



# NEWPORT NEWS PUBLIC SCHOOLS PURCHASING DEPARTMENT

12465 Warwick Boulevard  
Newport News, VA 23606-3041  
ADDENDUM NO.1 TO ALL BIDDERS

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## Reference – Invitation for Bid

For Delivery  
To: Proposals Due:

**IFB#013-0-2026/KG Tack & Marker Board**  
Newport News Public Schools  
January 20, 2026 11:00 AM EST

**The above is hereby changed to read:**

1. Do you have a recap/bid tabulation from the last bid like this, if it's available? **Please visit our website and eVA.**
2. A. Is this for a contract or a one-time purchase? Refer to section IV, Special Terms and Conditions on page 16 of IFB#013-0-2026/KG Tack & Markerboard.  
B. If this is a contract, are the numbers provided for the boards an estimated amount over the entire contract term? **Quantities in bid documents are estimated annual usage only. Quantities per order will vary depending on the needs of NNPS at the time of order.** If the manufacturer has a minimum order requirement, that needs to be communicated and included in bid information.
3. C. Are all delivery tailgate services or are more delivery services required? **It is preferred to have all pricing to be full freight allowed: "FOB destination"**
4. Will the proposed quantities be purchased at one time, or is this an estimated quantity of both items that will be ordered as needed throughout the year? **Please refer to page one of IFB#013-0-2026/KG.**
5. Q: We see in multiple spots the request for fixed long-term pricing, but then there is also this, "Delivery of the complete order of Tack & Marker Boards will be delivered to Plant Services 12580 Patrick Henry Drive Newport News, Virginia 23602," does that mean that attachment A will be an initial order, and then you would like pricing to remain the same? Or do you just mean that per order they will go to that address?

Response: Refer to General Terms and Conditions, Letter L. Price Escalation/De-escalation. The quantities in IBF#013-0-2026/KG are estimated annual usage only. Quantities per order will vary depending on the needs of NNPS at the time of order. Each order of individually packaged boards and/or map rail accessories shall be shipped to Plant Services 12580 Patrick Henry Dr. Newport News, VA 23602.

Q: As this is a large order with only a single listed address, can you please confirm that the pricing should reflect a full installation included?

Response: No installation services are needed or required by vendor. NNPS will install all boards and map rail accessories. No installation services are needed by the vendor; NNPS will install all boards and map rail accessories.

Q: For “NNPS shall not be charged for any returned or damaged items” does that include items delivered/installed that are not damaged in any way? Typically, these types of things would accrue a restocking fee if there was nothing wrong with the items

Response NNPS will place orders based on need at that time. If appropriate items that meet requirements and specifications are received, no returns are anticipated since NNPS will install the boards and accessories. Only damaged or incorrect items should need to be returned, and NNPS should not be charged a restocking fee, freight, shipping, or handling charges on any returns.

6. Could you kindly let us know if partial bidding is allowed for this project? Additionally, our product is not from the brand reference mentioned. Would it be necessary to obtain your approval for this? Partial bidding is not permitted. The brand referenced in the specifications is provided for reference purposes only. As the specified product is no longer available, bidders are expected to submit pricing for products that most closely match the originally specified item in terms of performance, quality, and intent. Approval of such is not a requirement but products will be reviewed upon bid opening for conformity.
7. Will there be a minimum order? All orders are based upon the needs of NNPS at the time of order. NNPS usually order at least 6 of each of the items needed (boards). Accessories such as map rail will be ordered in quantities that meet the need of NNPS at the time of order. If the manufacturer has a minimum order requirement, that needs to be communicated and included in bid information.
8. On the line items that you want pricing for is the total extended price to include freight for the quantities listed. Quantities in bid documents are estimated annual usage only. Quantities per order will vary depending on the needs of NNPS at the time of order. If the manufacturer has a minimum order requirement, that needs to be communicated and included in bid information. It is preferred to have all pricing to be full freight allowed: “FOB destination”

End of Addendum #1

All other provisions of the IFB shall remain unchanged.

Sincerely,

Karlene Greenhow, VCA, VCO  
Procurement Specialist  
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