



School Board of the City of Richmond Public Schools
Department of Procurement and Property Management
2395 Hermitage Road, Vatex Building
Richmond, Virginia 23220

Issue Date: October 21, 2021

ADDENDUM NO. 1

Request for Proposals No.: 21-6990-06
Dated: October 21, 2021
Closing Date: October 28, 2021 6:00 PM (Unchanged)
Relative: Submission Instructions

This Addendum No. 1 is to provide the following changes/additions to the solicitation:

Reference Cover Page. The Issue Date is September 29, 2021.

Attachment A. Delete the original Attachment A. Substitute the enclosed Attachment A.

Please take due notice hereof and be governed accordingly in submitting a response. Failure to acknowledge addenda may result in your proposal being non-responsive.

RICHMOND PUBLIC SCHOOLS

Theresa L. Harris, CPPO, CPPB, VCO, VCCO
Manager, Procurement

Attachment A – Bonfire Instructions

Submission Instructions for Bidders and Offerors

Please follow these instructions to submit via our Public Portal (www.WEBADDRESS.com).

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Signed Coversheet	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required	
Attachment B – Vendor Data Sheet	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required	
Attachment C – SCC Form	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg,	Multiple	Required	

Name	Type	# Files	Requirement	Instructions
	.jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)			
Information Sheets	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Various	Required	You will need to fill out the provided Response Template for this form.

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://rps.bonfirehub.com/projects/52566/submissions>

The Q&A period for this opportunity starts [date / time]. The Q&A period for this opportunity ends [date / time]. You will not be able to send messages after this time. Email questions will not be considered after this date and time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **6:00 p.m. October 28, 2021**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Richmond Public Schools uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>