Responsible: Purchasing Department

PURPOSE

This Administrative Procedure describes the process for soliciting a formal Request for Quote (RFQ) for Public Works projects by the Purchasing Department of the Washoe County School District (District).

PROCEDURE

1. Per NRS 338.13862, if a public works project is estimated to cost more than $25,000, but less than $100,000, the District (as a governing body) shall solicit responses from at least three (3) properly licensed contractors.
    a. The District processes RFQs for smaller public works projects estimated between $10,000 and $84,999, which is stricter than the current threshold under NRS 338.
        i. If the estimated cost of the public work is less than $10,000, the District Capital Projects Department is to solicit a quote from at least three (3) properly licensed contractors.
    b. Any quotes received in response to an RFQ may be rejected if the District determines that:
        i. The quality of the services, materials, equipment, or labor offered does not conform to the approved plan or specifications.
        ii. The contractor is not responsive or responsible.
        iii. The quoted amount exceeds the estimate and/or approved budget allocation for the project.
        iv. The quoted amount exceeds $100,000 which would require a bid solicitation.
        v. The public interest would be served by such a rejection.
    c. The District shall award a contract to the lowest responsive and responsible responding contractor, who is properly licensed in accordance to NRS 338, who can provide and complete the project per specifications, and can meet all related requirements outlined in the RFQ solicitation.
2. Valid and Acceptable Quote Submissions
    a. Submitted using only the District's provided forms with all of the blank spaces completed.

b. No additional pages containing inclusions, exclusions or clarifications will be accepted as part of the quote.

c. Numbers shall be stated both in writing and in numerical figures.

   i. Pursuant to NRS 104.3114 (Contradictory Terms of Instrument) states: *"If an instrument contains contradictory terms, typewritten terms prevail over printed terms, handwritten terms prevail over both, and words prevail over numbers"*.

d. Any clarifications, additions or exclusions made by the District through an addendum will be considered incorporated into the quote specifications and shall be acknowledged by the bidder on the Quote Form or by including the signed addendum(s) with their quote proposal.

3. Development, Approval and Distribution of RFQ Solicitation

a. The Purchasing Department's assigned Buyer receives a Quote Spec Book Template that details the project from the Capital Projects Department, which requires the review and approval from various Capital Projects, Business and Purchasing Department key personnel prior to distributing the solicitation.

b. All solicitations issued via the Purchasing Department have a unique identifier for tracking and identification purposes. Quote numbers are assigned by the Buyer facilitating the solicitation and logged onto the Quote/Bid Log, which is maintained by the Purchasing Department.

c. All Public Works solicitation numbers, regardless of solicitation type, have five (5) unique identifying components.

For example: 21-02-Q-08-XX

21 = 2-digit fiscal year solicitation is issued

02 = next sequential number in Quote/Bid Log

Q = type of solicitation (B = Bid; Q = Quote; C = CMAR)

08 = 2-digit month solicitation is issued

XX = initials of facilitating Buyer

d. Once the Quote Spec Book Template is approved, a timeline for the RFQ process must be coordinated with the Capital Projects Department Planning Manager and/or Project Manager.

e. A review of any supporting documents to be included in the RFQ solicitation must occur. Supporting documents may include but are not limited to electronic (pdf) drawings; technical specifications; Material, Water and Lead Disturbance Permit(s) (MDPs); and any other project-related documentation.

f. Following final approvals of the Quote Spec Book, the Buyer completes various tasks to finalize the solicitation for distribution including obtaining any electronic copies of related exhibits/attachments to the RFQ;

    i. Preparing calendar e-invites with dates and times for required meetings and project milestones (e.g., question and answer deadline; addendum posting; and RFQ submission due/opening date; etc.).

g. The Buyer will post accordingly and distribute the RFQ solicitation to at least three properly licensed contractors via the Washoe County School District Solicitations Website.

h. Once the RFQ solicitation has been posted and distributed accordingly, the solicitation process passes through several milestones as outlined in the timeline, including the closing of the question-and-answer period; the issuance of addendums; quote due date/opening; quote evaluation and review (tabulation); and notice of award (via email).

4. Award of RFQ and Close Out of RFQ

a. The assigned Buyer ensures that the recommended contractor for award has valid insurance as required by the solicitation; has a valid contractor's license; and is not currently disbarred as verified in the System of Award Management (S.A.M.).

b. Once the quotes are evaluated and tabulated, approvals by the Director of Procurement and Contracts and the Chief Facilities Management Officer are required to move forward with award and notification (sent via email) to the submitting contractors.

c. The assigned Buyer will prepare a Purchase Order Request Form to provide to the Director of Planning and Design if the quote was issued through Capital Projects' Planning division or to the Director of Construction if the quote was issued through the Construction division.

d. An unsigned Material, Water & Lead Disturbance Permit(s) is sent to the awarded Contractor to obtain signature.

e. RFQ documents are filed accordingly in the Purchasing Department.

5. Record Retention of Public Works Solicitation Documentation

   a. Although NRS 338 doesn't mandate a specific retention period for bid solicitation documents, the District maintains a copy of all related documents indefinitely. Both the electronic file and the hard copy file are retained after the solicitation has been closed out.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

   a. Board Policy 3321, Contract Review and Approval; and

   b. Administrative Regulation 3322, Bids/Quotations and Contracts.

2. This Administrative Procedure aligns with Nevada Revised Statutes, to include:

   a. NRS Chapter 338, Public Works.

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Initial release.