



CLARK COUNTY

DEPARTMENT OF ADMINISTRATIVE SERVICES

PURCHASING & CONTRACTS DIVISION

***Clark County Government Center
500 Grand Central Parkway, 4th Floor Las Vegas, NV 89106
Phone: (702) 455-2897 Fax: (702) 386-4914***

PURCHASING & CONTRACTS WEBSITE:

www.clarkcountynv.gov/purchasing

SUPPLIER REGISTRATION WEBSITE:

NEVADA GOV EMARKETPLACE (NGEM)

<http://ngemnv.com>



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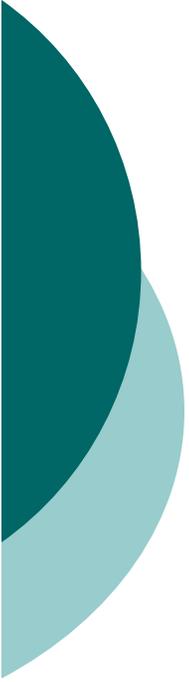
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THE PURPOSE OF THIS BROCHURE

The purpose of this brochure is to familiarize suppliers with Clark County's procedures for carrying out procurement activities. This is intended as a general guide and may not answer all of your questions. For questions not answered here, please contact the Department of Administrative Services, Purchasing & Contracts Division Front Desk at (702) 455-2897, or visit our website at: www.clarkcountynv.gov/purchasing

The Purchasing & Contracts Division promotes fair, honest and open competition. We ensure that Clark County purchases are compliant with federal, state and local laws. In addition, we assure that all public procurement practices are of the highest ethical standards. Our goal is to ensure that Clark County taxpayers receive the maximum value for every expenditure.



PURCHASING AND CONTRACTS WEBSITE

Important information related to the purchasing process for Clark County is available 24 hours a day, 7 days a week by visiting the Purchasing & Contracts webpage at:

www.clarkcountynv.gov/purchasing

This home page offers links to the following information:

- ❑ Current Contracting Opportunities*
- ❑ Commodities List (currently under construction)*
- ❑ P.O. Terms and Conditions*
- ❑ Supplier Information*
- ❑ Online Supplier Registration*
- ❑ Business Development Program*
- ❑ Regional/Business Development Advisory Council (RBDAC)/(BDAC)*
- ❑ Forms and Documents*
- ❑ Links to Opportunities with Other Entities/Agencies*



LEGAL AUTHORITY

- ❑ *Nevada Revised Statutes Chapter 332 (Purchasing Act), for the purchase of Goods and Services and Chapter 338, for the award of Construction Projects, including County Ordinance Resolutions and Fiscal Directive No. 6, create the legal authority for the operations of Clark County Purchasing and Contracts.*
- ❑ *The Board of County Commissioners (BCC) acts as the governing body for Clark County. The Commission meets on the first and third Tuesday of each month, with special meetings called from time to time for specified items.*



WHAT WE PURCHASE

GOODS

All of the commodities required to develop and maintain new and existing facilities and department operation. Goods valued at an annual usage greater than \$50,000 are solicited using a formal bid process.

GENERAL TYPE SERVICES

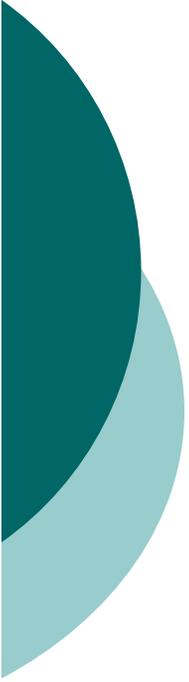
The Service Provider is required to hold a Clark County business license and no special certification or license is typically required to perform the services. General Services valued at an annual usage greater than \$50,000 are solicited using a formal bid process.

CONSTRUCTION

Construction encompasses vertical and horizontal construction projects for Public Works for all departments. Construction projects valued greater than \$100,000 are solicited using a formal bid process.

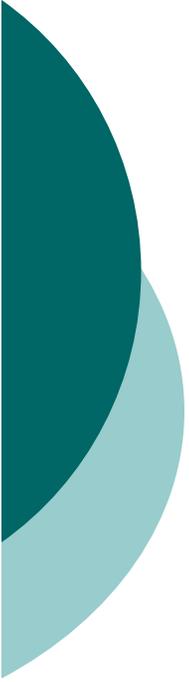
PROFESSIONAL SERVICES

The Service Provider is required to hold a Clark County business license or a Limited Vendor Business Registration, a professional license, or specialized certification is usually required to perform the services. Professional Services are exempt from the competitive bidding process; however, it is Clark County's policy to solicit proposals using a formal Request for Proposal process, whenever possible.



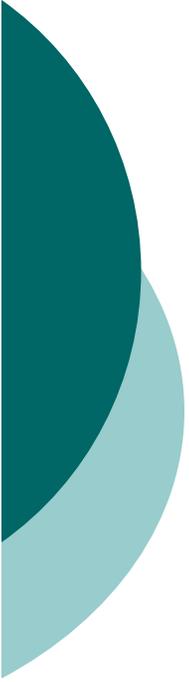
ADVERTISEMENT OF BIDS/RFPs

- ❑ GOODS AND SERVICES – In accordance with Nevada Revised Statutes Chapter 332, any bid for Goods or Services that exceeds \$50,000 shall be advertised in a newspaper, published, and having a general circulation within the County.
- ❑ CONSTRUCTION – In accordance with Nevada Revised Statutes Chapter 338, any bid for construction that exceeds \$100,000, shall be advertised in a newspaper, published, and having general circulation within the County.
- ❑ GUIDELINES – The advertisement must be published at least once and not less than 7 days before a bid opening. Clark County Purchasing and Contracts places all advertisements in the Legal Notices section of the Las Vegas Review Journal.
- ❑ INTERNET INFORMATION – Information concerning the Clark County Purchasing and Contracts Division can be obtained via the Purchasing and Contracts website at: www.clarkcountynv.gov/purchasing
- ❑ The website provides access to current purchasing opportunities with Clark County.



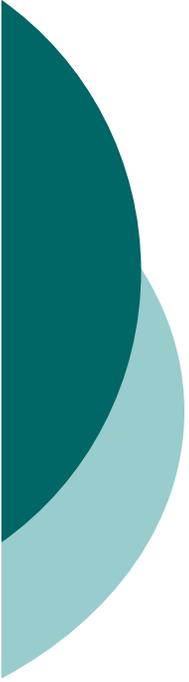
SUBMITTAL OF BIDS

- ❑ *Bids/Proposals are received and publicly opened on the date and time specified in the bid document.*
- ❑ *Bids/Proposals for Construction Projects are generally opened at 2:15 p.m. and Bids/Proposals for Goods and Professional Services are generally opened at 3:00 p.m. on the date specified.*
- ❑ *Once sealed Bids/Proposals are received, they are evaluated to determine if each bid was submitted in accordance with the solicitation document and bid specifications.*



Review of the Bid/Proposal Review and Awards

- ❑ *Was the Bid/Proposal submitted on time?*
- ❑ *Is the Bid/Proposal properly completed and signed in ink on the County provided form?*
- ❑ *Have any exceptions been taken or noted?*
- ❑ *Are discount payment terms offered?*
- ❑ *Is price a factor or conducive for the service?*
- ❑ *Are all addendum acknowledged?*
- ❑ *Is the current Disclosure of Ownership form included and properly filled out? (If required)*

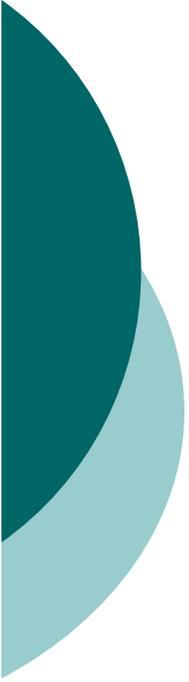


Award Recommendation

BIDS

Award recommendations are made based on the Lowest Responsive and Responsible Bid submittal. The determination may involve all or some of the following factors:

- ❑ *Responsive: Bidder's compliance with all requirements of the solicitation documents*
- ❑ *Responsible: Bidder's capacity and competence to provide the solicited service and/or products*
- ❑ *Price*
- ❑ *Conformity to Specifications*
- ❑ *Financial ability to meet the contract terms*
- ❑ *Previous Performance*
- ❑ *Bidders Facilities and Equipment*
- ❑ *Experience*
- ❑ *Delivery Time*
- ❑ *Discount Payment Terms*



Award Recommendation Cont'd

RFP

Award recommendations are made based upon the highest ranked proposal submitted as a result of proposal completeness, presentations and/or oral interview and best respondent suited to fulfill the requirements of the RFP. Price in general is a last factor and is negotiated.

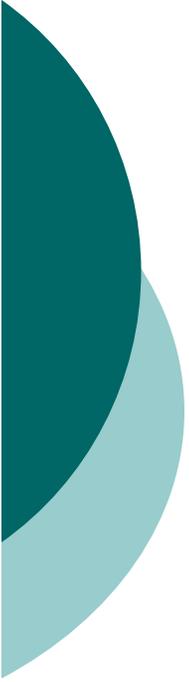
An award resulting from a Bid or Request for Proposal may require mandatory submittals as defined in the solicitation document, such as:

Before recommendation for award:

- ❑ *Disclosure of Ownership/Principals Form*
- ❑ *Clark County Business License or Limited Vendor Business Registration*

Prior to final award:

- ❑ *Insurance Documents*
- ❑ *Bonds*



AWARD OF CONSTRUCTION BID

Documents required to be submitted (unless directed otherwise by Clark County):

Documents required to be submitted with Bids at opening:

- ❑ *Bid Bond (5% of total Bid amount)*
- ❑ *5% Sub-Contractor's List*

Documents required to be submitted after Bids open:

- ❑ *1% Sub-Contractors List (three apparent low bidders-2 hours after opening)*
- ❑ *Disclosure of Ownership (the apparent low bidder-24 hours upon request)*
- ❑ *Schedules of Values (three apparent low bidders-12:00 p.m. next business day, if required)*
- ❑ *Clark County Business License or Limited Vendor Business Registration*

Documents required to be submitted after award recommendation is approved:

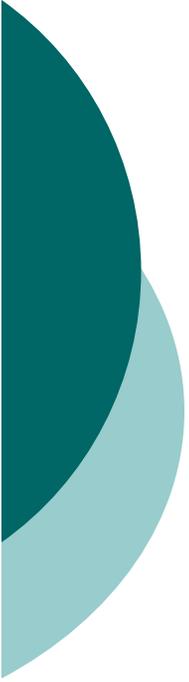
- ❑ *Required Insurances (General Liability, Automobile Liability, Worker's Compensation and sometimes Underground Explosion)*
- ❑ *Performance Bond*
- ❑ *Labor and Material Payment Bond*
- ❑ *Guaranty Bond*



REJECTION OF BID SUBMITTALS

The County reserves the right to reject any and all Bids received and the right to waive any minor informality or irregularity. A common error that may result in the rejection of any bid includes such issues as:

- ❑ *The bid is not submitted and clocked in before the closing date and time specified.*
- ❑ *The specified bid form is not used, altered, not completed or not filled out properly.*
- ❑ *The bid form is not signed in ink or by and authorized representative of the firm.*
- ❑ *The Bidder submits a bid with a material exception to the bid specifications.*
- ❑ *All Addendums are not acknowledged.*
- ❑ *The Bidder does not include ALL required documents as outlined in the bid.*
- ❑ *Evidence of collusion among Bidders.*



PURCHASE ORDERS AND INVOICES

All purchases must be made with an authorized Purchase Order.

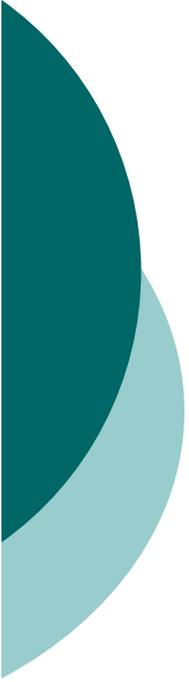
You should not proceed on any verbal order, deliver goods or services, or invoice for any goods or services without first having been given either an official Purchase Order document or the Purchase Order number, or a signed contract.

Invoices should contain the following:

- ❑ Clark County Purchase Order Number and Work Order Number, when applicable.*
- ❑ Company Name, Address, Telephone Number and Contact Name.*
- ❑ Invoice Number*
- ❑ Itemized description of products delivered or services rendered, including dates(s) and location(s).*
- ❑ Payment Terms*
- ❑ If you have any questions about the items, description, delivery or invoices for any Purchase Order, call the Clark County Designated Department contact as identified on the Purchase Order.*



Informal Purchasing Guidelines



Goods & Non- Professional Services Contracts

Guidelines in accordance with NRS 332

\$0.00 - \$5,000

Informal Bid – 1 Quote Required, recommend in writing. If written quote is not available, department representative must provide a contact name, phone and fax number and an email address in the PR Header Note for the vendor.

\$5,000.01 - \$10,000.00

Informal Bid – Minimum 2 Written Quotes Required (1 from a local disadvantaged business), when possible.

\$10,000.01 - \$50,000.00

Informal Bid – Minimum 3 Written Quotes Required (1 from a local disadvantaged business), when possible

\$50,000.01 +

Formal Competitive Bid Process (Requires a formal bid document and advertising).

Bid awards up to \$500,000 may be authorized by Purchasing and Contracts & the CFO. Bid awards greater than \$500,000 must be authorized by the BCC. (Contact Purchasing and Contracts for further instructions)



Construction Contracts

Guidelines in accordance with NRS 338

\$0.00 - \$25,000.00

Informal Bid – Minimum 2 Written Quotes Required (1 from a local disadvantaged business), when possible.

\$25,000.01 - \$100,000.00

Informal Bid – Minimum 4 Written Quotes Required (2 from a local disadvantaged business), when possible, and from properly licensed contractors.

\$100,000 - \$249,999.99

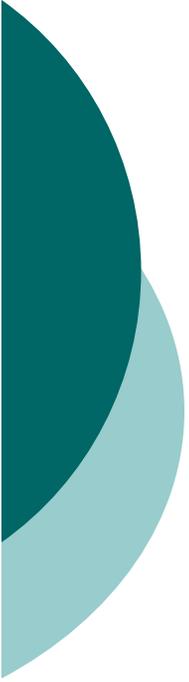
Formal Competitive Bid Process (Requires a formal bid document and advertising). **No Prevailing Wage required.**

\$250,000.00 +

Formal Competitive Bid Process (Requires a formal bid document and advertising). **Prevailing Wage required.**

NOTE: Any project exceeding \$100,000 require bonds (NRS 339). Bid awards up to \$1,000,000 may be authorized by Purchasing and Contracts. Bid awards greater than 1,000,000 must be authorized by the BCC (Contact Purchasing and Contracts for further instructions).

NOTE: Stamped drawings and specifications may be required for projects exceeding \$35,000 (NRS 625).



Professional Services

Fall under NRS 332 – CLARK COUNTY GUIDELINES

\$0.00 - \$25,000.00

Informal Quote – 1 Written Quote Required. Department representative must provide a contact name, phone and fax number and an email address in the PR Header Note for the vendor.

\$25,000.01 - \$50,000.00

Informal Quotes – Minimum 3 Quotes Required (1 from a disadvantaged business), when possible. If no additional quotes are obtained over \$25,000, department will be required to submit a Justification Memo from the Department Head and/or Manager.

\$50,000.01 +

Formal Request for Proposal (RFP)



Information Technology

Falls under NRS 332 CLARK COUNTY GUIDELINES

\$0.00 - \$25,000.00

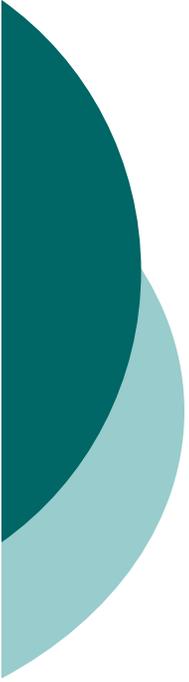
Informal Quote – 1 Written Quote Required

\$25,000.01 - \$250,000.00

Informal Quote – Minimum 2 Written Quotes Required (1 from a local disadvantaged business), when possible. If no additional quotes are obtained over \$25,000, department will be required to submit a Justification Memo from the Department Head and/or Manager.

\$250,000.01 +

Formal Quote – Formal Request for Proposal (RFP)



Common Exceptions to the Competitive Bidding Process

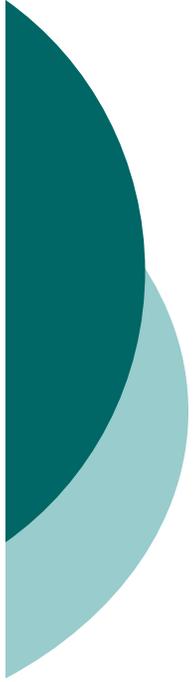
COMMON EXCEPTIONS TO THE COMPETITIVE BIDDING PROCESS

(Guidelines in accordance with NRS 332)

Exemptions from the Competitive Bidding process include but are not limited to the following:

- **Professional Services ***
 - **Computer Hardware/Software**
 - **Sole/Single Source Purchases**
 - **Perishable Goods**
 - **Insurance**
 - **Books & Subscriptions**
 - **Emergency Contracts**
-
- Goods and Services purchased from organizations or agencies whose primary purpose is the training and employment of handicapped persons.

 - Personal Safety Equipment used by Police and Fire Departments in responding to emergencies.



Questions?