



**CLARK COUNTY  
DEPARTMENT OF FINANCE  
PURCHASING & CONTRACTS DIVISION**

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**CLARK COUNTY WEBSITE**  
[www.clarkcountynv.gov](http://www.clarkcountynv.gov)

**PURCHASING AND CONTRACTS**  
[www.clarkcountynv.gov/purchasing](http://www.clarkcountynv.gov/purchasing)

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## THE PURPOSE OF THIS BROCHURE

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

[www.clarkcountynv.gov/purchasing](http://www.clarkcountynv.gov/purchasing)

The Purchasing & Contracts Division promotes fair, honest and open competition. We ensure that 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.

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.

## 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](http://www.clarkcountynv.gov/purchasing)

This home page offers links to the following information:

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

## **WHAT WE PURCHASE**

**GOODS** – All of the commodities required to develop and maintain new and existing facilities and department operation. Good 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.

**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.

**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 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.

**GUIDLINES** - 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 Clark County Purchasing and Contracts Division can be obtained via the Purchasing and Contracts website at:

[www.clarkcountynv.gov/purchasing](http://www.clarkcountynv.gov/purchasing)

The website provides access to current purchasing opportunities with Clark County.

## SUBMITTAL OF BIDS

Bids are received and publicly opened on the date and time specified in the bid document.

Bids for Construction Projects are generally opened at 2:15 p.m. and Bids for Goods and Services are generally opened at 3:00 p.m. on the date specified.

Once sealed Bids are received, they are evaluated to determine if each bid was submitted in accordance with the solicitation document and bid specifications.

Reviews of the Bid submittals include such issues as:

- Was the Bid submitted on time?
- Is the Bid properly completed and signed in ink on the County provided form?
- Has the Bidder taken any exceptions?
- Are discount payment terms offered?
- Are all addendum acknowledged?
- Is the current Disclosure of Ownership form included and properly filled out?
- Did you include your current Clark County business license or Limited Vendor Registration?

The County's practice is to recommend award to the "Lowest" Responsive and Responsible Bidder.

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.

## **BID EVALUATION**

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

- PRICE
- CONFORMITY TO SPECIFICATIONS
- FINANCIAL ABILITY TO MEET THE CONTRACT TERMS
- PREVIOUS PERFORMANCE
- BIDDERS FACILITIES AND EQUIPMENT
- EXPERIENCE
- DELIVERY TIME
- DISCOUNTY PAYMENT TERMS

Construction projects may include:

- PREQUALIFICATION OF GENERAL CONTRACTORS
- BIDDER'S PREFERENCE

If the total bid value is over \$500,000 for Goods and Services or over \$1,000,000 for Construction Projects, a recommendation for award is submitted to the Governing Body for approval. The Governing Body may or may not approve the recommended Bidder.



## 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, completed, or filled out properly.
- The bid form is not signed in ink or by an 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 documentation as outlined in the bid.
- Evidence of collusion among Bidders.

## **REQUEST FOR PROPOSAL (RFP)**

In accordance with NRS Chapter 332.115(b), Professional Services may be exempt from the Competitive Bidding Process. In an effort to maintain fair, honest, and open competition, it is County's policy to solicit professional services utilizing a formal RFP whenever possible.

Evaluation criteria are defined by the solicitation; County's practice is to award to the "Highest" ranked respondent for the RFP submitted.

The proposals are reviewed by an ad hoc committee. Finalists may be requested to provide a presentation and/or and oral interview. The ad hoc committee may review the RFP's as well as any requested presentations or oral interviews to gather information that will assist in making a recommendation for a selection of award. The selection will be based on which proposal the County deems best suited to fulfill the requirements of the RFP.

The County will meet with the selected Proposer, a contract and scope of work will be negotiated and presented to the Board of County Commissioners for recommendation and approval to award the contract. The Governing Body may or may not approve the recommended firm.

The County also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirements of the RFP.

## 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.

## **AWARD OF BID**

**GOODS AND SERVICES** – 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

**CONSTRUCTION** – Documents required to be submitted (unless directed otherwise by the Owner):

Documents required to be submitted before Bids open:

- 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 approved:

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