



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Dear Potential Supplier,

Thank you for your interest in working with Carson City, however, Carson City does not maintain a vendor data base. Instead vendors can get bid information at no cost by monitoring the Nevada Appeal for our legal ads and searching our web site for new information

<http://www.carson.org/Index.aspx?page=998>

A *VENDORS GUIDE* which includes the *CARSON CITY, NEVADA DEPARTMENT DIRECTORY* has been included. You are encouraged to contact all applicable City departments / divisions to advise them of your products/services.

Thank you again for your interest in working with Carson City. Please feel free to contact me directly if you have any questions.

Kim Belt, Purchasing and Contracts Manager
Carson City Purchasing and Contracts
201 North Carson Street Suite 3
Carson City, NV 89701
775-283-7137
FAX 887-2107
KBelt@carson.org

VENDORS GUIDE

CARSON CITY PURCHASING AND CONTRACTS

OVERVIEW

Our suppliers have learned that doing business with Carson City is good business. We hope you are interested in being a supplier to Carson City. To assist you, we have provided the following information that briefly introduces you to Purchasing and Contracts and gives a general statement of our Purchasing Policies and Procedures.

Purchasing and Contracts is governed by the Nevada Revised Statutes (NRS) 332 and the Carson City Purchasing Resolution.

Purchasing and Contracts is located at 201 North Carson Street Suite 3, Carson City, NV 89701 (775) 283-7137 Fax (775) 887-2107.

OUR PURCHASING POLICY

1. Purchasing and Contracts is concerned with obtaining materials, supplies, services, and equipment in the most cost effective manner; supplying the various City departments and divisions as quickly as possible; and affording vendors an equal opportunity of doing business with us.
2. Whenever possible we use competitive bidding as the basis for Carson City purchases.
3. Provide products/services that meet the needs and budgets of our customers.
4. Consider the following when evaluating quotations or bids as the basis for making a recommendation for award:
 - a. Price
 - b. Conformance to the specifications
 - c. Qualifications
 - d. Past performance
 - e. Performance or delivery date
 - f. 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 the contract

VENDORS GUIDE

CARSON CITY PURCHASING AND CONTRACTS

- g.** The best interest of the public
- 5.** Encourage good communications, freedom of action, and a friendly atmosphere between the vendor and Purchasing and Contracts as a prerequisite in the conduct of good business.

PRINCIPLES AND STANDARD OF CONDUCT

Carson City subscribes to the Principles, Standards, and Guidelines for Ethical Purchasing Practices advocated by the National Association of Purchasing Management (NAPM) and the National Institute of Government Purchasing (NIGP). Through these principles, we subscribe to honesty and truth in buying and selling. Our policy prohibits employees from receiving any gift, gratuity, or premium in connection with any purchasing or contracting activity. Your cooperation in respecting this commitment is appreciated.

POLICY OF COMPETITION

Competition is required insofar as practicable in the purchasing of goods and services. Purchases are awarded as economically as possible considering such things as contractual requirements, total price, quality, service, delivery time, and the best interest of the public.

Limited exceptions to competition include single source purchases, emergency requirements, and special market conditions. Otherwise competition requirements are fulfilled by the following guidelines:

- * Purchases under \$25,000 may be based on knowledge of current market and pricing condition or telephone quotations may be used.
- * Purchases of \$25,000 but less than \$50,000 generally require an unsealed, informal bid process.
- * Purchases of \$50,000 or more generally require an advertised, sealed, formal bid process.

MARKETING

Marketing is a key ingredient to becoming a successful vendor with Carson City. You are encouraged to build a rapport with various departments and divisions that use your product(s) and/or services as well as Purchasing & Contracts.

VENDORS GUIDE

CARSON CITY PURCHASING AND CONTRACTS

The most successful vendors:

- ▣ Understand the system;
- ▣ Know their product; and
- ▣ Work diligently with Purchasing and Contracts and the departments/divisions as "end users".

We recognize that sales representatives can make a vital contribution to Carson City's operation by keeping us informed about the market place. A directory of all City departments is attached for your reference. Appointments with departments and divisions may be arranged at a mutually convenient time.

You need to bear in mind that Carson City must adhere to statutory bidding requirements. While your assistance to the various departments and divisions in defining their needs is valuable and appreciated, purchases must still be conducted in accordance with NRS 332 and City Policies and Procedures. Purchasing and Contracts offers no preference to any vendor.

BLANKET PURCHASE ORDER PROCESS

Purchasing and Contracts has issued Blanket Purchase Orders (BPO's) to some City departments that may be used without direct involvement of Purchasing and Contracts. These BPO's have a starting limit of \$5,000 with the following restrictions:

- ▣ Order **must not** exceed the limit indicated on the face of the BPO.
- ▣ Order **must not** be for computer hardware or software.
- ▣ Order **must not** be to provide a service on City Property that would require a contract and insurance certificates.

Our vendors need to be aware that the use of BPO's in no way takes the place of Purchasing & Contracts or what we expect of you as a vendor.

PAYMENT

Payment is the responsibility of the ordering department and invoices must be sent directly to them. If there is a problem regarding timely payment, please contact the ordering department first. If you are unable to resolve the problem with them, please contact us.

VENDORS GUIDE

CARSON CITY PURCHASING AND CONTRACTS

Carson City makes payments in net 30 days unless other arrangements have been made. Prompt payment discounts are taken from date of receipt of correct invoice or date of actual receipt of materials and/or services whichever is later and deemed to be paid on the date payment is mailed.

Carson City is exempt from Sales and Use Tax on all purchases pursuant to NRS 372.325, the Sales and Use Tax Act of Nevada.

THE INFORMAL BID PROCESS (\$25,000 but less than \$50,000)

You may contact Purchasing and Contracts to have the Request for Quotes (RFQ's) either mailed or faxed to you.

Your preparation of the *Quote Response* is the key step in the procurement process. In general, if the service and/or product offered by the vendor meets all specifications, terms and conditions; the delivered price quoted on the *Quote Response* determines which vendor will be selected. The vendor's quote constitutes an offer to enter into a contract with Carson City, and if accepted, is binding on both parties. Prepare all quotes with care.

Please be aware that Carson City is only obligated to do business with the lowest responsive and responsible bidder. If prior dealings with the City have been unsatisfactory, the City is not obligated to do business with a vendor regardless of price.

The *Quote Response* must be received in Purchasing and Contracts by the date and time specified. The *Quote Response* may be faxed, mailed, or hand delivered. It is the responsibility of the vendor to ensure the quote is received prior to the designated official quote receipt date and time shown on the RFQ.

The quote file is available for public inspection during the normal business hours of Purchasing and Contracts. Specific information (i.e. Trade Secrets, Customer Bases, Patented Processes, etc.) may be held proprietary at the determination of the City.

THE FORMAL BID PROCESS (\$50,000 or more)

Notice of the *Request for Bid* will be published in the Nevada Appeal and the bidding documents may be obtained from Purchasing and Contracts.

Your preparation of the *Bid Response* is the key step in the procurement process. In general, if the service and/or product offered by the vendor meets all specifications, terms and conditions; the delivered price quoted on the *Bid Response* determines which vendor will be recommended to the Carson City Board of Supervisors. The vendor's bid constitutes an offer

VENDORS GUIDE

CARSON CITY PURCHASING AND CONTRACTS

to enter into a contract with Carson City, and if accepted, is binding on both parties. Prepare all bids with care.

Please be aware that Carson City is only obligated to do business with the lowest responsive and responsible bidder. If prior dealings with the City have been unsatisfactory, the City is not obligated to do business with a vendor regardless of price.

The bid should be returned in a sealed envelope / package / box clearly marked with the bidder's name, title and number of the bid, and the bid receipt date and time. It is the responsibility of the vendor to ensure the bid is received in Purchasing and Contracts prior to the designated official bid receipt date and time shown on the *Request for Bid*.

Formal bids are opened and read publicly in Purchasing and Contracts at the opening time specified on the *Request for Bid*. The vendor or vendor's representatives may attend any bid opening. Following the bid opening the bids are then reviewed and evaluated by Purchasing and Contracts for recommendation for award by the Carson City Board of Supervisors.

The bid file is available for public inspection during the normal business hours of Purchasing and Contracts. Specific information (i.e. Trade Secrets, Customer Bases, Patented Processes, etc.) may be held proprietary at the determination of the City.

WHAT WE EXPECT FROM VENDORS

1. Quality products and dependable service.
2. On time delivery.
3. Completion of service and installation work on schedule and in a work-like manner.
4. Responsible competitive prices.
5. Introduction of new products (may include demonstrations) to reduce costs and improve product and service reliability.
6. Good communications with Purchasing and Contracts staff members to keep them informed of new products, economic changes, and personnel changes within the vendor's organization.
7. Willingness to accept the return of damaged, or incorrectly shipped merchandise.
8. Prompt settlement of warranty claims.

VENDORS GUIDE

CARSON CITY PURCHASING AND CONTRACTS

9. Understanding of Purchasing and Contracts' policies and procedures.
10. To notify Purchasing and Contracts promptly of any circumstances that will or has affected the delivery date of any item.
11. To send invoices directly to the ordering department. Carson City makes payments in net 30 days unless other arrangements have been made. Prompt payment discounts are taken from date of receipt of correct invoice or date of actual receipt of materials and/or services whichever is later and deemed to be paid on the date payment is mailed.

SURPLUS CITY PROPERTY

The transfer of property from a department to surplus allows Purchasing and Contracts to arrange for vehicle and equipment sales along with surplus personal property sales during the year. Purchasing and Contracts oversees the sale of all surplus property and equipment.

SUMMARY

We look forward to the opportunity of doing business with all qualified vendors that express an interest in doing business with us. Following the procedures in the Vendor's Guide will help ensure that your firm is given full consideration and that Purchasing and Contracts will be aware of your products, services, and capabilities

CARSON CITY, NEVADA DEPARTMENT DIRECTORY

DEPARTMENT	ADDRESS	PHONE #	CONTACT PERSON
Alternative Sentencing	885 E. Musser St., Suite 2080	(775)887-2528	Claudia Saavedra
Animal Services	3770 Butti Way	(775)887-2171	Gail Radtke
Assessor's Office	201 N. Carson Street, Suite 6	(775)887-2130	Kimberly Adams
City Manager's Office	201 N. Carson Street, Suite 2	(775)887-2100	Janet Busse
Clerk/Recorder's Office	885 E. Musser Street, Suite 1028	(775)887-2260	Jerry Lynn Ide
Cooperative Extension	2621 Northgate Lane, Suite 15	(775)887-2252	Teri Spraggins
Development Services	108 E. Proctor Street	(775)887-2180	Rea Thompson
District Attorney	885 E. Musser St, Suite 2030	(775)887-2070	Kim Christiansen
District Court Dept No. 1	885 E. Musser St., Suite 3061	(775)882-1996	Chris Erven
District Court Dept No. 2	885 E. Musser St., Suite 3057	(775)882-1619	Jano Barnhurst
Finance	201 N. Carson Street., Suite 3	(775)887-2133	Gail Schroeder
Fire Department	777 S. Stewart Street.	(775)887-2210	Dan Nevin
Health & Human Services	900 Long Street	(775)887-2190	Elva Gilliland
Human Resources	201 N. Carson Street, Suite 4	(775)887-2103	Shannon Evans
Information Technology	201 N. Carson Street, Suite 7	(775)887-2160	James Williams
Justice Court I & II	885 E. Musser St., Suite 2007	(775)887-2121	Carin Fischer
Juvenile Facility	1545 E. 5th Street	(775)887-2033	Valerie Hill
Library	900 North Roop Street	(775)887-2244-1008	Susan Antipa
Park & Recreation			
Administration	3303 Butti Way, Bldg. #9	(775)887-2363	Daria Petrenko
Cemetery	919 Beverly Drive	(775)887-2593	Tim Glancy
Facilities Maintenance	3303 Butti Way, Bldg. #9	(775)887-2144-1002	Bob Keith
Parks	3303 Butti Way, Bldg. #9	(775)887-2115-1003	Scott Fahrenbruch
Recreation	851 E. William	(775)887-2290-30425	Dixie Reed
Community Center	851 E. William	(775)887-2290-30419	Mitch Ames
Aquatic Facility	851 E. William	(775)887-2243	Kurt Meyer
Public Works	3505 Butti Way	(775)887-2355	Karen Leet
Purchasing and Contracts	201 N. Carson Street, Suite 3	(775)283-7137	Kim Belt
Sheriff-Coroner	911 E. Musser Street	(775)887-2020-41102	Laura Wissert
Treasurer's Office	201 N. Carson Street, Suite 5	(775)887-2092	Al Kramer