



Department of Administrative Services

Purchasing and Contracts

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Sabra Smith Newby, Chief Administrative Officer
Adleen B. Stidhum, Purchasing Administrator



CLARK COUNTY, NEVADA BID NO. 603159-13 ANNUAL REQUIREMENTS CONTRACT FOR MAIL METERING

November 12, 2013

ADDENDUM NO. 1

INVITATION TO BID

1. The Bid opening date of November 21, 2013 at 3:00:00 p.m. **remains unchanged.**

INSTRUCTION TO BIDDERS

2. Page I-6, Item No. 29 – Initial Term, **delete** reference to “March 31, 2013” and **replace** with “December 31, 2014”.
3. Page I-6, Item NO. 31-Contract Extension, **delete** reference to “ninety (90)” and **replace** with “thirty (30)”.

SPECIAL CONDITIONS

4. Page III-1, Item No. 7 – County’s Tasks in the Process, **delete** first sentence and **replace** with the following: “County shall provide the Successful Bidder the costs centers, which will be a ten digit number, for which to track the mail processed”.
5. Page III-1, Item No.8 – Successful Bidder Tasks Process, Paragraph A, **delete** in its entirety and **replace** with the following: SUCCESSFUL BIDDER shall pick up COUNTY’S mail Monday through Friday (excluding legal COUNTY holidays) between the hours of 12:00 p.m. to 4:30 p.m., or as mutually agreed upon by both parties, at the COUNTY’S mail center located at 309 South Third Street, Loading Dock area, Las Vegas, Nevada 89101. SUCCESSFUL BIDDER may make multiple stops during the said time period and may contact COUNTY’s representative to inquire on the status of COUNTY’S mail volume for that business day.”
6. Page III-1, Item No.8 – Successful Bidder Tasks Process, Paragraph C, **delete** in its entirety and **replace** with the following:”SUCCESSFUL BIDDER shall meter and deliver all of COUNTY’S mail, including E-Certified mail, to the COUNTY’S contracted vendor for processing of E-Certified Mail, which is subject to change, located at 3655 E Patrick Lane by not later than 5:00 p.m. the same business day it was picked up from COUNTY.”
7. Page III-1, Item No.8 – Successful Bidder Tasks Process, Paragraph D, **delete** last sentence and **replace** with the following: “Currently there are 120 cost centers, daily piece county could be anywhere from 1 to 1000.”

BID FORM

8. **Discard** original Bid Form page IV-1 through IV-3 and **replace** with the attached revised Bid Form pages IV-1 through IV-4.

Should you have any questions, I can be reached at (702) 455-2729 or Chetanc@ClarkCountyNV.Gov.

Issued by:



CHETAN CHAMPANERI
Purchasing Analyst

Attachment: Revised Bid Form Pages IV-1 through IV-4

cc: Craig Falkner, Finance

CLARK COUNTY, NEVADA

IV - BID FORM

BID NO. 603159-13 ANNUAL REQUIREMENTS CONTRACT FOR MAIL METERING REVISED PER ADDENDUM NO. 1

Name of Firm _____

This bid is submitted in response to COUNTY'S Invitation to Bid and is in accordance with all conditions and specifications in this document.

Item No.	Type of Mail	Mail Weight	Number of Pieces Annually	X	Unit Cost to Process Mail	=	Extended Total
1	USPS 1st Class/presort	1oz/2oz	1,649,833	x	\$	=	\$
2	USPS 1st Class	1oz	203,537	x	\$	=	\$
3	USPS 1st Class Package	3oz	625	x	\$	=	\$
4	USPS 1st Class Flat	1oz	2,630	x	\$	=	\$
5	USPS 1st Class presort Flat	1oz	103,152	x	\$	=	\$
6	USPS Express	8oz	7	x	\$	=	\$
7	USPS 1st Class International	1oz	18,100	x	\$	=	\$
8	USPS Priority	4oz	6,304	x	\$	=	\$
9	USPS Dom Priority LFR Box	8oz	671	x	\$	=	\$
10	E-Certified Mail	1/2oz	29,588	x	\$	=	\$
Item No.	Type of Mail	Mail Weight	Number of Pieces Annually	X	Percentage Cost to Process Mail		
11	Non-Specified Mail (as required in Special Conditions, Item No. 24)	N/A	N/A	x	_____ % (enter percentage amount here)		
GRAND TOTAL (Line Item No.1 through 10)							\$

BIDDERS MUST BID ON ALL ITEMS TO BE CONSIDERED RESPONSIVE. ANY BID SUBMITTAL RECEIVED THAT HAS NOT BID ON ALL ITEMS IN THE LOT WILL BE READ INTO THE RECORD AS INCOMPLETE AND AS NON-RESPONSIVE.

BIDDER'S LOCAL FACILITY

(If Bidder has multiple local facilities, please attach to bid submittal a list of this information for each facility)

CONTACT MANAGER OR ACCOUNT REPRESENTATIVE NAME

ADDRESS

CITY STATE, ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

ATTACHMENTS TO BID FORM

FAILURE TO SUBMIT REQUIRED ATTACHMENTS AS LISTED BELOW MAY RESULT IN REJECTION OF BID.

1. Attachment 1, Subcontractor Information, is attached.
2. **Disclosure of Ownership**

Bidder is responsible to ascertain the number of Addenda issued and hereby acknowledges receipt of the following Addendum: **FAILURE TO ACKNOWLEDGE ALL ADDENDA ISSUED AND USE THE CORRECT BID FORM AS REQUIRED, MAY RESULT IN REJECTION OF BID.**

Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____

Bidder hereby offers and agrees to furnish the material(s) and service(s) in compliance with all terms, conditions, specifications, and amendments in the Invitation to Bid and any written exceptions in the offer. We understand that the items in this Invitation to Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Clark County, Nevada.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

SIGNATURE OF AUTHORIZED REPRESENTATIVE	LEGAL NAME OF FIRM		
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)	ADDRESS OF FIRM		
PHONE NUMBER OF AUTHORIZED REPRESENTATIVE	CITY, STATE ZIP		
FAX NUMBER OF AUTHORIZED REPRESENTATIVE			
EMAIL ADDRESS	DATE		
BUSINESS LICENSE INFORMATION:			
CURRENT STATE	LICENSE NO.	ISSUE DATE:	EXPIRATION DATE:
CURRENT COUNTY:	LICENSE NO.	ISSUE DATE:	EXPIRATION DATE:
CURRENT CITY:	LICENSE NO.	ISSUE DATE:	EXPIRATION DATE:

FOR INFORMATIONAL PURPOSES ONLY:

The above referenced firm is a MBE WBE PBE SBE NBE LBE as defined below.

STATE OF NEVADA BUSINESSES

MINORITY OWNED BUSINESS ENTERPRISE (MBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

WOMEN OWNED BUSINESS ENTERPRISE (WBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

PHYSICALLY-CHALLENGED BUSINESS ENTERPRISE (PBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

SMALL BUSINESS ENTERPRISE (SBE):

An independent and continuing Nevada business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

NEVADA BUSINESS ENTERPRISE (NBE):

Any Nevada business which has the resources necessary to sufficiently perform identified County projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

BUSINESSES IN OTHER STATES

LARGE BUSINESS ENTERPRISE (LBE):

An independent and continuing business for profit which performs a commercially useful function and is not located in Nevada.