

NOTE: Fairfax County Public Schools conducts all procurement activities in accordance with delegated authority from the Purchasing Agent of Fairfax County Government. Bids submitted in response to FCPS' solicitations must be submitted electronically through Euna Procurement (formerly known as Bonfire) on or before the date and time stipulated in the solicitation.

IFB 2000004215
Award and Recognition Gifts

IMPORTANT NOTICE
THIS IS AN ELECTRONIC PROCUREMENT (eBID)
SUBMISSIONS WILL ONLY BE ACCEPTED ELECTRONICALLY VIA THE EUNA
PROCUREMENT/BONFIRE PORTAL (<https://fcps.bonfirehub.com>)

Fairfax County Public Schools (FCPS) uses a procurement portal powered by Euna Procurement / Bonfire Interactive for accepting and evaluating bids. To register, visit <https://fcps.bonfirehub.com>. Additional assistance is also available at Support@GoBonfire.com.

Submitting bids via the Euna Procurement / Bonfire portal is **mandatory**. FCPS will not accept bids submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (e-mail) in response to this IFB. Reference section titled "Submission of Bids" in the Special Provisions.

FCPS strongly encourages bidders to submit bids well in advance of the bid submission deadline. A bid submission is not considered successful unless all necessary files have been uploaded and the 'Submit & Finalize' step has been completed. Bidders are responsible for the consequences of any failure to plan ahead in the submission of its bid.

An optional **pre-bid conference** will be held on August 28, 2025 at 12 p.m. via Zoom Video Conference. Those interested in attending the pre-bid conference must contact Hamed Hameedi at hhameedi@fcps.edu to obtain the Zoom link. Refer to Special Provisions, Para. 3 for additional information.

All questions pertaining to this IFB must be submitted in writing to the Contract Specialist, Hamed Hameedi at hhameedi@fcps.edu no later than September 2, 2025 at 10 a.m. Eastern Time.

ISSUE DATE: August 21, 2025	INVITATION FOR BID: IFB 2000004215	TITLE: Award and Recognition Gifts
DEPARTMENT: Department of Human Resources	DUE DATE/TIME: September 10, 2025 at 10 a.m. ET	CONTRACT SPECIALIST: Hamed Hameedi at hhameedi@fcps.edu

Bids - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the bid is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

Note: Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

E-Mail Address:

Federal Employer Identification No:

OR

Federal Social Security No.
(Sole Proprietor):

Prompt Payment Discount: ____% for payment within ____ days /
net ____ days

State Corporation Commission (SCC)
Identification No.:

By signing this bid, Bidder certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders as described in Appendix A, the Certification Regarding Ethics in Public Contracting set forth in Appendix B, and by any other relevant certification set forth in Appendix B.

BUSINESS CLASSIFICATION – Described in Appendix B - CHECK ONE: ☐ LARGE (Y) ☐ SMALL (B)

☐ MINORITY-OWNED SMALL (X)
☐ WOMEN OWNED LARGE (A)

☐ MINORITY OWNED LARGE (V)
☐ NON PROFIT (9)

☐ WOMEN-OWNED SMALL (C)

CHECK ONE:

☐ INDIVIDUAL

☐ PARTNERSHIP

☐ CORPORATION

State in which Incorporated: _____

Vendor Legally Authorized Signature

Print Name and Title

Date

Sealed bids subject to terms and conditions of this invitation shall be submitted through Euna Procurement / Bonfire at
<http://fcps.bonfirehub.com>

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

