumer Price Index for All Urban Consumers of the Bureau of Labor Statistics published by the United States Department of Labor during the previous twelve months or 3% whichever is lower.

H. Requirements Contract:

During the contract term and any and all extensions, the contractor shall provide the goods/services described in the contract. The contractor understands and agrees that this is a requirement contract and that NNPS shall have no obligation to the contractor if no goods/services are required. Any quantities that are included in the scope of work reflect the current expectation of NNPS. The quantities indicated are an estimate only and NNPS is under no obligation to the contractor to buy any amount of the goods/services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor understands and agrees that NNPS may require goods/services in an amount less than or in excess of the estimated quantities and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually required by NNPS.

I. Cooperative Contract Clause

Section 2.2-4304 Code of Virginia (VPPA) will apply to this solicitation. Other Public Bodies may utilize any contract(s) issued pursuant to this solicitation by placing its own order(s) directly with the successful contractor(s). Newport News Public Schools acts only as the issuing agent and is not responsible for placement of orders, payment or discrepancies of other participating Public Bodies.

In the event these entities opt to participate under any contract awarded as a result of this solicitation, each will enter into a separate contract directly with the Successful Bidder or Bidders, incorporating all terms and conditions set forth in this contract, including incorporated best and final offers. Each entity will be responsible for the contract administration of its contract directly with the Contractor.

J. Certification Regarding Debarment

This is to certify that this person/firm/corporation is not now debarred by the Federal Government or by the Commonwealth of Virginia or by any other state, or by any town, city, or county, from submitting Bids on contracts for construction covered by this solicitation, nor are they an agent of any person or entity that is now so debarred.

Name of Official

Title

Firm or Corporation

Date

K. Equipment Condition:

All equipment to be supplied shall be new equipment, and currently manufactured. All new equipment must have been approved by Underwriters Laboratories or a recognized equivalent certification agency.

L. Copyright/Patent Indemnity:

Successful Offeror shall pay all royalty and license fees relating to the items covered by this contract. In the event any third party shall claim that the manufacture, use and sales of the goods supplied under this contract constitute an infringement of any copyright, trademark, or patent, the Successful Offeror shall indemnify NNPS and hold NNPS harmless from any cost, expense, damage or loss incurred in any manner by NNPS on account of any such alleged or actual infringement.

M. Material and Workmanship:

All equipment, material, and articles incorporated into the work covered by this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract. Any references in the specifications to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. All work under this contract shall be performed in a skillful and workmanlike manner. Owner may require, in writing, that the Contractor remove from the work any employee the Contract Administrator deems incompetent, careless, or otherwise objectionable.

N. Material and Appliances:

Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, water, tools, equipment, light, power, transportation and other facilities of a quantity and quality necessary for the execution and completion of the Work. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials. The Contractor shall promptly notify in writing the Owner representative if any change in materials as specified is contemplated or proposed. Any such proposed change shall be promptly investigated, and if found to be necessary and/or acceptable, the Contract shall be formally modified. Any change in materials shall be made at the Contractors own risk unless approved as prescribed above.

O. Employees:

The Contractor shall at all times enforce proper discipline and order among his employees, and shall seek to avoid employing on the Work any unfit person or anyone not skilled in the Work assigned to him. The Owner reserves the right to require the Contractor to remove from the Project any employee whose actions are detrimental and disruptive to the Project. Proper discipline and order includes the wearing of appropriate clothing; inappropriate messages such as drug, sex, tobacco or alcohol messages depicted on clothing will not be tolerated and will result in immediate removal of the employee from the job site. All NNPS properties are tobacco free; smoking is banned from all school property. Adequate sanitary facilities shall be provided by the Contractor. The Contractor shall be responsible for complying with all OSHA, Virginia OSHA, NFPA, NEC, etc. requirements. Contractor shall provide to the Owner's Representative, its Employee Worker Safety Program prior to receiving the Notice to Proceed.

Certification for Contractors in Direct Contact with Students: In accordance with the Code of Virginia, prior to making an award for services that require direct contact with students, the Contractor and any employee who will have direct contact with students must certify

- (i) that he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and
- (ii) whether he has been convicted of a crime of moral turpitude. "Direct contact with students" is defined as "being in the presence of students during regular school hours or during school-sponsored activities". A signed certification to this effect must be completed prior to Contractor entering the Owner's premises.

Contractor is responsible to obtain signed certifications for any subcontractors performing Work under this Contract.

P. Protection of the Public and of Work and Property:

The Contractor shall provide and maintain all necessary watchmen, flagmen, barricades, and signage in accordance with requirements of the law and of the Owner Representative and take all reasonable precautions for the protection and safety of the public. Contractor shall continuously maintain reasonable protection of all Work from damage, and shall take all reasonable precautions to protect property from injury or loss arising in connection with this Contract. The Contractor shall take reasonable precautions to protect private property adjacent to the project from such nuisances as debris and excessive noise. Contractor shall make good any damage, injury or loss to his Work and to the property Owner resulting from lack of reasonable protective precautions, except such as may be caused by agents or employees of the Owner.

Emergency Work:

In a situation which affects the safety of life, or of the Work, or of adjoining property, the Contractor is, without special instructions or authorization from the Owner Representative, permitted to act at his discretion to prevent such threatening loss or injury. Contractor shall also act, without appeal, if so authorized or instructed by the Owner Representative. Any compensation claimed by the Contractor on account of emergency Work, shall be determined by mutual agreement and is subject to the notification requirements. Claims shall be submitted to the Owner no later than the current month's scheduled Project progress meeting.

Q. Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements:

The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which is not to be removed and which does not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contract Administrator.

The Contractor shall protect from damage all existing improvements and utilities (1) at or near the work site, and (2) on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contract Administrator may have the necessary work performed and charge the cost to the Contractor.

R. Environmental Consideration: Any costs or expenses associated with environmentally related violations of the law, the creation or maintenance of a nuisance, or releases of hazardous substances, including, but not limited to, the costs of any cleanup activities, removals, remediation, responses, damages, fines, administrative or civil penalties or charges imposed on Owner, whether because of actions or suits by any governmental or regulatory agency or by any private party, as a result of the storage, accumulation, or release of any hazardous substances, or any noncompliance with or failure to meet any federal, state or local standards, requirements, laws, statutes, regulations or the law of nuisance by Contractor (or by its agents, officers, employees, subcontractors, consultants, sub-consultants, or any other persons, corporations or legal entities employed, utilized, or retained by Contractor) in the performance of this Contract or related activities, shall be paid by Contractor. This paragraph shall survive the termination, cancellation or expiration of this Contract.

S. Hazardous Materials: By acceptance of this Contract, the Contractor certifies that it has provided a list of any hazardous material to be delivered under this Contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. Additionally, the Contractor agrees to update this list during performance of the Contract, whenever

the Contractor determines that any other material to be delivered under this Contract is hazardous. Failure of the Contractor to disclose this information is grounds for termination.

- T. **Payments withheld prior to Final Acceptance of Work:** As a result of discovered evidence, the Owner may withhold or nullify the whole or part of any certificate of payment to such extent as may be necessary to protect himself from loss caused by: (a) Defective Work not remedied. (b) Claims filed or reasonable evidence indicating probable filing of claims by other parties against the Contractor. (c) Failure of the Contractor of making payments properly to subcontractors or for material or labor. (d) Damage to another Contractor.
- U. **Correction of Work before Final Payment:** The Contractor shall promptly remove from the premises all materials and work rejected by the Owner's Representative as failing to meet Contract requirements, whether incorporated in the Work or not, and the Contractor shall promptly replace materials and/or re-execute Work in accordance with the Contract and without expense to the Owner and shall bear the expense of making good all Work of other Contractors destroyed or damaged by such removal or replacement. All removal and replacement Work shall be done at the Contractor's expense. If the Contractor does not take action to remove such condemned Work and materials within ten (10) days after written notice, the Owner may remove them and store the material at the expense of the Contractor. If the Contractor does not pay the expense of such removal and storage within ten (10) after written notice, the Owner may, upon ten (10) days written notice, sell such materials at auction or at private sale and shall pay to the Contractor any net proceeds thereof, after deducting all the costs and expenses that should have been borne by the Contractor.
- V. **Cleaning Up:** The Contractor shall remove at its own expense from the Work site and from all public and private property all temporary storage structures, rubbish, and waste materials resulting from his operations. This requirement shall not apply to property used for permanent disposal of rubbish or waste materials in accordance with permission for such disposal granted to the Contractor by the Owner Representative where such disposal is in accordance with local ordinances.
- W. **Claims for Extra Compensation:**
If Contractor encounters work and services not included in this Contract or any supplement thereto but which in the opinion of Contractor is necessary for the successful completion of the Contract and requires extra compensation, Contractor shall, before it begins the work on which it bases its claim, promptly notify the Project Manager and Architect/Engineer (if assigned to the Project) in writing of its intention to perform the work and to make claim for extra compensation. Notification by Contractor under the terms of this paragraph shall not be construed as proving the validity of the claim. No claim for extra compensation will be filed or considered unless notification is given as herein set forth. Upon written notification to the Owner; the Project Manager and Architect /Engineer (if assigned to the Project) shall promptly review any claim for extra compensation. If a claim is accepted by Owner it shall be paid as extra work in accordance with the terms of a formal Change Order executed by all parties before such work is begun. The amounts claimed as extra compensation by Contractor shall be separately itemized, become a part of the claim, and serve as documentation thereto. The amounts itemized shall be in sufficient detail to enable the Owner to analyze the need for the extra work and the costs claimed for the work.

Attachment A: Pricing Schedule

***Page left blank intentionally. See the attachment A posted to eVA and the NNPS Purchasing Page.

Attachment B: Certification for Contractor's Near Students

CERTIFICATION OF COMPLIANCE WITH CODE OF VIRGINIA, §22.1-296.1

I, _____, a duly authorized representative and officer of

_____ (Contractor's name), in accordance with the Code of
Virginia, §22.1-296.1, do certify that _____ (Contractor's name)

hereby certify that the employees, subcontractors, partners, and representatives who will be in direct contact with students (i) have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) has not been convicted of a crime of moral turpitude. "Direct contact with students" is defined as "being in the presence of students during regular school hours or during school-sponsored activities."

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. NNPS shall not be liable for materially false statements regarding the certifications required by the state code.

Contractor is responsible for ensuring that each of its employees, subcontractors, partners, and representatives who will be in direct contact with students have certified the above and shall maintain such certifications on file for the duration of the contract period.

I do understand the above information and certify that the above statements are true.

(Contractor's Authorized Office – Signature)

(Contractor's Authorized Officer – Printed Name)

(Title)

(Date)

Attachment C: References

Years in Business: Indicate the length of time you have been in business providing this type of service:

_____ years.

References: Indicate below a listing of three (3) references for which you currently provide this type of service. Include the date service was furnished, name of client, address and phone/fax number.

Client Name:

Date of Service:

Address:

Phone:

Fax:

Client Name:

Date of Service:

Address:

Phone:

Fax:

Client Name:

Date of Service:

Address:

Phone:

Fax:

Attachment A - Pricing Schedule

Routine Scheduled Annual Maintenance in accordance with the IFB General and Specific Requirements. Prices are all inclusive off all labor, material, resources, overhead, travel, etc.

LINE ITEM	UNIT	DESCRIPTION	UNIT PRICE	MULTIPLIED BY QUANTITY	ANNUAL TOTAL
1.	Annual	Sedgefield Elementary 804 Main Street Newport News, VA 23605 One (1) Electrical Switchboard	\$	X 1	=
2.	Annual	Hilton Elementary 225 River Road Newport News, VA 23601 One (1) Electrical Switchboard	\$	X 1	=
3.	Annual	Warwick High School 51 Copeland Lane Newport News, VA 23601 One (1) Electrical Switchboard	\$	X 1	=
4.	Annual	Crittenden Middle School 6158 Jefferson Avenue Newport News, VA 23605 Two (2) Electrical Switchboards (One Interior Electrical Switchboard and One Exterior Electrical Switchboard)	\$	X 2	=
5.	Annual	Denbigh High School 259 Denbigh Boulevard Newport News, VA 23608 Five (5) Electrical Switchboards (Four Electrical Interior Switchboards and One Exterior Electrical Switchboard)	\$	X 5	=
6.	Annual	Hidenwood Elementary 501 Blount Point Road Newport News, VA 23606 One (1) Exterior Electrical Switchboard	\$	X 1	=
7.	Annual	Deer Park Elementary 11541 Jefferson Avenue Newport News, VA 23601 One (1) Electrical Switchboard	\$	X 1	=
8.	Annual	Discovery STEM Academy 1712 Chestnut Avenue Newport News, VA 23607 One (1) Electrical Switchboard	\$	X 1	=

Attachment A - Pricing Schedule

Routine Scheduled Annual Maintenance in accordance with the IFB General and Specific Requirements. Prices are all inclusive off all labor, material, resources, overhead, travel, etc.

9	Annual	Palmer Elementary 100 Palmer Lane Newport News, VA 23602 One (1) Electrical Switchboard	\$	X 1	=
10.	Annual	Woodside High School 13450 Woodside Lane Newport News, VA 23608 Three (3) Electrical Switchboards	\$	X 3	=
ANNUAL TOTAL:					\$

BID PRICES: Bid shall be in the form of a firm unit price for each item during the contract period.

DELIVERY: State your earliest firm delivery or performance date: _____.

On Call Services

The Bidder shall provide the services specified herein, in compliance with the General and Specific Requirements of the IFB. Material Cost shall be billed at contractor actual invoice costs. The hourly rates below shall be inclusive all labor, truck, fuel, overhead, profit, etc.

Regular Time (M-F 7:00 am – 3:30 pm) Hourly Rate for additional services not covered under preventative maintenance to include repairs and labor.	Regular Time Rate	\$ _____/hour
Overtime Hourly Rate for additional services not covered under preventative maintenance to include repairs and labor.	Overtime Rate	\$ _____/hour



OPTIONAL PREBID CONFERENCE

DATE : October 22, 2021

TIME: 2:00 P.M. (EST)

LOCATION: Plant Services – 12580 Patrick Henry Drive Newport News, VA

IFB: #003-0-2022SB

TITLE: Electric Switchgear Maintenance Services

NUMBER OF ATTENDEES: 6

COMPLETE COMPANY NAME, TELEPHONE # OR EMAIL ADDRESS	REPRESENTATIVE'S NAME AND TITLE (PRINTED)	REPRESENTATIVE'S NAME (SIGNATURE)
M.C. DEAN 103-802-6231	DAVID J. CUMBO	
M.C. DEAN 103-802-6231	Devera Ah	
Shannon Bailey NNPS Purchasing	Shannon Bailey Procurement Manager	
Manuel Fernandez NNPS Electric Shop	Manuel Fernandez NNPS Plant Services Electrician Supervisor	
JOHN ROY CREDS I	JOHN ROY CREDS I	
Matthew Trombley NNPS Electric Shop	Matthew Trombley NNPS Plant Crew Leader Electrical	



**October 29, 2021
Addendum #1
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 1 TO ALL BIDDERS:

Reference – Invitation for Bid:	Electrical Switchgear Maintenance Services IFB# 003-03-2022/SB
Commodity:	Electrical Services
Dated:	October 15, 2021
For Delivery To:	Newport News Public Schools
Bids Due:	Friday, November 12, 2021 at 2:00 pm EST
Optional Prebid Conference held:	October 22, 2021 at 2:00 pm EST

The above is hereby changed to read:

1. **Additional Site Visit:** Firms are allowed an additional NNPS visit to review the additional school's mechanical rooms to access and review additional switchgears on Thursday, November 4, 2021 at 10:00 am with Manny Fernandez, Electrician Supervisor. Firms that would like to attend, please arrive at NNPS Plant Services Building, 12580 Patrick Henry Dr. Newport News, VA. After all potential bidders arrive, contractors will proceed to visit the schools that NNPS designate.

Please contact the Procurement Manager, Shannon Bailey at the below contact information to advise of your attendance. Attendance is not mandatory, but it is advisable.

2. **Revised Attachment A: Pricing Schedule:** The Pricing Schedule is hereby changed. Please see below.
3. **Pre-Bid Questions and Responses:**
 - a. Under the "Scope of Work" Section B, Line # 1: Work is to be performed on Friday or Saturday. Can we bid each school by the day of the week because the charge out rate is higher on a weekend or would you prefer one rate only? **We preferred one rate only, because summer schedules change every summer at each building due to summer schools, Child Nutrition use of facilities or Parks & Recreation summer programs at this time, we do not know when the main power to the building can be drop to be able to perform the switchgear preventive maintenance.**
 - b. Under the "Scope of Work" Section B, Line # 4: The work will require inspection of the switchgear at each respective site. How soon can we arrange site inspection to meet the bid deadline? **All site visits need to be scheduled on the dates assign by NNPS Purchasing Department. Once the dates have been set Purchasing will inform NNPS Plant Services Electric Shop and we will inform administrators at each site. Electric Shop personnel can be available to escort contractors during the site tour. (see #1 for site visit instructions)**
 - c. Manufacture of Switchgear for each school? **Currently, Newport News Public Schools has a variety of all major manufacturers of switchgears. Square D, Siemens, General Electric and Eaton/Cutler Hammer, a site**

visit is recommended by contractors. Newport News Public Schools cannot be responsible if the incorrect information is provided.

- d. Are there any Drawings or pictures available? No, changes and replacements of switchgears have taken place throughout the years and information on drawings are no longer completely accurate. A contractor site visit is recommended, Newport News Public Schools cannot be responsible if the incorrect information is provided.
- e. Approximate age of equipment? Changes and replacements of switchgears have taken place throughout the years and information on drawings are no longer completely accurate. A contractor site visit is recommended, Newport News Public Schools cannot be responsible if the incorrect information is provided.
- f. During the Pre-Bid Conference the opportunity to visit Denbigh High School was provided, but will there be another opportunity to visit all ten locations or will on line drawings of each Switchboard Lineup be provided to adequately and realistically provide a quote? All site visits need to be scheduled on the dates assign by NNPS Purchasing Department. Once the dates have been set Purchasing will inform NNPS Plant Services Electric Shop and we will inform administrators at each site. Electric Shop personnel can be available to escort contractors during the site tour. No drawings of switchboards line up will be provided, contractor site visit is recommended, Newport News Public Schools cannot be responsible if the incorrect information is provided.
- g. Do all the schools have the same SWBD Lineup and Manufacturer? No, currently Newport News Public Schools has a variety of all major manufacturers of switchgears. Square D, Siemens, General Electric and Eaton/Cutler Hammer, a site visit is recommended by contractors. Newport News Public Schools cannot be responsible if the incorrect information is provided.

All other provisions of the RFP shall remain unchanged.

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

Name of Firm

Signature/Title

Date

Attachment A – Revised Pricing Schedule

Routine Scheduled Annual Maintenance in accordance with the IFB General and Specific Requirements.
Prices are all inclusive off all labor, material, resources, overhead, travel, etc.

SCHOOL	ADDRESS	Unit Price	MULTIPLIED BY NUMBER OF SWITCHBOARDS	TOTAL ANNUAL COST
Early Childhood/Early Learning Centers				
Denbigh E.C.C.	15638 Warwick Boulevard, 23608	\$	2	\$
Marshall E.LC.	743-24th Street, 23607	\$	1	\$
Watkins E.C.C.	21 Burns Drive, 23601	\$	2	\$
Elementary Schools				
Carver	6160 Jefferson Ave, 23605	\$	3	\$
Charles	701 Menchville Road, 23602	\$	1	\$
Deer Park	11541 Jefferson Ave, 23601	\$	1	\$
Dunbar Erwin	726 16th Street, 23607	\$	1	\$
Discovery Stem Academy	1712 Chestnut Ave, 23607	\$	1	\$
Stoney Run(Epes)	855 Lucas Creek Road, 23608	\$	1	\$
Dutrow	60 Curtis Tignor Road, 23608	\$	1	\$
Greenwood	13460 Woodside Lane, 23608	\$	1	\$
Gatewood/Senior Center	1241 Gatewood Road, 23601	\$	1	\$
Hidenwood	501 Blount Point Road, 23606	\$	1	\$
Hilton	225 River Road, 23601	\$	1	\$
Jenkins	80 Menchville Road, 23602	\$	1	\$
Kiln Creek	1501 Kiln Creek Parkway, 23602	\$	1	\$
Johnson(Lee Hall) Elementary and Johnson -Adult Learning	17436 Warwick Blvd, 23603	\$	2	\$
McIntosh	185 Richneck Road, 23608	\$	1	\$
Meadows(Nelson)	826 Moyer Road, 23608	\$	1	\$
Newsome Park	4200 Marshall Ave, 23607	\$	1	\$
Palmer	100 Palmer Lane, 23602	\$	1	\$
Richneck	205 Tyner Drive, 23608	\$	1	\$
Riverside	1100 Country Club Road, 23606	\$	2	\$
Sanford	480 Colony Road, 23602	\$	1	\$
Saunders	853 Harpersville Road	\$	1	\$
Sedgefield	804 Main Street, 23605	\$	2	\$
General Stanford	929 Madison Ave, Ft Eustis, 23604	\$	1	\$
Yates	73 Maxwell Lane, 23606	\$	1	\$
Middle Schools				
Crittenden	6158 Jefferson Ave, 23605	\$	2	\$
Fitzgerald(Dozier)	432 Industrial Park Drive, 23608	\$	1	\$
Gildersleeve	1 Minton Drive, 23606	\$	2	\$
Hines	561 McLawhorne Drive, 23601	\$	2	\$
Passage	400 Atkinson Way, 23608	\$	1	\$
B.T. Washington	3700 Chestnut Ave, 23605	\$	1	\$

Attachment A – Revised Pricing Schedule

Routine Scheduled Annual Maintenance in accordance with the IFB General and Specific Requirements.
Prices are all inclusive off all labor, material, resources, overhead, travel, etc.

High Schools				
AADA - Briarfield	5120 Marshall Ave, 23607	\$	2	\$
Denbigh	259 Denbigh Blvd, 23608	\$	5	\$
Heritage	5800 Marshall Ave, 23605	\$	3	\$
Menchville	275 Menchville Road, 23602	\$	3	\$
Warwick	51 Copeland Lane, 23601	\$	1	\$
Woodside	13460 Woodside Lane, 23608	\$	3	\$
NNPS Buildings				
Admin	12465 Warwick Blvd, 23606	\$	1	\$
Staff Support Center	12511 Warwick Blvd, 23606	\$	2	\$
Todd Stadium	12465 Warwick Blvd, 23606	\$	2	\$
Telecommunications	4 Minton Drive, 23606	\$	1	\$
Plant Services	12580 Patrick Henry Dr, 23602	\$	1	\$
Child Nutrition/Warehouse	12551 Patrick Henry Dr, 23602	\$	1	\$
Transportation	12571 Patrick Henry Dr, 23602	\$	1	\$
ANNUAL TOTAL				\$

BID PRICES: Bid shall be in the form of a firm unit price for each item during the contract period.

DELIVERY: State your earliest firm delivery or performance date: _____.

On Call Services

The Bidder shall provide the services specified herein, in compliance with the General and Specific Requirements of the IFB. Material Cost shall be billed at contractor actual invoice costs. The hourly rates below shall be inclusive all labor, truck, fuel, overhead, profit, etc.

Regular Time (M-F 7:00 am – 3:30 pm) Hourly Rate for additional services not covered under preventative maintenance to include repairs and labor.	Regular Time Rate	\$ _____/hour
Overtime Hourly Rate for additional services not covered under preventative maintenance to include repairs and labor.	Overtime Rate	\$ _____/hour



**November 5, 2021
Addendum #2
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 2 TO ALL BIDDERS:

Reference – Invitation for Bid:	Electrical Switchgear Maintenance Services IFB# 003-03-2022/SB
Commodity:	Electrical Services
Dated:	October 15, 2021
For Delivery To:	Newport News Public Schools
Bids Due:	Wednesday, December 1, 2021 at 2:00 pm EST
Optional Prebid Conference held:	October 22, 2021 at 2:00 pm EST

The above is hereby changed to read:

1. **Reference Page 1: Closing Date:** The Bid Due date is hereby changed from Friday, November 12, 2021 at 2:00 pm EST to “**Wednesday, December 1, 2021 at 2:00 pm EST.**”
2. **Additional Site Visits:** Firms are allowed an additional NNPS visit to review the additional school’s mechanical rooms to access and review additional switchgears on, November 10, 11, and 16th, 2021 at 9:00 am each day with Manny Fernandez, Electrician Supervisor. Firms that would like to attend, please arrive at NNPS Plant Services Building, 12580 Patrick Henry Dr. Newport News, VA. After all potential bidders arrive, contractors will proceed to visit the schools that NNPS designate below on each date.

Please contact the Procurement Manager, Shannon Bailey at the below contact information to advise of your attendance. Attendance is not mandatory, but it is advisable.

Wednesday 11/10/2021 at 9:00 am

1. AADA Elementary (Dunbar/Erwin)
2. Marshall E.L.C
3. Washington Middle
4. Newsome Park Elementary
5. AADA Middle & High (Briarfield)
6. Heritage High
7. Carver Elementary
8. Hines Middle
9. Saunders Elementary
10. Watkins E.C.C.
11. Gatewood Adult Learning/Senior Center
12. Riverside Elementary

Thursday 11/11/2021 at 9:00 am

- 1- Plant Services
- 2- Transportation
- 3- Child Nutrition/Warehouse
- 4- Kiln Creek Elementary
- 5- Gildersleeve Middle
- 6- Telecommunications
- 7- Admin Building
- 8- Todd Stadium
- 9- Staff Support Center (Technology Building)
- 10- Yates Elementary
- 11- Jenkins Elementary
- 12- Menchville High School
- 13- Charles Elementary

Tuesday 11/16/2021 at 9:00 am

- 1- Richneck Elementary
- 2- McIntosh Elementary
- 3- Sanford Elementary
- 4- Meadows Elementary (Nelson)
- 5- Stoney Run Elementary (Epes)
- 6- Dutrow Elementary
- 7- Passage Middle
- 8- Denbigh E.C.C.
- 9- Fitzgerald Middle (Dozier)
- 10- Johnson Elementary/Johnson Adult Learning
- 11- General Stanford (Contractors will need ID's to be able to gain access to Fort Eustis)
- 12- Greenwood Elementary

3. **Revised Attachment A: Pricing Schedule:** The Pricing Schedule is hereby changed to reflect the correct number of switchgears for Hilton Elementary from one (1) switchgear to two (2) switchgears. All other sections of Attachment A remain unchanged. Please see below.

All other provisions of the RFP shall remain unchanged.

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

Name of Firm

Signature/Title

Date

Attachment A – Revised Pricing Schedule

Routine Scheduled Annual Maintenance in accordance with the IFB General and Specific Requirements.
Prices are all inclusive off all labor, material, resources, overhead, travel, etc.

SCHOOL	ADDRESS	Unit Price	MULTIPLIED BY NUMBER OF SWITCHBOARDS	TOTAL ANNUAL COST
Early Childhood/Early Learning Centers				
Denbigh E.C.C.	15638 Warwick Boulevard, 23608	\$	2	\$
Marshall E.LC.	743-24th Street, 23607	\$	1	\$
Watkins E.C.C.	21 Burns Drive, 23601	\$	2	\$
Elementary Schools				
Carver	6160 Jefferson Ave, 23605	\$	3	\$
Charles	701 Menchville Road, 23602	\$	1	\$
Deer Park	11541 Jefferson Ave, 23601	\$	1	\$
Dunbar Erwin	726 16th Street, 23607	\$	1	\$
Discovery Stem Academy	1712 Chestnut Ave, 23607	\$	1	\$
Stoney Run(Epes)	855 Lucas Creek Road, 23608	\$	1	\$
Dutrow	60 Curtis Tignor Road, 23608	\$	1	\$
Greenwood	13460 Woodside Lane, 23608	\$	1	\$
Gatewood/Senior Center	1241 Gatewood Road, 23601	\$	1	\$
Hidenwood	501 Blount Point Road, 23606	\$	1	\$
Hilton	225 River Road, 23601	\$	2	\$
Jenkins	80 Menchville Road, 23602	\$	1	\$
Kiln Creek	1501 Kiln Creek Parkway, 23602	\$	1	\$
Johnson(Lee Hall) Elementary and Johnson -Adult Learning	17436 Warwick Blvd, 23603	\$	2	\$
McIntosh	185 Richneck Road, 23608	\$	1	\$
Meadows(Nelson)	826 Moyer Road, 23608	\$	1	\$
Newsome Park	4200 Marshall Ave, 23607	\$	1	\$
Palmer	100 Palmer Lane, 23602	\$	1	\$
Richneck	205 Tyner Drive, 23608	\$	1	\$
Riverside	1100 Country Club Road, 23606	\$	2	\$
Sanford	480 Colony Road, 23602	\$	1	\$
Saunders	853 Harpersville Road	\$	1	\$
Sedgefield	804 Main Street, 23605	\$	2	\$
General Stanford	929 Madison Ave, Ft Eustis, 23604	\$	1	\$
Yates	73 Maxwell Lane, 23606	\$	1	\$
Middle Schools				
Crittenden	6158 Jefferson Ave, 23605	\$	2	\$
Fitzgerald(Dozier)	432 Industrial Park Drive, 23608	\$	1	\$
Gildersleeve	1 Minton Drive, 23606	\$	2	\$
Hines	561 McLawhorne Drive, 23601	\$	2	\$
Passage	400 Atkinson Way, 23608	\$	1	\$
B.T. Washington	3700 Chestnut Ave, 23605	\$	1	\$

Attachment A – Revised Pricing Schedule

Routine Scheduled Annual Maintenance in accordance with the IFB General and Specific Requirements.
Prices are all inclusive off all labor, material, resources, overhead, travel, etc.

High Schools		\$		\$
AADA - Briarfield	5120 Marshall Ave, 23607	\$	2	\$
Denbigh	259 Denbigh Blvd, 23608	\$	5	\$
Heritage	5800 Marshall Ave, 23605	\$	3	\$
Menchville	275 Menchville Road, 23602	\$	3	\$
Warwick	51 Copeland Lane, 23601	\$	1	\$
Woodside	13460 Woodside Lane, 23608	\$	3	\$
NNPS Buildings		\$		\$
Admin	12465 Warwick Blvd, 23606	\$	1	\$
Staff Support Center	12511 Warwick Blvd, 23606	\$	2	\$
Todd Stadium	12465 Warwick Blvd, 23606	\$	2	\$
Telecommunications	4 Minton Drive, 23606	\$	1	\$
Plant Services	12580 Patrick Henry Dr, 23602	\$	1	\$
Child Nutrition/Warehouse	12551 Patrick Henry Dr, 23602	\$	1	\$
Transportation	12571 Patrick Henry Dr, 23602	\$	1	\$
ANNUAL TOTAL				\$

BID PRICES: Bid shall be in the form of a firm unit price for each item during the contract period.

DELIVERY: State your earliest firm delivery or performance date: _____.

On Call Services

The Bidder shall provide the services specified herein, in compliance with the General and Specific Requirements of the IFB. Material Cost shall be billed at contractor actual invoice costs. The hourly rates below shall be inclusive all labor, truck, fuel, overhead, profit, etc.

Regular Time (M-F 7:00 am – 3:30 pm) Hourly Rate for additional services not covered under preventative maintenance to include repairs and labor.	Regular Time Rate	\$ _____/hour
Overtime Hourly Rate for additional services not covered under preventative maintenance to include repairs and labor.	Overtime Rate	\$ _____/hour