



**Washoe County School District**

Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521  
Phone (775) 850-8025 • Fax (775) 857-3175

**REQUEST FOR PROPOSAL ~ LETTER OF INTENT**

January 28, 2025

Dear Participants and Interested Parties,

This letter is notification that pending successful contract negotiations, Washoe County School District's Purchasing Department is recommending final contract award for Kitchen Overwrap Machines, RFP #32-P-09-25-LR, to:

**SYNTEGON PACKING TECHNOLOGY**

This letter serves as notification that the formal appeal period has commenced and an original notification of an appeal must be received by WCSD's Purchasing Department no later than February 4, 2025 at 4:30 p.m. (local time). Pursuant to Nevada Revised Statute (NRS) Chapter 332.068, an appeal bond/security in an amount equal to the lesser of twenty-five percent (25%) of the total value of the proposal submitted by the company filing the notice of appeal or \$250,000, payable to *Washoe County School District* must be submitted with an original notice of appeal.

The corresponding address is as follows:

WCSD Purchasing Department  
Attn: Andrea J. Sullivan  
The Brown Center  
14101 Old Virginia Road  
Reno, Nevada 89521

Any notice of appeal must be filed in strict accordance with NRS 332.068. The Purchasing Department may not render any advice with regard to the appeal process. Submitting companies are advised to refer to NRS 332.068 and to the RFP #32-P-09-25-LR – SOLICITATION DOCUMENT available online at: [Solicitations](#) for guidance on filing a notice of appeal.

Thank you for your interest in doing business with Washoe County School District.

Sincerely,

Lorie Ramirez  
Buyer II

cc:  
Purchasing Department RFP Solicitation File