



Washoe County School District
Request for Quote (RFQ) – PRODUCTS
Purchasing Department
14101 Old Virginia Road, Room 0
Reno, Nevada 89521
Phone (775) 850-8025
Email: solicitations@washoeschools.net
Facilitating Buyer: Monica Schuerr-Howden

Quote Title: Classroom Paper for Warehouse Inventory

Quote #: MS-1109-19

Washoe County School District (WCSD) is soliciting for formal quotes for certain PRODUCTS identified on the QUOTE FORM 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 for award consideration. RFQs that are received via facsimile, any other email other than that listed above, or outside of a sealed envelope will NOT be accepted.

Posting Date: Tuesday, February 12, 2019

Due Date: March 1, 2019 at 10:00 am (local time) *Samples are due prior to DUE DATE and Time*

GENERAL TERMS & CONDITIONS OF QUOTE

- FORMS:** Vendor must submit quote on this form only.
- 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.
- CONTRACT TERM:** Vendor will receive a WCSD Purchase Order (PO); the General Terms and Conditions of this RFQ are hereby incorporated by reference. Acceptance of WCSD's PO includes all terms, prices, delivery, specifications and conditions stated herein. Contract term is for one (1) year from date of award with three (3) 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.
- FIRM PRICING:** Pricing provided on the QUOTE FORM under the awarded Vendor, shall not increase during the initial contract term of one (1) year. After the initial contract term, a price adjustment may be reviewed/authorized. WCSD may grant a price adjustment in a situation where (all) manufacturers/distributors of the products to be procured, as a result of award of this Request for Bid, adjust the prices of their products to all dealers or distributors. In this case, a permissible increase may be authorized and may be equal to only that increase by the manufacturers or distributors of that market. Prior to permitting any increase, evidence of such an increase, in the form of a letter on the manufacturer's/distributor'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, series or product numbers of the Bid item being increased, the amount and effective date of any and all increases to all dealers and distributors. In any case the price increase may not be greater than five percent (5%).
- QUANTITY:** The quantities listed in this quote are estimated. 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.
- INVOICING AND PAYMENT:** Vendor must issue a separate invoice for each shipment. 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. Payments shall be made only for actual quantities furnished by Vendor upon order from WCSD.

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 "or equal," Vendor may offer other than the specified item if the item offered is equal 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 cause 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 "or equal" basis, the product will be rejected in favor of an offer to provide the product specified.

8. **SHIPPING INSTRUCTIONS:** 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 a PO. 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).

9. **INSTALLATION:** If applicable, orders of product(s) 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.

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 exclusively 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. **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. All documentation must be submitted to:

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

12. **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 Bid. The awarded Vendors 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 "ACCORD 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 Proposer'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 Proposer 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 Proposer'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.

13. 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

If applicable, 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

If applicable, 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.

* * * * * **END OF GENERAL TERMS & CONDITIONS OF THE QUOTE** * * * * *

SPECIAL TERMS & CONDITIONS OF QUOTE

14. **SUBMISSION REQUIREMENTS:** Even if 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.

15. **SAMPLES:** Only if Vendor is quoting other than brand specified, then samples must be provided where noted. If samples are not received prior to quote due date and time, then quoted item submission may be rejected.

Samples are to be sent to:

Washoe County School District
Attn: Ryan Conner, Inventory Control Technician
RE: Samples for RFQ #MS-1109-19
Purchasing Warehouse
425 E. Ninth Street
Reno, NV 89512-0106

16. **BASIS AWARD:** Quote to be awarded on an "item by item" basis to lowest priced responsive/responsible Vendor unless otherwise noted in line item description.

17. **DELIVERY SCHEDULE**

Delivery time offered shall be an important consideration in the quote evaluation and recommendation for award. In the space provided on the QUOTE FORM, submissions shall a realistic date for delivery AFTER RECEIPT OF AN ORDER (ARO). Deliveries are to be shipped to:

Washoe County School District
Purchasing Warehouse
425 E. Ninth Street
Reno, NV 89512-0106

18. The **QUOTE FORM** is attached hereto. All pricing information must be submitted on this QUOTE FORM only.

***** **END OF SPECIAL TERMS & CONDITIONS OF THE QUOTE** *****

Quote Title: Classroom Paper for Warehouse Inventory

Quote #: MS-1109-19

In compliance with this quote 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.

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax Number: _____

Company Email Address: _____

Delivery will be complete in _____ days ARO. Payment Terms: _____

EXCEPTIONS TO RFQ TERMS, CONDITIONS AND SPECIFICATIONS (GENERAL AND/OR SPECIAL):

Exceptions to the Terms, Conditions and Specifications of this RFQ 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. This form must be signed regardless if exceptions are noted.

AUTHORIZED SIGNATURE:

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.

Authorized Agent Signature

Authorized Agent Name (Printed)

Title

Direct Email

Date

QUOTE FORM

ITEM	WCSD #	QTY	UNIT	DESCRIPTION	SPECIFIED BRAND / MANUFACTURER	UNIT COST	EXTENDED COST	"EQUAL" BRAND / MANUFACTURER	UNIT COST	EXTENDED COST
1	611/3790	3,000	Reams	Paper, Binder, White (3/8" Ruled, Both Sides) 3 Hole, Sub 16, 8-1/2" x 11". Everett, Roselle RWC851138HP, Pacon 2402, APC 130P or equal. SAMPLE REQUIRED						
2	611/3800	300	Reams	Paper, Binder, Yellow (3/8" Ruled, Both Sides), Sub 16, 8-1/2" x 11" with Margin. Everett, APC 130CS, Roselle 085423 or equal. SAMPLE REQUIRED						
3	611/3810	60	Rolls	Paper, Butcher, White, 30" x 1000', 50 lb. Basis, Crown Alpine Meat Wrap, APC 5030 or equal. SAMPLE REQUIRED						
4	611/3820	150	Reams	Paper, Chart, White, 24" x 36", w/Blue Lines, 16 lb. Basis, 1-1/2" x 3/4" x 1-1/2" Skip, SW, Alt. Dark & Light, Paperulers #SP1242, APC ARS2404 or equal. SAMPLE REQUIRED						
5	611/3821	300	Pads	Paper, Chart, White, 24" x 32", Plain, 2-Hole Punched, 25 Sheets/Pad, APC APS24P or equal. SAMPLE REQUIRED - No Spirals						
6	611/4240	1,100	Reams	Paper, Graph, 8-1/2" x 11, 1/4" quad., White, Ruled Both Sides, 16 lb. Basis, APC 811-425, Pacon 2411 or equal. SAMPLE REQUIRED						
7	611/4380	100	Reams	Paper, Drawing, White Sulphite, 60 lb. Basis, 9" x 12", Everett, Riverside #3173, Roselle, APC 609W or equal. SAMPLE REQUIRED						
8	611/4390	100	Reams	Paper, Drawing, White Sulphite, 60 lb. Basis, 12" x 18", Everett, Riverside #3174, Roselle, APC 612W or equal. SAMPLE REQUIRED						

VENDOR NAME: _____

VENDOR SIGNATURE: _____

DATE: _____

ITEM	WCSD #	QTY	UNIT	DESCRIPTION	SPECIFIED BRAND / MANUFACTURER	UNIT COST	EXTENDED COST	"EQUAL" BRAND / MANUFACTURER	UNIT COST	EXTENDED COST
9	611/4410	50	Reams	Drawing, Manila, 60 lb. Basis, 12" X 18", Everett, Roselle, APC 612M or equal. SAMPLE REQUIRED						
10	611/4470	80	Reams	Paper, News-Ruled, (LW), 10-1/2" x 8", 3/4" Top Margin, 5/16" ALT, 11/32" Red Line x 9/32", 30 lb. Basis. Roselle RWN815SPEC, Everett, Pacon 2682, APC GR2-DOT or equal. SAMPLE REQUIRED						
11	611/4480	60	Reams	Paper, News-Ruled, (LW), 10-1/2" x 8", 1-3/4" Top Margin, 1/4" ALT 1/4" Red Line x 8/32", 30 lb. Basis. Everett, Roselle RWN815SPEC, APC GR3-DOT or equal. SAMPLE REQUIRED						
12	611/4490	50	Reams	Paper, News-Ruled, 8" X 10-1/2", 1/4" Top Margin. School Smart by APC #085339 or equal. SAMPLE REQUIRED						
13	611/4510	60	Reams	Paper, News-Ruled, (SW), 8" x 10-1/2", 1-1/2" Top Margin, 11/32" Ruling. Pacon 2645, Everett, Roselle, APC 700W or equal. SAMPLE REQUIRED						
14	611/4620	50	Reams	Paper, Penmanship (SW) 8" x 10-1/2", 3/8" Ruling, Sub 16, Bond, No Margin. Everett, APC 700, Pacon 2433 or equal. SAMPLE REQUIRED						
15	611/4630	100	Reams	Paper, Penmanship (LW) 10-1/2" x 8", Sub 16, Bond, 1-1/8" Top Margin, 1/4" Alt x 1/4" x 1/2" Skip, Everett, APC 773-816, Pacon X2449AB or equal. SAMPLE REQUIRED						
16	611/4640	50	Packages	Paper, Tag Board, Manila, 8-1/2" x 22-1/2", 150 lb. Basis (100 Sheets/Pkg.) APC AMT8501, Roselle or equal. SAMPLE REQUIRED						

VENDOR NAME: _____

VENDOR SIGNATURE: _____

DATE: _____

QUOTE FORM

ITEM	WCSD #	QTY	UNIT	DESCRIPTION	SPECIFIED BRAND / MANUFACTURER	UNIT COST	EXTENDED COST	"EQUAL" BRAND / MANUFACTURER	UNIT COST	EXTENDED COST
17	611/4650	450	Packages	Paper, Tag Board, Manila, 9" x 12", 150 lb. Basis (100 Sheets/Pkg.) Roselle, APC 1509MP, Boston 5111 or equal. SAMPLE REQUIRED						
18	611/4660	10,000	Sheets	Paper, Tag Board, Manila, 22" x 28", 150 lb. Basis (100 Sheets/Pkg.) Roselle MTB1502228, APC 1522MP or equal. SAMPLE REQUIRED						
19	611/4460	350	Reams	Paper, Writing, 8-1/2" x 11", 16 lb., White, 1/4" ALT x 1" x 1/2" Skip. APC ARS8541 or equal. SAMPLE REQUIRED						
20	611/4465	1,500	Packages	Sentence Strips, 100% Tag Board, 3" x 24" Guideline Rule of 1-1/2", Assorted Colors, 100/Pkg., APC 9765KL or equal. SAMPLE REQUIRED						

VENDOR NAME: _____

VENDOR SIGNATURE: _____

DATE: _____