BID FORM

Washoe County School District - Purchasing Department
14101 Old Virginia Road - Reno, Nevada 89521
Phone: 775-850-8025 Email: solicitations@washoeschools.net

Bid #: 27-25-B-11-JB
PWP # WA-2027-085

Having carefully examined all of the Bid Specifications entitled **Carpet Replacement at Galena High School,** dated November 24, 2026; and the Drawings dated July 7, 2026; the addenda numbered _____; as well as the premises and the conditions affecting the work, the undersigned proposes to furnish for the stipulated sum of:

ITEM	DESCRIPTION	AMOUNT
A.	BASE BID 1	$
B.	FORCE ACCOUNT	$56,000.00
C.	**TOTAL – BASE BID 1 AND FORCE ACCOUNT (The Sum of Box A + Box B)**: All labor and materials for the **CARPET REPLACEMENT AT GALENA HIGH SCHOOL** as drawn and specified, the sum of _____ _____Dollars ($_____).	

If there is a mathematical error between the Base Bid amount and the Force Account amount and the total of those two items added together, WCSD will make the correction which may revise the Total Amount.

Any bid submission will be disqualified and rejected if the bid submission is not signed.

Bids shall be submitted on the provided Bid Form (PUR-F523) only, and all of the blank spaces shall be completed; numbers shall be stated both in writing and in figures, the signature shall be in longhand; and the completed form shall be without interlineation, alteration or erasure. Washoe County School District 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 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, Docu-Sign or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Contractor's submission will be deemed "Non-Responsive" and will be rejected. If you have any questions about this requirement, please submit your question by the question deadline, so that it can be answered prior to bid submission deadline. In the event of a discrepancy on the Bid Form, NRS 104.3114 Contradictory terms of instrument states that, "If an instrument contains contradictory terms, typewritten terms prevail over printed terms, handwritten terms prevail over both, and WORDS PREVAIL OVER NUMBERS." **WCSD will record the bid amount stated in WORDS**

in Box C. Only bids on the form(s) provided will be accepted. No additional pages containing inclusions, exclusions or clarifications will be accepted as part of the bid. Any clarifications, additions or exclusions made by the Washoe County School District (WCSD/ OWNER) will be considered incorporated into the specifications.

Bidder shall proofread his/her bid carefully for errors.

WCSD reserves the right to award the bid for the best proposal for each individual item or to award on the best total proposal, whichever is deemed by the Owner to be in their best interests. WCSD also reserves the right to reject any or all bids and to waive irregularities or informalities in any bid for any reason whatsoever.

If they be notified of the acceptance of this proposal within forty-five (45) days of the time set for opening of bids, Contractor agrees to execute a contract for the above work for the above-stated compensation in the form of the contract attached within these bid specifications and to commence the physical work no fewer than ten (10) days after the execution thereof.

The undersigned agrees, if awarded the contract, work is to be commenced as phased in the Special Notifications and shall be completed on or before July 30, 2027. The commencement date for the physical work shall be coordinated by the Capital Projects Department upon the receipt of said Notice to Proceed. The undersigned further agrees that the Owner may retain from the monies due the Contractor One Thousand Five Hundred Dollars ($1,500) per day as a direct result of the Contractor's delay for not completing the project in the required time allowance plus approved time extensions.

The undersigned agrees, if awarded the contract, to execute and deliver to the Owner, within ten (10) calendar days after delivery of notice of award of contract, an executed contract, satisfactory insurance, a performance bond for each awarded contract, and a labor & materials bond for each awarded contract in accordance with the specifications.

Enclosed is a bid bond or other surety in the amount of five percent (5%) of each total proposal (must be provided for each individual base bid item), as required in the Instructions to Bidders.

Enclosed, on the attached form, is a complete listing of the names of each subcontractor who will provide labor or a portion of the work or improvement to the prime contractor for which the subcontractor will be paid equal to or exceeding 5 percent of the prime contractor's total bid. The prime Contractor shall also add his/her name if they are performing any portion of work, including supervision, equal to or exceeding 5 percent of the total bid.

Within two (2) hours after the completion of the opening of the bids, the contractors who submitted the three lowest bids must submit on the form attached a list of each subcontractor who will provide labor or a portion of the work or improvement to the prime contractor for which they will be paid an amount equal to or exceeding 1 percent of the prime contractor's total bid or $50,000, whichever is greater, and the number of the license issued to the subcontractor pursuant to chapter 624 NRS. If a prime contractor fails to submit such a list within the required time, their bid shall be deemed not responsive.

I have read and acknowledge that our company is in compliance with all WCSD Drug & Alcohol Requirements specified in Section 00800 – Supplementary General Conditions.

NOTE: Any bid submission will be disqualified and rejected if the bid submission is not signed. Washoe County School District 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 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, Docu-Sign or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Contractor's submission will be deemed "Non-Responsive" and will be rejected. If you have any questions about this requirement, please submit your question by the question deadline, so that it can be answered prior to bid submission deadline.

Interested parties may NOT contact anyone else regarding this solicitation. Any interested Bidder contacting any other individual including, but not limited to, WCSD staff, officials, evaluation committee members, or Board of Trustees may have their Bid submission rejected from evaluation and award consideration.

BID #: 27-25-B-11-JB

FIRM NAME:	NEVADA LICENSE #:
NAME OF AUTHORIZED REPRESENTATIVE:	
ADDRESS:	
PHONE #:	FAX #:
EMAIL ADDRESS:	DATE:
SIGNATURE:	

5% LIST

To be submitted with the bid in accordance with Article 5.2.1 of the General Conditions as modified and Chapter 338.141 of NRS. **If the Prime Contractor is performing any work, including Supervision, that is 5% or greater they must list themselves per NRS 338.**

PROJECT NAME: **Carpet Replacement at Galena High School**

BID #: **27-25-B-11-JB**

DESCRIPTION OF WORK	SUBCONTRACTOR	LICENSE #

Signature: _____
Authorized Firm Representative

Title: _____ Date: _____

1% LIST

To be submitted within two (2) hours after bid opening in accordance with Chapter 338.141 of NRS. Since all Subcontractors listed on the Bidder's 5% List are over 1% of the Bid amount, those Subcontractors shall automatically be deemed incorporated into this 1% List and need not be re-listed below. **If there are no further Subcontractors to list, please write "NONE or "N/A" and sign document.**

PROJECT NAME: **Carpet Replacement at Galena High School**

BID #: **27-25-B-11-JB**

DESCRIPTION OF WORK	SUBCONTRACTOR	LICENSE #

Signature: _____
Authorized Firm Representative

Title: _____ Date: _____

PREFERENTIAL BIDDER STATUS AFFIDAVIT FOR BIDS SUBMITTED IN ACCORDANCE WITH NRS 338.0117 VALUED $250,000 OR MORE

Although Washoe County School District prefers this form is submitted with the bid response, this form may be submitted within two (2) hours of the bid opening.

Note: The Certificate of Eligibility for Preferential Bidder Status issued by the State Contractor's Board must be submitted with the bid response.

I, _____ ("Affiant"), on behalf of _____ ("Contractor"), swear and affirm that in order to be in compliance with NRS 338.0117, and be eligible to receive a preference in bidding for Project No._____, Project Name _____ ("Project"), certify that for the duration of the project, collectively, and not on any specific day:

(a) At least 50 percent of the workers employed on the public work, including, without limitation, any employees of the contractor, applicant or design-build team and of any subcontractor engaged on the public work, will hold a valid driver's license or identification card issued by the Department of Motor Vehicles of the State of Nevada;

(b) All vehicles used primarily for the public work will be:

(1) Registered and partially apportioned to Nevada pursuant to the International Registration Plan, as adopted by the Department of Motor Vehicles pursuant to NRS 706.826; or

(2) Registered in this State;

(c) If applying to receive a preference in bidding pursuant to subsection 3 of NRS 338.1727 or subsection 2 of NRS 408.3886, at least 50 percent of the design professionals working on the public work, including, without limitation, employees of the design-build team and of any subcontractor or consultant engaged in the design of the public work, will have a valid driver's license or identification card issued by the Department of Motor Vehicles of the State of Nevada; and

(d) The contractor, applicant or design-build team and any subcontractor engaged on the public work will maintain and make available for inspection within this State his or her records concerning payroll relating to the public work.

If the contractor fails to comply with any requirements of this Affidavit, a public body may recover, by civil action against the party responsible for a failure to comply with a requirement of this affidavit, a penalty as described below for a failure to comply with a requirement of this affidavit. If a public body recovers a penalty pursuant to this subsection, the public body shall report to the State Contractors' Board the date of the failure to comply, the name of each entity which failed to comply and the cost of the contract to which the entity that failed to comply was a party. The Board shall maintain this information for not less than 6 years. Upon request, the Board shall provide this information to any public body or its authorized representative.

If a contractor, applicant or design-build team submits this affidavit, receives a preference in bidding described in this affidavit and is awarded the contract as a result of that preference, the contract between the contractor, applicant or design-build team and the public body, each contract between the contractor, applicant or design-build team and a subcontractor and each contract between a subcontractor and a lower tier subcontractor must provide that:

a) If a party to the contract causes the contractor, applicant or design-build team to fail to comply with a requirement of this affidavit, the party is liable to the public body for a penalty in the amount of 1 percent of the cost of the largest contract to which he or she is a party;

b) The right to recover the amount determined pursuant to paragraph (a) by the public body pursuant to this affidavit may be enforced by the public body directly against the party that caused the failure to comply with a requirement of this affidavit; and

c) No other party to the contract is liable to the public body for a penalty.

By:_____ Title:_____
(Print Name of Affiant)

Signature of Affiant: _____ Date: _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20_____, by_____ (name of Affiant).

State of _____)
)ss.
County of _____)

_____
Notary Signature
STAMP & SEAL

Proof of Authorization to Sign Affidavit

The person must establish his/her actual authority to act on behalf of the business organization. The individual must be the person indicated in the table below and provide written documentation clearly indicating the person's position within that business organization. If the individual signing the Affidavit is an employee of the business organization, written documentation, on organization letterhead, clearly indicating the person's authority to act on behalf of the business organization must be provided. The written documentation must be signed by the authorized person identified on the table.

If the individual making application for the business organization is not one of the persons identified in the table or an authorized employee, a valid power of attorney executed by an authorized person on behalf of the business organization must be provided. The power of attorney must be made not more than 90 days before the Affidavit is signed.

BUSINESS ENTITY	PERSON WHO HAS AUTHORITY TO COMPLETE AFFIDAVIT
Sole Proprietorship	Sole Proprietor
Partnership	A Partner
Corporation	1. Director, if Authorized 2. Executive Officer as indicated in the Article of Incorporation
Limited Liability Company	1. Member, if Member-Managed LLC 2. Manager, if Manager-Managed LLC

WASHOE COUNTY SCHOOL DISTRICT PUBLIC DISCLOSURE FORM

VENDOR/CONTRACTOR

THIS IS A REQUIRED FORM TO BE COMPLETED, SIGNED, AND SUBMITTED BY THE VENDOR/CONTRACTOR

VENDOR/CONTRACTOR (EMPLOYEE) FIRST/LAST NAME: _____

VENDOR/CONTRACTOR NAME: _____

I understand that per NRS 281A.020, a public office is a public trust and shall be held for the sole benefit of the people, and a public officer or employee must commit themself to avoid conflicts between the private interests of the public officer or employee and those of the general public whom the public officer or employee serves.

Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek and/or accept any gift, work/service, favor, employment, engagement, emolument, and/or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure and/or grant unwarranted privileges, preferences, exemptions, and/or advantages for the public officer or employee with any business entity.

By signing this form, I certify and acknowledge that I am a duly authorized agent of the VENDOR/CONTRACTOR named above and that failure to disclose all facts relative to a conflict and/or potential conflict of interest (ethical standards) with regard to the specific solicitation, project, and/or contract to which the VENDOR/CONTRACTOR named above is submitting to WCSD may result in a rejection of said solicitation, project, and/or submission and/or termination of any resulting contract should the above-named VENDOR/CONTRACTOR be selected and/or awarded. Furthermore, I also certify that I have completed the following and have provided true and accurate information to the best of my knowledge:

A. I certify that, to the best of my knowledge, **NO** current or former WCSD employees, officers, or trustees have a private pecuniary interest in the VENDOR/CONTRACTOR. ☐ **AGREE** ☐ **DISAGREE**

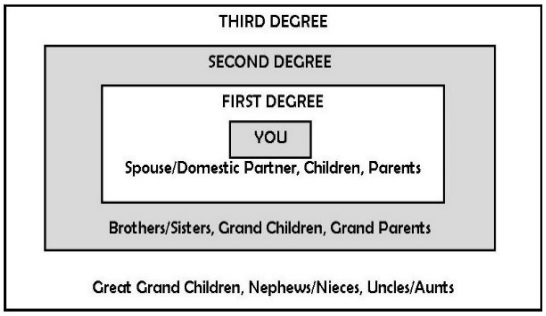
If you DISAGREE and cannot certify, then please explain:

_____
_____
_____

B. To the third degree of consanguinity (refer to the chart below), I have listed all of my and the principal(s) and key personnel of my organization's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employees of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel. ☐ **AGREE** ☐ **DISAGREE**

If you DISAGREE and cannot certify, then please explain:

_____
_____
_____



SIGNATURE: _____ **DATE**: _____

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned _____, as Principal, and _____ as Surety, are hereby held and firmly bound unto the Board of Trustees, Washoe County School District, as Owner, in the sum of _____ _____ Dollars ($_____) for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

Signed this _____ day of _____, 20____.

The condition of the above obligation is such that whereas the Principal has submitted to the Board of Trustees, Washoe County School District, a certain bid, attached hereto and hereby made a part hereof, to enter into a Contract in writing for: _____ _____.

NOW, THEREFORE, if said bid shall be rejected, or in the alternative, if said bid shall be accepted and the Principal shall execute and deliver a Contract in the form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a Bond for its faithful performance of said Contract, and a Bond for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the contract created by the acceptance of said Bid, then this obligation shall be void.

Otherwise, the same shall remain in force and effect, and the sum herein specified paid over to the Owner; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within

which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their officers, the day and year first set forth above.

_____

_____

Principal

(Seal) By: _____

_____

Surety

By: _____

Address:

(Seal)

_____

_____

_____

Phone: _____