

**Purchasing Department**  
2815 East Garland Avenue  
Spokane, WA 99207-5889

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www.spokaneschools.org



December 12, 2014

**LEGAL NOTICE**  
**SPOKANE PUBLIC SCHOOLS**  
Notice to Consultants  
**REQUEST FOR QUALIFICATIONS AND PROPOSAL NO. 11-1415**

**Spokane Public Schools** is requesting sealed proposals from qualified energy conservation firms interested in providing a potential multi-year agreement for the development, implementation and management of a customized organizational behavior based energy conservation program. The customized energy conservation program should be designed to reduce energy consumption by ten percent (10 %) or more with a guaranteed dollar amount each year for the life of the agreement. The primary objective of the selected consultant will be to find energy savings through low cost and no cost endeavors and not rely upon any lighting or equipment upgrades to achieve savings guarantee. This includes a strong operational approach, operation optimization and measurement and verification reporting.

Interested firms shall contact the District's Purchasing Services office to obtain a Request for Qualifications and Proposal (RFQP) packet or the Request for Qualifications and Proposal Packet is also available on the district website at [www.spokaneschools.org/solicitations](http://www.spokaneschools.org/solicitations).

The RFQP packet describes the selection process and documentation required for submitting qualifications for the project. Any firm failing to submit their qualifications in accordance with the procedures and format set forth in the RFQP instructions may be considered non-responsive.

An evaluation by a District evaluation committee may follow, and a short-list of qualified firms may be requested to interview. Interviews will be conducted in accordance with a schedule to be determined by the District.

To assist in answering questions, interested firms are encouraged to attend the Pre-Submittal Conference at which time the specifics of the project, the consultant selection process, the schedule, and the elements of the contract will be discussed.

**PRE-SUBMITTAL CONFERENCE**

Date: Wednesday, January 7, 2015  
Time: 3:30 P.M. PST  
Where: Maintenance Office Conference Room  
2815 E. Garland  
Spokane, WA 99207

Questions and submittal information shall be directed to: Tim Wood, 509-354-7172, email: [timw@spokaneschools.org](mailto:timw@spokaneschools.org).

The District requests that interested firms limit attempts to contact the District and hold their questions for the Pre-Submittal Conference, or submit their questions in writing to Tim Wood at the email address noted above. Do not attempt to contact any school or facility in preparation of the proposal.

**Final Submittals shall be delivered no later than Tuesday, January 20, 2015 at 4:00:00 p.m. PST** to the Purchasing Services Department, 2815 East Garland Avenue, Spokane, WA 99207.

Spokane Public Schools encourages participation of Minority Owned and Women Owned Business Enterprises.

BY ORDER OF THE BOARD OF DIRECTORS  
SPOKANE SCHOOL DISTRICT NO. 81

Dr. Shelley Redinger, Secretary

To be advertised in the Spokesman Review – Tuesday, December 16<sup>th</sup> and Tuesday, December 23rd, 2014