



Department of Administrative Services  
Purchasing and Contracts Division

**CONFIRMATION FORM  
for  
RECEIPT OF BID NO. 603257-14**

If you are interested in this invitation, immediately upon receipt please fax this confirmation form to the fax number provided at the bottom of this page.

***Failure to do so means you are not interested in the project and do not want any associated addenda mailed to you.***

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**SUPPLIER ACKNOWLEDGES RECEIVING THE FOLLOWING BID DOCUMENT:**

PROJECT NO.      BID NO. 603257-14      BID PAGES: 41

DESCRIPTION:      ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL

**SUPPLIER MUST COMPLETE THE FOLLOWING INFORMATION:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Name / Title: \_\_\_\_\_

Area Code/Phone Number: \_\_\_\_\_

Area Code/Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate the method you used to obtain this Bid Document:

\_\_\_\_\_ Internet      \_\_\_\_\_ Plan Room

**FAX THIS CONFIRMATION FORM TO: (702) 386-4914  
TYPE or PRINT CLEARLY**

## CLARK COUNTY, NEVADA

### INVITATION TO BID

#### BID NO. 603257-14 ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL

The bid package is available as follows:

- Internet – Visit the Clark County Purchasing and Contracts Division website at <http://www.ClarkCountyNV.gov/Purchasing>. Click on “Current Opportunities” and locate Document No. 603257-14 in the list of current solicitations.
- Mail – Please fax a request to (702) 386-4914 specifying project number and description. Be sure to include company address, phone and fax numbers.
- Pick up - Clark County Government Center, 500 South Grand Central Parkway, Purchasing and Contracts Division, Fourth Floor, Las Vegas, NV 89106.

A Pre-bid Conference will be held on **MARCH 31, 2014** at **9:00 a.m.**, at the Clark County Government Center, 500 South Grand Central Parkway, Purchasing and Contracts Division, Fourth Floor, Las Vegas, Nevada 89106. If your firm is unfamiliar with the County Bid Submittal procedures and would like to obtain training on the submittal process for this Bid, please contact Susan Tighi, Purchasing Analyst, at (702) 455-2724 no later than **FRIDAY, MARCH 28, 2014**, and a training session will be provided immediately following the pre-bid conference referenced above.

Bids will be accepted at the Clark County Government Center address specified above, on or before **APRIL 14, 2014** at **3:00:00 p.m.** based on the time clock at the Clark County Purchasing and Contracts front desk.

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PLEASE PUBLISH THE INFORMATION PROVIDED ABOVE THE LINE.

PUBLISHED:  
Las Vegas Review-Journal  
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# I – INSTRUCTION TO BIDDERS

## BID NO. 603257-14 ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL

### 1. INTENT OF INVITATION

In accordance with the terms and conditions provided in this bid document, it is the intent of this formal Invitation to Bid to receive bids from qualified Bidders for the items specified in this document.

### 2. DEFINITIONS

- A. **Addendum:** A written document issued by COUNTY, via the Purchasing and Contracts Division, prior to the submission of bids which modifies or clarifies the Bidding Documents by additions, deletions, clarifications, or corrections.
- B. **BCC:** The Clark County Board of County Commissioners.
- C. **Bid (Bidder):** An offer, in response to a solicitation by COUNTY, to supply goods or services at a specific price and within a specified time period.
- D. **Bid (COUNTY):** A competitive solicitation by COUNTY to procure goods or services in accordance with Nevada Revised Statutes (NRS) 332.
- E. **Bid Form:** Standard printed form given to Bidders that must be completed and submitted back to COUNTY with the required information for evaluation of the bid, in correct format and sequence. Bid pages are identified herein as "Bid Form" and contain a black line in the right margin.
- F. **Bid Submittal:** Bid Form pages, Bid Security (if required), and all required attachments.
- G. **Bidder(s):** A supplier who submits a bid to COUNTY.
- H. **Bidding Documents:** May include but are not limited to, the Invitation to Bid, Instructions to Bidders, General Conditions, Special Conditions, Technical Specifications, Contract Requirements and Forms, Bid Forms/Attachments, Exhibits, Specifications/Special Provisions and Drawings, and any Addenda issued prior to the date designated for receipt of bids, as applicable.
- I. **CONTRACT:** Contract documents include the Bidding Documents, SUCCESSFUL BIDDER'S Bid Form, all Addenda, SUCCESSFUL BIDDER'S bonds and insurance and Notice of Award letter.
- J. **COUNTY:** The term used throughout these documents to mean County of Clark, Nevada.
- K. **F.O.B. Destination:** Designates the seller will pay shipping cost and remain responsible for the goods until the buyer takes possession.
- L. **Governing Body:** Used throughout these documents to mean the Clark County Board of Commissioners.
- M. **Nevada Revised Statutes (NRS):** The current codified laws of the State of Nevada. Nevada law consists of the Constitution of Nevada (the state constitution) and Nevada Revised Statutes. The Nevada Supreme Court interprets the law and constitution of Nevada.
- N. **Purchasing Administrator:** The Clark County Purchasing Administrator or their designee responsible for the Purchasing and Contracts Division.
- O. **Purchase Order:** The formal authorization by COUNTY for seller to provide goods or services to COUNTY. The formal CONTRACT takes precedence over any conflicting terms and conditions contained in the purchase order.
- P. **Rural:** Clark County has towns outside of the urban valley which include, but are not limited to: Laughlin, Moapa Valley, Sandy Valley, and Indian Springs.
- Q. **SUCCESSFUL BIDDER:** Bidder who is the lowest responsive, responsible or best Bidder, to whom the Governing Body or the authorized representative has authorized the award of the CONTRACT.
- R. **Urban:** This includes the contiguous urban Las Vegas Valley.
- S. **Rural:** Clark County has towns outside of the urban valley which include, but are not limited to: Laughlin, Moapa Valley, Sandy Valley, and Indian Springs.

3. DESIGNATED CONTACTS

For questions pertaining to this Invitation to Bid, please call Susan Tighi, Purchasing Analyst, telephone number (702) 455-2724 or the Purchasing and Contracts Front Desk at (702) 455-2897. After award, the designated contact will be as identified on the purchase order.

4. CONTACT WITH COUNTY DURING BIDDING PROCESS

Communication between a Bidder and a member of the BCC, or between a Bidder and a non-designated COUNTY contact, regarding this bid is prohibited from the time the bid is advertised until the bid is recommended for award of a contract. Questions pertaining to this Invitation to Bid shall be addressed to the designated contact(s) specified above. Failure of a Bidder, or any of its representatives, to comply with this paragraph may result in its bid being rejected.

5. PRE-BID CONFERENCE

A pre-bid conference is being held for this bid. The intent of the pre-bid conference is to review the entire bid document and answer any questions Bidders may have.

6. ADDENDA AND INTERPRETATIONS

- A. If it becomes necessary to revise any part of this bid, a written Addendum will be issued by COUNTY. COUNTY shall not be bound by any oral representations, clarifications, or changes made in the written requirements and specifications by COUNTY'S employees, unless such clarification or change is provided by COUNTY in written addendum form from the Purchasing and Contracts Division.
- B. Bidder(s) shall take no advantage of any apparent error or omission in the Bidding Documents. In the event Bidder(s) discover such an error or omission, they shall immediately notify COUNTY. COUNTY will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the Bidding Documents through the issuance of an Addendum.
- C. Addenda shall be available via mail, certified mail, fax, online or pick up by all prospective Bidders.
- D. Prior to submission of the bid, Bidder shall ascertain that it has received all Addenda issued. Bidder shall acknowledge receipt of each Addendum by completing the acknowledgement space provided on the Bid Form. Failure to acknowledge receipt of all addenda and use the correct bid form as required may result in rejection of bid.

7. DOCUMENT REVIEW

Bidders may visit the Purchasing and Contracts Division, during normal business hours, to review any current bid documents. This information is available for review provided the contents of the document have not been deemed confidential or proprietary as defined in the "Public Records" clause in the General Conditions section of this bid. Bids submitted in response to this invitation to bid may be reviewed after the formal bid opening has been completed. To review bid documents, an appointment must be made in advance to ensure that full consideration will be provided. Please call telephone number (702) 455-2897 and request the Purchasing Front Desk to schedule your appointment.

8. PREPARATION OF FORMS

All bids must be submitted on the Bid Form provided in this document. **All figures must be written in ink or typed.** Figures written in pencil or containing erasures are not acceptable and may be rejected. However, mistakes may be crossed out and corrections may be inserted adjacent thereto and initialed in ink by the person signing the bid form.

In the event there are unit price bid items provided in the Bid Form, and the total indicated for a unit price bid item does not equal the product of the unit price and quantity, the unit price shall govern and the total will be corrected accordingly. Mathematical errors in the Bid shall be corrected by COUNTY. If there is no cost for a unit price, the Bidder **MUST** enter "0" or write the words "NO COST."

9. BID DOCUMENTS NECESSARY FOR SUBMITTAL

Bid Form, all required attachments, and the bid security (if required) shall be included in the envelope containing the bid. These documents, together, comprise a bid. Omission of, or failure to complete, any portion of the required documents at the time of bid opening may be cause to reject the entire bid.

10. SUBCONTRACTOR INFORMATION

Bidders should submit with their bids a list of the Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Physically-Challenged Business Enterprise (PBE), Small Business Enterprise (SBE) and Nevada Business Enterprise (NBE) subcontractors for CONTRACT utilizing **Attachment 1**. The information provided in **Attachment 1** by Bidder is for COUNTY'S information only.

If there are any questions regarding **Attachment 1**, please contact Adleen Stidhum at telephone number (702) 455-7155.

11. DESCRIPTIVE LITERATURE

Bidder may be requested to provide the latest printed specifications and advertising literature on the product(s) offered on its Bid Form.

12. PRODUCTS

**New Product:**

SUCCESSFUL BIDDER shall guarantee that the product provided to COUNTY shall be new, and of the latest and most improved model of current production, and shall be of first quality as to workmanship and materials used in said units.

A new product is defined as a product that is made up completely of unused, genuine, original parts. The product shall not have been operated for any purpose other than routine operational testing. A demonstrator product does not meet this definition and is not acceptable.

13. BRAND NAMES "OR EQUAL"

Whenever, in this Invitation to Bid, any particular materials, process, and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process, and/or equipment desired and will be deemed to be followed by the words, "or equal." Proof satisfactory to COUNTY must be provided by SUCCESSFUL BIDDER to show that the alternative product is, in fact, equal to the product required in the specifications.

14. SUBSTITUTIONS

Specifications are intended to show kind and quality required, and are not intended to be restrictive. **Additional bids that are equal to, or exceed the requirements stated in this document are invited.** Bidders desiring to submit more than one bid for items other than those specified shall observe the following procedure:

Submit with the bid complete manufacturer's brochures of the actual items being offered, including pictures and/or dimensional drawings.

Proof, satisfactory to COUNTY, must be provided by Bidder to show that the product is equal to, or exceeds the bid specifications in design and performance.

Equivalent items may be subject to performance testing.

15. ORDER QUANTITIES AND UNIT PRICING

Unit pricing for the items listed in this bid shall be reflective of the unit of measure of "each." This bid expressly prohibits "minimum order quantity" practices. All invoices shall reflect the pricing for the exact quantities received.

16. DISCOUNT TERMS OF PAYMENT

Terms of payment, as listed on the Bid Form, shall be defined as the amount of discount offered by Bidder to COUNTY if payment is made within a specified time frame.

Examples:

Terms of Payment: 2%, Net thirty (30) Calendar Days.

A 2% payment discount will be deducted from the purchase price if the invoice is paid within thirty (30) calendar days of receipt of invoice or delivery of an acceptable product and/or service, whichever is later.

Terms of Payment: 0%, Net thirty (30) Calendar Days.

No payment discount is offered and payment is due within thirty (30) calendar days of receipt of invoice or delivery of an acceptable product and/or service, whichever is later.

**No prompt payment discount will be considered by COUNTY in the bid evaluation process unless the discount period offered by Bidder is thirty (30) calendar days or more.**

17. ADDITIONAL BIDS

Bidders may submit more than one bid as long as all such bids comply with, or exceed, the bid terms, conditions and specifications.

18. DEVIATIONS TO TERMS AND CONDITIONS OR SPECIFICATIONS

Any additional agreements, terms, conditions, or exceptions to the bid requirements or specifications that are submitted with Bidder's Bid Form may be considered substantial deviations from the bid requirements and be cause for rejection.

19. DURATION OF OFFER

All offers (bids) submitted in association with this Invitation to Bid shall be considered firm offers for a period of ninety (90) calendar days after the date of bid opening in order to allow COUNTY to evaluate and consider award, unless the offer is further extended in writing and agreed upon by both parties.

20. BIDDER'S REPRESENTATION

**Each Bidder by submitting their Bid represents that:**

- A. Bidder has read and understands the Bidding Documents and asserts that its bid is made in accordance therewith and shall be considered a firm offer for a period of ninety (90) calendar days following the opening of bids. The Bidder's offer may expire at the end of the ninety (90) calendar day period.
- B. **Prior to submission of the bid, Bidder shall ascertain that it has received all Addenda issued; Bidder shall acknowledge receipt of each Addendum by completing the acknowledgment space provided on the Bid Form. Failure to acknowledge receipt of all addenda and use the correct bid form as required may result in rejection of bid.**

21. SUBMISSION OF BIDS

**All bids must be submitted in a sealed envelope plainly marked with the name and address of Bidder and the bid number and title.** Bidders are requested to submit one (1) original and one (1) copy of the Bid Form and one (1) copy of all requested attachments unless otherwise specified. No responsibility will attach to COUNTY, or any official or employee thereof, for the pre-opening of, post opening of, or the failure to open a bid not properly addressed and identified. Bids are time-stamped upon receipt. Bids time-stamped after 3:00:00 p.m. based on the time clock at the Clark County Purchasing and Contracts front desk will be recorded as late, remain unopened and be formally rejected. **FAXED OR ELECTRONICALLY SUBMITTED BIDS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.**

The following are detailed delivery/ mailing instructions for bids:

<u>HAND DELIVERY</u>	<u>U.S. MAIL DELIVERY</u>	<u>EXPRESS DELIVERY</u>
Clark County Government Center	Clark County Government Center	Clark County Government Center
Purchasing and Contracts Division, 4th Floor	Attn: Purchasing and Contracts, 4th Floor	Attn: Purchasing and Contracts, 4th Floor
500 South Grand Central Parkway	500 South Grand Central Parkway	500 South Grand Central Parkway
Las Vegas, Nevada 89106	P.O. Box 551217  Las Vegas, Nevada 89155-1217	Las Vegas, Nevada 89106

**Regardless of the method used for delivery, Bidder shall be wholly responsible for the timely delivery of its bid. Overnight Mail must use the EXPRESS DELIVERY instructions.**

**Any bids submitted via a third party courier must be sealed in a separate envelope from courier's packaging to allow for proper recording of receipt.**

**Bidders and other interested parties are invited to attend the bid opening.**

22. COST TO PREPARE AND SUBMIT RESPONSE

All costs incurred in the preparation and submission of responses to this Invitation to Bid shall be the responsibility of the Bidder.

23. WITHDRAWAL OF BID

- A. Before Bid Opening  

Bidders may request withdrawal of a posted, sealed bid prior to the scheduled bid opening time, provided the request for withdrawal is submitted to the Purchasing Analyst in writing, or a bid release form has been properly completed and submitted to the Purchasing and Contracts Division reception desk. Withdrawn bids must be re-submitted and time-stamped in accordance with this bid document in order to be accepted.
- B. After the Bid Opening  

All responsive and responsible bids received are considered firm offers for a period of ninety (90) calendar days. Bidder's offer will expire after ninety (90) calendar days unless the offer is further extended in writing by Bidder and agreed upon by both parties. If Bidder intended for award requests that its bid be withdrawn,

that Bidder may be deemed non-responsible if responding to future invitations to bid or may be required to forfeit its bid bond (if applicable).

24. LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

All bids will be awarded to the lowest responsive and responsible Bidder. The determination of the lowest responsive and responsible Bidder may be judged on all or some of the following factors: price, conformity to specifications, facilities and equipment, availability of repair parts, experience, terms of payment, qualifications, past performance, performance or delivery dates, quality and utility of services, supplies, materials or equipment offered and the adaptability of those services, supplies, materials or equipment to the required purpose of CONTRACT, and other objective and accountable factors which are reasonable. COUNTY has the option to accept additional promotional specials, discounts and/or trade-in allowances offered by SUCCESSFUL BIDDER during the term of CONTRACT but these offers will not be part of the determination for award of this bid unless otherwise specified.

In accordance with NRS 332.065.3, COUNTY may re-award CONTRACT if SUCCESSFUL BIDDER is found to be in breach of contract. Re-awarding the CONTRACT by COUNTY is not a waiver of any liability of the initial Bidder awarded CONTRACT.

25. REJECTION OF BID

COUNTY reserves the right to reject any and all bids received by reason of this request. COUNTY reserves the right to waive any minor informality or irregularity.

26. DISQUALIFICATION OF BIDDERS

Bidders may be disqualified and their bids may be rejected for any of, but not limited to, the following causes:

- A. Failure to use the specified Bid Form furnished by COUNTY.
- B. Lack of signature by an authorized representative.
- C. Failure to properly complete the Bid Form.
- D. Evidence of collusion among Bidders.
- E. Unauthorized alteration to content of the Bid Form.
- F. Failure to acknowledge all addenda issued.

27. TIE-BIDS

A tie-bid is defined as an instance where bids are received from two (2) or more Bidders who are the low Bidders, and their offers are identical. Bids must be identical in all evaluation areas; e.g., price, quality, delivery, terms, and ability to supply, etc. If any of these areas are not identical, it is not considered a tie-bid, and COUNTY can justify awarding to Bidder with the lowest responsive and responsible bid.

The procedure for tie-bids is to hold a public drawing and award the bid to the winner of the draw in accordance with the Method of Award clause in the Instruction to Bidders. When a drawing is necessary, Bidder(s) involved will be contacted with the time and place of the drawing. Attendance is not mandatory for the drawing. An impartial witness will be present at the drawing.

28. NOTIFICATION OF INTENT TO AWARD

COUNTY will issue to all Bidders a formal letter of "Notification of Intent to Award." This notice will confirm COUNTY'S determination of the lowest responsive and responsible Bidder.

29. PROTESTS

- A. Any Bidder who submits a bid and is allegedly aggrieved in connection with this solicitation or award of CONTRACT may protest. The letter of protest must, at a minimum, contain a written statement setting forth with specificity the reasons the person filing the notice believes that the applicable provisions of the law were violated and be accompanied by required bond. The protest must be submitted in writing to the Purchasing Analyst, within five (5) business days after COUNTY issued a "Notification of Intent to Award" letter. If a written protest is received within the time frame specified and is not resolved by mutual agreement, the Purchasing Analyst will issue a decision in writing to the protestor. Within three (3) business days of receipt of the decision, a protestor MUST submit to the Purchasing Administrator its written notice of intent to appeal the decision to the BCC. The Purchasing Administrator or their designee will notify the protestor of the date they may appear to present their appeal to the BCC. Protestor MUST submit to the Purchasing Administrator fifteen (15) copies of any documents protestor intends to present to the BCC and all documents MUST be submitted ten (10) calendar days prior to the BCC meeting. The decision of the BCC will be final. The BCC is not required to consider protests unless this procedure is followed.

- B. Bidder filing the protest shall be required, to post a bond with a good and solvent surety authorized to do business in this state, or submit other security, defined as a cashiers check, money order or certified check, to COUNTY who shall hold the bond or other security until a determination is made on the protest. A bond posted or other security submitted with the protest must be in an amount equal to the lesser of:
  - (1) 25% of the total value of the bid submitted by Bidder filing the notice of protest; or
  - (2) \$250,000
- C. The notice of protest filed in accordance with the provisions of this section operates as a stay of action in relation to the awarding of CONTRACT until the BCC makes a determination on the protest.
- D. A Bidder who submits an unsuccessful bid may not seek any type of judicial intervention until the BCC has made a determination on the protest and awards CONTRACT.
- E. Neither the BCC nor its authorized representative is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a Bidder who submits a bid, whether or not the person files the protest pursuant to this section.
- F. If the protest is upheld by the BCC, the bond posted or other security submitted with the notice of protest must be returned to Bidder who posted the bond or submitted the security. If the protest is rejected by the BCC, COUNTY may make a claim against the bond or other security in an equal amount to the expenses incurred by COUNTY because of the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the person who posted the bond or submitted the security.

30. METHOD OF AWARD

Award will be made to the lowest responsive and responsible Bidder grand total contingent upon the submission of all requested documents after award within the timelines specified, unless an extension is approved by the Owner. Bidders must bid on all items to be considered responsive.

31. LETTER OF AWARD

Award of this bid will be by "Letter of Award" issued by the Purchasing Analyst. CONTRACT shall include this Bid Document, any associated Addendums, and the Bid Form as signed by SUCCESSFUL BIDDER.

32. INITIAL TERM

The initial term of CONTRACT shall be from date of award August 31, 2014, through December 31, 2016 (Whichever comes last).

33. CONTRACT RENEWAL

COUNTY reserves the option to renew CONTRACT for an additional two (2), one-year period(s) from its expiration date.

34. CONTRACT EXTENSION

COUNTY reserves the option to temporarily extend CONTRACT for up to one hundred twenty (120) calendar days from its expiration date for any reason. The current contract pricing shall remain in effect through the contract extension period.

35. INSURANCE

SUCCESSFUL BIDDER shall carry Commercial General Liability and Automobile Liability Insurance, in the amount of no less than \$1,000,000 per occurrence, \$2,000,000 aggregate during the term of CONTRACT.

SUCCESSFUL BIDDER shall obtain and maintain for the duration of CONTRACT, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, unless SUCCESSFUL BIDDER is a Sole Proprietor and shall be required to submit an affidavit **Attachment 3** indicating that it has not elected to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

SUCCESSFUL BIDDER shall include the cost of the insurance coverage in its bid price(s). SUCCESSFUL BIDDER shall provide COUNTY with proof of insurance as specified within ten (10) business days after COUNTY request.

SUCCESSFUL BIDDER shall obtain and maintain the insurance coverage required in **Attachment 2**, incorporated herein by this reference. SUCCESSFUL BIDDER shall comply with the terms and conditions set forth in **Attachment 2**. All Bidders shall include the cost of the insurance coverage in their bid price(s).

36. FAILURE TO MAINTAIN COVERAGE

If SUCCESSFUL BIDDER fails to maintain any of the insurance coverage required herein, COUNTY may withhold payment, order SUCCESSFUL BIDDER to stop the work, declare SUCCESSFUL BIDDER in breach, suspend or terminate CONTRACT, assess liquidated damages as defined herein, or may purchase replacement insurance or

pay premiums due on existing policies. COUNTY may collect any replacement insurance costs or premium payments made from SUCCESSFUL BIDDER or deduct the amount paid from any sums due SUCCESSFUL BIDDER under CONTRACT.

37. ADDITIONAL DEPARTMENTS

Additional departments may be added to CONTRACT by COUNTY.

38. ADDITIONAL REQUIREMENTS

Although particular COUNTY departments may be identified in the solicitation, unless otherwise documented in CONTRACT, other COUNTY departments may utilize the resulting CONTRACT upon approval by COUNTY Purchasing and Contracts Division. Each COUNTY Department or Division will issue a separate identifying Purchase Order.

39. COOPERATION BY SUCCESSFUL BIDDER(S)

SUCCESSFUL BIDDER may be required to cooperate and/or coordinate with other trades performing services on COUNTY'S property. This cooperation or coordination shall be deemed as part of SUCCESSFUL BIDDER'S performance under CONTRACT.

40. PRICE ADJUSTMENT REQUESTS

A. Commencing on date of award, prices shall not be subject to change during the initial contract term, thereafter, there may be price adjustments. All price adjustment requests, including suitable proof, shall be submitted, at least thirty (30) calendar days in advance of SUCCESSFUL BIDDER'S expectation of price increase commencement, to the Clark County, Nevada, Administrative Services Department, Purchasing Administrator, 500 South Grand Central Parkway, Las Vegas, Nevada 89155. Price increases shall not be retroactive. A price adjustment can only occur if SUCCESSFUL BIDDER has been notified in writing of COUNTY'S approval of the new Price(s). Only one written price adjustment request(s) will be accepted from SUCCESSFUL BIDDER per renewal term. The reference months/period and indexes to be used to determine price adjustments will be the most recent published index between 14-16 months prior (using the final index) and 2-4 months prior (using the first-published index) to the anniversary date of the Contract, using the price index specified below.

B. Consumer Price Index (CPI) Wages/Earnings: Other Services Series – Linen and Uniform Supply ID: CE48081233035 will be used as the index for the price adjustments. The price adjustment per year may be the lesser of the percent of CPI or PPI change or three (3) percent for an increase or decrease.

C. Suitable Proof:

Print-out of CPI/PPI index and calculated increase, Letter from Manufacturer/ Distributor.

41. STATE OF NEVADA LEGAL HOLIDAYS

SUCCESSFUL BIDDER is advised that below there are ten (10) firm legal holidays and eleven (11) when December 31st falls on Friday.

- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Nevada Admission Day
- Veteran's Day
- Thanksgiving Day and the Friday After
- Christmas Day
- New Year's Day

SUCCESSFUL BIDDER is required to verify dates with COUNTY'S representative prior to the commencement of work.

## II -GENERAL CONDITIONS

BID NO. 603257-14

### ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL

1. ASSIGNMENT OF CONTRACTUAL RIGHTS

SUCCESSFUL BIDDER will not assign, transfer, convey or otherwise dispose of CONTRACT or its right, title, or interest in, or to the same, or any part thereof, without previous written consent of COUNTY and any sureties.

2. AUDITS

The performance of CONTRACT by SUCCESSFUL BIDDER is subject to review by COUNTY to insure CONTRACT compliance. SUCCESSFUL BIDDER agrees to provide COUNTY any and all information requested that relates to the performance of CONTRACT. All requests for information will be in writing to SUCCESSFUL BIDDER. Time is of the essence during the audit process. Failure to provide the information requested within the timeline provided in the written information request may be considered a material breach of contract and be cause for suspension or termination of CONTRACT.

3. AUTHORITY

COUNTY is bound only by COUNTY agents acting within the actual scope of their authority. COUNTY is not bound by actions of one who has apparent authority to act for COUNTY. The acts of COUNTY agents which exceed their contracting authority do not bind COUNTY.

4. BIDS ARE NOT TO CONTAIN CONFIDENTIAL / PROPRIETARY INFORMATION

Bids must contain sufficient information to be evaluated without reference to any confidential or proprietary information. In accordance with NRS 239.010, Bidders shall not include any information in their bid that they would not want to be released to the public. Any bid submitted that is marked "Confidential" or "Proprietary," or that contains materials so marked, may be returned to Bidder and may not be considered for award.

5. CLARK COUNTY'S PROPERTY

All property owned by COUNTY and furnished to SUCCESSFUL BIDDER for the purpose of performance under this Bid will be identified and marked as COUNTY'S property and adequately insured by SUCCESSFUL BIDDER for COUNTY'S protection. In the event that COUNTY'S property becomes lost or damaged to any extent while in SUCCESSFUL BIDDER'S possession from any cause, including faulty workmanship or negligent acts by SUCCESSFUL BIDDER, its agents or its employees, SUCCESSFUL BIDDER agrees to replace such property or reimburse COUNTY for the value or expense of replacement, whichever is greater, in accordance with COUNTY request.

6. COLLECTION AND PAYMENT OF SALES TAX

In accordance with NRS 372.123, any Bidder that sells tangible personal property to any commercial business in the State of Nevada is required to possess a Nevada Sales Tax Permit and shall collect and pay the taxes as defined in NRS Chapters 372 and 374. Permit information can be obtained by contacting the Nevada State Department of Taxation at (702) 486-2300.

7. COLLUSION AND ADVANCE DISCLOSURES

Pursuant to NRS 332.820 evidence of agreement or collusion among Bidders and prospective Bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the bids of such Bidders void.

Advance disclosures of any information to any particular Bidder which gives that particular Bidder any advantage over any other interested Bidders, in advance of the bid opening, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body or an employee or representative thereof, shall operate to void all bids received in response to that particular request for bids.

8. CONSUMPTION ESTIMATES

The quantities appearing in the Bid Form are approximate only and are prepared for the solicitation of bids. Payment to SUCCESSFUL BIDDER will be made only for the actual quantities of items furnished in accordance with the bid and it is understood that the scheduled quantities of items to be furnished may be increased, decreased or omitted without, in any way, invalidating bid prices.

9. CONTRACT AMENDMENTS

Notwithstanding any provision herein to the contrary, and pursuant to NRS 104.2306, and recognizing the constraints inherent in public bidding, COUNTY reserves the right to request modification at any time to the scope, frequency, estimated quantities or the timing of SUCCESSFUL BIDDER'S obligations under CONTRACT, in whatever manner COUNTY determines, in good faith, to be reasonably necessary and to be in the best interests of the public. Both parties agree that, should any modifications to CONTRACT be made during CONTRACT term, a written amendment detailing those elements shall be executed by SUCCESSFUL BIDDER and the BCC or their authorized representative.

10. DISCLOSURE OF OWNERSHIP / PRINCIPALS

Any Bidder recommended for award of CONTRACT by the Board of County Commissioners is required to provide the information on the attached "Disclosure of Ownership/Principals" form. The form shall be submitted to COUNTY within twenty-four (24) hours after request. Failure to fill out the subject form by Bidders shall be cause for rejection of the bid.

11. DRUG-FREE WORKPLACE

SUCCESSFUL BIDDER agrees to comply with all applicable state and federal laws regarding a drug-free workplace. SUCCESSFUL BIDDER shall make a good faith effort to ensure that all of its employees, while working on COUNTY property, will not purchase, use, be under the influence of, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

12. EMPLOYMENT OF UNAUTHORIZED ALIENS

In accordance with the Immigration Reform and Control Act of 1986, SUCCESSFUL BIDDER agrees that it will not employ unauthorized aliens in the performance of CONTRACT.

13. FEDERAL, STATE, LOCAL LAWS

All Bidders shall comply with all Federal, State and local laws relative to conducting business in Clark County. The laws of the State of Nevada will govern as to the interpretation, validity, and effect of this bid, its award, and any contract entered into.

14. FISCAL FUNDING OUT

COUNTY reasonably believes that funds can be obtained sufficiently to make all payments during the term of CONTRACT. If COUNTY does not allocate funds to continue the purchase of the product or service, in accordance with NRS 354.626, CONTRACT shall be terminated when appropriated funds expire.

15. FORCE MAJEURE

SUCCESSFUL BIDDER shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing, by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. SUCCESSFUL BIDDER shall provide COUNTY satisfactory evidence that non performance is due to cause other than fault or negligence on its part.

16. GOVERNING LAW/VENUE OF ACTION [GOODS, SERVICES]

CONTRACT shall be construed and enforced in accordance with the laws of the State of Nevada. Any action at law or other judicial proceeding for the enforcement of any provision shall be instituted in the County of Clark, State of Nevada.

17. GOVERNING ORDER OF BIDDING AND CONTRACT DOCUMENTS

The bidding and CONTRACT documents include various divisions, sections, and conditions which are essential parts for the work to be provided by SUCCESSFUL BIDDER. A requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for complete work. In case of discrepancy, the following precedence will govern:

- A. Amendment
- B. General Conditions
- C. Addenda
- D. Instructions to Bidders
- E. Federal Requirements (If Applicable)
- F. Special Conditions
- G. Technical Specifications

18. INDEMNITY

SUCCESSFUL BIDDER agrees, by entering into CONTRACT, regardless of the coverage provided by any insurance policy, to pay all costs necessary to indemnify, defend, and hold COUNTY harmless from any and all claims, demands, actions, attorney's fees, costs, and expenses based upon or arising out of any acts, errors, omissions, fault or negligence of SUCCESSFUL BIDDER or its principals, employees, subcontractors or other agents while performing services under CONTRACT. SUCCESSFUL BIDDER shall indemnify, defend, and hold harmless COUNTY for any attorney's fees or other costs of defense, even if the allegations of the claim are groundless, false or fraudulent.

19. INVOICING

Invoicing for bid items are to be sent to the location as identified in the purchase order(s). Invoices are to be sent within ninety (90) calendar days of the delivery of the product or completion of the work. Invoices for payment not submitted within this time period will not be considered for payment. Payment of invoices will be made within thirty (30) calendar days, unless otherwise specified, after receipt of an accurate invoice that has been reviewed and approved by the applicable department's authorized representative. In accordance with NRS 244.250 COUNTY shall not provide payment on any invoice SUCCESSFUL BIDDER submits after six (6) months from the date SUCCESSFUL BIDDER provides goods, performs services, or provides deliverables or milestones.

All invoices should include the following information:

- A. Company Name
- B. Complete Address (including street, city, state, and zip code)
- C. Telephone Number
- D. Contact Person
- E. Itemized description of products delivered (including quantities) or services rendered (including dates)
- F. Clark County Purchase Order Number
- G. Company's Tax Identification Number
- H. Bid Number
- I. Itemized pricing and total amount due (excluding Sales and Use Tax)
- J. Percentage Discounts/ Payment Terms (if offered)
- K. Company's Invoice Number
- L. Clark County Work Order Number(s)

SUCCESSFUL BIDDER is responsible to insure that all invoices submitted for payment are in strict accordance with the price(s) offered on the Bid Form. If overcharges are found, COUNTY may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible if responding to future invitations to bid.

20. INVOICE AUDITS

SUCCESSFUL BIDDER shall provide to COUNTY, within ten (10) business days of COUNTY'S request, a report to validate that the price(s) charged are in accordance with the price(s) offered on SUCCESSFUL BIDDER'S Bid Form. The format of the report will depend on the pricing structure provided on the Bid Form. The report shall be subject to review and approval by COUNTY'S using department(s) and Internal Audit Department. Discrepancies found in the report will require SUCCESSFUL BIDDER to update the report no later than five (5) business days after notification by COUNTY. In the event that SUCCESSFUL BIDDER undercharged COUNTY, COUNTY shall reimburse SUCCESSFUL BIDDER within ten (10) business days. In the event that SUCCESSFUL BIDDER overcharged COUNTY, SUCCESSFUL BIDDER shall reimburse COUNTY within ten (10) business days. If overcharges are found, COUNTY may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible if responding to future invitations to bid.

21. NON-DISCRIMINATION

The BCC is committed to promoting full and equal business opportunity for all persons doing business in Clark County. SUCCESSFUL BIDDER acknowledges that COUNTY has an obligation to ensure that public funds are not used to subsidize private discrimination. SUCCESSFUL BIDDER recognizes that if they or their subcontractors are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin,

or any other protected status, COUNTY may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible.

22. NON-ENDORSEMENT

As a result of the selection of SUCCESSFUL BIDDER to supply goods or services, COUNTY is neither endorsing nor suggesting that SUCCESSFUL BIDDER'S service is the best or only solution. SUCCESSFUL BIDDER agrees to make no reference to COUNTY in any literature, promotional material, brochures, sales presentations, or the like, without the express written consent of COUNTY.

23. OUT OF STATE SUPPLIERS

Out of state suppliers shall accept collect calls or provide a toll free telephone number for the placement of orders.

24. PARTIAL PAYMENTS

Partial payment requests will be accepted only at the sole discretion of COUNTY.

25. PATENT INDEMNITY

A. SUCCESSFUL BIDDER hereby indemnifies and shall defend and hold harmless COUNTY, its officers, employees, agents, its officers, and employees, respectively, from and against all claims, losses, costs, damages, and expenses, including attorney's fees, incurred by COUNTY, respectively, as a result of or in connection with any claims or actions based upon infringement or alleged infringement of any patent and arising out of the use of the equipment or materials furnished under CONTRACT by SUCCESSFUL BIDDER, or out of the processes or actions employed by, or on behalf of SUCCESSFUL BIDDER in connection with the performance of CONTRACT. SUCCESSFUL BIDDER shall, at its sole expense, promptly defend against any such claim or action unless directed otherwise by COUNTY; provided that COUNTY or its construction manager shall have notified SUCCESSFUL BIDDER upon becoming aware of such claims or actions, and provided further that SUCCESSFUL BIDDER'S aforementioned obligations shall not apply to equipment, materials, or processes furnished or specified by COUNTY.

B. SUCCESSFUL BIDDER shall have the right, in order to avoid such claims or actions, to substitute at its expense non infringing equipment, materials, or processes, or to modify such infringing equipment, materials and processes so they become non infringing, or obtain the necessary licenses to use the infringing equipment, material or processes, provided that such substituted and modified equipment, materials and processes shall meet all the requirements and be subject to all the provisions of CONTRACT.

26. PUBLIC RECORDS

COUNTY is a public agency as defined by state law, and as such, is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under the law, all of COUNTY'S records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. All bid documents are available for review following the bid opening.

27. PURCHASE ORDERS

The Purchasing and Contracts Division will issue a purchase order(s) which will authorize SUCCESSFUL BIDDER to deliver and invoice for the product(s) or service(s) offered.

28. RIGHT OF INSPECTION AND REJECTION

All goods and services purchased under this bid will be subject to inspections, tests and approval/acceptance by COUNTY. It is acknowledged that many of the goods contained in closed packages may not be inspected until such time as they are used, and that the inspections and rejection rights will continue until those packages are opened and inspected, notwithstanding prior payment. If specifications or warranties are not met, material and equipment will be returned at SUCCESSFUL BIDDER'S expense. Nonconforming goods may be returned to SUCCESSFUL BIDDER freight collect at which time risk of loss will pass to SUCCESSFUL BIDDER upon COUNTY'S delivery to common carrier or retrieved by SUCCESSFUL BIDDER at which time risk of loss will pass to SUCCESSFUL BIDDER at time of retrieval.

29. SEVERABILITY

If any terms or provisions of CONTRACT shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of CONTRACT shall remain in full force and effect.

30. SUBCONTRACTS

Services specified in CONTRACT shall not be subcontracted by SUCCESSFUL BIDDER, without the written approval of COUNTY. Approval by COUNTY of SUCCESSFUL BIDDER'S request to subcontract or acceptance of or payment for subcontracted work by COUNTY shall not in any way relieve SUCCESSFUL BIDDER of responsibility for the professional and technical accuracy and adequacy of the services performed. SUCCESSFUL BIDDER shall be and remain liable for all damages to COUNTY caused by negligent performance or non-performance of services performed under CONTRACT by SUCCESSFUL BIDDER'S subcontractor.

31. SUBCONTRACTOR / INDEPENDENT CONTRACTOR

SUCCESSFUL BIDDER represents that it is fully experienced and properly qualified to perform the class of work provided for herein, and that it is properly licensed, equipped, organized and financed to perform such work. SUCCESSFUL BIDDER shall act as an independent SUCCESSFUL BIDDER and not as the agent of COUNTY in performing CONTRACT. SUCCESSFUL BIDDER shall maintain complete control over its employees and all of its Subcontractors. Nothing contained in CONTRACT or any subcontract awarded by SUCCESSFUL BIDDER shall create any contractual relationship between any such Subcontractor and COUNTY. SUCCESSFUL BIDDER shall perform all work in accordance with its own methods subject to compliance with CONTRACT.

32. SUSPENSION BY THE COUNTY FOR CONVENIENCE

- A. COUNTY may, without cause, order SUCCESSFUL BIDDER in writing to suspend, delay or interrupt the work in whole or in part for such period of time as COUNTY may determine.
- B. In the event COUNTY suspends performance of SUCCESSFUL BIDDER for an aggregate period in excess of sixty (60) calendar days, SUCCESSFUL BIDDER shall be entitled to an equitable adjustment of the compensation payable to SUCCESSFUL BIDDER under this Bid to reimburse SUCCESSFUL BIDDER for additional costs occasioned as a result of such suspension of performance by COUNTY. Equitable adjustment shall be based on appropriated funds and approval by COUNTY.
- C. No equitable adjustment will be made if performance is, was or would have been so suspended, delayed or interrupted by another cause for which SUCCESSFUL BIDDER is responsible.

33. TAXES

COUNTY is a political subdivision of the State of Nevada and under the provisions of Nevada Revised Statute (NRS) 372.325 is exempt from the payment of Sales and Use Tax (Employee Identification Number 88-6000028). A copy of the tax exempt letter is available upon request. The bid price(s) must be net, exclusive of these taxes.

34. TERMINATION FOR CAUSE

If SUCCESSFUL BIDDER fails to perform in accordance with the agreed terms, conditions, or warranties applicable to CONTRACT, COUNTY may **immediately** terminate all or part of CONTRACT upon written notice of intent to terminate without any liability by COUNTY to SUCCESSFUL BIDDER. In the event of termination for cause, COUNTY may cancel any delivery or service and purchase the product or service elsewhere on such terms or in such manner as COUNTY may deem appropriate and SUCCESSFUL BIDDER shall be liable to COUNTY for any excess cost or other expenses incurred by COUNTY.

35. TERMINATION FOR CONVENIENCE

COUNTY reserves the right to terminate CONTRACT in whole or part at any time whenever COUNTY shall determine that such a termination is in the best interest of COUNTY without penalty or recourse upon thirty (30) calendar days written notice of intent to terminate. In the event that COUNTY elects to terminate CONTRACT, the termination request will be submitted to the BCC or the Clark County Administrative Services Department for approval.

36. TITLE AND RISK OF LOSS

The title and risk of loss of material or service shall not pass to COUNTY until material is delivered to the specific location, quantities are verified, and the material is inspected for damage or service is completed as specified.

37. USE BY OTHER GOVERNMENT ENTITIES

Nevada Revised Statutes 332.195 allows local governments to join or use the contracts of other local governments or the State of Nevada, with the authorization of contracting Supplier.

38. WARRANTY

SUCCESSFUL BIDDER warrants that the goods and services covered under this bid will conform to applicable specifications, instructions, drawings, data and samples, will be merchantable and of good material and workmanship, free from defects and will be fit and sufficient for the purposes intended. SUCCESSFUL BIDDER shall guarantee all workmanship, materials, and equipment they have furnished for a period of one (1) year after the final acceptance of the equipment or materials or for the length of the current manufacturer's warranty, whichever is longer. If during the guarantee period, any defect or faulty materials are found, it shall immediately, upon notification by COUNTY, proceed at its own expense to replace and repair same, together with any damage to all finishes, fixtures, equipment, and furnishings that may be damaged as a result of this defective equipment or workmanship. Acceptance or receipt of payment for goods or services shall not constitute a waiver of any warranty.

### **III - SPECIAL CONDITIONS**

#### **BID NO. 603257-14 ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL**

1. DOCUMENTATION SUBMITTAL REQUIRED BY APPARENT LOW BIDDER

Apparent low Bidder shall furnish the following information and documents within two business days of COUNTY'S request:

- A. Samples of all uniform items bid. All samples will be provided at no cost to Owner. Owner shall retain all samples throughout the term of this contract to ensure that the future deliveries match in construction, color and quality of the items upon which contract award was based.
- B. Completed "Disclosure of Ownership" form.
- C. A copy of current applicable Clark County Business License

2. PROJECT MANAGER

- A. SUCCESSFUL BIDDER shall designate a project manager to provide contract management and oversight. provide name, phone number and e-mail address of project manager. should another project manager be assigned during the term of this contract, it is successful bidder's responsibility to notify county, in writing, within ten (10) calendar days of the change;

- B. ENGLISH SPEAKING REPRESENTATIVE

COUNTY requires SUCCESSFUL BIDDER have one person capable of clear communication in the English language on site at all times during the hours that service is required. Failure to meet this requirement shall constitute a breach of contract and may result in the termination of CONTRACT.

3. LOCATION AND HOURS

Deliveries shall be made to the location identified in Scope of Work, Annex A, Monday through Friday (excluding COUNTY'S holidays), between the hours of 7:00 a.m. – 4:00 p.m. Successful Bidder will work with Owner to determine the best delivery time.

4. F.O.B. DESTINATION - FREIGHT PRE-PAID

SUCCESSFUL BIDDER shall pay all freight charges. SUCCESSFUL BIDDER shall file all claims and bears all responsibility for the products from the point of origin to COUNTY'S destination. All prices shall be F.O.B. the delivery points as required. All prices shall include delivery, as well as any necessary unloading.

5. PARTIAL SHIPMENTS

Partial shipments will be permitted.

6. FAILURE TO DELIVER

In the event that SUCCESSFUL BIDDER fails to deliver the product and/or service in accordance with the terms and conditions of CONTRACT, COUNTY shall have the option to either terminate CONTRACT or temporarily procure the product and/or service from another supplier. If the product and/or service is procured from another supplier, SUCCESSFUL BIDDER shall pay to COUNTY any difference between the bid price and the price paid to the other supplier.

7. DAMAGED OR DEFECTIVE PRODUCTS

SUCCESSFUL BIDDER shall replace, at no cost to COUNTY, damaged or defective products within five (5) business day(s) after notice. This shall include freight and any and all other associated costs. Failure to do so will cause such products to be procured from another supplier. If the product is procured from another supplier, SUCCESSFUL BIDDER shall pay COUNTY any difference between the bid price and the price paid to the other supplier.

8. REMOVAL OF EMPLOYEE

COUNTY reserves the right to request removal of any SUCCESSFUL BIDDER'S employee upon submitting proper justification, should such action be considered necessary to the best interests of COUNTY.

9. FURNISHING SUPERVISION OF EMPLOYEES

SUCCESSFUL BIDDER shall furnish, at SUCCESSFUL BIDDER'S expense, the supervision required to insure the necessary management of his personnel, and the functions involved in the specifications.

10. SUPPLIER'S STOCK

SUCCESSFUL BIDDER shall agree to maintain access to sufficient stock of any item awarded in this bid. The lead time(s) for such stock shall not exceed the time period(s) as specified in this bid.

11. BUILDING SECURITY

SUCCESSFUL BIDDER shall be responsible for securing all buildings, offices, and facilities at the time of their service. Failure to comply shall make SUCCESSFUL BIDDER responsible for all losses of COUNTY property.

12. DISPUTES

Any dispute relating to CONTRACT after award shall be resolved through good faith efforts upon the part of SUCCESSFUL BIDDER and COUNTY. At all times, SUCCESSFUL BIDDER shall carry on the work and maintain his progress schedule in accordance with the requirements of CONTRACT and the determination of COUNTY, pending resolution of any dispute.

13. SUBMITTAL OF USAGE REPORTS

SUCCESSFUL BIDDER shall submit a annual usage report ten (10) calendar days after the end of the specified period. The report shall list all items purchased by COUNTY for the period, including all specified and non-specified bid items. The report shall be submitted in duplicate to the designated contacts as identified in this document. The report shall list the manufacturer's part number, description, and quantity purchased for the period.

# IV – SCOPE OF WORK

## BID NO. 603257-14 ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL

### 1. CUSTOMER SERVICE CONTACT

The Successful Bidder shall be required to maintain a customer service hotline phone number and email address, for all issues pertaining to the service. This hotline phone number and email address shall be posted in all uniform return locations. The Successful Bidder shall also be required to maintain a log of customer requests, corrective action taken, Clark County contact name for service request, date of call, and date of corrective action.

### 2. NEW AND USED UNIFORM ISSUE

Listed are the various options provided to both Owner and Successful Bidder, regarding new and used uniforms.

- A. Successful Bidder shall issue new uniforms at the start date of the contract period and each contract renewal.
- B. Successful Bidder shall issue new uniforms for transferred employees or new employees, up to six (6) months from the start date of the contract period and each contract renewal.
- C. Six (6) months and one day from the start date of the contract period and each contract renewal, the Successful Bidder has the option to provide the combination of new and used uniforms.
- D. All used uniforms provided by the successful bidder must be in excellent condition, and match closely in wear of uniforms in current service. The Owner has the right to refuse any new or used uniform that does not meet appearance expectations.
- E. Owner's employees shall be issued eleven (11) new sets of uniforms at the beginning of the contract period and each contract renewal. Quantities may be more or less by request.
- F. Uniforms provided shall be of quality manufacturing and appearance to include the following:
  - 1. Neat and even stitched seams
  - 2. Evenly cut and uniformed patterns
  - 3. Evenly hemmed clothing
  - 4. Matching buttons

### 3. UNIFORMS IN SERVICE

- A. Most of the Owner's employees shall be issued eleven (11) new sets of uniforms at the beginning of each contract period. Quantities may be more or less by request.
- B. Successful Bidder shall be responsible for all finishing work and alterations including sewing of all required patches and embroidery. All emblems shall be furnished by the Successful Bidder and shall be of the same equality, design, and workmanship as items currently in use by the Clark County. Prices submitted shall include any charges for alterations, emblems, nametags, embroidery, and service charges.
- C. Uniform pick-up and delivery service shall commence between the hours of 7:00 a.m. to 4:00 p.m. and provided once a week per agency location. The Owner and successful Bidder shall agree on the service day. There shall be no extra charge for multiple pick-up and delivery service at any one-agency location.
- D. Laundering shall be done locally; localized laundering will avoid delivery interruption that may arise from uniforms being laundered outside the Clark County. All uniforms shall be delivered on hangers; and bundled together per employee. All button down shirts shall be pressed in accordance with industrial standards. All 100% cotton garments may require "light starch". Acceptable standards shall be at the discretion of the CLARK COUNTY.
- E. The Successful Bidder will be notified of uniforms delivered dirty, not pressed or unpresentable. Upon notification, the Successful Bidder will pick-up, clean and return uniforms within 24 hours. Failure to provide this service will result in the Owner taking credit for the uniforms, and taking the uniforms to a cleaner and charging the Successful Bidder the difference for the laundering bill plus two (2) hours of prevailing labor rate for the time involved for the uniforms to be cleaned.
- F. The Successful Bidder shall deliver repaired uniforms with a label to identify as a repaired garment.
- G. Successful Bidder must be capable of providing garments with scanning capability (i.e. bar code). OWNER shall have the option to have its garments scanned or stick-counted when garments are picked-up and/or delivered.

4. UNIFORM DELIVERY

- A. Prior to the start of each contract period, awarded supplier shall have 100% uniform issue ready for distribution. If the issue for the entire agency is not 100% complete, rental charges will not apply until 100% of the uniform issue is complete (no retro-active charges will apply). All uniforms shall be delivered within 90 days after all measurements are complete.
- B. All uniform orders shall be delivered within fifteen (15) calendar days for standard sizes, and thirty (30) calendar days for non-standard sizes. Delivery times will start from the time of measurement by the awarded supplier. Standard sizes shall be defined as X-Small to 2X-Large, appropriate for both male and female users. Non-standard sizes shall be any size above 2X-Large. Selected sizes and special made garments shall be defined as custom and shall be delivered within sixty (60) days. Successful supplier shall provide a complete set of loaner uniforms within seven (7) calendar days from the time of measurement.
- C. If the Successful Bidder does not provide the full set of uniforms on or before the dates as outlined above, the Successful Bidder will pay the Owner the amount of \$2.00 per working day as liquidated damages.
- D. Successful Supplier must provide collection bins/bags for laundry for each delivery site. All additional equipment must be included in rental cost of each item.

5. UNIFORM SIZING

- A. Prior to the start of the contract and contract renewal, the awarded supplier shall measure Owner's employees, at the Owner's location and convenience. Awarded supplier may be required to provide a representative for up to three (3) days, and provide measurement service on a 24/7 schedule to accommodate all shifts. It will be the Owner's responsibility to schedule the appropriate day for uniform measurement.
- B. Successful Bidder will be required to provide uniform samples for viewing and selection at time of measurement for the initial order.
- C. After the initial day of uniform issue, awarded supplier may be called to measure new hires or transfers as required. Awarded suppliers shall respond within 24 hours of the call. This visit will be at no additional charge.
- D. Uniform measurements will be according to the Successful Bidder's proper sizing.

6. APPEARANCE OF DELIVERED UNIFORMS

The Owner has the right to refuse any supplied uniform that does not meet appearance expectations. This applies to all uniforms including new, used, laundered and any uniform that has been repaired.

7. PATCHES AND EMBROIDERING

- A. All garment tops shall be provided with embroidered or sewn Clark County approved emblems as requested by each department. All garment tops shall include department logos similar to those in current use, in an embroidered or sewn fashion, and may include employee's name and title. No nicknames or slang names shall be used. Exceptions shall be approved on a case-by-case basis as approved by division supervisors. Owner has the option of all patches to be sewn or iron on the uniforms.
- B. All departments shall receive name and one (1) logo unless approved by division supervisor. Placement of patches and/or embroidered or sewn fashion stitching shall be determined by the Department and shall be provided to the supplier after bid award. Sample artwork, patches, or embroidery shall be provided by each Division/Section/Department to be reproduced by the successful bidder. Special Conditions Annex B shows samples of patches and embroidery currently used by County. It shall be the responsibility of the bidder to ensure patches and logos are similar to those currently being used County.
- C. Patches and embroidering charges will be billed separately, as a "Uniform Personalization" charge for initial delivery of uniforms for each contract period. The Uniform Personalization Charge includes embroidery, repair, sewing/removal of patches (embroidery work and patches are provided and included in this charge). This charge shall be applied to all uniforms after the initial delivery. Repairing an embroidery or patch will not be charged separately.

6. UNIFORM TAGS

Successful Bidder will supply service tags to all pick-up and delivery sites. These tags will indicate what needs to be done with the uniform (replace button, sew, rip, stain, etc.). The tags shall be bright in color and have pre-printed information on them that can be checked and space shall be available for additional information. The tag should be designed that will hold on to the uniform and not separate easily when mixed in with other dirty uniforms.

7. LOST OR DAMAGED UNIFORM

The Owner will only be responsible for damage or loss of items that can be documented as having occurred while in use or storage at one of the Owner's locations, and attributed to a Clark County employee's neglect. Successful Bidder will make a reasonable attempt to repair damaged uniforms at no additional cost to Owner (tears, missing buttons, etc). Successful Bidder shall provide invoices from manufacturers, and show replacement cost plus successful Bidder's mark up calculations.

8. WEIGHT LOSS OR GAIN

Uniforms will be exchanged for employees that have lost or gained weight within seven (7) calendar days. There will be no additional charges for the exchange of uniforms.

9. TAILORING

All tailoring shall be included in the bid price. All uniforms, shirts, trousers, shorts, skirts and coveralls, as well as any other items requiring alterations, shall be hemmed as requested at no additional charge to the Owner as authorized by the supervisor or appointed designee. Authorization for alterations after initial sizing must be approved by Owner's designee. Authorization Form and Owner's representative to be provided after award.

10. PERSONAL ALTERATION AND EMPLOYEE NEGLIGENCE

A. Successful Bidder shall replace any uniform, which cannot be repaired due to personal alteration or employee negligence. Owner shall reimburse Successful Bidder for replacement of uniform.

B. Custom tailoring will not be done unless the uniform is purchased by the Owner.

11. INVOICING

A. Multiple invoices may be required per agency. The invoice shall be submitted upon delivery per location, and broken down as follows:

1. Invoice each agency, division, section, or department as requested.
2. Invoices are to show the number of people being serviced per area, broken down into categories.

Example: List all the names of the employees and the dollar amount next to their name

Total dollar amount due for the period

Subtract any credits and provide new total (done by the Owner)

B. Owner shall apply credits to invoices if the successful bidder does not comply with service requirements, delivery requirements or pricing in accordance with the bid document. Owner will apply these credits toward invoices without authorization from supplier.

**SCOPE OF WORK  
 ANNEX A  
 DELIVERY LOCATIONS**

Below shows a list of current delivery locations. Locations will be added and deleted throughout the contract term.

Clark County Road Department 101 Civic Way Laughlin, NV 89029	Clark County Parking Garage 300 S Casino Center Las Vegas, NV 89155-1823	Clark County RPM Operations 4325 Stephanie Street Las Vegas, Nevada 89122
Clark County RPM Operations 101 Civic Way Laughlin, Nevada 89029	Public Guardian 515 Shadow Lane Las Vegas, NV 89106	Clark County Automotive 4241 Stephanie St. Las Vegas NV. 89122
Clark County RPM Operations 1301 West Whipple Ave Logandale, Nevada 89021	Clark County Election Department 965 Trade Drive, Suite A North Las Vegas, NV 89030	Clark County RPM Operations 2601 East Sunset Road Las Vegas, Nevada 89120
Clark County Road Department 1901 Whipple Trail Logandale, NV 89021	Clark County Fire Training Center 4425 West Tropicana Las Vegas, NV 89103	Clark County RPM Operations 6665 West Gary Avenue Las Vegas, Nevada 89122
Clark County Automotive 504 E Bell Dr. Las Vegas NV, 89119	HSP 1900 East Flamingo Road Las Vegas, NV 89119	RPM, HSP 500 S. Grand Central Pwy, Lower Level Las Vegas, NV 89155-1823
Clark County Detention Center 330 South First Street Las Vegas, NV. 89101	Clark County Road Department 5285 East Flamingo Road Las Vegas, NV 89122	Clark County RPM Operations 500 S Grand Central PKWY Las Vegas, Nevada 89106
Clark County RPM Operations - Detention 330 South First Street Las Vegas, Nevada 89101	Vector Control and News Rack Enforcement 5809 E. Flamingo Road Las Vegas, NV. 89122	Juvenile Justice Service 651 North Pecos Road Las Vegas, Nevada 89101
RPM HSP 333 S. Third Street Las Vegas, NV 89101	Juvenile Justice Services Warehouse 601G North Pecos Road Las Vegas, NV 89101	Clark County Shooting Complex 11357 North Decatur Blvd. Las Vegas, NV 89131
Regional Justice Center 200 Lewis Ave, Lower Level Las Vegas, NV 89101	Public Works Quality Assurance 7361 West Charleston, Suite 130 Las Vegas, NV 89117	Clark County Automotive 4701 West Russell Road Las Vegas NV 89118

# CLARK COUNTY, NEVADA

## V - BID FORM

BID NO. 603257-14

### ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL

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.

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

Item	Description	Estimated Number of employees who rent uniforms	TOTAL WEEKLY NUMBER of estimated garments		UNIT COST WEEKLY Base cost		EXTENDED WEEKLY TOTAL
<p><b>SHIRTS – Bidders must provide a BASE cost on the bid form for short sleeved regular sized shirts (XS to XL)</b></p> <p>The estimated quantities identified below show our current usage for all sizes, tall, and short and long sleeve shirt. All bidders must price for the aggregate total. Bidders shall enter its additional cost to the BASE cost for tall, long sleeve shirts and 2x and larger.</p>							
1	<b>SHIRT, POLO, Woman's</b> - 100% polyester straight bottom hem, Solid assorted colors Cintas Item 298, OR EQUAL.  Product Item Number: _____ Product Title: _____		2	X	\$	X	\$
	Short Sleeve	1					
	Long Sleeve						
2	<b>SHIRT, OXFORD, Woman's</b> – 65/35 poly/cotton, two pockets in front, shaped hemline, Solid assorted colors. Cintas Item 205, Or Equal.  Product Item Number: _____ Product Title: _____		6	X	\$	X	\$
	Short Sleeve	1					
	Long Sleeve						
3	<b>Shirt, POLO</b> – 100% cotton, pique, no pocket, solid assorted colors Cintas Item 69155, OR EQUAL.  Product Item Number: _____ Product Title: _____		22	X	\$	X	\$
	Short Sleeve	2					
	Long Sleeve						

4	<b>Shirt, POLO</b> – 100% cotton, pique, one front pocket, solid assorted colors Cintas Item 69148, OR EQUAL.  Product Item Number: _____  Product Title: _____		<b>275</b>	<b>X \$</b>	<b>X \$</b>	<b>X \$</b>
	Short Sleeve	13				
	Long Sleeve	13				
5	<b>SHIRT, POLO</b> - 100% polyester, wrinkle resistant and crease resistant, three button placket, straight bottom hem, Solid assorted colors Cintas Item 259, OR EQUAL.  Product Item Number: _____  Product Title: _____		<b>918</b>	<b>X \$</b>	<b>X \$</b>	<b>X \$</b>
	Short Sleeve	85				
	Long Sleeve	4				
6	<b>SHIRT, OXFORD</b> – 65/35 poly/cotton, one pocket in front, wrinkle resistant, button down collar, Solid assorted colors. Cintas Item 65107, OR EQUAL.  Product Item Number: _____  Product Title: _____		<b>11</b>	<b>X \$</b>	<b>X \$</b>	<b>X \$</b>
	Short Sleeve					
	Long Sleeve	1				
7	<b>SHIRT, OXFORD</b> – 65/35 poly/cotton, one pocket, pleat back, button down collar, solid assorted colors. Cintas Item 374, OR EQUAL.  Product Item Number: _____  Product Title: _____		<b>577</b>	<b>X \$</b>	<b>X \$</b>	<b>X \$</b>
	Short Sleeve	29				
	Long Sleeve	25				
8	<b>Shirt</b> - 65/35 poly/cotton, two front pockets, flexware/ComfortFLEX fabric , solid/pin striped assorted colors. Cintas Item 935, OR EQUAL.  Product Item Number: _____  Product Title: _____		<b>3,688</b>	<b>X \$</b>	<b>X \$</b>	<b>X \$</b>
	Short Sleeve	191				
	Long Sleeve	144				

9	<b>SHIRT, OXFORD</b> – 100% cotton twill, 2 pockets with pencil stall, pleated back, button down collar, solid assorted colors. Cintas Item 330, OR EQUAL. Product Item Number: _____ Product Title: _____		924	X	\$	X	\$
	Short Sleeve	43					
	Long Sleeve	44					
10	<b>SHIRT, INDURA, Fire Resistant</b> –, 2 pockets with closure, regular fit, button down collar, fire resistant, solid assorted colors. Cintas Item 60694, OR EQUAL. Product Item Number: _____ Product Title: _____		297	X	\$	X	\$
	Short Sleeve	13					
	Long Sleeve	14					
11	<b>SHIRT, TECASAFE PLUS</b> –2 pockets with closure and pencil stall, regular fit, collar. Cintas Item 7733, OR EQUAL. Product Item Number: _____ Product Title: _____		473	X	\$	X	\$
	Short Sleeve	3					
	Long Sleeve	40					
12	Long Sleeve - additional charge to BASE cost (short sleeve shirt)		3,063	X	\$	X	\$
13	Extra Length or tall shirt - additional charge to BASE cost (short sleeve shirt)		45	X	\$	X	\$
14	Shirt size 2x - additional charge to BASE cost (short sleeve shirt)		45	X	\$	X	\$
15	Shirt size 3x - additional charge to BASE cost (short sleeve shirt)		20	X	\$	X	\$
16	Shirt size 4x - additional charge to BASE cost (short sleeve shirt)		20	X	\$	X	\$
17	Shirt size 5x - additional charge to BASE cost (short sleeve shirt)		15	X	\$	X	\$

**PANTS**

Bidders must provide a BASE cost on the bid form for regular size and length pants (women size 0 to 20, 31” inseam and Men 28 – 40, 38” inseam).

The estimated quantities identified below show our current usage for all length pants. All bidders must price for the aggregate total. Bidders shall enter its additional cost to the BASE cost for larger and longer length pants.

18	<b>PANT, CARGO, WOMAN</b> - 65/35 poly/cotton, flexware/ComfortFLEX fabric, waistband with closure/belt loops, assorted colors. Cintas Item 395, or equal. Product Item Number: _____ Product Title: _____	1	11	X	\$	X	\$
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19	<p><b>PANT, CARGO</b> – 65/5 poly/cotton, flexware/ComfortFLEX fabric, waistband with closure, side pockets with closure, front pockets, belt loops, assorted colors Cintas Item 270, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	103	924	X	\$	X	\$
20	<p><b>PANT</b>, - 100% Cotton, waistband with closure, front and back pockets, belt loops, assorted colors Cintas Item 340, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	51	561	X	\$	X	\$
21	<p><b>PANT, SLACK</b> – 65/35 polyester/cotton two front pockets, two back pockets, no pleats, belt loops, assorted colors. Cintas Item 945, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	68	748	X	\$	X	\$
22	<p><b>PANT, SLACK</b> – 65/35 poly/cotton, waistband with closure and pleats, front and back pockets, belt loops, assorted colors. Cintas Item 865, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	4	42	X	\$	X	\$
23	<p><b>PANT, DENIM</b> – 100% cotton, relaxed fit, 5-pockets, fits easily over boots, belt loops, assorted colors Cintas Item 894, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	42	452	X	\$	X	\$
24	<p><b>PANT, DENIM</b>,–100% cotton, heavy duty, relaxed fit, five pockets, two reinforced back pockets Cintas Item 381, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	52	572	X	\$	X	\$
25	<p><b>PANT, DENIM</b> – 100% cotton, painter, relaxed fit, 5-pockets, fits easily over boots, belt loops Cintas Item 394, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	115	1,259	X	\$	X	\$
26	<p><b>PANT, DENIM, FLAME RESISTANT</b> – relaxed fit, 5-pockets, fits easily over boots, belt loops Cintas Item 70681, or equal.</p> <p>Product Item Number: _____</p> <p>Product Title: _____</p>	23	253	X	\$	X	\$
27	<p><b>Tall Length.</b> Extra Length or tall pant - additional charge to BASE cost (regular size pant)</p> <p>Women 34" or higher</p> <p>Men 40" or higher</p>		15	X	\$	X	\$

28	Pant Size - additional charge to BASE cost of regular size pant Women 22" to 26" Men 42" to 46"		15	X	\$	X	\$
29	Pant Size - additional charge to BASE cost of regular size pant Women 28" to 32" Men 48" to 52"		10	X	\$	X	\$
30	Pant Size - additional charge to BASE cost of regular size pant Women 34" to 38" □□□□□□□□□□□□□□□□		5	X	\$	X	\$

**SHORTS Bidders must provide a BASE cost on the bid form for regular size and length shorts (women size 0 to 20 and Men 28 – 40).**

The estimated quantities identified below show our current usage for all length pants. All bidders must price for the aggregate total. Bidders shall enter its additional cost to the BASE cost for larger and longer length pants.

31	<b>SHORTS</b> – 65/35 poly/cotton, waistband with closure, front and back pockets, belt loops, assorted colors Cintas Item 741, or equal. Product Item Number: _____ Product Title: _____	191	2,077	X	\$	X	\$
32	<b>SHORTS, CARGO</b> – 65/35 poly/cotton, flexware/ComfortFLEX fabric, waistband with closure, front and back pockets, belt loops, assorted colors Cintas Item 370, or equal. Product Item Number: _____ Product Title: _____	27	245	X	\$	X	\$
33	<b>Tall Length.</b> Extra Length or tall short - additional charge to BASE cost (regular size short)		10	X	\$	X	\$
34	Short Size - additional charge to BASE cost of regular size short Women 22" to 26" Men 42" to 46"		5	X	\$	X	\$
35	Short Size - additional charge to BASE cost of regular size short Women 28" to 32" Men 48" to 52"		3	X	\$	X	\$
36	Short Size - additional charge to BASE cost of regular size short Women 34" to 38" Men 54" to 58"		2	X	\$	X	\$

<b>MISCELLANEOUS GARMENTS</b> The estimated quantities identified below show our current usage for regular size clothing							
37	<b>CHEF COAT</b> – 65/35 poly/cotton, one chest pocket, one sleeve pocket, double breasted, reversible, assorted colors Cintas Item 35000, or equal.  Provide pricing for Long Sleeve  Product Item Number: _____  Product Title: _____						
	<b>¾ Sleeve</b>	1					
	<b>Long Sleeve</b>	10					
38	<b>COVERALLS</b> – 100% cotton, cuffs, side openings, two front pockets, two hip pockets, two chest pockets, rule pocket, side vent openings, assorted Cintas Item 910, or equal.  Product Item Number: _____  Product Title: _____	16	365	X	\$	X	\$
39	<b>COVERALLS</b> – 65/35 poly/cotton twill, cuffs, side openings, expandable back, two front pockets, two hip pockets, two chest pockets, rule pocket, assorted colors Cintas Item 912, or equal.  Product Item Number: _____  Product Title: _____	22	176	X	\$	X	\$
40	<b>JACKET, DRESS</b> – 65/35 poly/cotton, warm lining, collar, cuffs, two outside pockets, one inside pocket, and elastic waist, assorted colors Cintas Item 677, or equal.  Product Item Number: _____  Product Title: _____	6	12	X	\$	X	\$
41	<b>JACKET, DRESS</b> – 65/35 poly/cotton, warm lining, collar, cuffs, two outside pockets, one inside pocket, elastic waist. Two-tone accents, assorted colors Cintas Item 366, or equal.  Product Item Number: _____  Product Title: _____	6	66	X	\$	X	\$
42	<b>JACKET, DRESS, SPORT</b> – 65/35 poly/cotton, warm lining, collar, two outside pockets, one inside pocket, cuffs, side pocket, assorted colors Cintas Item 970, or equal.  Product Item Number: _____  Product Title: _____	45	360	X	\$	X	\$
43	<b>SHOP COAT</b> – 65/35 poly/cotton twill, four front pockets, two side pockets, assorted colors Cintas Item 59929, or equal.  Product Item Number: _____  Product Title: _____	2	8	X	\$	X	\$
44	<b>Uniform Personalization</b> – embroidery, patches, sewing and repairing patches  Cost per person		5,000	X	\$	X	\$

45	Miscellaneous uniform Items					<b>\$300</b>
46	Non- standard sizes					<b>\$200</b>
<b>EXTENDED WEEKLY SUB TOTAL</b>						<b>\$</b>
Items (1 through 46)						
x 52						<b>X 52</b>
<b>ANNUAL GRAND TOTAL</b>						<b>\$</b>
Items (1 through 46) x 52 weeks						

**DISCOUNT TERMS OF PAYMENT:**

\_\_\_\_\_%, \_\_\_\_\_ calendar days.

\_\_\_\_\_  
 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.

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		
<b>BUSINESS LICENSE INFORMATION:</b>			
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.

**ATTACHMENT 1  
BID NO. 603257-14  
ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL**

**SUBCONTRACTOR INFORMATION**

It is our intent to utilize the following MBE, WBE, PBE, SBE, and NBE subcontractors in association with CONTRACT:

1. Subcontractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Estimated Percentage of Total Dollars: \_\_\_\_\_  
Business Type:     MBE             WBE             PBE             SBE             NBE
  
  2. Subcontractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Estimated Percentage of Total Dollars: \_\_\_\_\_  
Business Type:     MBE             WBE             PBE             SBE             NBE
  
  3. Subcontractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Estimated Percentage of Total Dollars: \_\_\_\_\_  
Business Type:     MBE             WBE             PBE             SBE             NBE
  
  4. Subcontractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Estimated Percentage of Total Dollars: \_\_\_\_\_  
Business Type:     MBE             WBE             PBE             SBE             NBE
  
  5. Subcontractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Estimated Percentage of Total Dollars: \_\_\_\_\_  
Business Type:     MBE             WBE             PBE             SBE             NBE
  
  6. Subcontractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Estimated Percentage of Total Dollars: \_\_\_\_\_  
Business Type:     MBE             WBE             PBE             SBE             NBE
  
  7. Subcontractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Estimated Percentage of Total Dollars: \_\_\_\_\_  
Business Type:     MBE             WBE             PBE             SBE             NBE
- No MBE, WBE, PBE, SBE, NBE subcontractors will be used.

**ATTACHMENT 2  
BID NO. 603257-14  
ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL**

**INSURANCE REQUIREMENTS**

**TO ENSURE COMPLIANCE WITH THE BID DOCUMENT, BIDDERS SHOULD FORWARD THE FOLLOWING INSURANCE CLAUSE AND SAMPLE INSURANCE FORM TO THEIR INSURANCE AGENT PRIOR TO BID SUBMITTAL**

1. FORMAT / TIME

SUCCESSFUL BIDDER shall provide COUNTY with Certificates of Insurance, per the sample format (page 3-4), for coverage as listed below, and endorsements affecting coverage required by this bid within **ten (10) business days** after the award by COUNTY. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the certificate of insurance, and shall be maintained for the duration of CONTRACT and any renewal periods.

2. BEST KEY RATING

COUNTY requires insurance carriers to maintain during CONTRACT term, a Best Key Rating of A.VII or higher, which shall be fully disclosed and entered on the certificate of insurance.

3. COUNTY COVERAGE

COUNTY, its officers and employees must be expressly covered as additional insured's except on Workers' Compensation insurance coverage. SUCCESSFUL BIDDER'S insurance shall be primary as respects to COUNTY, its officers and employees.

4. ENDORSEMENT / CANCELLATION

SUCCESSFUL BIDDER'S commercial general liability and automobile liability insurance policy shall be endorsed to recognize specifically SUCCESSFUL BIDDER'S contractual obligation of additional insured to COUNTY. All policies must note that COUNTY will be given thirty (30) calendar days advance notice by certified mail "return receipt requested" of any policy changes, cancellations, or any erosion of insurance limits. Either a copy of the additional insured endorsement, or a copy of the policy language that gives Clark County automatic additional insured status must be attached to any certificate of insurance.

5. DEDUCTIBLES

All deductibles and self insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed **\$25,000**.

6. AGGREGATE LIMITS

If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than **\$2,000,000**.

7. COMMERCIAL GENERAL LIABILITY

Subject to paragraph 6 of this attachment, SUCCESSFUL BIDDER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial General Liability coverage shall be on a "per occurrence" basis only, not "claims made", and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. Policies must contain a primary and non-contributory clause and must contain a waiver of subrogation endorsement.

8. AUTOMOBILE LIABILITY

Subject to paragraph 6 of this attachment, SUCCESSFUL BIDDER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury and property damage, to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by SUCCESSFUL BIDDER and **any auto** used for the performance of services under CONTRACT.

9. WORKERS' COMPENSATION

SUCCESSFUL BIDDER shall obtain and maintain for the duration of CONTRACT, a work certificate or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Bidder who is a Sole Proprietor shall be required to submit an affidavit (Attachment 3) indicating that Bidder has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

10. FAILURE TO MAINTAIN COVERAGE

If SUCCESSFUL BIDDER fails to maintain any of the insurance coverage required herein, COUNTY may withhold payment, order SUCCESSFUL BIDDER to stop the work, declare SUCCESSFUL BIDDER in breach, suspend or terminate CONTRACT, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. COUNTY may collect any replacement insurance costs or premium payments made from SUCCESSFUL BIDDER or deduct the amount paid from any sums due SUCCESSFUL BIDDER under CONTRACT.

11. ADDITIONAL INSURANCE

SUCCESSFUL BIDDER is encouraged to purchase any such additional insurance as it deems necessary.

12. DAMAGES

SUCCESSFUL BIDDER is required to remedy all injuries to persons and damage or loss to any property of COUNTY, caused in whole or in part by SUCCESSFUL BIDDER, their subcontractors or anyone employed, directed or supervised by SUCCESSFUL BIDDER.

13. COST

SUCCESSFUL BIDDER shall pay all associated costs for the specified insurance. The cost shall be included in the bid price(s).

14. INSURANCE SUBMITTAL ADDRESS

All Insurance Certificates requested shall be sent to the Clark County Purchasing and Contracts Division, Attention: Insurance Coordinator. See the "Submission of Bids" clause in the Instruction to Bidders section of this bid for the appropriate mailing address.

15. INSURANCE FORM INSTRUCTIONS

The following information must be filled in by SUCCESSFUL BIDDERS' Insurance Company representative:

1. Insurance Broker's name, complete address, contacts name, phone and fax numbers.
2. SUCCESSFUL BIDDER'S name, complete address, phone and fax numbers.
3. Insurance Company's Best Key Rating
4. Commercial General Liability (Per Occurrence)
  - (A) Policy Number
  - (B) Policy Effective Date
  - (C) Policy Expiration Date
  - (D) Each Occurrence (\$1,000,000)
  - (E) Damage to Rented Premises (\$50,000)
  - (F) Medical Expenses (\$5,000)
  - (G) Personal & Advertising Injury (\$1,000,000)
  - (H) General Aggregate (\$2,000,000)
  - (I) Products - Completed Operations Aggregate (\$2,000,000)
5. Automobile Liability (Any Auto)
  - (J) Policy Number
  - (K) Policy Effective Date
  - (L) Policy Expiration Date
  - (M) Combined Single Limit (\$1,000,000)

6. Worker's Compensation
7. Description: Bid Number 603257-14 and Annual Requirements Contract for Uniform Rental (must be identified on the initial insurance form and each renewal form).
8. Certificate Holder  
Clark County, Nevada  
c/o Purchasing and Contracts Division  
Government Center, Fourth Floor  
500 South Grand Central Parkway  
P.O. Box 551217  
Las Vegas, Nevada 89155-1217
9. Appointed Agent Signature to include license number and issuing state.



POLICY NUMBER: \_\_\_\_\_

COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY

BID NUMBER AND PROJECT NAME: \_\_\_\_\_

**THIS ENDORSEMENT CHANGED THE POLICY. PLEASE READ IT CAREFULLY**  
**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE PART.

**SCHEDULE**

**Name of Person or Organization:**

CLARK COUNTY, NEVADA  
C/O PURCHASING & CONTRACTS DIVISION  
500 S. GRAND CENTRAL PKWY 4<sup>TH</sup> FL  
PO BOX 551217  
LAS VEGAS, NEVADA 89155-1217

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

CLARK COUNTY, NEVADA, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.

**ATTACHMENT 3  
BID NO. 603257-14  
ANNUAL REQUIREMENTS CONTRACT FOR UNIFORM RENTAL**

**AFFIDAVIT  
(ONLY REQUIRED FOR A SOLE PROPRIETOR)**

I, \_\_\_\_\_, on behalf of my company, \_\_\_\_\_, being  
(Name of Sole Proprietor) (Legal Name of Company)  
duly sworn, depose and declare:

1. I am a Sole Proprietor;
2. I will not use the services of any employees in the performance of CONTRACT, identified as Bid No. 603257-14, entitled Annual Requirements Contract for Uniform Rental;
3. I have elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and
4. I am otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

I release Clark County from all liability associated with claims made against me and my company, in the performance of CONTRACT, that relate to compliance with NRS Chapters 616A-616D, inclusive.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature

State of Nevada            )  
  )ss.  
County of Clark            )

Signed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by \_\_\_\_\_ (name of person making statement).

\_\_\_\_\_  
Notary Signature  
STAMP AND SEAL

**INSTRUCTIONS FOR COMPLETING THE  
DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM**

**Purpose of the Form**

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of County Commissioners (“BCC”) in determining whether members of the BCC should exclude themselves from voting on agenda items where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

**General Instructions**

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the appropriate Clark County government entity. Failure to submit the requested information may result in a refusal by the BCC to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

**Detailed Instructions**

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

**Business Entity Type** – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting ‘Other’, provide a description of the legal entity.

**Non-Profit Organization (NPO)** - Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

**Business Designation Group** – Indicate if the entity is a Minority Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Small Business Enterprise (SBE), or Physically-Challenged Business Enterprise (PBE). This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose.

**Minority Owned Business Enterprise (MBE):**

An independent and continuing 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 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 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 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.

**Veteran Owned Enterprise (VET):**

A Nevada business at least 51% owned/controlled by a veteran.

**Disabled Veteran Owned Enterprise (DVET):**

A Nevada business at least 51% owned/controlled by a disabled veteran.

**Business Name (include d.b.a., if applicable)** – Enter the legal name of the business entity and enter the “Doing Business As” (d.b.a.) name, if applicable.

**Corporate/Business Address, Business Telephone, Business Fax, and Email** – Enter the street address, telephone and fax numbers, and email of the named business entity.

**Local Business Address, Local Business Telephone, Local Business Fax, and Email** – If business entity is out-of-state, but operates the business from a location in Nevada, enter the Nevada street address, telephone and fax numbers, point of contact and email of the local office. Please note that the local address must be an address from which the business is operating from that location. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

**Number of Clark County Nevada Residents employed by this firm.**

**List of Owners/Officers** – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

**For All Contracts – (Not required for publicly-traded corporations)**

- 1) Indicate if any individual members, partners, owners or principals involved in the business entity are a Clark County full-time employee(s), or appointed/elected official(s). If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any individual members, partners, owners or principals involved in the business entity have a second degree of consanguinity or affinity relation to a Clark County full-time employee(s), or appointed/elected official(s) (reference form on Page 2 for definition). If **YES**, complete the Disclosure of Relationship Form. Clark County is comprised of the following government entities: Clark County, University Medical Center of Southern Nevada, Department of Aviation (McCarran Airport), and Clark County Water Reclamation District. Note: The Department of Aviation includes all of the General Aviation Airports (Henderson, North Las Vegas, and Jean).

A professional service is defined as a business entity that offers business/financial consulting, legal, physician, architect, engineer or other professional services.

**Signature and Print Name** – Requires signature of an authorized representative and the date signed.

**Disclosure of Relationship Form** – If any individual members, partners, owners or principals of the business entity is presently a Clark County employee, public officer or official, or has a second degree of consanguinity or affinity relationship to a Clark County employee, public officer or official, this section must be completed in its entirety.

## DISCLOSURE OF OWNERSHIP/PRINCIPALS

<b>Business Entity Type</b>						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
<b>Business Designation Group:</b>						
<b>MBE</b>	<b>WBE</b>	<b>DBE</b>	<b>PBE</b>	<b>SBE</b>	<b>VET</b>	<b>DVET</b>
Minority Owned	Women Owned	Disabled	Physically Challenged	Small Business	Veteran Owned	Disabled Veteran Owned
<b>Corporate/Business Entity Name:</b>						
<b>(Include d.b.a., if applicable)</b>						
<b>Street Address:</b>				<b>Website:</b>		
<b>City, State and Zip Code:</b>				<b>POC Name and Email:</b>		
<b>Telephone No:</b>				<b>Fax No:</b>		
<b>Local Street Address:</b>				<b>Website:</b>		
<b>City, State and Zip Code:</b>				<b>Local Fax No:</b>		
<b>Local Telephone No:</b>				<b>Local POC Name Email:</b>		
<b>Number of Clark County Nevada Residents Employed:</b>						

**All entities**, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

**Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors** in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

**Entities** include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned <small>(Not required for Publicly Traded Corporations/Non-profit organizations)</small>

***This section is not required for publicly-traded corporations.***

1. Are any individual members, partners, owners or principals, involved in the business entity, a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?
 

Yes     No    (If yes, please note that County employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
  
2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?
 

Yes     No    (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## DISCLOSURE OF RELATIONSHIP

List any disclosures below:  
(Mark N/A, if not applicable.)

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF COUNTY* EMPLOYEE/OFFICIAL AND JOB TITLE	RELATIONSHIP TO COUNTY* EMPLOYEE/OFFICIAL	COUNTY* EMPLOYEE'S/OFFICIAL'S DEPARTMENT

\* County employee means Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District.

“Consanguinity” is a relationship by blood. “Affinity” is a relationship by marriage.

“To the second degree of consanguinity” applies to the candidate’s first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

**For County Use Only:**

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Authorized Department Representative

## DISCLOSURE OF RELATIONSHIP

***For County Use Only:***

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

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Signature

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Print Name

Authorized Department Representative

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***For County Use Only:***

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

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Signature

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Print Name

Authorized Department Representative

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***For County Use Only:***

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

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Signature

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Print Name

Authorized Department Representative