



Loudoun County, Virginia

Department of Finance and Budget
Division of Procurement
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175
www.loudoun.gov/procurement

August 19, 2020

NOTICE TO BIDDERS

ADDENDUM NO. 1

RFQ 299782

The following changes and/or additions shall be made to the original Invitation for Bid No. RFQ 299782, COVID-19 Personal Protective Equipment (PPE) and Related Supplies. Please acknowledge receipt of this addendum by signing and returning with your bid.

1. Questions and answers related to the IFB are attached.
2. The web link in the last line of Section 7.25 of the IFB shall be replaced with the following: <https://scc.virginia.gov/pages/New-Business-Resources>

Prepared By: s/Cheryl L. Middleton, CPPB Date: 8/19/2020
Asst. Director/Purchasing Agent

Acknowledged By: _____ Date: _____

Questions and Answers

- Q1. Is the SCC registration number the same as a tax ID or EIN number? Also, is registering with EVA the same as registering with the SCC?
- A. The SCC registration number is not the same as a tax ID or EIN number. Please see the updated weblink provided on the first page of this Addendum for more information regarding the SCC. Registration with EVA is not the same thing as registration with the SCC. Please contact the SCC directly for questions as to how to register and if your firm is required to be registered. They can be reached at (866) 722-2551.
- Q2. Is the County willing to modify Section 4.1 to remove the requirement to provide 3 current references for whom the requested supplies have been provided?
- A. The County has to verify a history of performance and delivery as part of the determination of the lowest responsive and responsible bidders for each product specified in the IFB. As such, the County is not willing to waive the requirement to provide three references as a minimum qualification.
- Q3. What is a "Local and State Debarment Statement?" Where do I obtain this from?
- A. Per 4.2, bidders are to provide a written statement that they are not debarred by any state or local government.
- Q4. What is a "Federal Debarment Screen Print?"
- A. Per 4.3, this screen print comes from the www.sam.gov website.
- Q5. How many references do you want?
- A. Per 4.1, at least three.
- Q6. On the Pricing Workbook, line 14 for adult disposable masks and line 15 for child disposable masks, is the County willing to consider alternative products that have cotton comfort ear loops versus elastic ear loops?
- A. The County is not requesting disposable masks with cotton comfort ear loops at this time.
- Q7. Are the unit prices to be the delivered costs or can shipping costs be added separately?
- A. Per Section 7.6 of the IFB, the unit costs are to be fully loaded unit costs to include shipping. No additional fees may be added beyond the unit costs.
- Q8. If a line item lists a needed quantity of 500 units, am I required to bid on all 500 units?
- A. No, per Section 1.0 as well as the instructions to the Pricing Workbook, Bidders may submit bids on one line item, multiple line items, or all line items. Additionally, Bidders may submit bids on partial line items if they cannot fulfill the entire quantity needed on a particular line.
- Q9. Am I providing the unit cost or the cost for the entire order?

- A. Please see the instructions tab of the Pricing Workbook. Each line item has a different “unit”. The unit price column is where you include the cost per individual unit. Bidders are then required to insert the number of units being offered and then the extended price.
- Q10. If the Pricing Workbook includes a line for something listed as a Level 1, can I substitute with a product that is a Level 2 or 3?
- A. If a line requests a specific level of an item, bidders may submit bids that are equal to or greater than the level listed. However, award will still be made to the lowest responsive and responsible bidders.
- Q11. Can my firm submit a bid for an item(s) not specifically included on the Pricing Workbook?
- A. No. Unless the item is specifically listed on the Pricing Workbook, firms may not submit a bid for other products as part of this IFB.