



September 29, 2026
Addendum #2
FOR IMMEDIATE ATTENTION

TO: ALL BIDDERS

RE: IFB #001-0-2027/KG- Custodial & Janitorial Supplies

1. **NNPS has provided an updated pricing schedule, please see attached revised Attachment A.**
2. **Responses to Bidder questions are as follows:**
 - A. Can we substitute equivalent paper and soap brands with our own dispensers?
Replacing the current paper towel and hand soap dispensers throughout the division would require significant coordination, installation, staff training, and ongoing resource management. Given the potential operational disruption and resources required, we do not recommend pursuing a division-wide replacement at this time. We may revisit the option in the future if operational needs or circumstances change.
 - B. Is it possible a public record request will be needed for this information as I was unable to find anything on Eva or your website?
Freedom of Information Act (FOIA) information is available on the NNPS website at <https://sbo.nn.k12.va.us/foia/>.
 - C. Is Newport News Public Schools apart of any GPO?
No, Newport News Public Schools is not a part of a GPO.
 - D. I was able to identify IFB 028-0-2026/HM - JANITORIAL & CUSTODIAL SUPPLIES, but I haven't been able to find any award documents.
IFB 028-0-2026/HM Janitorial & Custodial Supplies solicitation was cancelled. The cancellation was publicly posted on eVA.virginia.gov
 - E. Was this solicitation canceled, and is this a second request for the same need?
There was a previous solicitation, which was canceled. This is the second solicitation for Janitorial & Custodial Supplies.
 - F. If there have been any awards related to this request in the past 3 years, could you please share those details?
There have not been any awards for these services in the past three (3) years.
 - G. The overall Bid total formula in cell H157 IS "SUM (I4:I152) the current worksheet currently excludes lines 150-153 which will not generate the total bid price accurately.
Line 153 is only applicable if the company charges for the Diversey portable dispensing units.
 - H. Will vendor be responsible for disposing of old dispensers at any location?

No, the vendor will not be responsible; this is done internally.

- I. Are the estimate quantities in Attachment “A” based on historical consumption, and if so, is historical usage information available to bidders?
The estimated quantities are based on historical consumption. The data of estimated quantities has been collected from the last five (5) year. The data that is provided is very accurate.
- J. Could you please provide the last bid tabulation or what your current paid price for these items is?
The last bid tabulation is post on eVA at the following link:
https://mvendor.cgieva.com/Vendor/public/VBODetails.jsp?PageTitle=SO%20Details&DOC_CD=IFB&Details_Page=VBOSODetails.jsp&DEPT_CD=LA72&BID_INTRNL_NO=150974&BID_NO=020-0-2020BH&BID_VERS_NO=3
- K. Can you provide me with the recap/bid tabulation from the last bid done like this, showing awarded pricing by line item?
The last bid tabulation is post on eVA at the following link:
https://mvendor.cgieva.com/Vendor/public/VBODetails.jsp?PageTitle=SO%20Details&DOC_CD=IFB&Details_Page=VBOSODetails.jsp&DEPT_CD=LA72&BID_INTRNL_NO=150974&BID_NO=020-0-2020BH&BID_VERS_NO=3
- L. May bidders submit pricing on individual line items or is an all-items/total bid required?
This solicitation requires an all-items/total bid. Individual lots and or line-items will not be accepted.
- M. Is there a pre-bid conference, site visit, or other bidder meeting associated with this IFB? If so, please confirm whether attendance is mandatory or optional, the date and time, registration or scheduling requirements, and any attendance documentation that must be submitted with the bid. Please refer to Page 1 of Solicitation, Non-Mandatory Pre-Bid Conference and Section II, Special Instruction to the Bidder, Letter D, Pre-Bid Conference.
- N. Is there a deadline for written questions or for registering as a bidder of record?
Please refer to Section II, Special Instructions to the Bidder, Letter F, Questions. For bidder registration questions, please refer to IFB Special Instructions to the Bidder, Letter I. Bid Submittal Requirements.
- O. Please confirm the official bid due date and time and whether any addenda have been issued or are anticipated.
Please refer to page 1 of the IFB, Electronic Bids. It is the prospective bidder’s responsibility to obtain addenda in accordance with III. Special Term and Conditions, Letter C. Bidder Obligation.
- P. Can you confirm this will be awarded to a single vendor?
This solicitation is intended to be awarded to one single vendor.
- Q. What is the budget for this bid?
Newport News Public Schools does not disclose the budget or estimated amount allocated for solicitations. Bidders are expected to develop their pricing based on the requirements, specifications, and scope of services outlined in the solicitation documents. Please submit your most competitive pricing in accordance with the solicitation requirements.
- R. Are items to be delivered to one location or multiple locations?
Items will **not** be delivered to a central location. All awarded items must be drop-shipped directly to individual schools and locations throughout the division.
- S. How often will orders be placed (weekly, monthly, etc.)?
Orders are submitted weekly for approximately twenty-three (23) school/locations on a rotating delivery schedule. Each of the forty-six (46) locations typically receives supplies every two weeks.

- T. What are your current pricing and product brands for this bid?
Please refer to Attachment "A," Pricing Schedule for current product and pricing information.
- U. **I. Scope of Work, B. Specific Requirements, No. 8** has been modified to reflect:
Unless otherwise listed in Attachment A, bidders shall supply the Brand Name or equivalent for each item. NNPS reserves the right to sample any product at no cost to the district.
- V. Do we send samples with our Bid response, or would this be requested for further evaluation?
I. Scope of Work, B. Specific Requirements has been modified to include:
Samples are requested and are needed to verify quality levels or to test materials to determine conformance with the specifications stipulated in the solicitation. NNPS requests a sample to confirm specifications. Please ship samples on or before the bid close date and time to 12465 Warwick Blvd Newport News, VA 23606 Attn: Karlene Green.
- W. Do you require samples?
Yes. Samples are requested for the following products:
- Toilet Tissue: Line Items 133, 134, and 135
 - Paper Towels: Line Items 136, 137, and 138
 - Hand Soap: Line Item 25
 - Toilet Bowl Cleaner: Line Items 154 and 155
- X. Can you specify anticipated order quantities for the line items?
Please refer to Attachment "A"- Pricing Schedule, which provides anticipated quantities based on historical usage.
- Y. Do you accept minimum order requirements?
No. NNPS will not accept minimum order requirements for items awarded under this contract. The awarded vendor must fulfill all orders placed by individual school sites regardless of order size.
- Z. Can you clarify whether the NNPS permits the awarded contractor to use established manufacturers or distributor partners to fulfill the order?
Please refer to Section III, General Terms and Conditions, Letter F, Prime Contractor and Letter G, Subcontractors
- AA. The 48-hour delivery requirement, when does the 48-hour clock begin?
The 48-hour course begins once the Purchase Order is received by the awarded vendor. For example, if the Purchase Order is issued on Wednesday, it is to be delivered by or on the Monday of the following week. NNPS only accepts deliveries Monday through Friday unless otherwise stated on the Purchase Order for school closures.
- BB. How do you measure the fulfillment rate requirement? Is it measured per order, or per delivery, or over a reporting period?
The 95% fill rate is determined by comparing items delivered against back-ordered items that were received. This is monitored within the custodial office.
- CC. There are multiple delivery locations. Do the school locations have a standard loading dock, or will the awarded vendors be required to deliver inside. For example, to a supply closet once an order arrives?
It is a standard drop off outside of the school. A custodian typically the lead custodian or a designated individual is present at each location to receive the order. NNPS Staff count and receive the order and transport the order ourselves inside the school.
- DD. Is a liftgate required for delivery, or does each school have a standard dock at all schools?

No, not all schools have a dock. Docks are primarily located at middle and high schools, but not elementary schools. Deliveries may be unloaded at either the front or back of the building.

EE. Are the estimated quantities based on historical usage information and if so, is the information available to the bidders?

It is based on historical data that has been collected over the past five (5) years. Bid tabulations are available on both eVA and Newport News Public Schools websites.

FF. Please clarify the current annular system installation. Is it owned, maintained by NNPS or a prior contractor, and is the awarded vendor expected to maintain, refill, or service it? Is it compatible with a specific dispensing infrastructure required for Bid responsiveness?

NNPS does have an annihilaire system in the majority of our schools. NNPS creates its own chemicals. This is handled through a different contract.

GG. How does NNPS evaluate past performance in comparison to what you have now?

Please refer to Section I, Scope of Work.

HH. On Line 133, you have a 24/Tandem 3.9”X4” 2Ply 1110 Sheet Tissue. Do you have a manufacturer SKU number?

The SKU is T140. If the proposed replacement is considerably smaller in size when compared to the requested 1110-sheet bath tissue; NNPS request a replacement product that is more comparable in size and sheet count to the originally specified 1110-sheet bath tissue.

3. All other provisions of the IFB shall remain unchanged.

Signature: _____
(OFFEROR)

Sincerely,

Karlene Greenhow,
Procurement Specialist