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DOING BUSINESS WITH CLARK COUNTY

**Department of Finance
Purchasing & Contracts Division
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Las Vegas, Nevada 89155
(702) 455-2897**

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CLARK COUNTY DEPARTMENTS

- *Department of Social Services*
- *Department of Family Services*
- *Clark County Fire Department*
- *Clark County Parks and Recreation*
- *Clark County Detention Center*
- *Eighth Judicial Court & Family Court*
- *Public Works and Real Property Management*
- *Clark County Coroner*



CLARK COUNTY DEPARTMENTS

- *Animal Control and Code Enforcement*
- *Public Defender*
- *Public Administrator and Public Guardian*
- *Recorder's Office*
- *Clark County Elections Department*
- *County Clerk*
- *Clark County Business License*



OTHER DIVISIONS

- *Clark County Water Reclamation District*
- *Department of Aviation – McCarran Airport*
- *University Medical Center*

* These divisions utilize their own purchasing departments.



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

Supplier Registration: <http://ngemnv.com>

This home page offers links to the following information:

- *Current Contracting Opportunities*
- *P.O. Terms and Conditions*
- *Nevada Government eMarketplace (NGEM) Supplier Registration*
- *Regional/Business Development Advisory Council (RBDAC)/(BDAC)*
- *Request for Public Records forms*
- *Links to Opportunities with Other Entities/Agencies*



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NGEM
Nevada Gov eMarketplace



**REGISTER
AS A
SUPPLIER**

www.NgemNV.com



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Already Registered? Login Here:

SUBMIT

[Register](#)

[Forgot Password](#)

About the Nevada Government eMarketplace

NGEM allows contractors and suppliers to register in one central location to receive requests for bids or proposals from all participating entities, free of charge. We expect additional entities to join NGEM in the future, further increasing the value to suppliers.

In addition to centralized registration, NGEM allows for online publishing of solicitations by the participating entities, and online submission of bids or proposals by offerors. This is a first in Nevada public contracting, and we believe our suppliers and contractors will be as pleased as we are with the time and materials savings, increased efficiency, electronic record keeping and more.



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. 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.*



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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 \$100,000 are solicited using a formal bid process.

WHAT WE PURCHASE

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.

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.

GENERAL 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 \$100,000 are solicited using a formal bid process.



ADVERTISEMENT OF BIDS/RFPS

GOODS AND GENERAL SERVICES – In accordance with Nevada Revised Statutes Chapter 332, any bid for Goods or Services that exceeds \$100,000 shall be advertised in a newspaper, published, and having a general circulation within the County. Clark County uses the NGEM system for the solicitation and receipt of bids.

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. Clark County uses the NGEM system for the solicitation and receipt of bids.



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ADVERTISEMENT OF BIDS/RFPS

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.

PROFESSIONAL SERVICES – In accordance with Nevada Revised Statutes 332.115, professional services are considered a competitive exception, however pursuant to internal policies and procedures, Clark County may solicit these services through a Request for Proposal or Request for Qualifications.



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SUBMITTAL OF BIDS / PROPOSALS

Bids/Proposals are received and publicly opened or unsealed on the date and time specified in the bid document.

Bids/Proposals for Construction Projects are generally opened at 2:15:00 p.m. on the date specified and Bids/Proposals for Goods, General Services and Professional Services are generally opened or unsealed at 3:00:00 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 its' specifications.



SUBMITTAL CHECKLIST

CLARK COUNTY, NEVADA GOODS AND NON-PROFESSIONAL SERVICES ON-LINE BID SUBMITTAL CHECK LIST (NGEM)	
This check list is provided for your convenience only. This check list should not be submitted with your bid. Omission of, or failure to submit the correct required documents may be cause for rejection.	
ALL BIDDERS: Requirements Before Bid Opens:	
<input type="checkbox"/>	Examine and understand the Bid documents and the site(s) / location(s) for the proposed products to be delivered or work to be performed.
<input type="checkbox"/>	Attend scheduled Pre-Bid Conference / walkthroughs or submit questions to obtain complete understanding of solicitation.
<input type="checkbox"/>	Complete Exhibit A – Deviations to Technical Specifications, and submit in accordance with the instructions in the Bid document.
<input type="checkbox"/>	ADDENDA: Acknowledge receipt of ALL addendums issued prior to Bid submittal by checking the boxes on the Attributes Tab in NGEM.
ALL BIDDERS: Documents Due With Bid:	
<input type="checkbox"/>	Bidder Statement of Authority to Submit Bid form shall be completed, signed and scanned into the correct Response Attachment link in NGEM.
<input type="checkbox"/>	Fully executed Bid Bond shall be scanned to the correct Response Attachment link in NGEM.
APPARENT LOW BIDDERS: Documents Due After Bid Opening:	
<input type="checkbox"/>	Apparent lower bidder(s) shall submit other required supplemental documents listed in the Bid document upon request by the Purchasing Analyst and within the timeframe requested. <ul style="list-style-type: none"><input type="checkbox"/> Disclosure of Ownership Form<input type="checkbox"/> Attachment #Enter # Subcontractor Information Form<input type="checkbox"/> Attachment #Enter # Distribution of Line Item Form<input type="checkbox"/> All additional document requirements from Special Conditions, Section 1, Supplemental Documents need to be listed here as well.
AWARDED BIDDER(S): Documents Due After Recommendation of Award:	
<input type="checkbox"/>	All Required Insurances and Bonds, if required, due ten (10) calendar days upon request.
<input type="checkbox"/>	Proof of Valid Nevada State Business, Clark County Business License / Clark County Vendor Registration, whichever is required.
ALL BIDDERS ARE SOLELY RESPONSIBLE TO MAKE SURE ALL CORRECT FORMS ARE COMPLETED AND SUBMITTED.	



REVIEW BIDS OR PROPOSALS RECEIVED

- *Bid/Proposal submitted on time*

Bid/Proposal properly completed and signed

Discount payment terms offered

Any exceptions taken or noted

All Addendum acknowledged

All Specifications and Qualifications have been met

For proposals, determination is made using graded evaluation criteria and possibly oral presentations.

For bids, low responsive and responsible bidder is a two-prong process. Lowest cost received from qualified bidder.



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*



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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:

- *Proof of Specialty Licensure*
- *Evaluation of proposed personnel or equipment to be used*
- *Disclosure of Ownership/Principals Form*
- *Clark County Business License or Limited Vendor Business Registration*

Prior to final award:

- *Insurance Documents*
- *Bonds*



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AWARD OF CONSTRUCTION BID

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)*
- *Clark County Business License*
- *And any other documents required per the Bid document*

Documents required prior to final award:

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



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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 before the closing date and time specified.*
- *The Bidder's Statement of Authority to Submit a Bid is not signed and uploaded with the bid document.*
- *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.*
- *No responsive and responsible bids were received.*



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Common Exceptions to the Competitive Bidding Process

Guidelines in accordance with NRS 332 and Fiscal Directive No. 6

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

Professional Services*

Insurance

Computer Hardware

Books & Subscriptions

Sole/Single Source Purchases

Emergency Contracts

Perishable Goods

- 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.

(Contact Purchasing and Contracts to accurately determine if purchases fit the criteria of an exemption as defined by NRS)



INFORMAL SOLICITATIONS OR QUOTES

- *These are for all of the same purchases above, but the total cost falls below the dollar threshold necessary to compete formally.*
- *Clark County may use its own quote form or request bidder complete on their own quote form.*
- *All quote forms must be completed in their entirety and submitted by the due date and time required.*
- *If you have any questions regarding the specifications or requirements, contact the Clark County employee of record listed on the quote form to discuss your concerns.*



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SAMPLE QUOTE FORM

SAMPLE

REQUEST FOR QUOTE
 FOR CLARK COUNTY, NEVADA
 REQUEST FOR QUOTATION – Goods and Services Not-to-Exceed \$100,000
(THIS IS NOT AN ORDER FOR GOODS OR SERVICES)

DATE OF ISSUE: 1/27/2021 QUOTATION # AKG12345

QUOTE RESPONSE DUE VIA FAX OR EMAIL TO DEPARTMENT CONTACT ON OR BEFORE FEBRUARY 10, 2021 AT 5:00 PM. EMAIL RESPONSES TO ADRIANE GARCIA AT AKGARCIA@CLARKCOUNTYNV.GOV. QUOTATIONS RECEIVED AFTER ABOVE DUE DATE AND TIME WILL NOT BE CONSIDERED FOR AWARD

SCOPE OF WORK/ITEM DESCRIPTION:

Clark County is requesting time and material quotes to repair and/or replace existing chain link and cable fencing services on an as needed basis on and or along Clark County property or right of way. This quote will be used as a pricing guideline by which the selected Contractor shall quote the cost of actual projects as they are requested by Clark County.

Department: Contact Person: Phone: Fax: E-mail:	Supplier: Contact Person: Phone: Fax: E-mail:
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Purchase Order(s) issued as a result of this quotation shall be governed by the Clark County, Nevada P. O. Terms and Conditions located at www.clarkcountynv.gov/purchasing

QTY	ITEM DESCRIPTION	U.O. M	UNIT PRICE
1,000	Repair and/or replacement of chain link and cable fencing services on an as needed basis. Services provided will be on and or along County property or right of way	Linear Foot	\$
1,000	Work may include the repair and replacement of any or all components that make up a chain link or cable fence. (i.e. line/terminal gate posts, fence fabric, gates, top and bottom tension cable, cable, etc.)	Per Hour	\$
QUOTED PRICES MUST REMAIN VALID FOR 90 DAYS.			GRAND TOTAL \$

LIVERY TIME: _____ PAYMENT TERMS: _____ % DISCOUNT NET 30 DAYS



SAMPLE QUOTE FORM (CONT.)

<p>Is this firm a minority, women, small, physically-challenged, emerging, small, veteran, LGBT or disadvantaged business enterprise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, specify:</p> <p><input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/> PBE <input type="checkbox"/> VET</p> <p><input type="checkbox"/> DVET <input type="checkbox"/> ESB <input type="checkbox"/> LGBT</p>	<p>Has this firm been certified as a MBE, WBE, SBE, PBE, VET, DVET, DBE, LGBT or ESB by an official certifying agency?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, specify government agency:</p> <p>_____</p> <p>Date of certification: _____</p>
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CLARK COUNTY BUSINESS LICENSE NUMBER _____

STATE OF NEVADA LICENSE NUMBER _____

NEVADA STATE CONTRACTORS BOARD LICENSE NUMBER _____

NEVADA STATE CONTRACTORS BOARD LICENSE BOND LIMIT _____

Authorized Signature _____ Date _____

Printed Name _____ Title _____

(Lack of signature by an authorized representative may result in rejection of submittal)



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 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.*
- *Vendors may request ACH payments.*



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PURCHASING STAFF

Brett Wood Deputy Director, Purchasing (702) 455-3361 Brett.Wood@clarkcountynv.gov	Oversight of Purchasing Division.
Adriane Garcia Purchasing Manager (702) 455-2733 AKGarcia@clarkcountynv.gov	Policies and Procedures; Quality Control; Assurance; Finance; Accounting; Treasurer Services; Marketing and Media Related Services and direct report for Purchasing Analysts. Employee Insurance and Benefit Services; Medical Professional Services (Physicians, Pharmacists, Psychologists/Psychological/Psychiatric Services); Lobbying Services; Training Services Pharmaceuticals/Drugs/Vaccines and direct report for Purchasing Analysts; special ARPA projects
Gemmaline Coronado Purchasing Analyst (702) 455-2729 GemmaC@clarkcountynv.gov	Heavy Equipment Materials and Services; Fire Fighting Related Materials and Services; Medical Supplies; Towing Services; Car Rentals; Generators; Auctioning Services; Election Supplies & Equipment; Tarpaulins and Tents(rental/lease); Hazardous Waste Disposal and Remediation Services; Temporary Employment Services.
Cherry Cruz Purchasing Analyst (702) 455-2725 CherryLynn.Cruz@clarkcountynv.gov	DFS Food Contracts, Family Services; Mental Health Services; Human Relations Consulting; Human Services Consulting (Mental Health/Medical); Abuse Consulting; Nursing Home Services; Assisted Living Services; Social Services; Therapy and Rehabilitation Services; Mortuary and Funeral (Including Crematory Services); Child Car Seats; Beds; Mattresses.
Geraldine Cruz Purchasing Analyst (702) 455-6277 Geraldine.Cruz@clarkcountynv.gov	<u>Vertical</u> – Construction (Real Property Management); Escrow, Title and Appraisal Services; Real Property Rental or Leases; Professional Engineering & Architectural Services; Building Construction; Parking; Lead & Asbestos Testing; Audio Visual and CCTV Materials and Services.
Deon Ford Purchasing Analyst (702) 455-6288 Deon.Ford@clarkcountynv.gov	Security Guard Services; Security Alarms; Fasteners/Bolts; Locks/Keys; Electrical Equipment; Electrical Services; Wiring Devices; Lighting and Plumbing Equipment; Landscaping; Landscaping Equipment & Supplies; Rocks, Sand And Silt; Fertilizer and Grass Seed; Parks And Lawn Maintenance Equipment; Pesticides; Pest Control; Floor Coverings & Installation/Maintenance; Grounds Maintenance; Building Maintenance (HVAC, Boiler, Elevator, Water Treatment, etc.); Parks, Pools; Metal and Wood, Awnings; Handrails; Contaminated Ground Water And Soil Services; Carpet/Tile for Floor/Wall; Carpentry; Paint & Related Material Groups; Park Playground Equipment; Air Filters and Air Filtration.
Scott Jones Purchasing Analyst (702) 455-4441 Scott.Jones@clarkcountynv.gov	<u>Horizontal</u> – Construction (Roads); Soils & Materials Testing; Utilities Connection Services & Supplies; Right of Way Maintenance; Compliance Consulting; Traffic Supplies; Road & Highway Maintenance; Pedestrian Bridge Maintenance; Graffiti Removal; Landscape Maintenance on 215 and Strip Corridor; Flood Control Maintenance; Fencing; Disposal and Removal of Dead Animals.
Jeana Tarango Purchasing Analyst (702) 455-4476 Jeana.Tarango@clarkcountynv.gov	Alcohol and Drug Testing Services; Laboratory Services; Lab Equipment & Services; DJJS Food Contracts; Animal Control Supplies & Services; Building Abatement Services; Amusement and Entertainment Services; Artists; Drawing/Graphic/Art Supplies; Parks and Recreation Public Art Projects; Sports Professional Services; Department of Juvenile Justice; Coroner Services; and supplies; Forensic Equipment Maintenance and Repairs; Court Intervention Services; Therapy and Rehabilitation Services (Courts); Alcohol and Drug Testing Services (Courts); Parks Management Services; Legal Professional Services; Cash Registers;



PURCHASING STAFF CONT.

<p>Alison Brennan Purchasing Analyst (702) 455-3191 Alison.Brennan@clarkcountynv.gov</p>	<p>Inmate Clothing and Uniform Rental/Purchase; Personal Hygiene Items; Prison/Inmate Services; Tracking Devices; Stun Guns; Police Equipment (Guns/Handcuffs); Detention Services; P-card, Office Supplies; Licensing Fees; membership dues; Shooting Complex; Batteries: (not communications or automotive); Badges, Souvenirs and Promotional Items; Awards and Trophies; Engraving Services; Gifts; Novelties; Banners; Time Clocks; Dictating and Counting Machines; Exhibits and Displays; Decorations; Emblems and Patches;</p>
<p>Krishanna Williams Purchasing Analyst (702) 455-4184 Krishanna.Williams@clarkcountynv.gov</p>	<p>IT Professional Services; Computer Software and Maintenance; Computer Programming Services; Data Tape Storage Services; Intercom Systems; Imaging Services and Supplies; Copy Machines; Printers; GIS and Aerial Mapping.</p>
<p>Andra Libarios Purchasing Analyst (702) 455-2724 Andra.Libarios@clarkcountynv.gov</p>	<p>ARPA related Contracts; DFS Food Contracts, Family Services; Mental Health Services; Human Relations Consulting; Human Services Consulting (Mental Health/Medical); Abuse Consulting; Nursing Home Services; Assisted Living Services; Social Services; Therapy and Rehabilitation Services; Mortuary and Funeral (Including Crematory Services); Child Car Seats; Beds; Mattresses; Disposable and Plastic Products; Catering; Bottled Water and Drinking Water Services;</p>
<p>Kristen Jackson Purchasing Analyst (702) 455-3090 Kristen.Jackson@clarkcountynv.gov</p>	<p>Department of Environmental Sustainability; Air Quality Equipment; Education & Training; Automotive; Fuel; Mailing & Postal Equipment; Courier; Measuring & Surveying Equipment; Document Shredding; Printing; Copy Paper; Mailing & Postal Equipment; Courier.</p>
<p>Sylvia Gonzales Purchasing Analyst (702) 455-8547 Sylvia.Gonzales@clarkcountynv.gov</p>	<p>Radio, electronics; Computer Hardware & Related Materials; Micrographics Equipment & Supplies; Two-Way Radio Equipment & Related Parts; Telecommunication Systems, Services & Supplies; Cellular Phone services and supplies; Framing Services; Photographic Equipment; Cameras & Accessories.</p>
<p>Cain Gomez Purchasing Analyst (702) 455-4258 Cain.Gomez@clarkcountynv.gov</p>	<p>Moving/Relocation Services; Furniture; Furniture related fixtures; Furniture Upholstery; Filing Cabinets, Janitorial Services; Janitorial Supplies and Equipment, Carpet Cleaning; Shutters & Window Shades, Window Washing and Power Washing, Appliances and Kitchen Equipment; Laundry and Dry Cleaning; Portable Toilet Rental; Hand Tools; Carts; Freight and Cargo Containers, Mats and Towels, Operations and Industrial Supplies.</p>



QUESTIONS



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