



How to do Business with Washoe County School District Responses to Questions submitted April 19, 2018

1. Question: When will the RFP for A&E qualifications be released?

Answer: Washoe County School District's most recent Request for Qualifications (RFQS) for a general architects' pool was released on March 8, 2018 and was opened on April 3, 2018. This RFQS is currently under evaluation and is scheduled for WCSD Board of Trustees' award on May 22, 2018. An anticipated release of a RFQS for general engineers pool is tentatively scheduled for late fall 2018.

2. Question: Is there a discussion or strategy on the current material tariff increases?

Answer: Washoe County School District has met with the AGC and some of their contractor and sub-contractor members on the topic of steel escalation. WCSD, as has been the case for many years, allows awarded contractors to order materials upon contract award and Notice to Proceed to buy materials ahead of time and submit to the district for payment as long as the materials are stored in a licensed and bonded warehouse. We will continue to allow this process in order to help avoid escalating prices that may occur before the material is needed on a project. We have also agreed to try to minimize the time between bids being due and contracts being awarded to any extent possible. Additionally, should steel prices continue to rise, we are reviewing some contract language to address escalating steel prices that we may add to our contract documents if the issue persists.

3. Question: Pre-qualifying process?

Answer: For non-Public Works solicitations governed under NRS 332, any required pre-qualifications are outlined in the specifications of the specific solicitation. Often times "samples" of products may be requested during the solicitation process in order to pre-qualify items prior to vendor submission.

For Public Works – There is no Pre-Qualification process. As long as the vendor is properly licensed, we award to the lowest bidder.

4. **Question:** Textbooks – Working with POs and Mountain State Depository – Best practices for communication and fulfillment.

Answer: Please contact the Purchasing Department via email at: purchasing@washoeschools.net for clarification on this inquiry/statement.

5. **Question:** Nutrition Services – Who is in charge of purchasing and Aramark consumables?

Answer: The current contract between WCSD and Aramark specifies that Aramark will purchase all food and consumables for the program and will invoice the District for those purchases.

6. **Question:** Computers – Which contracts do you utilize? Do you purchase from multiple vendors on those contracts? i.e.: WSCA/NASPO?

Answer: Washoe County School District currently uses WSCA/NASPO #8346 to procure HP, Apple, and Dell computers. Computer product standards are established through the IT Department and orders are managed through selected distributors.

7. **Question:** Include more about the project design intent for CMARs, RFPs being done by General Contractors so they can better prepare their approach.

Answer: Thank you. The Purchasing Department appreciates your feedback.

8. **Question:** What can we do if upon vendor registration, our main (service) product is not listed on your commodities listing? Do you have the ability to add one to the list? If so, what is the process?

Answer: Please contact the Purchasing Department via email at: purchasing@washoeschools.net to present potential commodities.

9. **Question:** How do I find out about your textbook adoption cycle?

Answer: Please contact the Curriculum & Instruction Department. Directory information can be found online at: <https://www.washoeschools.net/Domain/253>

10. **Question:** Does the District have set payment terms or can we as vendors set our own terms?

Answer: Washoe County School District's standard payment terms are Net 30 days.

For Public Works - Billings are typically done once a month, but you can arrange/coordinate this with Capital Projects once awarded the project. You cannot bill for services or materials not yet rendered or procured. A detailed Schedule of Values is required for all billings.

11. **Question:** Can a P-card be used for over \$500.00? Vendor can give discount for P-card use.

Answer: Although there are limits to P-card use, there are instances where P-cards and/or single use cards can be utilized for purchases over \$500.00.

12. Question: I am new to doing business in Nevada. Is there a state contract that I should be getting on to do business with Washoe County School District?

Answer: In order to do business with Washoe County School District, please complete and return the Supplier Registration form found on the Purchasing site at https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/65/PUR-F234_Supplier_Registration-Update_Form_Rev_D.pdf. For questions regarding State of Nevada contracts, please contact State of Nevada Purchasing at <http://purchasing.nv.gov/>.

13. Question: Does Washoe County School District use a book depository system?

Answer: Yes, currently Washoe County School Districts use Mountain State Schoolbook Depository.

14. Question: When purchasing PD books for teachers, does Purchasing buy directly from the publisher or through Amazon or Barnes & Noble? As a publisher rep, I would only get credit on books purchased directly from the publisher. If WCSD contacts me directly, I can work with you to insure you get the best possible price and plus I would get credit. If you go through Amazon or Barnes & Nobles, you may not be getting the best price. Thank you for your consideration. (I am referring to NSTA books, NCTE, NCTM, Corwin, and Stenhouse, etc.)

Answer: Washoe County School District procures PD books for teachers both directly from publishers and from resellers such as Amazon, and Barnes & Noble as well as other book retailers/sources.

15. Question: What is the best way to present new products/solutions when a bid is not out?

Answer: Please contact the Purchasing Department via email at: purchasing@washoeschools.net for assistance in coordinating introductions.

16. Question: What is the best way to know districts' needs or wants, for goods or services?

Answer: Current bid and quote opportunities can be found on the Purchasing Department website at <https://www.washoeschools.net/Page/778>.

Public Works specific opportunities can be found at <http://solicitations.washoeschools.net/>.

17. Question: How can we get more insight about construction project constraints and goals? It would be nice to have the design team talk and kickoff RFQ meetings.

Answer: For regular Public Works' bids (not CMAR) the Consultant (design team) is typically available at the Pre-Bid Meeting to go over technical aspects of the specified project. If any additional information is required, Contractors are encouraged to ask questions during the solicitations period prior to the Question Deadline.

18. Question: Who is the buyer for furniture products?

Answer: Please contact Pam Homentowski at phomentowski@washoeschools.net with any questions regarding furniture purchases.

19. Question: Who is the buyer for AV Products?

Answer: Please contact Holly Kirby at holly.kirby@washoeschools.net with any questions regarding AV product purchases.

20. Question: When a new facility is being built, are things like furniture or AV installations considered part of the CMAR process or are these items bid as products and services?

Answer: When a new facility is being built, item such as furniture or AV installations are not considered part of the CMAR process, but rather purchased directly by WCSD as part of the FFE procurement process (furniture, fixtures, and equipment). The awarded CMAR (Construction Manager at Risk) of a Public Works project does not manage the procurement of FFE items.

21. Question: Any early payment options if discounts are offered?

Answer: Early payment discounts are not accepted by the Washoe County School District.

22. Question: What about billings twice a month?

Answer: Washoe County School District's standard payment terms are Net 30 days.

For Public Works - Billings typically are done once a month, but you can arrange/coordinate this with Capital Projects once awarded the project. You cannot bill for services or materials not yet rendered or procured. A detailed Schedule of Values is required for all billings.

23. Question: How are project delay costs handled? Can a daily amount be negotiated early?

Answer: There is no negotiation. The Liquidated Damages for both Substantial Delays and Punch List Delays are listed in the bid specifications.

24. Question: When will WCSD be adopting (RFP) K-5 Science textbooks?

Answer: Please contact the Curriculum & Instruction Department. Directory information can be found online at: <https://www.washoeschools.net/Domain/253>. Additional information regarding Washoe County School District's can be found online at: <https://www.washoeschools.net/Page/1090>

25. Question: Does Washoe County School District still use compatible toner cartridges or are they using OEM? We offer all types. Does Washoe County School District service their laser printers from "In-house" or are they out sourced?

Answer: Washoe County School District Equipment Repair provides assessment for service needs.

26. Question: What paper work does a business need to complete to get added to the list of approved vendors? Where can we find that paperwork? Or who can we talk to in order to get it?

Answer: Please complete the Supplier Registration Form found on the Purchasing Department website at https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/65/PUR-F234_Supplier_Registration-Update_Form_Rev_D.pdf Should you have any questions, please feel free to call 775.850.8025.

For Public Works - No Pre-Qualification process is required for Public Works. As long as they are properly licensed then we award to the lowest bidder. It is best to register on our Solicitations Website at <http://solicitations.washoeschools.net/> to be alerted on upcoming projects.

27. Question: Do you have a pre-qualification of contractors? Do contractors get dis-qualified if any expectations are not met?

Answer: Pre-Qualification is not required for Public Works projects. As long as they are properly licensed then we award to the lowest bidder. It is best to register on our Solicitations Website at <http://solicitations.washoeschools.net/> to be alerted on upcoming projects. If expectations are not met, such as delays to the construction schedule, then Liquidated Damages can be assessed. Additionally, a contractor could ultimately be deemed not responsible if problems were severe enough and persisted for long enough.

28. Question: Are contractors required to choose their subcontractors based on the District's vendor list? Will the contractors bid still be considered if their subcontractors are not yet a District vendor at the time of bid? If you are included in a large bid as a subcontractor, will the District pay all subcontractors or will the contractor be responsible for payment to subcontractors?

Answer: The District does not have any contractual agreement with sub-contractors for Public Works. Therefore, the Prime Contractor awarded the project and contracted with the District will manage and pay their own subs. The Prime can also select whatever subs they wish at time of bid as long as they are properly licensed for the specified work.

29. Question: When will the new schools have temporary offices open so we may contact them to offer our materials for possible purchase?

Answer: Materials to be used for new schools that are constructed under the CMAR process (Construction Manager at Risk) are bid solely through the awarded CMAR. For non-construction related materials (i.e. goods/products), vendors should contact the WCSD Purchasing Department for additional information via email: purchasing@washoeschools.net

30. Question: How does the District address the abnormal material increases that are taking place? How do we bid competitively and cover the unknowns?

Answer: We have met with the AGC and some of the contractor and sub-contractor members specifically regarding the escalation of steel prices. For any other materials, we would handle them on a case-by-case basis and only when abnormally high and unexpected escalations have occurred.

31. Question: What is the threshold amount (per day) per out of District training / consulting? i.e.: \$3,000.00?

Answer: Please contact the Purchasing Department via email at: purchasing@washoeschools.net for clarification on this inquiry/statement.

32. Question: What is the amount that requires school board approval for professional services?

Answer: Washoe County School District's Board of Trustees approves any purchase, including those for professional services that exceeds \$100,000 in annual aggregate expenditure.

33. Question: Prevailing wage reporting: When submitting reports, time if for WCSD project only but wages are reported as gross earned for the week? (Not just for WCSD job)

Answer: Please refer to the Labor Commissions website, <http://labor.nv.gov> and the attached “Application for Payment” and “Prevailing Wages” documents.

34. Question: Submitting Billings: Can email be used to submit monthly billings or are original billings (signatures) required? If so, to whom do they need to go to? How many copies?

Answer: For Public Works projects, billings can be submitted electronically. Original signatures are no longer required.

35. Question: If you miss a mandatory on-site meeting, is it still possible to bid on a project?

Answer: No, not if the meeting is mandatory.

36. Question: Does WCSD utilize e-procurement platforms punch outs?

Answer: No, Washoe County School District does not utilize e-procurement platforms punch outs.

37. Question: Do you allow oral presentations in response to a solicitation?

Answer: Washoe County School District may allow for formal presentations and interviews from finalists when evaluating certain solicitations (e.g. RFPs or CMARs); however, all solicitations require a submitted written response.

38. Question: Are you open to debriefings?

Answer: Yes, Washoe County School District’s Purchasing Department allows debriefs following the official award of any solicitation/project.

39. Question: Is it possible to come in for a one on one visit for intro?

Answer: Yes, by appointment is preferred. Please contact the Purchasing Department at (775) 850-8025 or via email at purchasing@washoeschools.net to schedule an appointment.

40. Question: Will you email everyone the attendee list?

Answer: Please contact the Purchasing Department via email with this request at: purchasing@washoeschools.net

41. Question: What is the threshold (\$ amount) that your bids/projects must be advertised?

Answer: Non-public works solicitations (general goods/products/services governed by NRS 332) (formal sealed bids) are advertised in the local newspaper (Reno Gazette Journal). The threshold for formal sealed bids under NRS 332 is \$50,000/

All Public Works BIDS are advertised in the RGJ. We bid all projects that are estimated \$85,000 and above in order to ensure compliance with NRS 338 requiring sealed bids at \$100,000. We do this because construction is escalating quickly and sometimes comes in over the estimate.

42. Question: Textbook adoption question: This may be a special situation – we are textbook publishers and all orders go directly from Washoe County School District to Mountain State Depository. Sometimes orders (especially with digital components) get miss-routed at Mountain State. We also have a new digital fulfillment process at Cengage. Is it possible for us reps to be alerted when POs are submitted to Mountain State Depository so we can work with them to assure everything is fulfilled correctly?

Answer: Yes. Please contact Vikki Plants at victoria.plants@washoeschools.net to find out more information.

43. Question: For Education Purposes, classroom materials – How much business is done through Mountain depository vs. direct purchase from District?

Answer: For the most recently completed fiscal year (FY16/17), Washoe County School District issued one hundred ninety six (196) purchase orders to Mountain State Depository, in the total amount of \$2,622,233.16.

44. Question: Multi-year contracts –

a. What determines who is a qualified vendor?

Answer: Qualifications are outlined in the specifications of each solicitation.

b. Why are there multi-year contracts?

Answer: Multi-year contracts allow Washoe County School District to obtain higher discounts from suppliers, safeguards against major price fluctuations (price violating), develop strategic partnerships with suppliers, gets suppliers to commit to continuous improvement initiatives, and saves time, effort and resources.

c. Does Washoe County School District ever add vendors to a multi-year contract?

Answer: Once a contract is awarded that identifies the selected vendor or vendors, non-awarded vendors cannot be added. This applies to the initial term and any allowable renewal term.

45. Question: When is you're A&E RFQ/RFP being released?

Answer: Washoe County School District most recent Request for Qualifications (RFQS) for a general architects' pool was released on March 8, 2018 and was opened on April 3, 2018. This RFQS is currently under evaluation and is scheduled for WCSD Board of Trustees' award on May 22, 2018. An anticipated release of a RFQS for general engineers pool is tentatively scheduled for late fall 2018.

46. Question: Who makes furniture product selections?

Answer: Please contact the Purchasing Department via email at: purchasing@washoeschools.net to coordinate introductions.

47. Question: What products/services are exempt from bidding?

Answer: Please refer to NRS 332.115 for contracts not adapted to award by competitive bidding (exemptions).

48. Question: What material contracts do you use?

Answer: Please contact the Purchasing Department via email at: purchasing@washoeschools.net for clarification on this inquiry/statement.

49. Question: Do you purchase from multiple vendors on these contracts? i.e.: WSCA/NASPO?

Answer: Yes, WCSD may purchase from any awarded vendors on the WSCA/NAPSO contracts.

50. Question: Who oversees the environmental impact by the School District?

Answer: Please contact Washoe County School District's Environmental Regulations & Assessment (ESA) Department for more information regarding the oversight of environmental impact within WCSD at (775) 851-5673.

51. Question: How do we present new ideas?

Answer: Please contact the Purchasing Department at purchasing@washoeschools.net to coordinate introductions.

52. Question: How is WCSD work with Nutrition Services?

Answer: Aramark contracts with WCSD to provide management and consulting services to the District's Nutrition Services Department. Therefore, the management team is predominantly Aramark employees. There are some management positions that have district employees in them and all other positions in the department are occupied by WCSD employees. Aramark also purchases all food and consumables for the program.

53. Question: Who makes decisions for Nutrition Services?

Answer: WCSD outsources the management of Nutrition Services to Aramark. WCSD's Chief Operating Officer oversees this department on behalf of the district. Day-to-day decisions are made by Aramark in consultation with the COO and other WCSD staff.