



**Washoe County School District  
Request for Quote (RFQ) – MDP SERVICES  
Materials Disturbance Permit**

Purchasing Department  
14101 Old Virginia Road, Room 0  
Reno, Nevada 89521  
Phone (775) 850-8025  
Email: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net)  
Facilitating Buyer: Lorie Ramirez

**Quote Title: DISTRICT-WIDE EMERGENCY GLASS REPLACEMENT FOR SCHOOLS AND SITES**  
**Quote #: 48-QF-09-22-LR**

Washoe County School District (WCSD) is soliciting for formal quotes for certain **MDP SERVICES** (services have Materials Disturbance Permit regulations), which may also include products/goods, identified on the RFQ PRICE SCHEDULE/SPECIFICATION SHEET included in accordance with all defined terms and conditions in this document. RFQ submittals must be submitted on this form only and received in a sealed envelope or emailed directly to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) for award consideration. Submissions that are received via facsimile, any other email other than that listed above, or outside of a sealed envelope will NOT be accepted.

Submit all questions via email to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net) no later than 4:30 pm (local time) on October 6, 2021.

Posting Date: September 27, 2021  
Due Date: October 18, 2021 at 10:00 A.M. (local time)

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**RFQ TERMS, CONDITIONS AND SPECIFICATIONS**

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- 1. FORMS:** Vendor must submit quote on this form only.
- 2. LATE QUOTES:** Quotes received after the due date and time will not be accepted. The WCSD reserves the right to reject any quote not in compliance with all prescribed public procedures and requirements and to reject for good cause any or all quotes upon finding that it is in the WCSD's best interest to do so. If the late quote arrives via carrier, the Vendor will be given an option on how to have it returned, as rejected, at the Vendor's own cost.
- 3. FIRM PRICING:** Vendor shall hold prices firm for the initial contract term of one (1) year from date of award ("Initial Term"). After the Initial Term, a price adjustment may be reviewed/authorized. Prior to permitting any increase, evidence of such an increase, in the form of a letter on the awarded Vendor's letterhead shall be provided to Buyer no later than thirty (30) days prior to the proposed price increase. Letter shall include name of manufacturer/distributor, reference the RFQ Line Item being increased, the amount and effective date of any and all increases to Vendor. In any case the price increase may not be greater than five percent (5%) of the awarded contract price.
- 4. CONTRACT:** Vendor will receive a WCSD Purchase Order (PO); the RFQ General Terms, Conditions and Specifications are hereby incorporated therein by reference. Acceptance of WCSD's PO includes all terms, prices, delivery, specifications, and conditions stated therein. Initial Term is for one (1) year with four (4) additional one (1) year renewals, providing the terms and conditions remain unchanged. WCSD reserves the right to terminate this agreement in whole or in part upon providing Vendor thirty (30) days written notice.
- 5. QUANTITY:** The WCSD intends to procure the quantities listed on the QUOTE PRICE SCHEDULE/SPECIFICATION SHEET; however, the WCSD's requirements may change prior to issuing a PO and the WCSD reserves the right to increase or decrease quantities at its discretion.
- 6. INVOICING AND PAYMENT:** Vendor must issue an invoice for services procured. Invoice is to be issued upon delivery only, not before. Payment terms are Net 30 upon receipt of a proper invoice. The WCSD is tax exempt and does not pay state/local taxes or interest or late fees.

- 6.1 All invoices **must** include the following:
  - 6.1.1 Square footage of glass installed.
  - 6.1.2 Type of glass installed.
  - 6.1.3 Location of the installation.
  - 6.1.4 The cost for testing for asbestos (if required) must be listed as a separate line item.
  - 6.1.5 The cost for abatement of lead or asbestos (if required) must be listed as a separate line item.
  - 6.1.6 The first and last name of the person authorizing the work and work order number
  - 6.1.7 All invoices must reference the Blanket Purchase Order number, and the release number assigned by Purchasing
  - 6.1.8 Invoices that do not contain the information listed above may be delayed in payment until a corrected invoice is received. Invoiced are to be addressed to Washoe County School District, 425 E. Ninth Street, P. O. Box 30425, Reno, Nevada 89520-3425.

7. **ITEM SPECIFICATIONS:** If applicable, specifications contained herein may reflect items of known quality and are acceptable to the WCSD. If the item specifications indicate "equal" or "substitute," Vendor may offer other than the specified item if the item offered is equivalent in general style, type, quality, workmanship, economy of operation, performance, characteristics and suitability for the purpose intended. Vendor must identify the name brand offered, provide descriptive literature, and be prepared to provide samples if requested for evaluation purposes. Failure to provide adequate descriptive literature may be caused to declare the quote non-responsive and reject the quote. If there is any doubt as to the suitability of a product offered on an "equal" or "substitute" basis, the product will be rejected in favor of an offer to provide the product specified.

8. **SHIPPING & 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 goods contained thereon. Unless otherwise specified, delivery will be made not later than thirty (30) calendar days after receipt of an order (ARO). The WCSD reserves the right to cancel any order if not filled within the contract time. 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 Vendor(s) to deliver within the time specified may be grounds for considering the Vendor(s) as "non-responsive" and/or "non-responsible." In addition, WCSD reserves the right to terminate contract with any awarded Vendor(s) and reject future RFQ submissions for a period of up to twelve (12) months on the basis that the Vendor(s) is found/deemed to be non-responsive/non-responsible.

9. **INSTALLATION:** If applicable, services that require installation, Vendor shall perform the installation in accordance with manufacturer specifications in a professional manner. Vendor shall leave work area clean and free of all 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:** WCSD reserves the right to award this RFQ in whole or in part, by item, group of items, or by section where such action would serve WCSD's best interest. Quotes identified on the basis of "All or Nothing" will be excluded from this provision. In the event of a tie, low quote shall be determined by extending prices out to the third decimal. If a tie still exists, award shall be determined by lottery.

11. **BASIS OF AWARD:**

- 11.1 WCSD has determined that the following are the percentage of occurrence on the above categories:
  - 1. Category 1 – 85%

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2. Category 2 – 10%
3. Category 3 – 5%

- 11.1.2 Accordingly, WCSD will make an award to the lowest responsive overall Bidder meeting WCSD's specification set forth herein based on the percentage of each category for the price per square foot offered for each line item. The bid award will be made on the lowest overall total estimated annual cost. Unit pricing for each category is to remain firm during the contract period.
- 11.1.3 Listed in Price Schedule/Specification Sheet (Attachment A) of this bid document are the estimated annual square foot quantities for each size and type of window. The replacement quantities are estimates only and may or may not be ordered during any specific contract period.
- 11.1.4 The quoted price per square foot must include all necessary labor, materials, service call, aluminum angle stops, tamper proof screws and any equipment and tools to complete the glass replacement job. Contract does not include replacement of doors, push bars, or push paddles. Pricing to be all-inclusive including (where needed) the cost of testing for asbestos and/or abatement of asbestos or lead.

12. CERTIFICATES OF INSURANCE LIABILITY: The awarded Vendor(s) shall not render any services or provide goods/products requested under this RFQ until satisfactory proof of all insurance certificates and supporting documentation has been approved by the WCSD Purchasing Department (refer to Section 13). All documentation must be submitted to:

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

13. REQUIRED INSURANCE COVERAGE & VERIFICATION: The awarded Vendor shall, at the awarded Vendor'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 Vendor(s) shall furnish WCSD with a Certificate of Insurance (COI) form with Additional Insured Endorsement(s) effecting coverage required. The authorized Insurer(s) of the awarded Vendor 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 Vendor'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 Vendor by WCSD and shall continue in force as appropriate until the completion of the contract term. The "ACORD 25 Certificate of Insurance Form" or a form substantially similar must be submitted by the awarded Vendor 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 Bidder. The COI must name WCSD as the "Certificate Holder" as follows:

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

For the purpose of substantiating 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 Bidder'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 COI shall state that any of the described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Furthermore, each insurance policy shall not be suspended, voided, canceled or non-renewed by either the awarded Bidder 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 Vendor, or authorized Insurer(s) shall furnish the WCSD with replacement certificates. The awarded Vendor shall furnish WCSD with COI with Additional Insured Endorsement(s) effecting coverage required. All COIs and relative endorsements are to be received upon written request by WCSD to the awarded Vendor and must be reviewed and approved by the WCSD's Purchasing Department prior to any services being rendered and/or products procured. Although not a standard practice of WCSD, WCSD reserves the right to require of the awarded Vendor to make available to WCSD for review complete, "certified" copies of all required insurance policies at any time. The awarded Vendor'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 Bidder's insurance and shall not contribute with it in any way. Any failure of the awarded Vendor 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 agreement, the awarded Vendor providing service to WCSD 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 Bidder but shall not be less than one million dollars (\$1,000,000) per occurrence combined single limits with no less than two million dollars (\$2,000,000) aggregate.

##### AUTOMOBILE LIABILITY INSURANCE

During term of this agreement, the awarded Vendor 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 successful Bidder but shall not be less than one million dollars (\$1,000,000) per occurrence.

##### WORKERS' COMPENSATION INSURANCE

During the term of this agreement, the awarded Vendor 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 minimum limit of one million dollars (\$1,000,000).

##### PROFESSIONAL LIABILITY INSURANCE

If applicable, during the term of this agreement, the awarded Vendor shall maintain Professional Liability Insurance (Errors & 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: Even if an item being quoted on is "as specified," Vendor must identify brand/manufacture specified and (if applicable) model number. Failure to do so may result in rendering that particular quoted item as "not specified." All quotes submitted must have complete specifications and current catalog if quoting other than brand/manufacture specified. Failure to submit complete specifications may be cause for rejection of quote.

16. LICENSE AND CERTIFICATION: Awarded Vendor must be licensed or incorporated to do business in the State of Nevada. Awarded Vendor shall possess all applicable licenses and/or certifications to perform the type of service being requested. If applicable, awarded Vendor shall possess appropriate city and/or county business licenses.

17. MATERIAL, WATER & LEAD DISTURBANCE PERMIT: The Material, Water & Lead Disturbance Permit (**MDP**) is a WCSD document (attached hereto) that identifies asbestos and lead site specific information and it is issued by the Environmental Systems and Assessment (ES&A) Department. A site specific MDP is required for each service project. Each service project and facility requires a separate MDP because each facility has specific information and direction regarding asbestos and lead, and every facility is different in that regard. The MDP is to be requested by an assigned WCSD Project Manager or appointed WCSD representative in accordance with current MDP requirements. Work or related projects services can be performed by the awarded Bidder/Contractor in WCSD without an MDP.

## 18. WATER SYSTEM DISTURBANCE

- 18.1 Service work may involve the disturbance of a facilities water distribution system and, as such, the Contractor is required to comply with the Water System Disturbance Permit Appendix section of the **MDP** for any work impacting a facility water system.
- 18.2 Improper closing of valves and other improperly conducted disruptions to WCSD facilities can result in cross connections and back siphoning of chemicals and other contaminates into the water supply. Since these disturbances are very important the WCSD has added a water system disturbance section to the MDP. Services, as a part of this contract, may involve the disturbance of a facilities water distribution system and, as such, the Contractor is required to comply with the Water System Disturbance Permit Appendix section of the **MDP** for any work impacting a facility water system.
- 18.3 The Contractor shall carefully comply with all requirements of the MDP and shall be aware of this process prior to bid preparation and any construction. The permit requirements are hereby made a part of this specification and contract to the same extent as if bound herein and shall apply to all Contractors and Subcontractors.
- 18.4 The Contractor shall be responsible for all costs incurred by the WCSD including the consultant, sampling and testing, clean-up, replacement of effected equipment, materials, etc., and any legal action that may result from an unauthorized disturbance of a water system caused by the Contractor or his/her Subcontractors resulting in a cross connection or backflow incident.
- 18.5 If Contractors have any questions regarding the requirements of the Water System Disturbance Permit please contact the WCSD's Environmental Compliance Officer at (775) 325-8491.

## 19. ASBESTOS DISTURBANCE

- 19.1 Approximately sixty percent (60%) of WCSD's facilities contain asbestos containing materials. Contractors performing disturbances to asbestos containing materials must be properly licensed and trained per the **EPA AHERA Regulation** as well as other federal, state, and local regulations.
- 19.2 Since so many of the facilities contain asbestos, minor construction activities many times will involve disturbance of materials which contain asbestos. These projects may involve "small scale, short duration" asbestos disturbances also termed "attachments and penetrations" to non-friable materials. As a part of this contract, the successful Contractor will be required to include attachments and penetrations into the scope of his/her work.

### A. Asbestos Attachments and Penetrations

Attachments and Penetrations for the purpose of this RFQ is the drilling of holes, installing screws, removing screws, installing anchors, nails, staples, or any other disturbance that may release asbestos fibers. Attachments and penetrations are minor disturbance that are normal activities such as installing conduits, mounting boxes or brackets, removing equipment anchors to asbestos containing materials, and other minor disturbances. The MDP will identify which materials at a specific site can be disturbed and the minimum requirements to perform an asbestos/lead disturbance.

### B. Asbestos Abatement (removal of an asbestos material)

Attachments and Penetrations do not include the removal (other than drilling holes) of asbestos containing materials. Any removal of asbestos containing materials is not an "attachment and penetration" and any removal of asbestos materials must be designed by an EPA AHERA certified Asbestos Project Designer. Any removal project's design will be the responsibility of WCSD to design and provide abatement specifications. Asbestos abatement (removal) must be conducted by an Asbestos Abatement Contractor, which will be supervised by WCSD and/or WCSD hired Asbestos Abatement Consultant. The abatement costs shall be included into the scope of this project.

### C. Asbestos and the Material Disturbance Permit

The Contractor shall carefully comply with all items of the MDP and shall review the permit and become familiar with its contents prior to bid preparation and any construction.

Once an MDP Request is received for a specific project, building materials that have been identified as being disturbed during the course of construction and/or demolition will have been tested for the presence of asbestos. These materials will be identified as asbestos containing or non-asbestos containing on the building MDP by WCSD's AHERA Management Planner. The MDP must be referred to before any work commences. No outside asbestos sampling of building materials by the Contractor or a Contractor hired asbestos consultant is allowed.

All asbestos containing material must be handled by contractors and/or individuals trained and certified in the removal of asbestos containing building materials. No asbestos containing materials shall be disturbed prior to authorization from WCSD. If any material is encountered that is not listed on the MDP, it shall immediately be brought to the attention of WCSD before any work continues that might disturb this material. If any building material listed in the disturbance permit as containing asbestos is improperly disturbed, in the opinion of WCSD, by the Contractor or his/her Subcontractor, WCSD will immediately hire a third-party asbestos consultant to investigate possible asbestos contamination and an asbestos contractor to perform any recommended clean-up.

The Contractor shall be responsible for all costs incurred by WCSD including the consultant, sampling and testing, clean-up, replacement of effected equipment, materials, etc., and any legal action that may result from an asbestos fiber release incident, caused by the Contractor or his/her Subcontractor(s).

D. Asbestos Training Certificates

Contractors performing asbestos disturbances as allowed and identified in the MDP will be required to have a minimum of sixteen (16) hours of AHERA asbestos training as well as an annual refresher certificate if the original training is greater than one-year-old. Contractor training certificates will be submitted directly to the Environmental Systems and Assessment (ES&A) Department at 14101 Old Virginia Road, Reno, Nevada 89521, at least one (1) week prior to the start of the project. The ES&A Department will review the submitted training documentation, verify certificates as required, and approve workers, so they can work on the assigned

WCSD project. Anyone not approved by the ES&A Department does not have authorization to perform any asbestos disturbance.

New workers added to the project after the start of the project must be approved by the ES&A Department within one 8-hour period of the standard Monday through Friday work week schedule. Certification submittal will be serviced by the ES&A Department on a first come, first served basis. Delays to review the documentation will be anticipated and taken into account on any abatement schedule developed and workers/technicians will not be allowed to work in any way that requires certification on that project.

E. Asbestos Air Sampling, Respiratory Protection, and Protective Suits

Asbestos personal air sampling is required during any asbestos disturbance. Asbestos air sampling results will be supplied to the ES&A Department and assigned WCSD staff, within seventy-two (72) hours of the completion of a disturbance. Laboratory results are to be faxed to (775) 325-8491 directly from the laboratory providing analysis within the seventy-two (72) hour period. Handwritten results will not be allowed. Regardless of air sampling results, Contractor(s) will not be allowed to submit a Negative Exposure Assessment, so that he/she can discontinue the use of respirators and personal protective suits. WCSD reserves the right to require this requirement to reduce the long-term exposure liability from Contractors and their workers that have disturbed WCSD's asbestos materials.

If Contractors have any questions regarding the requirements of this asbestos section contact:

Environmental Systems and Assessment Manager

(MDP SERVICE)

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20. LEAD PAINTS, COATINGS, CERAMIC TILE, AND LEAD CONTAINING MATERIALS IN WCSD FACILITIES

20.1 Lead containing paints, coatings, ceramic tile, and lead materials are present in WCSD facilities. Contractors that disturb lead containing or potentially lead containing paints, coatings, ceramic tile, and lead containing materials, by law, are required to know all applicable regulations and comply with all state and federal regulations that apply to the disturbances to lead containing paints, coatings, ceramic tile, and lead containing materials they are conducting. The regulations that are recommended by WCSD for a contractor to be properly trained and knowledgeable, related to lead disturbance includes, but is not limited to the following:

- OSHA Regulation CFR 1926.62 – Lead & Appendix A, B, C, & D – Lead Construction Standard
- OSHA Regulation CFR 1910. 1025 - Lead & Appendix A, B, C, & D – General Industry Standard
- EPA, 40 CFR Part 745 – Lead; Renovation, Repair, and Painting Regulation

A. Lead and the Material Disturbance Permit

The Contractor shall carefully comply with all items of the MDP and shall review the permit and become familiar with its contents prior to bid preparation and any construction.

Once an MDP Request is received for a specific project, building materials that have been identified as being disturbed during the course of construction and/or demolition will have been tested for the presence of lead. These materials will be identified as lead containing or non-lead containing on the building material disturbance permit(s) by WCSD's ES&A Department. The MDP must be referred to before any work commences. No outside lead sampling of building materials by the Contractor or a Contractor hired asbestos consultant is allowed.

All lead containing materials must be handled by contractors and/or individuals trained and certified to perform lead disturbances. No lead containing materials shall be disturbed prior to authorization from WCSD. If any building material listed in the MDP as lead containing is improperly disturbed, in the opinion of WCSD, by the Contractor or his/her Subcontractor, WCSD will immediately hire a third-party lead consultant to investigate possible lead contamination and a lead removal Contractor to perform any recommended clean-up.

The Contractor shall be responsible for all costs incurred by WCSD, including the consultant, sampling and testing, clean-up, replacement of effected equipment, materials, etc., and any legal action that may result from a lead contamination incident, caused by the Contractor or his/her subcontractors.

Contractors accept and acknowledge by signing an issued MDP, the existence of lead related regulations, and accept all liability related to the disturbance of lead containing materials, citation resulting from, or any other costs WCSD may incur by the action of all parties of the Bidder's company or companies hired by the successful Bidder to complete this project.

B. Construction Age of Buildings in WCSD

At the conception of adding lead information to MDPs, it was thought that lead containing paints, coatings, and ceramic tile were much more likely to be present on more surfaces in WCSDs older facilities. However, recent sampling has shown lead containing paints, coatings and ceramic tiles do routinely exist, even in WCSD's newest facilities. Due to that finding, the age of buildings is not as important as was originally thought. WCSD is still providing construction date information in MDPs because lead-based paint >5000 ppm (parts-per-million) is much less likely in facilities built after 1978.

C. Lead Attachments and Penetrations

Attachments and Penetrations for the purpose of this RFQ is the drilling of holes, installing screws, removing screws, installing anchors, nails, staples, or any other disturbance that may release lead. Attachments and penetrations are minor disturbance that are normal activities such as installing conduits, mounting boxes or brackets, removing equipment anchors to lead containing materials, and other minor disturbances.

D. Lead Removal (removal of lead containing material)

Attachments and Penetrations does not include any removal, demo, welding, sanding, abrading, sand blasting, cutting, grinding, heating, torch cutting, of lead containing materials is not an "attachment and penetration." These activities must be designed by an EPA Lead Certified Consultant. The project's design for the any listed activities will be the responsibility of WCSD to design and provide the specifications as a part of this RFQ package. Lead activities listed above must be conducted by a Lead Removal contractor, which will be supervised by WCSD and or WCSD hired Asbestos Abatement Consultant. The lead activities costs will be included into the scope of the project.

E. Pre-1978

Paint and coating sampling have shown that paints and coatings contain some levels of lead in WCSD's Pre-1978 facilities. Therefore, all persons performing any disturbance to coatings or paints in WCSD's Pre-1978 constructed facilities must utilize lead safe work practices. In addition, any person performing any disturbance to paints, coatings, ceramic tile, and lead containing materials must have taken an OSHA lead action level training class from a WCSD's ES&A Department approved training provider. If identified as lead containing, the Contractor will be required to perform all disturbances as per the MDP regardless of any additional sampling done by the contractor.

F. Post-1978 WCSD Buildings

While it was originally thought that paints and coatings on materials other than metal surfaces and ceramic tile typically did not contain lead in WCSD Post-1978 constructed facilities, but sampling has shown that is not the case. The MDP will provide specific historical sampling that has been conducted in WCSD facilities. If past sampling has shown the presence of lead containing paints and coatings in the facility, the Contractor will be required to treat all painted and coated surfaces as lead containing. If identified as lead containing the Contractor will be required to perform all disturbances as per the MDP regardless of any additional sampling done by the Contractor.

If there is no sampling that has come back lead containing from past lead sampling exercises, the MDP will state "buildings identified above were constructed after 1978." While it was originally thought that paints, coatings and ceramic wall tile are less likely to contain lead in newer WCSD facilities, recent sampling has shown lead containing paints, coatings, and ceramic tiles do routinely exist, even in WCSD's newest facilities. Due to that finding, Contractors must treat all paints, coatings, and ceramic tile as lead containing unless the Contractor conducts and pays for lead sampling by a WCSD approved EPA Nevada Licensed Lead Consultant. Contractor must comply with all Lead Containing or Assumed Lead Containing Paints and Coatings Disturbance Instructions and requirements listed in Lead Category 1 above, unless the material has been proven, to the satisfaction of WCSD, that said materials "do not contain lead."

G. Lead Safe Work Practices

Lead safe work practices that the Contractor must utilize, when identified as being required in the MDP, are identified in the EPA guidance document titled "Steps to Lead Safe Renovation, Repair and Painting", Pages 12-23. This document is available electronically at <http://www.epa.gov/lead/pubs/steps.pdf>. The Contractor shall submit his/her lead safe work practice procedures (lead procedure) and all OSHA action level training certificates to the WCSD.

The lead procedures submitted must include all of the requirements of the Minimum Requirements to perform an asbestos/lead disturbance as listed in all MDPs. The Contractor can add additional requirements, but nothing required in the MDP may be omitted from the submitted lead procedure. The Contractor must submit his/her lead procedure to the ES&A Department for approval of these documents



prior to any disturbance. The ES&A Department will notify the Contractor upon approval of these documents.

Once this approval of the "lead procedure" is received, the Contractor may schedule work, but must notify the ES&A Department immediately prior to conducting work that disturbs lead containing materials. The Contractor shall provide this notice by calling the ES&A Department at (775) 325-8491. ES&A Department personnel, project managers, assistant project managers, and other WCSD personnel may conduct site visits to ensure compliance with the Contractor's submitted and approved lead procedures.

#### H. Lead Training Certificates

Contractors performing lead disturbance as allowed and identified in the MDP will be required to have a minimum of initial OSHA action level training, as well as an annual lead action level refresher course certificate before being approved to perform lead disturbances. Contractor training certificates will be submitted to the ES&A Department at 14101 Old Virginia Road, Reno, Nevada 89521, at least one (1) week prior to the start of the project. The ES&A Department will review the submitted training documentation and must pre-approve workers, so they can work on the assigned WCSD project. Anyone who has not been approved by the ES&A Department does not have authorization to perform any lead disturbance.

New workers added to the project after the start of the project will be approved by the ES&A Department within one 8-hour period of the standard Monday through Friday work week schedule. Certification submittal will be serviced by the ES&A Department on a first come, first served basis. Delays to review the documentation will be anticipated and taken into account on any abatement schedule developed, and workers/technicians will not be allowed to work in any way that requires certification on that project.

#### I. Lead Renovation, Repair & Painting Regulations (RR&P) - 40 CFR Part 745.81

Effective April 22, 2010, contractors will be required to be trained and registered with the EPA to conduct regulation applicable renovations, repairs and painting in all elementary schools or child occupied WCSD facilities constructed prior to 1978 when lead based paints and coatings are being disturbed. Contractors are reminded that there are some child care facilities in middle and high school locations, and the Lead Renovation, Remodel, and Repair (RR&P) would apply at those locations as outlined in the RR&P regulation requirements.

In general, any Contractor or agency, who disturbs 6-square feet of lead based painted surface in a room, or 20 square feet on the exterior, within a 30-day period in the facility must comply with the EPA's RR&P regulation and must be registered with the federal EPA. Per the Regulation, the area of disturbance is calculated, by adding up the entire surface areas being removed/disturbed, which then determines the amount of painted surface area disturbed. Work that involves window replacement or demolition of a painted surface, the RR&P regulation applies regardless of size if lead based paint is present. To determine if the RR&P regulation applies, the Contractor is required to perform and pay for any sampling of materials to determine if lead based paint is present.

This regulation also requires that the Contractor must assign an RR&P trained supervisor that is responsible for ensuring and documenting all work is conducted in compliance with the RR&P regulation. There are extensive record keeping and notification requirements that the Contractor must perform.

On a RR&P project, contractors must have a minimum of one (1) supervisor on-site that has successfully attended and passed a one-day RR&P course before working in any elementary schools or child occupied WCSD facilities constructed prior to 1978. The supervisor's training certification must remain current. Recertification requirements through the attendance of refresher courses are a requirement of this regulation. The supervisor must be on-site throughout the project. The certified supervisor is responsible for ensuring that lead safe work practices are utilized per this RR&P regulation, as well as per all WCSD lead requirements and policies that may be more stringent than the EPA and OSHA regulations. The RR&P regulation requires that personnel disturbing lead containing materials utilize lead safe work practices as identified in the EPA guidance document titled "Steps to Lead Safe Renovation, Repair and Painting" (Pages 12-23).

This document is available electronically at <http://www.epa.gov/lead/pubs/steps.pdf>. The Contractor shall submit lead safe work practice procedures and all RR&P, and OSHA action level training certificates to WCSD. WCSD's assigned personnel must submit a copy to the ES&A Department for approval of these documents prior to any disturbance. The ES&A Department will notify the Contractor upon approval of these documents.

This is a general overview of the regulation and the Contractor must refer to the regulation for additional requirements and information. Fines are expensive and are levied toward the Contractor not WCSD, so it is very important for the Contractor(s) to be well versed in this regulation and maintain compliance as such.

J. Lead Air Sampling, Respiratory Protection and Protective Suits

Lead personal air sampling is required during any lead disturbance. Lead air sampling results will be supplied to the ES&A Department and WCSD assigned staff within seventy-two (72) hours of the completion of a disturbance. Laboratory results are to be faxed to (775) 325-8491 directly from the laboratory providing analysis within the seventy-two (72) hour period. Handwritten results will not be allowed. Regardless of air sampling results, Contractors will not be allowed to submit a Negative Exposure Assessment, so that they can discontinue the use of respirators and personal protective suits. WCSD reserves the right to require this requirement to reduce the long-term exposure liability from Contractors and their workers that have disturbed WCSD's lead materials.

If Contractors have any questions regarding the requirements of this lead section contact:

Environmental Systems and Assessment Manager  
Facilities Management and Capital Projects  
Nevada Licensed Asbestos Project Designer, Inspector/Management Planner, & Monitor  
US EPA Certified Nevada Risk Assessor  
Washoe County School District  
Phone: 775-325-8491

21. INDOOR ENVIRONMENTAL QUALITY: Preventative project site practices will reduce the potential for residual problems with indoor air quality in completed buildings and reduce undue health risks for all workers. The following are the minimum standards required for on-site construction in the WCSD.

- A. Existing HVAC System: When feasible, the HVAC system for the project area will be shut down for the duration of the project. If occupied spaces will be adversely affected by the shut-down of the system, construction area return registers should be sealed with polyethylene sheeting and secured as an alternative. Registers must be sealed prior to the start of work.
- B. Separating Occupied Spaces from Non-Occupied: Keep work areas separate from occupied spaces with polyethylene sheeting (or similar) if there are no other natural barriers in place OR in spaces where air exchange will occur around the barriers.
- C. Ventilation: During the installation of carpet, paints, furnishings, and any other VOC emitting products, provide "spot" ventilation during application/installation and for at least 24 hours after the work is completed. In most cases, opening windows and doors will not be enough to effectively exhaust contaminants. It is recommended that an exhaust fan be used to pull polluted air out of the building. This can be accomplished by placing a fan in a window or door and temporarily sealing any opening around the fan with plastic. Additionally, a door or window at the opposite end of the room should be opened to allow fresh, outdoor air to flow across the work area and sweep polluted air out through the exhaust fan. As long as odors are present, the temporary exhaust ventilation must continue to operate. This may include nights and weekends, as necessary. Ventilation should continue for a minimum of 24 hours after the completion of the project or until there are no more noticeable odors.
- D. Construction Dust: Minimize the amount of dust in the air and on surfaces. Examples include the use of vacuum assisted drywall sanding equipment and the use of vacuums instead of brooms to clean construction dust from floors.

- E. After Hours Scheduling: Schedule high dust generating operations or extreme noise generating activities for after normal working hours. (i.e., saw cutting, jack hammering) and install temporary barriers to confine dust, as necessary.
- F. Gasoline/Diesel Powered Equipment: Electric powered equipment must be used in lieu of diesel or gasoline powered equipment. Gas and diesel equipment may not be used inside a WCSD building or near an outdoor fresh air building intake.
- G. Safety Data Sheets (SDS): SDS must be made be maintained onsite and made available upon request as required by federal law.
- H. Construction Completion: Prior to the occupancy of the building but after the installation of new furniture, carpet, etc., the building should be flushed with one hundred percent (100%) outside air for one to three (1-3) days.
- I. Air Filters: Replace all filtration media immediately at the conclusion of the project.
- J. Monitoring Air Quality: Indoor air quality monitoring will be conducted randomly throughout the project. Results and any recommendations will be communicated through the building inspector to construction management.
- K. Pre-Construction Work Area Inspection: Any overhead work including roof, the Contractor shall conduct a pre room condition walk through with WCSD Facilities Management Representative to determine the level of cleanliness that will be expected at completion of project. Contractor shall be responsible for cleaning all exposed surfaces within the facility beneath the work area. At the completion of the project, the Contractor shall clean all exposed surfaces within the facility beneath the aforementioned work area including, but not limited to all shelving, duct, lighting, flooring, furniture, etc.

22. LOCK OUT TAG OUT (LOTO) PROCEDURE: Contractor will be responsible for the isolation and termination of all building systems that may be impacted by the scope of work within this contract. Contractor will coordinate all shut-down processes with the construction manager prior to any shutdowns up to and including Lock Out Tag Out procedures 24 hours prior to any shutdowns. WCSD will make the final determination of which systems and location shall be isolated. All Lock Out Tag Out procedures will be performed at main service panel.

23. SERVICE-RELATED GENERAL REQUIREMENTS: All work activities under this contract shall be coordinated with the requirements of the WCSD'S Facilities Management Department. The WCSD shall be contacted prior to any service shutdown and advised when such shutdown shall be commenced. It is the Contractor's responsibility to shut water off and/or on in response to any repairs directed by WCSD Facilities Management Department representative. The Contractor will be required to maintain a neat and orderly operation and to limit or keep noise and nuisance to a minimum.

WCSD reserves the right to remove any person from the property for the safety and security of the facility. It is a felony to transport any alcoholic beverages, drugs, weapons, or ammunition of any kind on WCSD property. Any contact or conversation with students is prohibited. Smoking is prohibited on all WCSD property. Working hours inside the existing perimeter and existing building will be coordinated with WCSD. Operations shall be confined to the areas permitted under the contract. Areas beyond indicated work areas are not to be disturbed. Contractor must conform to site rules and regulation affecting the work. Driveways and entrances serving the premises shall be kept clear and available at all times. These areas are not to be used for parking or storage of materials. Passenger cars, trucks, and motorized construction equipment, when parked and unattended, shall be locked and the ignition key removed. No such vehicle shall be left with the motor running.

Limitations on site usage, as well as specific requirements that impact site utilization are indicated on the drawings and any other contract documents when required. Deliveries shall be scheduled to minimize space and time requirements for storage of materials and equipment. Work schedules will be developed and submitted to the WCSD's Facilities Management Department forty-eight (48) hours in advance of any work. All refuse will be removed daily.

24. SITE VISITS & PROJECT STAFFING: It shall be the responsibility of each Bidder submitting a RFQ for this service to make any or all site visits necessary to inspect and inventory all equipment in order to submit full and complete pricing in accordance with the RFQ specifications. Site visits may be arranged by sending written request via email to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net). Bidder shall provide sufficient staffing adequately trained to accomplish the work as detailed in this RFQ.

25. **EXAMINATION OF SITE:** If applicable, Contractor may be instructed by WCSD personnel to visit the site of building, compare the drawings and specifications with any work in place, and inform him/herself of all conditions, including the work, if any, being performed. Failure to visit the site will in no way relieve the Contractor from necessity of furnishing any materials or performing any work in accordance with drawings and specifications that may be required to complete the work without additional cost to the WCSD.

26. **OBSERVANCE OF COMPLIANCE REQUIREMENTS:** Contractor shall give all notices as required and comply with all laws, ordinances, rules, permits and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that plans and specifications are at variance therewith, he/she shall notify the WCSD promptly in writing, of any necessary changes in the work. If the Contractor performs any work knowing it to be contrary to such law's ordinances, rules, and regulations, and without such notice to the owner, he/she shall bear all costs arising therefrom. Contractor shall notify WCSD when ready for final inspection.

27. **TOILETS:** If applicable, awarded Bidder shall make arrangements with the WCSD's Facilities Management Department for toilets as necessary for use of workmen and will keep all toilets in sanitary condition.

28. **CLEAN-UP:** The awarded Bidder shall, at all times, keep WCSD premises free from accumulation of waste materials or rubbish caused by the awarded Bidder's operations. Upon completion of the service, the awarded Bidder shall remove all waste materials, debris and all tools, construction-related equipment, machinery and surplus materials, and shall clean all glass surfaces and leave the work area "broom clean" or its equivalent, except as otherwise specified.

30. **HOURS:** No overtime or weekend work for contracted services will be performed without the written approval of the WCSD or authorized representative except in cases of emergency where life or property is in imminent danger. The Contractor shall notify the WCSD's Facilities Management Department forty-eight (48) hours prior to anticipated weekend or overtime work, so that building access arrangements can be made by WCSD.

30.1 Glass replacement shall be scheduled during work hours; 7:00 a.m. to 5:00 p.m. unless prearranged and agreed to by the Facilities Management Department.

31. **PERSONNEL SAFETY CHECK APPLICATION:** The awarded Bidder shall report to WCSD all required information for every employee who will be on any/all premises of any WCSD site/location. Refer to **PERSONNEL SAFETY CHECK INSTRUCTIONS AND APPLICATION** (attached hereto), Attachments A and B for requirements, instructions, and application.

32. **SCOPE OF SERVICE:**

- 32.1 The scope of service under this contract is to provide WCSD with emergency glass replacement at any school, office and/or site within Washoe County School District. It is anticipated that in some cases, lead based paint and asbestos containing materials may be encountered during the replacement services. In those cases, the successful Bidder will be responsible for testing and/or abatement of those materials.
- 32.2 The successful Bidder shall have trained, and certified personnel as specified in the asbestos disturbance (Section 19.2) of this RFQ document to provide those services. Sub-contractors may be used for these services, but it shall be the sole responsibility of the successful Bidder to ensure that any sub-contractor is in full compliance with the requirements of this RFQ document. If sub-contractors are used, WCSD will only accept invoices from the successful Bidder. Sub-contractors are not allowed to invoice WCSD directly.
- 32.3 The price per square foot must include all labor, materials, service call, aluminum angle stops, tamper proof screws and any equipment and/or tools to complete the glass replacement jobs (Category 1), up to and including cost for asbestos testing (Category 2) and up to and including asbestos and/or lead abatement (Category 3) as defined on the Price Schedule/Specification Sheet on an "as needed basis".
- 32.4 The exact quantity of lead-based paint and asbestos containing material removal required is not possible to determine, WCSD has estimated a percentage of the amount of testing and/or abatement required.

### 33. WINDOW REPLACEMENT REMOVAL PROCEDURES:

- 33.1 The following window procedure will be required to remove window frames and window hardware from any District window openings. Window putty has been found in some cases to contain asbestos. Due to this finding, all suspect window putty must be sampled by the contractor and determined not to contain asbestos or if asbestos is found, the following procedures must be utilized. In addition to the following procedures, which are to be considered the minimum, successful Bidder must also comply with all local, state, and federal regulations applicable to the removal of asbestos containing materials. It is the Bidders responsibility to be familiar with and comply with all applicable regulations. Additional Engineering Controls may be required for regulatory compliance, and the successful Bidder is not to assume that these requirements ensure full compliance with all applicable regulations. The successful Bidder must use properly asbestos trained personnel to complete the removal.
- 33.2 The successful Bidder will be required to utilize proper personal protective equipment based upon personal air sampling results. Personal air sampling will be conducted at all times and a minimum of a half Mask respirator will be utilized and protective suits at all times during removal, regardless of personal air sampling results. Personal air sampling results will be submitted to the ES&A Department within 48 hours of any removal. Successful Bidder will contact the ES&A Department at (775) 325-8491 at the time the removal of putty is to be completed. If this notification is done after hours the notification is to be left on the answering machine at that number.
- 33.3 The following procedures must be utilized for putty that contains asbestos or putty that has not been sampled and found to not contain asbestos.
- 33.3.1 The successful Bidders technician will contact the ES&A Department at (775) 325-8491 at the time the removal of putty is to be completed. If this notification is done after hours, it is to be left on the answering machine at that number.
- 33.3.2 Place safety tape or other physical barriers to properly isolate the area of the window from the public. No abatement may be completed when school is in session and must be done during school breaks or after hours.
- 33.3.3 From the inside of the school, install 2 layers of 6 mil polyethylene plastic (poly) over the inside opening of the window opening with tape, in an adequate fashion to completely seal off with poly the exterior window opening from the inside to the building. The putty removal cannot proceed until an air-tight poly seal has been created between the inside and the outside of the window opening. This requirement will be strictly enforced. If the inside of the window opening cannot be utilized to create a seal, a poly wall will need to be constructed inside the classroom to seal the window opening completely from the inside of the classroom.
- 33.3.4 Place a 6-mil poly drop on the ground of sufficient size to catch all window debris both on the outside and inside of the window opening.
- 33.3.5 Remove the window. Extreme care must be taken to ensure that the poly placed in the window opening is not punctured while removing. Ensure that the poly seal in the window opening remains in place. If the poly is damaged, immediately discontinue removal and tape up the cut in the poly.
- 33.3.6 From the outside, clean up the internal area of the window, ledge, and window jamb up to the poly window opening seal of any window debris, utilizing a HEPA vacuum.
- 33.3.7 When the window has been completely removed and the exterior and interior cleaned of all debris, carefully roll up the exterior poly drop that is on the ground, with the debris in it, and

dispose of at a proper remote (asbestos landfill) location. Do not dispose of any window poly/debris in WCSD dumpster.

- 33.3.8 From the outside of the building, carefully remove the poly window seal from the inside of the window, starting from top to the bottom. Remove any debris that is stuck against sill with tape. Dispose of the poly at a proper remote (asbestos landfill) location as asbestos waste.
- 33.3.9 Clean up the area with a HEPA Vacuum around the putty removal inside and out. Do not leave any debris.
- 33.3.10 New window can now be replaced but no putty can be utilized for re-installation. Metal stops are only allowed on District window openings utilizing tamper-proof screws.

33.4 Failure of the successful Bidder to comply with any of the required procedures will constitute the improper disturbance of asbestos containing materials and upon discovery, ES&A Department will be notified by the contractor and will immediately hire an outside asbestos consultant and asbestos abatement contractor, of WCSD's choice, to perform an assessment of potential asbestos disturbance contamination and order and oversee any required clean up. The window replacement contractor agrees to upon entering this contract with WCSD, to reimburse WCSD for all costs incurred.

#### 34. GLASS REPLACEMENTS:

- 34.1 Safety glass must meet Federal Specifications DD-G- 451D and/or the most current federal specifications and the Washoe County Building Code, whichever is more stringent.
- 34.2 Laminated Safety Tempered Glass must meet Federal Specifications DD-G-1403Bj Federal Standard 16CFR1201 d ANSI 297.1-197S and/or the most current federal specifications and the Washoe County Building Code, whichever is more stringent.
- 34.3 Float Glass must meet Federal Specifications DD-G-4SID and/or the most current federal specifications and the Washoe County Building Code, whichever is more stringent.
- 34.4 All federal, state and Washoe County Laws, requirements and specifications must be met and adhered to.

#### 35. JOB DISAGREEMENTS OR MISINTERPRETATIONS:

- 35.1 The Facilities Management Department must review any disagreements between the successful Bidder and WCSD personnel concerning the work to be performed. Without prior approval, additional job charges due to misinterpretations by the successful Bidder of the work to be performed will not be allowed or paid.

#### 36. SUPPLIER REPORT:

- 36.1 Successful Bidder shall be responsible for compiling usage figures and reporting them to the Purchasing Department on a quarterly basis. These figures shall indicate type of merchandise purchased, total dollar value of merchandise purchased, and total dollar value of labor expended against this contract.

#### 37. RESPONSE TIME:

- 37.1 WCSD personnel will make every attempt to provide the successful Bidder with appropriate times to schedule work. Upon arrival at the school, the supplier should check in with the office for window replacement location. If school personnel deny access to a location, the successful Bidder should check in with the office secretary, ask to see the school principal and explain the circumstances regarding access to the room.
- 37.2 For emergency glass replacement, the successful Bidder shall respond by phone within one (1) hour of call for service. Successful Bidder must be on the job, working toward the successful completion of the job,

within three (3) hours. If additional time is required, the successful Bidder must acquire prior approval from the Facilities Management Department.

- 37.3 The replacement time for non-specialty glass shall be three (3) to five (5) business days after a call for service. The replacement time for specialty glass shall be seven (7) to ten (10) business days after a call for service.
- 37.4 WCSD reserves the right to use secondary supplier if the completion of the job does not fall within the three (3) hour time frame for emergency glass replacement.

38. RENTAL EQUIPMENT:

- 38.1 If lift equipment must be rented for performance of work related to this contract, the successful Bidder shall be allowed to charge the rental fees to WCSD provided the following conditions are met:
  - 38.1.1 Only the minimum incremental rental time shall be allowed to complete the work. One additional hour shall be allowed for equipment transport.
  - 38.1.2 A copy of the rental agreement must accompany invoice for approval of payment. WCSD locations for the work shall be stated on the rental agreement.

39. PRICING CATEGORIES

- 39.1 Pricing is requested based on three categories as follows:
  - 39.1.1 Category 1 - The total cost per square foot to replace a window that does not need to be tested or abated for asbestos or lead.
  - 39.1.2 Category 2 - The total cost per square foot to test a window for asbestos and if no asbestos is found to replace the window.

**NOTE REGARDING THE TESTING FOR LEAD:** If the window contains putty, it will be assumed that the window contains lead and therefore no testing for lead will be required. Category 2 will only be a cost per square foot for testing for asbestos and, if no asbestos is found, the replacement of the window.

- 39.1.3 Category 3 - The total cost per square foot to test a window for asbestos, abate or remove any asbestos or lead and to replace the window.

40. **PUBLIC DISCLOSURE FORM – REQUIRED WITH RFQ SUBMISSION:**

Firm/Agency Name: \_\_\_\_\_

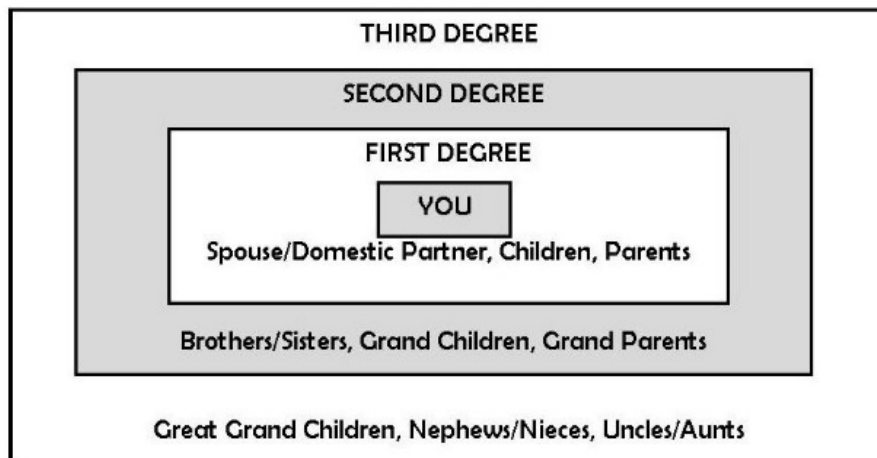
I understand that per NRS 281A.020 a public office is a public trust and shall be held for the sole benefit of the people; and a public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public who the public office 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 or accept any gift, service, favor, employment, engagement, emolument 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 or grant unwarranted privileges, preferences, exemptions or advantages for the public officer or employee with any business entity.

I certify and acknowledge by signature below that I am a duly authorized agent of the submitting firm/agency named above and that failure to disclose all facts relative to a conflict or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the firm/agency is submitting to WCSD may result in a rejection of said solicitation submission or termination of any resulting contract/agreement should the above-named firm be awarded.

I certify that I and my firm/agency and/or principals of my firm/agency have no pecuniary/financial interests 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.

To the third degree of consanguinity (refer to chart below), I have listed all of my and firm/agency principals and firm/agency key personnel's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employee of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel.







**Quote Title: DISTRICT-WIDE EMERGENCY GLASS REPLACEMENT FOR SCHOOLS AND SITES**

**Quote #: 48-QF-09-22-LR**

EXCEPTIONS TO RFQ TERMS, CONDITIONS AND SPECIFICATIONS:

Exceptions to the RFQ Terms, Conditions and Specifications must be noted in the space provided. Failure to note said exceptions shall be interpreted to convey that Vendor shall propose to perform in the manner described and/or specified. If more space is required, please attach additional sheet(s) referencing RFQ Title and Number.

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RFQ SIGNATURE & DELIVERY:

In compliance with this RFQ and subject to all the terms and conditions thereof, the undersigned authorized agent offers and agrees, if this quote is accepted to furnish any or all of the items herein at the prices, terms and delivery stated.

***NOTE: THIS FORM MUST BE SIGNED AND RETURNED WITH QUOTE SUBMISSION. ANY QUOTE SUBMISSION NOT SIGNED WILL BE DISQUALIFIED AND REJECTED. CERTIFIED ELECTRONIC DIGITAL SIGNATURES ARE ACCEPTABLE. NON-CERTIFIED ELECTRONIC DIGITAL SIGNATURES WILL NOT BE ACCEPTED.***

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Email Address: \_\_\_\_\_

Delivery will be completed within: \_\_\_\_\_ DAYS or WEEKS (Circle One)

\_\_\_\_\_  
Authorized Agent Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Agent Direct Email

**AUTHORIZED AGENT SIGNATURE**

\_\_\_\_\_  
Date