

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.

Invitation for Bids (IFB) 2000004409
HVAC Filters

IMPORTANT NOTICE
THIS IS AN ELECTRONIC PROCUREMENT (eBID)
SUBMISSIONS WILL ONLY BE ACCEPTED ELECTRONICALLY VIA THE EUNA PROCUREMENT
(FORMERLY KNOWN AS 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.

The complete solicitation package, including all requirements, specifications, and submission instructions, is available electronically through the Euna Procurement / Bonfire portal.

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 7, 2026 at 10:00am EST via Zoom Video Conference. Those interested in attending the pre-bid conference must contact the Contract Specialist, Humaira Hassan at hfhassan@fcps.edu to obtain the Zoom link. Refer to Special Provisions, Para. 2 for additional information.

All questions pertaining to this IFB must be submitted in writing to the Contract Specialist Humaira Hassan at hfhassan@fcps.edu no later than August 14, 2026 at 5:00P.M. Eastern Time.

ISSUE DATE:	INVITATION FOR BID:	TITLE:
DEPARTMENT:	DUE DATE/TIME:	CONTRACT ADMINISTRATOR: 571-423-_____ or _____@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, 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.: _____
Firm name	
_____	E-Mail Address: _____
Address1	
_____	Federal Employer Identification No: _____
Address2	OR _____
_____	Federal Social Security No. _____
City, State	(Sole Proprietor)
_____	Prompt Payment Discount: _____% for payment within _____ days/net _____ days
Zip code	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) ☐ MINORITY OWNED LARGE (V) ☐ WOMEN-OWNED SMALL (C)

☐ WOMEN OWNED LARGE (A) ☐ NON-PROFIT (9)

CHECK ONE: ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

Vendor Legally Authorized Signature	Date
Print Name and Title:	

Sealed bids subject to terms and conditions of this Invitation for Bid shall be submitted through Euna Procurement (formerly known as Bonfire) at <http://fcps.bonfirehub.com>

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

