



## REQUEST FOR FORMAL QUOTE (RFQ) – PRODUCTS

### Washoe County School District

Purchasing Department

14101 Old Virginia Road, Room 0

Reno, Nevada 89521-0106

Phone: (775) 850-8025

Email: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net)

Facilitating Buyers: Aprile Anderson & Gretchen Seiders

**RFQ Title: Instructional Supplies for Warehouse Inventory**

**RFQ #: 17-QF-07-23-GS**

**PUBLISH DATE: AUGUST 16, 2022**

**QUESTION DEADLINE: AUGUST 25, 2022 AT 4:30 P.M. (LOCAL TIME)**

**RFQ SUBMISSION DUE DATE/TIME: SEPTEMBER 9, 2022 AT 10:00 A.M. (LOCAL TIME)**

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Washoe County School District (WCSD) is soliciting for certain **Instructional Supplies for Warehouse Inventory**, identified on EXHIBIT A - PRICE SCHEDULE/SPECIFICATION FORM (refer to Section 1 of General Terms and Conditions) related to this solicitation in accordance with all defined terms and conditions in this document.

RFQ submissions must be submitted on the **REQUIRED FORMS (refer to Page 5)** specific to this solicitation and received in a sealed envelope or emailed directly to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) for award consideration.

The **REQUIRED FORMS (refer to Page 5)** for this RFQ are available online at [www.solicitations.washoeschools.net](http://www.solicitations.washoeschools.net).

RFQ submissions that are received verbally, via fax, by any other email other than [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net), or outside of a sealed envelope will be **REJECTED and NOT** accepted at any point of time in the RFQ process (e.g., withdrawal and/or resubmitting for updated pricing).

ALL questions/inquiries regarding this RFQ are due **no later than 4:30 pm (local time) on August 25, 2022** and are to be submitted to the Purchasing Department via e-mail to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) or directly on the Solicitations website (<https://solicitations.washoeschools.net>). Questions, inquiries, clarifications, and/or any RFQ clarifications will be answered via an Addendum and will be made available to all interested parties.

**AUTHORIZED SIGNATURES:** WCSD only accepts signatures done manually (also known as a "wet" signature) or electronic digital signatures that are certified. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in a cursive font, does NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat DC, Docu-Sign, or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on the **REQUIRED FORMS** that do not meet these requirements will NOT be accepted, the RFQ submission will be deemed "Non-Responsive" and it will be rejected. If there are any questions about this requirement, please submit a question by the Questions/Inquires deadline noted above, so that it can be answered before the RFQ submission due date/time.

The Facilitating Buyers for this RFQ are named above. Interested Submitters may NOT contact anyone else regarding this solicitation. Interested Submitters contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may be disqualified from award consideration.

**GENERAL TERMS AND CONDITIONS**

- 1. REQUIRED FORMS:** The REQUIRED FORMS specific to this solicitation are available on the Solicitations website at: <https://solicitations.washoeschools.net>. These are "Secured Documents" therefore, any interested party must be a registered user of the website to access these forms. All accepted RFQ submissions and accompanying documentation become the property of WCSD and will not be returned.
- 2. LATE RFQ SUBMISSIONS:** RFQ submissions received after the due date and time will not be accepted. The WCSD reserves the right to reject any RFQ submission that is not in compliance with all prescribed public procedures and requirements and to reject for good cause any or all RFQ submissions upon finding that it is in the WCSD's best interest to do so. If the late RFQ submission arrives via carrier, the Supplier will be given an option on how to have it returned, as rejected, at the Supplier's own cost.
- 3. CONTRACT TERM:** The Supplier will receive a WCSD Purchase Order (PO) and this RFQ's General Terms and Conditions are hereby incorporated herein by reference (Contract). The Initial Term of the Contract is for one (1) year from the date of award with four (4) optional one (1) year renewals, providing the terms and conditions remain unchanged. WCSD reserves the right to terminate this Contract in whole or in part upon providing the Supplier at least thirty (30) days written notice.
- 4. PRICE ADJUSTMENT AND COST ESCALATION:** WCSD will allow for a price increase or decrease after six months of the initial term or any renewal term. Any such price increase or decrease will be based on the current Consumer Price Index (CPI) as reported by the U.S. Bureau of Labor Statistics online at: [www.bls.gov/cpi](http://www.bls.gov/cpi). Only the percentage change, whether it is an increase or decrease, between the then-current price and the CPI change for the quarter will be granted.
- 5. QUANTITY:** The WCSD intends to procure the quantities listed on the EXHIBIT A - PRICE SCHEDULE/SPECIFICATION FORM; however, the WCSD's requirements may change before issuing a PO, and the WCSD reserves the right to increase or decrease quantities at its discretion.
- 6. INVOICING AND PAYMENT:** The awarded Supplier must issue a separate invoice for each order processed. Invoices are to be issued when the orders have been delivered and received by the WCSD, not upon receipt of the order or before. WCSD's payment terms are NET 30 after delivery and receipt of the order by WCSD. The WCSD is tax exempt and does not pay state/local taxes, interest, or late fees.
- 7. ITEM SPECIFICATIONS:** If applicable, item specifications listed on the EXHIBIT A - PRICE SCHEDULE/SPECIFICATION FORM may reflect items of known quality and are acceptable to the WCSD. If the item's specification indicates "SUBSTITUTES" or "AS EQUAL," Supplier may offer an item other than what has been specified if the item offered is equal in general style, type, quality, workmanship, the economy of operation, performance, characteristics, and suitability for the purpose intended. The Supplier must identify the name brand offered, provide descriptive literature, and be prepared to provide if requested for evaluation purposes. Failure to provide adequate descriptive literature may be a reason for WCSD to declare the Supplier as "Non-Responsive" and that specific item or the submission in its entirety not considered for award evaluation. If there is any doubt by the WCSD as to the general style, type, quality, workmanship, economy of operation, performance, characteristics, and suitability for the purpose intended, the non-specified product may be rejected in favor of another offer to provide the product specified.
- 8. SHIPPING AND DELIVERY:** The price quoted for each line item shall include all shipping and handling charges to the F.O.B. Destination listed on the PO. POs issued are for prompt or immediate shipment of the products contained thereon. Unless otherwise specified, delivery will be made not later than thirty (30) calendar days after receipt of the order (ARO). WCSD reserves the right to cancel any order if not filled within the required time without fees or legal ramifications. The PO number must appear on all invoices, packing lists, packages, shipping notices, and correspondence. All shipments of hazardous material must be accompanied by Safety Data Sheets (SDS). WCSD reserves the right to cancel any order if not filled within the required time without fees or legal ramifications. Failure for awarded Supplier(s) to deliver within the time specified may be grounds for considering the Supplier(s)

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as "Non-Responsive" and/or "Non-Responsible." In addition, WCSD reserves the right to terminate the Contract with any awarded Supplier(s) and reject future RFQ submissions for a period of up to twelve (12) months on the basis that the Supplier(s) is deemed to be "Non-Responsive" and/or "Non-Responsible."

- 9. INSTALLATION:** If applicable, for products that require installation, the Supplier shall install per the specifications in a professional manner. Supplier shall leave the work area clean and free of all discarded packaging and any debris created by the work and shall make good, to the satisfaction of WCSD's Facilities Management Department, any damage to the work of other trades caused by any installation.
- 10. AWARD CONSIDERATION:** WCSD reserves the right to award this RFQ in whole or in part, by item, group of items, or by a section where such action would serve WCSD's best interest. RFQs identified exclusively based on "ALL OR NOTHING" will be excluded from this provision. In the event of a tie, the low quote shall be determined by extending prices out to the third decimal. If a tie still exists, the award shall be determined by lottery.
- 11. BASIS AWARD:** RFQ to be awarded on a line "item-by-item" basis to the lowest priced responsive/responsible Vendor unless otherwise noted. The EXHIBIT A - PRICE SCHEDULE/SPECIFICATION FORM notes that Line Items 10, 11 and 12 will be awarded to one (1) Vendor on an "all or nothing" basis.
- 12. CERTIFICATES OF INSURANCE LIABILITY:** The awarded Supplier(s) shall not provide any products under this RFQ until satisfactory proof of all required insurance certificates and supporting documentation has been approved by the WCSD Purchasing Department. All documentation must be submitted to the Purchasing Department via email or by US Mail to:

Email: [purchasing@washoeschools.net](mailto:purchasing@washoeschools.net)

Washoe County School District  
Purchasing Department  
14101 Old Virginia Road, Room 0  
Reno, Nevada 89521

- 13. REQUIRED INSURANCE COVERAGE AND VERIFICATION:** The awarded Supplier shall, at the awarded Supplier's sole expense, procure, maintain, and keep in force for the duration of the Contract insurance conforming to the minimum limits as specified in this RFQ. The awarded Supplier shall provide to WCSD a Certificate of Insurance (COI) Form with Additional Insured Endorsement(s) affecting the coverage required. The Authorized Insurer(s) of the awarded Supplier and/or subsequent insurance company(s) issuing the policy(s) shall have no recourse against the WCSD for payment of any premiums, costs, or assessments under any form of policy. The awarded Supplier's Authorized Insurer(s) shall have no right of recovery or subrogation against WCSD. The required insurance shall be in effect prior to any services rendered and/or products procured from the awarded Supplier by WCSD and shall continue in force as appropriate based on the then-current Contract term. The "ACORD 25 Certificate of Insurance Form" or a form substantially similar must be submitted by the awarded Supplier to WCSD to evidence the insurance policies and coverages required.

The COI must be signed by a person authorized to bind coverage on the behalf of the awarded Supplier. The COI must name WCSD as the "CERTIFICATE HOLDER" as follows:

*Washoe County School District  
425 E. Ninth Street  
Reno, Nevada 89512-0106*

To substantiate the requirement of the WCSD to be named as an "ADDITIONAL INSURED," the COI's "Description of Operations/Locations/Vehicles" section shall state the following:

*The WCSD, its officers, employees, and volunteers are to be named as an "Additional Insured" on the awarded Supplier's general liability. The*

*coverages shall contain no special limitations on the scope of protection afforded to the WCSD, its officers, employees, agents, or volunteers.*

The awarded Supplier shall also provide Additional Insured Endorsement documentation affecting the coverage required. The COI shall state that if any of the described policies are canceled before the expiration date thereof, notice will be delivered following the policy provisions. Furthermore, each insurance policy shall not be suspended, voided, canceled, or non-renewed by either the awarded Supplier or the authorized Insurer without a replacement COI being provided to WCSD during the life of the Contract. Upon renewal of the policies listed, awarded Supplier, or authorized Insurer(s) shall furnish the WCSD with replacement certificates.

The awarded Supplier's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by the WCSD, its officers, employees, agents, or volunteers shall be in excess of the awarded Supplier's insurance and shall not contribute to it in any way. Any failure of the awarded Supplier to comply with the reporting provisions of the policies shall not affect coverage provided to the WCSD, its officers, employees, agents, or volunteers.

#### **14. INSURANCE LIMITS:**

##### GENERAL LIABILITY INSURANCE

During the term of this Contract, the awarded Supplier shall maintain comprehensive General Liability Insurance with the following coverages through an insurance carrier(s) licensed to do business in the State of Nevada and having a current A.M. Best rating of A-:VII or better and approved by the WCSD: (A) Premises-Operations; (B) Independent Contractor's Protection; (C) Products and Completed Operations; (D) Broad Form Property Damage; (E) Personal Injury (with Employee Exclusion deleted); (F) Blanket Contractual Liability; and (G) Property Damage Liability. Limits shall be equal to the amount carried by the successful Supplier and shall not be less than one million dollars (\$1,000,000) per occurrence combined with single limits with no less than two million dollars (\$2,000,000) aggregate.

##### AUTOMOBILE LIABILITY INSURANCE

If applicable, during the term of this Contract, the awarded Supplier shall maintain comprehensive Automobile Liability Insurance to include all owned autos, non-owned autos, and hired autos coverage through an insurance carrier(s) licensed to do business in the State of Nevada and having current A.M. Best rating of A-: VII or better and approved by the WCSD. Limits shall be equal to the amount carried by the awarded Supplier and shall not be less than one million dollars (\$1,000,000) per occurrence.

##### WORKERS' COMPENSATION INSURANCE

If applicable, during the term of this Contract, the awarded Supplier shall have Workers' Compensation coverage as required by law for the duration of the Contract to include Employer's Liability Coverage (noted at Statutory Limits) with a minimum limit of one million dollars (\$1,000,000).

##### PROFESSIONAL LIABILITY INSURANCE

If applicable, during the term of this Contract, the awarded Supplier shall maintain Professional Liability Insurance (Errors and Omissions) with minimum limits of at least one million dollars (\$1,000,000) per occurrence. The insurance required above may be proved under primary policies or by a combination of primary and excess policies. Professional Liability is not covered under additional Umbrella Liability coverage.

**15. SUBMISSION REQUIREMENTS:** Supplier must identify the brand/manufacturer of the product being quoted and a model/stock number (if applicable) even if the item being quoted is "AS SPECIFIED". Failure to do so may result in rendering that quoted item "NOT AS SPECIFIED" (NAS). All RFQ submissions must have complete specifications, including the brand/manufacturer, and model/stock number (if applicable) if quoting a "SUBSTITUTE" or "EQUAL". Failure to submit complete specifications may be cause for rejection of the entire RFQ submission or rejection of the quoted item(s). All Submitters quoting on chemical and/or toxic products must submit a Safety Data Sheet (SDS) on each related item. If applicable to this RFQ, when submitting SDS

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sheets, Submitters should identify each one with the WCSD's seven-digit stock number that is identified in EXHIBIT A - PRICE SCHEDULE/SPECIFICATION FORM (Example: WCSD #571/2450). An RFQ Submission may be withdrawn by written notification delivered via US Mail or by email to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) provided that such notice is received before the RFQ Due Date and Time.

**16. SAMPLES:** If SAMPLE(S) are requested and/or required, only if Supplier is quoting other than what is specified, the SAMPLE(S) must be provided as instructed below:

SAMPLE(S) TO SUBMITTED NO LATER THAN: **September 9, 2022 at 10:00 am (local time)**

SAMPLES ARE TO BE DELIVERED TO: **Washoe County School District  
Attn: Julie Butler  
RE: SAMPLES for RFQ #17-QF-07-23-GS  
425 E. Ninth Street  
Reno, Nevada 89512-0106**

❖ **ALL REQUIRED FORMS (SEE LIST BELOW) SPECIFIC TO THIS SOLICITATION ARE DUE WITH SUBMISSION AND ARE AVAILABLE ON WCSD'S SOLICITATION WEBSITE AT:**  
<https://solicitations.washoeschools.net>.

- 1. Request for Formal Quote (RFQ) – Products – Required Form - Signature Page**
- 2. Exhibit A – Price Schedule/Specification Form**
- 3. Public Disclosure Form**