



**Newport News Public Schools**

**ISSUING OFFICE:**

PURCHASING DEPARTMENT  
12465 WARWICK BOULEVARD  
NEWPORT NEWS, VA 23606-3041  
PHONE: (757) 591-4525  
FAX: (757) 591-4634

**ELECTRONIC SUBMISSION:** All submissions may be submitted electronically online via eVA until the Closing Date and Time specified in this Request for Information, including any addenda issued by this office, using the Bidder's established eVA Supplier Account. All inquiries for information regarding this RFI should be directed to John Pack Jr. at john.pack@nn.k12.va.us or (757) 591-4500 extension 10755.

**COMMODITY:** Uniforms

**NIGP CODE(S):** 20085, 20086, 20087, 20088, 98386

**PLEASE FILL IN BIDDER'S NAME & ADDRESS IN THE SPACE PROVIDED BELOW:**

**DATE:** February 03, 2026

Attention of Bidder is directed to the  
*Code of Virginia*, § 2.2-4367 to § 2.2-4377  
**Ethics in Public Contracting**

**RFI ITEM NO.**  
023-0-2026/JP

**CONTRACTING OFFICER**  
John Pack Jr.

**CLOSING ON**  
**DATE:** February 13, 2026  
**TIME:** 02:00 PM EST

**THIS WILL NOT RESULT  
IN A CONTRACT**

**THIS IS NOT AN ORDER**

THE SCHOOL BOARD OF THE CITY OF NEWPORT NEWS, HEREINAFTER REFERRED TO AS NEWPORT NEWS PUBLIC SCHOOLS (NNPS) OR "OWNER", RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE BID PROCESS. THE SPECIFICATIONS IN THIS RFI ARE INTENDED AS A QUALITY INDICATOR AND GUIDE FOR BIDDING AND UNLESS OTHERWISE STATED, NNPS WILL CONSIDER ALTERNATE BIDS OF EQUAL OR BETTER QUALITY, WHICH WILL BE ACCCOMPANIED BY DESCRIPTIVE LITERATURE.

This public body 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, sexual orientation, gender identity, national origin, age, disability, political affiliation, veteran status, status as a military family or any other basis prohibited by state law relating to discrimination in employment.

**DESCRIPTION OF GOODS/SERVICES**

School Security Officer Uniforms

**ACKNOWLEDGE RECEIPT OF ADDENDUM (as applicable):** #1  #2  #3  #4  #5  (Please Initial)

IN COMPLIANCE WITH THIS REQUEST FOR INFORMATION AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED BY THE COMPANY.

**Authorized Agent:**

Signature

Type or Print Name

Type or Print Title

Company FEIN/TIN#

Phone Number

Fax Number

Email Address

## **I. PURPOSE**

The purpose of this Request for Information (RFI) is to obtain non-binding estimates for budgetary purposes and obtain information on school security officer uniforms. Please note that this is not a Request for Proposals (RFP) or an Invitation for Bids (IFB), but rather a Request for Information (RFI) which affords vendors the opportunity to inform NNPS of the current capabilities available in the market. Information obtained as a result of this RFI may be used to develop requirements for an RFP or IFB. All information provided in response to this RFI is subject to the Freedom of Information Act (FOIA). In the event a vendor invokes protection of any information you deem as trade secret or proprietary, it is advised to include a redacted copy of your RFI submission.

## **II. BACKGROUND**

Newport News Public Schools is the ninth largest school district in the Commonwealth of Virginia. NNPS is an urban school system educating approximately 29,786 students in 3 early childhood centers, 24 elementary schools, 7 middle schools, 5 high schools, and 1 middle/high combination school. NNPS also provides programs for at-risk students in addition to special education programs. A listing of all NNPS locations may be accessed via the official website at <https://sbo.nn.k12.va.us/schools>. NNPS employs approximately 4,688 employees in a variety of educational, leadership, professional, technical, clerical, service, maintenance, and support positions.

## **III. SCOPE OF SERVICES**

### **A. Overview of Requirements:**

1. NNPS is issuing this RFI to gather information from the vendor community for school security officer uniforms for the school district and ensure NNPS' officers are dressed professionally and ready for work. This shall include recommendations to purchase versus rent uniforms, or any combination thereof.
  - a. NNPS currently employs approximately 118 full-time security officers, and 15 substitute security officers (with the option to hire up to 30).
    - i. NNPS security officers utilize the following uniforms:
      1. Black short sleeve polo shirt with embroidered NNPS school security officer badge on the front chest and the wording "school security" stacked across the back. The school security officer badge is silver in color for regular officers and gold in color for lead officers.
      2. Black long sleeve fleece jacket with embroidered NNPS school security officer badge on the front chest and the wording "school security" stacked across the back. The school security officer badge is silver in color for regular officers and gold in color for lead officers.
      3. Black long cargo pants without customization. Some security officers purchase their own private cargo pants for personal reasons.
    - ii. Each full-time security officer is allowed 6 shirts, 6 pants, and 1 jacket. Each substitute security officer is allowed 3 shirts, 3 pants, and 1 jacket.

### **B. Specific Requirements:**

1. For this Request for Information, NNPS would like recommendations and non-binding estimated pricing submitted for:
  - a. Rental of the uniforms as outlined in the Overview of Requirements section above.
    - i. Pricing should not include laundering as the security officers launder their own uniforms.
  - b. Purchase of the uniforms as outlined in the Overview of Requirements section above.
2. Pricing should be itemized per garment per person. If there is a fee to customize the garments, please indicate if it is included or if it is a separate additional one-time/recurring fee, and when that fee would be charged or applicable. If there are any additional fees, please indicate them and specify when that fee would be charged or applicable. If pricing is different by garment size, please indicate pricing per size or range of sizes. Lead-times should also be included for new orders per garment type.

## IV. SPECIAL INSTRUCTIONS TO THE BIDDER

### A. Definitions:

#### 1. Issuing Office:

Wherever used in this RFI, Issuing Office will be:

John Pack Jr., *Senior Procurement Specialist*

Newport News Public Schools

Purchasing Department

12465 Warwick Boulevard

Newport News, VA 23606-3041

Phone: (757) 591-4500 extension 10755

Fax: (757) 591-4593

Email: [john.pack@nn.k12.va.us](mailto:john.pack@nn.k12.va.us)

### B. Bidders of Record:

1. Bidders receiving a copy of this RFI from a source other than the Issuing Office via <https://eva.virginia.gov> must register for a Supplier Account on the eVA platform and navigate to this Request for Information's posting to subscribe to update notifications for any addenda to the RFI.

### C. Changes or Modifications:

1. Changes or modifications to this Request for Information made prior to the date and time of closing will be addressed by addenda from the Issuing Office.

### D. Questions:

2. Vendors must submit questions regarding this Request for Information in writing to the Issuing Office at [john.pack@nn.k12.va.us](mailto:john.pack@nn.k12.va.us) no later than **February 06, 2026 at 10:00 am EST**.