



DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO.  
Purchasing Director

March 4, 2021

**ADDENDUM NO. 1**

**INVITATION FOR BID #21-2118-2JMH**

**SUBJECT: Promethean Interactive White Boards and Accessories**

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal:

This IFB and any addenda are available on the County of Henrico website at: <https://henrico.us/finance/divisions/purchasing/>. To receive an email copy of this document please contact [her034@henrico.us](mailto:her034@henrico.us)

1. Pg. 2, Section I, Pt. D "Specifications", Lot 1, Item (3), shall be changed to read:  
*ActivPanel Titanium 70", Product #AP7E-B70-NA-1.*
2. Pg. 2, Section I, Pt. D "Specifications", Lot 1, Item (4), shall be changed to read:  
*ActivPanel Titanium 75", Product #AP7E-B75-NA-1.*
3. Pg. 2, Section I, Pt. D "Specifications", Lot 1, Item (5), shall be changed to read:  
*ActivPanel Titanium 86", Product #AP7E-B86-NA-1.*
4. Pg. 3, Section I, Pt. D "Specifications", Lot 2, Item (9), shall be changed to read:  
*Promethean ActivSoundBar, Product #ASB-40-2.*
5. Pg. 3, Section I, Pt. D "Specifications", Lot 2, Item (10), shall be changed to read:  
*ActivBoard Digital Pen, Product #AP-PEN-2.*
6. Pg. 3, Section I, Pt. D "Specifications", Lot 2, Item (11), shall be changed to read:  
*ActivPanel Adjustable Mobile Stand, Product #AP-ASM-70.*
7. Pg. 3, Section I, Pt. D "Specifications", Lot 2, Item (14), shall be changed to read:  
*Promethean Chromebox, Product #CHRM2-CP4R128S.*
8. Please replace pg. 19 and 20, "Bid Form", with the attached "REVISED – Bid Form".
9. See attached "Questions and Answers".

Please acknowledge the receipt of Addendum No. 1 dated March 4, 2021 on your REVISED BID FORM when returning your Bid package. If your bid has already been delivered, please return this addendum under separate cover referencing the IFB number, due date and time on the outside of the envelope. Failure to acknowledge this addendum may result in your bid being declared non-responsive. All other general terms, conditions and specifications shall remain the same.

Sincerely,

Justin M. Herbaugh  
Procurement Analyst II  
(804) 501-5680  
[her034@henrico.us](mailto:her034@henrico.us)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**IFB #21-2118-2JMH**  
**Promethean White Boards and Accessories**  
**Questions and Answers**  
**March 4, 2021**

- Q1. I'm writing you in response to the current interactive flat panel RFP. The premium education BenQ interactive flat panels are replacing promethean boards nationwide and I'd love to provide you with special pricing and a possible onsite or virtual demo as well. Can you please confirm that we can participate in this RFP to support your school.**
- A1. This solicitation is an IFB for Promethean White Boards and Accessories and not a RFP to replace the existing inventory. Henrico County Public Schools ("HCPS") have standardized on Promethean products and its technicians are certified with Promethean product repairs. At this time, a demo of BenQ flat panel is not necessary. Additionally, Promethean ActivPanels are still in production with no plans to stop.
- Q2. We are under the impression that Promethean was moving away from manufacturing and supporting their 78" and their 88" interactive whiteboards?**
- A2. Promethean has stated that their 78" and 88" boards are still in production.
- Q3. The Solicitation (21-2118-2JM) asks for "No Substitutes" and we wanted to let you know that our interactive whiteboards work flawlessly when using Promethean ActivInspire, SMART Notebook or any other educational software Henrico County may be currently working with.**
- A3. HCPS has standardized Promethean White Boards with teachers and technologies across all schools. County technicians are certified to repair Promethean Boards. The County has no plans to switch its standardized inventory or introduce a hybrid inventory at this time.
- Q4. There are part number discrepancies with items #3, 4, 5, 9, 10, 11, 14. Please advise.**
- A4. See attached Addendum No. 1.

**REVISED - BID FORM**

County of Henrico  
Department of Finance  
Purchasing Division  
8600 Staples Mill Road  
P. O. Box 90775  
Henrico, Virginia 23273-0775

I/We hereby propose to furnish all tools, labor and equipment necessary to provide inside delivery of Promethean Interactive White Boards and Accessories, in accordance with the enclosed general terms, conditions and specifications contained in **IFB No. 21-2118-2JMH**. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

**PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges shall be included in the bid price.**

**Quantities listed are an estimate only; actual usage could be more or less during the contract period.**

**BIDDERS MUST BID ON ALL ITEMS TO BE CONSIDERED FOR AWARD. IF OFFERING ANY ITEM AT NO CHARGE, INDICATE \$0.00 ON THE BID FORM FOR THAT LINE ITEM.**

<b>Lot 1: Promethean Interactive White Boards (No Substitutes)</b>				
		A	B	C
Item	Description	Price	Est. Quantity	Extended Price (A x B = C)
1	ActivBoard 10 Touch 78", Product #AB10T78D.	\$_____	50	\$_____
2	ActivBoard 10 Touch 88", Product #AB10T88D.	\$_____	20	\$_____
3	ActivPanel Titanium 70", Product #AP7E-B70-NA-1.	\$_____	25	\$_____
4	ActivPanel Titanium 75", Product #AP7E-B75-NA-1.	\$_____	25	\$_____
5	ActivPanel Titanium 86", Product #AP7E-B86-NA-1.	\$_____	10	\$_____
<b>Lot 1 Total Extended Price:</b>				<b>\$_____</b>
<b>Lot 2: Related Accessories and Equipment (No Substitutes)</b>				
		A	B	C
Item	Description	Price	Est. Quantity	Extended Price (A x B = C)
6	ActivPen 50 (2 pack), Product #ACTIVPEN4T3-2-BK.	\$_____	35	\$_____
7	ActivPen 50 (10 pack), Product #ACTIVPEN4T3-10-N.	\$_____	50	\$_____
8	Student ActivPen 50 (2 pack), Product #ACTIVPEN4S3-2-BK.	\$_____	10	\$_____
9	Promethean ActivSoundBar, Product #ASB-40-2.	\$_____	100	\$_____

10	ActivBoard Digital Pen, Product #AP-PEN-2.	\$_____	10	\$_____
11	ActivPanel Adjustable Mobile Stand, Product #AP-ASM-70.	\$_____	50	\$_____
12	Projector Remote Control, Product #DLP-Remote.	\$_____	3	\$_____
13	ActivInspire Professional Edition License, Product #INSPSERIALMU2.	\$_____	25	\$_____
14	Promethean Chromebox, Product #CHRM2-CP4R128S.	\$_____	50	\$_____
15	ActivConnect OPS, Product #ACON1-OPS.	\$_____	50	\$_____
16	Audio Enhancement Microphone Micro Teardrop Kit with Teardrop Mic (Teacher), Product #IR-9025.	\$_____	5	\$_____
17	Audio Enhancement XD Teardrop Mic Kit, Product #XD-9025.	\$_____	5	\$_____
18	Audio Enhancement XD Handheld Mic Kit, Product #XD-9050.	\$_____	5	\$_____
19	Audio Enhancement CA-60 Amplifier, #AM-9001.	\$_____	5	\$_____
20	Audio Enhancement Sentinel XD System 4 Ceiling/Wall Speakers, Product #XD-8002.	\$_____	5	\$_____
21	Audio Enhancement Mini Media System with Amp/Power Supply, Product #AM-9004.	\$_____	5	\$_____
22	Audio Enhancement Mini Media System 4 Ceiling/Wall Speakers (AV System), Product #SP-9104.	\$_____	5	\$_____
23	Audio Enhancement Mini Media System 2 Ceiling/Wall Speakers (AV System), Product #SP-9102.	\$_____	5	\$_____
24	Audio Enhancement XD Receiver, Product #XD-9001.	\$_____	5	\$_____
<b>Lot 2 Total Extended Price:</b>				\$_____
<b>Total Bid Price (Lot 1 + 2):</b>				\$_____

Please indicate percent discount off **Promethean** MSRP list on items not within Lot 1 or Lot 2: \_\_\_\_% **Discount**

Please indicate percent discount off **Audio Enhancement** MSRP list on items not within Lot 2: \_\_\_\_% **Discount**

My/Our payment terms are:\_\_\_\_\_. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible Bidder if the Bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

Indicate whether your business \_\_\_\_\_is or \_\_\_\_\_is not located in the County, if it is, please include a copy of your County business license with your bid.

I/We acknowledge the receipt of:

Addendum No.\_\_\_\_\_Dated\_\_\_\_\_.

Addendum No.\_\_\_\_\_Dated\_\_\_\_\_.

Addendum No.\_\_\_\_\_Dated\_\_\_\_\_.