



**April 15, 2025
Addendum #1
FOR IMMEDIATE ATTENTION**

Addendum No.1 TO ALL BIDDERS:

REFERENCE: INVITATION FOR BID:

IFB#016-0-2025/KG

For Delivery To:

Classroom Math Kits

Bid Due:

Newport News Public Schools

April 28, 2025 at 11:00 A.M. EST

The above is hereby changed to read:

1. Update to Electronic Bid Submissions: Reference Page 1:

***ELECTRONIC BIDS** All bids/proposals may be submitted electronically online via eVA until Closing Date and Closing Time as specified in this solicitation including any addenda issued by this office using the Bidder's established eVA Supplier Account. The entire bid/proposal response including any /all attachments and any/all addenda must be submitted electronically via eVA, in person no later than the closing date and time stated in the solicitation posting. Faxed or emailed bids will not be accepted. Newport News Public Schools is not responsible for electronic late delivery.

Bidders are highly encouraged to anticipate and plan for technical or heavy email transmission traffic at the last minute and should email responses ahead of the time posted. All inquiries for information regarding this Invitation for Bid should be directed to Karlene Greenhow at karlene.greenhow@nn.k12.va.us.

2. Responses to Pre-Bid Questions:

- a. I have reviewed the materials for IFB016-0-2025/KG and noted that quite a few of the individual line items have a quantity of (1) in the unit of measure column but seem as though they should have a larger quantity specified. Also, some items have a quantity listed in one lot,

but not another. An example of this would be counting bears. Should we assume if there is a quantity for one lot then the quantity would be the same for other lots as well? **Refer to the updated price list.**

- b. I have attached a copy of the list of contents that has the lines highlighted where I think additional clarification on quantities would be helpful. Sometimes these items come in multiple size packs so it would be good to know what size is desired. For example, unifix cubes come in quantities such as 100, 200, 500 and 1,000. **Refer to the updated price list.**
- c. I would like some clarification on the amount of kits you will be needing. The items in LOT 1 for example, will you need 91 of that complete LOT? So, 91 storage boxes filled with the rest of the items on the list. Or do you need those items on the list packaged into 91 kits? **Refer to the updated price list.**
- d. I have a question about how to fill out attachment A. **The total for each lot times the number of kits per grade level on page 5, General requirements, number 8.**
- e. Are there any reference brands and part numbers available? **Refer to the updated price list.**
- f. During the pre-bid meeting there was reference to an addendum with updated quantities. I do not currently see it on the proposal's website. Can you direct me to where I can find that, or how do we access that document? **Please refer to Special Instructions to the Bidder on page 6, Letter E.**
- g. During the pre-bid conference via Zoom, there was a revised Attachment A- pricing schedule quantities that included quantities and a bit more information for the products in each kit. I understand that there will not be an addenda for the quantities until April 14th, but would it be possible to get a copy of the revised Pricing Schedules so we can see if we have any questions on that as well? **Please refer to Special Instructions to the Bidder on page 6, Letter E.**
- h. We wanted to know when the vendor questionnaire/addendum shall be published? **Please refer to Special Instructions to the Bidder on page 6, Letter E.**
- i. I wanted to follow up on the Math Kit Solicitation materials. I believe during the pre-bid conference you showed an updated version of the response sheet with the additional quantity details, but I don't see that version updated to eVA. Is that something you can upload so the full details are included? **Please refer to Special Instructions to the Bidder on page 6, Letter E.**
- j. What date will the vendor be notified of award? **The bid closes on April 28th at 11:00 am EST, the apparent low bidder that has been determined to be responsive and responsible will be notified after the bids are reviewed.**
- k. What date can the awarded vendor expect the purchase order? **Please refer to Special Terms and Conditions on page 16, Letter A.**
- l. Is delivery to the NNPS warehouse or multiple schools? The RFP (page 5) states delivery to the warehouse (A-5) but also notes delivery to designated schools (B-6). If to multiple schools, how many? **The Classroom Math Kits will be delivered to the Warehouse located at 12551 Patrick Henry Drive Newport News VA 23602, only.**
- m. Delivery of kits by June 30th. Is this deadline for a specific need (such as a funding deadline)? Can delivery be accepted after this date? **The kits need to be delivered by June 30th so that administrators will have time to do inventory and disseminate when teachers return as well as for on-site PD in July. We could extend the deadline to mid-July if needed.**

- n. Most product descriptions are vague in terms of detail and package sizes. Can the customer provide further specifications/package sizes for their needs? If vendors are left to guess, they will receive a wide range of quotes based on assumptions and not have an 'apples to apples' comparison for pricing. For example, Grade 2 below. Base ten blocks, liquid measurement set, coins and bills – can they provide specifications such as - Base Ten Units Qty/500, Base Ten Rods Qty/250, Base Ten Flats Qty/100. **Refer to the updated price list.**
- o. Items such as Fraction Bars, Cuisenaire Rods, Fraction Circles, Geoboards, etc. – these note a quantity of 1. As these are class kits, my assumption would be they would want more than 1 of each of these types of items. The addition of Package Sizes or updating the quantity per kit is needed. **Refer to the updated price list.**
- p. For items such as the coins, are there specific coins needed? Pennies, nickels, quarters, dimes, no specific number of each. It needs to be a reasonable range for each type.
- q. For the base ten are you looking for units, rods, flats, and thousands cube, and are all the grade levels requesting them? **Yes, base ten set that include units, rods, flats, and tubes. Each grade level has different items designated but whatever we requested base ten, we would like the entire set.**
- r. For the exploragons, are there specific pieces required? **Exploragons do require specific pieces, but we do want a set.**
- s. Do you want the fraction bars and circles to be labeled or unlabeled or is there no preference? **We prefer unlabeled but labeled is also acceptable.**
- t. The liquid measuring sets, what types of items are required, measuring cusps, spoons, jars? **The liquid measurement sets refer to US customary containers such as gallons, pint, quarts. Liquid measurement set should include containers and measuring cups.**
- u. Grades 1 & 2 require yellow and blue pony beads, is yellow a required color or can it be two different colors of pony beads? **Pony beads listed are preferred but two (2) distinct colors is what is most important.**

3. Attachment A – Pricing Schedule Price Clarifications:

Lot 1

Line Item#

Number 1. Do they want all items to be packed into storage bins even if it takes multiple bins per kit? Or do they want just one bin per kit, and pack remaining items and oversized items in cardboard boxes? **All items are to be placed in bins.**

Number 3-4 Foam or plastic? quantity? **Whichever is less expensive, if cost is not a factor, form would be the first choice.**

Number 14 Foam or plastic? quantity? **Whichever is less expensive, if cost is not a factor, form would be the first choice.**

Number 15- 2 bar or 10 bar? **The two bar is acceptable unless the 10 bar is less expensive.**

Number 16- Quantity? Refer to the updated price list, Attachment “A”. 2 bar or 10 bar?

Mini or standard? Standard

Number 17 - Size preference? Foam or plastic? quantity? Whichever is less expensive, if cost is not a factor, form would be the first choice.

Number 18 - Quantity? Flat write and wipe? Or tactile foam? Flat write and wipe

Number 19- Quantity- Refer to the updated price list, Attachment “A”.

Number 20- Quantity- Refer to the updated price list, Attachment “A”.

Number 22- 84 pieces but is not age appropriate for K? See the updated price list, Attachment "A".

Number 24- Do you have a reference product? Do you need bug-shaped counters or realistic looking bug figurines? Bug shaped

Number 25- Do you have a reference product? Should the gems be uniform in shape but multicolor, or varying shapes/sizes/colors? They can be varied.

Number 26- Refer to the updated price list, Attachment “A”.

Number 27- Refer to the updated price list, Attachment “A”.

Lot 2

Line Items

Number 1 Do they want all items to be packed into storage bins even if it takes multiple bins per kit? Or do they want just one bin per kit, and pack remaining items and oversized items in cardboard boxes? All items are to be placed in bins

Line Items 2-29 Refer to the updated price list, Attachment “A”.

Lot 3

Line Items

Number 1- Do they want all items to be packed into storage bins even if it takes multiple bins per kit? Or do they want just one bin per kit, and pack remaining items and oversized items in cardboard boxes? All items are to be placed in bins

Number 8- Preferred material - plastic/wood? The preferred material is the lowest price.

Quantity of sets requested. Refer to the updated price list, Attachment “A”.

Number 10- Blank or numbered? **Prefer blanks.** Quantity? **Refer to the updated price list, Attachment "A".** Do they mean Fraction tiles? **Tiles**

Number 13- Quantity? **Refer to the updated price list, Attachment "A".** Size Preference **4x4 squares or similar**

Number 15- Only student size clocks? Or the set of demonstration and student combined? **Student clocks only unless the demonstration clock is included at a better price.**

Lot 4

Line Items

Number 1- Do they want all items to be packed into storage bins even if it takes multiple bins per kit? Or do they want just one bin per kit, and pack remaining items and oversized items in cardboard boxes? **All items are to be placed in bins.**

Number 7- Demo or Student sized? **Demo**

Number 15- The game for LER? **Yes**

Number 21- Is this foam or plastic pill box WITH foam dice? How many sides to the dice? **Six (6)-sided dice made of foam.**

Lot 5

Line Items

Number 1- Do they want all items to be packed into storage bins even if it takes multiple bins per kit? Or do they want just one bin per kit, and pack remaining items and oversized items in cardboard boxes? **All items are to be placed in bins.**

Lot 6

Line Items

Line 12- Coins? Bills? Both? **Both**

All other provisions of the IFB shall remain unchanged.

Sincerely,

Karlene Greenhow, VCA, VCO Procurement Specialist
karlene.greenhow@nn.k12.va.us
757-591-4525 x 10753

Name of Firm

Signature/Title

Date



Optional/Mandatory (Pre-Bid) Conference Agenda

(April 3, 2025)

IFB#016-0-2025/KG

Location: Zoom Virtual Meeting or In-person (*physical location of meeting*)

Introductions:

Karlene Greenhow, Procurement Specialist

Lori Wall, Director of Elementary Teaching and Learning

Lisa Coffman, Elementary Math Supervisor

Contract Administrator/End User Name, Title

(Include evaluation committee members if applicable)

Pass out a sign-in Sheet and remind participants to print legibly if holding the conference in person; for Zoom conferences, names shall be documented as well

Optional/Mandatory Pre-Bid/ Pre-Proposal Conference: This conference is held to answer any questions regarding the IFB#016-0-2025/KG. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage.

Purpose: The purpose of this IFB#016-0-2025/KG is to solicit sealed bids from qualified bidders to produce a basic kit of math materials for teachers K-5th grade..

- 1. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this IFB#016-0-2025/KG or any subject related to this IFB is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent.

All questions and communication shall only be made with the Procurement Officer facilitating the IFB.

- 2. IFB Deadline:** Offeror shall ensure its Bid is time-stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of the solicitation.

Bids received after April 28, 2025, at 11:00 A.M. (time stamped 11:01 A.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late".

- 3. Deadline for Questions:** Offerors must submit questions regarding the *Invitation for Bid* in writing to the Issuing Office at karlene.greenhow@nn.k12.va.us no later than **11:00 A.M. EST, April 14, 2025**. Necessary replies will be issued to all *Bidders* of record as addenda that shall become part of the contract documents. Oral discussions do not form a part of the bid documents. Bidder is responsible for checking www.eVA.virginia.gov, <https://sbo.nn.k12.va.us/purchasing/>, or contacting the issuing Office within 48 hours prior to the Bid closing to secure any addenda.



4. **IFB Submission:** Please refer to page #7 of the IFB, Letter G, Bid Submittal Submission requirements, and ensure all requested documents are included in your bid submittal.
5. **Contract Term:** The resulting contract will be for one (1) year commencing on the date of award.
6. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the solicitation.
7. **Turn over to the T & L Elementary team to take questions from Prospective Bidders**

NNPS recommends including the brand and include sufficient descriptive literature, pictures, catalog cuts, and/or technical details to enable NNPS to determine if the product meets the requirements of the solicitation.

(ATTACHEMENT "A" TOTAL = LOT 1 + LOT 2 + LOT 3 + LOT 4 + LOT 5 + LOT 6 = BID TOTAL \$ _____)

Kindergarten Classroom Materials List

Line Item	Materials Description	Unit of Measure	Per Classroom Price
1	1 Plastic Storage Container with Lid	1	
2	Buttons (bag of 2,000)	1	
3	Coins (768 piece set)	1	
4	Color tiles (class set of 400)	1	
5	Counters-two colors (bag of 200)	2	
6	Counting bears (large) (60)	2	
7	Counting bears (small) (90)	1	
8	Counting stackers (500)	1	
9	Dot pattern cards (set of 39)	1	
10	Five frames (set of 10)	3	
11	Number bond cards (75 pcs)	1	
12	Number cubes (dice - class set of 36)	1	
13	Number paths (set of 10)	1	
14	Pattern blocks (sets of 250)	6	
15	Rekenrek-teacher (1 unit)	1	
16	Rekenrek-individual student (1 unit)	6	
17	Shapes (circles, triangles, squares, rectangles) (set of 60)	2	
18	Ten frames (44 cards)	2	
19	Unifix cubes (box of 1,000)	1	
20	Blank 1 inch colored foam cubes (216 pieces)	1	
21	Dry Erase Pockets (30 pack)	1	
22	Exploragons (set of 84)	1	
23	Hundreds Charts (10 pack)	3	
24	Plastic Bugs (bag of 100)	3	
25	Plastic Gems (bag of 100)	3	
26	Plastic trays (pack of 10)	3	
27	Red/White Beaded Number Lines (to 100 in groups of 10) (set of 10)	1	

LOT 1 LINES 1-27 _____ + FREIGHT (IF APPLICABLE) _____ = TOTAL \$ _____

Grade 1 Materials List

Line Item	Materials Description	Unit of Measure	Per Classroom Price
1	Plastic Storage Container with Lid	1	
2	Balance scales (1 piece)	4	
3	Bear counters-large (60 bears)	2	
4	Bear counters-small (90 bears)	1	
5	Coins (set of 768)	1	
6	Color tiles (set of 400)	1	
7	Counters-two color (pack of 200)	2	
8	Dot pattern cards (pack of 39)	1	
9	Five frames (pack of 44)	1	
10	Geoboards (set of 12)	1	
11	Hundreds chart (set of 10)	3	
12	Judy clock set (set of 25)	1	
13	Liquid volume set (19 piece set)	1	
14	Number bond card (pack of 90)	1	
15	Number paths (set of 10)	3	
16	Pattern blocks (box of 250)	1	
17	Pony beads-blue (package of 1,000)	2	
18	Pony beads-yellow (package of 1,000)	2	
19	Rekenrek-individual student (1 unit)	6	
20	Rekenrek-teacher (1 unit)	1	
21	Shapes (circles, triangles, squares, rectangles) (box of 60)	2	
22	Straws (package of 100)	4	
23	Ten frames (pack of 44)	2	
24	Unifix cubes (box of 1,000)	2	
25	Base Ten Blocks (class set)	1	
26	Blank Foam Cubes (pack of 100)	1	
27	Exploragons (set of 80)	1	
28	Irregular Polygons (4 sets)	1	

LOT 2 LINES 1-28 _____ + FREIGHT(IF APPLICABLE) _____ = TOTAL \$ _____

Grade 2 Classroom Materials List

Line Item	Materials Description	Unit of Measure	Per Classroom Price
1	Plastic Storage Container with Lid	1	
2	3-D shapes (set of 6)	2	
3	Balance scales (1 piece)	4	
4	Base ten blocks (class set)	1	
5	Bear counters-small (bag of 90)	1	
6	Coins and bills (set of 768)	1	
7	Counters-2 color (bag of 200)	2	
8	Cuisenaire rods (classroom kit)	1	
9	Digital scale (1 piece)	4	
10	Fraction bars (set of 51)	1	
11	Fraction circles (set of 51)	1	
13	Geoboards (set of 12)	1	
14	Hundreds chart (pack of 10)	3	
15	Judy clock set (set of 25)	1	
16	Liquid measuring set (19 piece set)	1	
17	Measuring cups (5 piece set)	1	
18	Miras (5 pieces)	1	
19	Number lines (set of 90)	3	
20	Pattern blocks (box of 250)	1	
21	Place value mats (set of 6)	5	
24	Rulers (pack of 32)	1	
25	Square tiles (container of 800)	1	
26	Unifix Cubes (box of 1,000)	1	

LOT3 LINES 1-26 _____ + FREIGHT(IF APPLICABLE) _____ = TOTAL \$ _____

Grade 3 Classroom Materials List

Line Item	Materials Description	Unit of Measure	Per Classroom Price
1	Plastic Storage Container With Lid	1	
2	2-Sided Counters (pack of 200)	2	
3	Coin & Bills Set (700 piece set)	2	
4	Cuisenaire Rods (class set)	1	
5	Fraction Circles (set of 51)	1	
6	Fraction Strips (15 sets of 51)	1	
7	Judy Clock (set of 25)	1	
8	Math Balances (1 unit)	4	
9	Meter Sticks (pack of 10)	1	
10	Pentominoes (set of 6)	1	
11	Polygon Set (450 pieces)	1	
12	Rulers (pack of 32)	1	
13	Scales (pounds & kilograms)	4	
14	Yard Sticks (pack of 10)	1	
15	Money Bags (1 piece)	1	
16	Exploragons (set of 80)	1	
17	Pattern Blocks (box of 250)	2	
18	1 pound weight (2 units)	3	
19	Kilogram weight (2 units)	1	
20	Liquid Measurement Items (maybe not a whole kit) (19 piece kit)	2	
21	Number generators (dice) (set of 20 foam)	1	
22	1 inch square tiles (800 pieces)	1	
23	Playing Cards (12 packs)	1	
24	Base Ten Blocks (class set)	1	

LOT 4 LINES 1-24 _____ + FREIGHT (IF APPLICABLE) _____ = TOTAL \$ _____

Grade 4 Classroom Materials List

Line Item	Materials Description	Unit of Measure	Per Classroom Price
1	Plastic Storage Container With Lid	1	
2	2-Sided Counters (pack of 200)	2	
3	Base Ten Blocks (class set)	1	
4	Cuisenaire Rods (class set)	1	
5	Exploragons (set of 84)	1	
6	Fraction Circles (set of 51)	1	
7	Fraction Strips/Decimal Strips (15 sets of 51)	1	
8	Liquid Measurement Set (19 piece kit)	1	
9	Meter/Yard Sticks (pack of 10)	1	
10	Pentominoes (set of 6)	1	
11	Scales (pounds & kilograms) (1 piece)	4	
12	Solid Figures Set (15 piece set)	2	
13	Spinners (set of 6)	2	

LOT 5 LINES 1-13 _____ + FREIGHT (APPLICABLE) _____ = TOTAL\$ _____

Grade 5 Classroom Materials List

Line Item	Materials Description	Unit of Measure	Per Classroom Price
1	Plastic Storage Container With Lid	1	
2	1 inch cubes (pack of 200)	2	
3	Cuisenaire Rods (class set)	1	
4	Exploragons (set of 84)	1	
5	Fraction Circles (15 sets of 51)	1	
6	Fraction Strips/Decimal Strips (15 sets of 51)	1	
7	Meter/Yard Sticks (pack of 10)	1	
8	Metric Liquid Set (19 piece kit)	1	
9	Pentominoes (set of 6)	1	
10	Weighted Metric Set (set of 58)	1	
11	Color Tiles (set of 400)	1	
12	Money (700 piece set)	1	
13	Linking Cubes (set of 300)	1	
14	Geoboards (set of 6)	2	
15	Protractors (pack of 50)	1	
16	Balance Scale (1 unit)	4	
17	Rulers (set of 32)	1	
18	Dry Erase Pockets (pack of 30)	1	
19	Base Ten Blocks (class set)	1	

LOT 6 LINES 1-19 _____ + FREIGHT (IF APPLICABLE) _____ = TOTAL \$ _____

(MANDATORY/OPTIONAL) CONFERENCE

DATE : April 3, 2025

TIME: 11:00 A.M

LOCATION: Zoom

RFP/IFB: IFB#016-0-2025/KG

TITLE: Classroom Math Kits

NUMBER OF ATTENDEES: Zoom Meeting

COMPLETE COMPANY NAME, TELEPHONE # OR EMAIL ADDRESS	REPRESENTATIVE'S NAME AND TITLE (PRINTED)	REPRESENTATIVE'S NAME (SIGNATURE)
Hand2Mind rcurran@hand2mind.com	Rob Curran	
ABG Sped Consulting, LLC abgspedconsulting@gmail.com	Adriane Gay	
Hand2Mind	Kim Thomason	
School Specialty rosella.thomas@schoolspecialty.com	Rosella Thomas	
Hand2Mind	Jeff Nuzum	
School Specialist Educational Strategist	Laura Nicole Hill	
Campus Survival amy@campussurvivalkits.com	Amy Robinson	

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