



Washoe County School District

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

ADDENDUM #1 QUESTIONS & ANSWERS

BOXES FOR NUTRITION SERVICES RFQ #JP-1127-21

December 4, 2020

The following information, clarifications, changes, and modifications are by reference incorporated into the Request for Quote (RFQ) document for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. It is the prospective Vendor's responsibility to read the entire RFQ and all appendices and to respond to all requirements completely.

All prospective Vendors should acknowledge receipt of this Addendum by signing this document and returning it with the RFQ submission. Failure to acknowledge receipt of this Addendum may result in a rejection of RFQ submission.

Question: Do all 133K boxes need to bill billed before 12/30/2020?

Answer: All boxes, which will be approximately 133,000, will need to be billed no later than 12/30/20.

Question: Do all 133k boxes need to be received in our warehouse and held to be shipped when needed without additional invoicing?

Answer: Yes, all the boxes that are ordered for the initial shipment of approximately 133,000 will need to be received in the awarded vendor's warehouse by 12/30/20. A letter from the vendor is required stating that the boxes are in the vendor's possession and the space to store those boxes is solely dedicated for Washoe County School District. Vendors must commit to receiving the boxes by 12/30/20.

Question: I was confused that in the general terms sections #6 it states that we need to send separate invoices with each shipments but on the quote page it states that everything needs to be billed by 12/30/2020.

Answer: For the initial order of approximately 133,000 boxes, there should be one invoice that is billed by 12/30/20. The boxes shall be stored for Washoe County School District and will be taken as needed. If any additional boxes are needed after this initial order, then a separate invoice is required for each shipment.

Question: It's my understanding from working with other school districts in Nevada that all product must be received by the district and billed by 12/30/2020 per Cares Act rules.

Answer: This purchase is not being paid for with Cares Act funds. This purchase will be made using the Coronavirus Relief Fund. Product must be received in the awarded vendor's warehouse by 12/30/20. A letter from the vendor is required stating that the boxes are in the vendor's possession and the space to store those boxes is solely dedicated for Washoe County School District.



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Question: Would you please verify if you are planning to buy a total of 133,000 boxes initially and then purchase additional boxes in quantities ranging from 3,000 to 5,000 or if you are planning to purchase a total of 133,000 boxes in groups of 3,000 to 5,000 over the course of the agreement?

Answer: We are planning to buy a total of approximately 133,000 boxes that must be billed by 12/30/30. Boxes must be stored for Washoe County School District and will be taken as needed, in shipments of approximately 3,000-5,000. The District reserves the right to order additional boxes after this initial purchase as needed.

ACKNOWLEDGEMENT OF RECEIPT

AUTHORIZED SIGNATURE

PRINT NAME

PROPOSING FIRM NAME

TITLE