



Loudoun County, Virginia

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Department of Finance and Budget  
Division of Procurement  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

August 24, 2020

## NOTICE TO BIDDERS

### ADDENDUM NO. 2

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. Section 4.1 shall be replaced in its entirety with the following:

Bidders must demonstrate that they have provided the same PPE and related supplies being offered in response to this solicitation to at least three (3) entities, with one (1) of which being a government agency (federal, state or local), a school system, or a healthcare facility. All Bidders shall include, with their bids, a list of at least three (3) current references (based upon the previous sentence) for whom these supplies have been provided. This list shall include company name, person to contact, address, telephone number, e-mail address, the PPE and supplies provided, quantity ordered, quantity delivered and whether the delivery was on time. Bidders hereby release listed references from all claims and liability for damages that may result from the information provided by the reference.

2. Section 7.11 Samples shall be replaced in its entirety with the following:

Samples, if required, must be furnished free of expense to County on or before the date specified. Each sample must be marked with Bidder's name and address, IFB number and opening date. The County reserves the right to request samples for any items listed in the Pricing Workbook, regardless if the Bidder is specifying the brand name or an equivalent product. If a Bidder is notified that they are required to submit a sample, samples must be delivered within five (5) business days of receipt of

request. Failure to provide samples within the requested timeframe will result in a bid being rejected.

3. Questions and answers related to the IFB are attached.
4. Replace the original Pricing Workbook with the attached Revised Pricing Workbook.
5. Replace the original Signature Page with the attached Revised Signature Page.

Prepared By: s/Cheryl L. Middleton, CPPB Date: 8/24/2020  
Asst. Director/Purchasing Agent

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## Questions and Answers

- Q1. If the bid acceptance date remains firm, when does the County anticipate making awards?
- A. The award date is contingent up on the quantity and quality of bids received. However, the County intends to make awards within two weeks of receipt and evaluation of the bids.
- Q2. Can you clarify the requirements for the disinfectant wipes? Besides being on the EPA approved list, do they need to be at least 60% alcohol?
- A. There are two different line items in the Revised Pricing Workbook for disinfectant wipes. See item numbers 12 and 13. Line 12 is looking for canisters of wipes equivalent to Lysol (EPA Reg No 777-114), 75 wipes per container. These can be alcohol or hydrogen peroxide based, just non-bleach. Any proposed alternatives do have to be listed on the EPA approved list. Line 13 is specifically looking for PDI Sani-Cloth germicidal wipes (EPA Reg. No. 9480-12).
- Q3. Is a certificate of insurance required? The signature page requires one but the associated section in the IFB says "Intentionally Deleted".
- A. No. Please see the Revised Signature Page included with this addendum.
- Q4. Please clarify the address to where the bids need to be submitted.
- A. Please see the cover of the IFB as well as Section 7.1.  
Bids must be submitted via one of the following options:  
US Mail to:  
County of Loudoun, Virginia  
Division of Procurement  
PO Box 7000  
Leesburg, Virginia 20177-7000;
- or
- Hand delivered, private carrier, or overnighted (UPS/FedEx) to:  
County of Loudoun, Virginia  
Division of Procurement  
1 Harrison Street, S.E., **1st Floor**  
Leesburg, Virginia 20175.

Faxed and e-mailed bids will not be accepted.

Because the upper floors to the Government Center do not allow public access at this time, deliveries must be made to the 1<sup>st</sup> Floor. Hand delivered bids must be dropped off in the Drop Box labeled Procurement Bids and Proposals prior to 4:00 p.m. on the Acceptance date.