



Washoe County School District

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

LETTER OF INTENT

June 7, 2021

Dear Participants and Interested Parties,

This letter is notification that Washoe County School District's Purchasing Department is recommending final contract award for RFP #21-004, Commercial Purchasing Card Program to Commerce Bank, pending successful contract negotiations.

This letter serves as formal notification that the five (5) business day appeal period will commence effective the date of this letter. Pursuant to NRS 332.068, an original notice of appeal **and** 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 the Washoe County School District, must be received no later than June 14, 2021 at 5:00 p.m. (local time) by the Purchasing Department. The corresponding address is as follows:

WCSD Purchasing Department
Attn: Andrea J. Sullivan
The Brown Center
14101 Old Virginia Road
Reno, NV 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; vendors are advised to refer to the above referenced statute or the RFP document for further instructions on filing a notice of appeal.

On behalf of the Washoe County School District, thank you for your interest in this proposal.

Sincerely,

Jenny Perry
Buyer II

cc: RFP Correspondence File