



INVITATION TO BID
(ITB)

FOR

CONSTRUCTION SERVICES
280 DOOR REPLACEMENT

24ITB003

SEPTEMBER 14, 2023

280 S. DECATUR BLVD.
LAS VEGAS, NV 89107

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTRODUCTION	
A. Purpose.....	1
B. Entity Information.....	1
C. Funding	1
D. Anticipated Contract Type	1
E. Anticipated Contract Term.....	1
F. Ethics in Public Procurement.....	1
II. SCOPE OF SERVICES	
A. Project Description.....	2
B. Materials and Aesthetics	2
C. Compliance and Safety.....	2
D. Warranty and Maintenance	2
E. Project Timeline.....	2
F. Health District’s Project Manager	2
G. Other Contractor Requirements.....	3
H. Contractor Selection Method.....	3
III. TIMETABLE AND PROVISIONS	
A. Timetable	4
B. Authorized Contact	4
C. Mandatory Site Visit.....	4
D. Questions.....	4
E. Deadline to Submit Bids	4
F. Late Bids.....	5
G. Bid Submission.....	5
H. Public Posting of Bids	5
IV. INSTRUCTIONS TO BIDDERS	
A. Bid Preparation	6
B. Bidder Representations	8
C. General Conditions	8
V. EVALUATION AND AWARD	
A. Evaluation	10
B. Clarification	10
C. Selection and Award.....	10
D. Disqualification of Bidders and Rejection of Bids.....	10

ATTACHMENTS

- Attachment A - Mandatory Site Visit Form
- Attachment B - Bid Form
- Attachment C - Price Form
- Drawing - New Main Entrance Doors

SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District (“Health District”) seeks bids from qualified contractors to replace entrance doors at our main facility, a converted Target store, located at 280 S. Decatur Blvd., Las Vegas, Nevada 89107 (the “Project”). The Project entails replacing the main entrance doors including two sets of electric sliding doors with a man door on both sides of the airlock and replacing an existing double door at an adjacent suite. Refer to [Drawing](#).

The Nevada Office of the Labor Commissioner (OLC) Public Works Identifying Number (PWP) for the Project is PWP-CL-2024-037. Bid must include the PWP Number.

B. Entity Information

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving approximately 2.3 million residents and safeguarding the public health of approximately 40 million visitors to Las Vegas annually.

The mission of the Health District is, “To assess, protect, and promote the health, the environment, and the well-being of Southern Nevada communities, residents, and visitors.”

The Southern Nevada District Board of Health (Board) is the Health District’s governing body vested with jurisdiction over all public health matters within Clark County Nevada.

C. Funding

Any contract resulting from this ITB will be subject to the availability of funding and shall be terminated immediately if funding is withdrawn, limited, or impaired.

D. Anticipated Contract Type

The contract type will be a firm-fixed priced contract.

E. Anticipated Contract Term

The anticipated contract term will be two months from commencement date.

F. Ethics in Public Procurement

It is unlawful for any vendor to offer, or any Health District employee or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of an ITB.

SECTION II - SCOPE OF SERVICES

A. Project Description

1. Main Facility Entrance Doors

- a. Electric Sliding Door Installation
 - i. Remove and haul away existing doors and hardware.
 - ii. Provide and install two sets of new electric sliding doors including all necessary hardware, sensors, and controls (see Diagram).
 - iii. The sliding doors shall enable smooth, efficient, and safe entry and exit for high pedestrian traffic.
- b. Man Door Installation
 - i. Install a new man door on both sides of the airlock adjacent to the electric sliding doors.
 - ii. Man doors should be compatible with the sliding doors regarding design and security.
 - iii. Ensure that man doors are equipped with appropriate locks and security measures.

2. Adjacent Suite Double Door

- a. Remove and haul away existing 6'x7" double door and hardware.
- b. Provide and install a new 6'x7" double door that meets security and functionality requirements.

B. Materials and Aesthetics

1. Use high-quality materials that are durable, weather-resistant, and aesthetically pleasing.
2. Coordinate with the Health District to ensure that the chosen door design aligns with the facility's overall appearance.

C. Compliance and Safety

1. Ensure that all installed doors meet building codes, safety regulations, and ADA accessibility standards.
2. Include appropriate safety features such as sensors and emergency release mechanisms.

D. Warranty and Maintenance

1. Provide warranty coverage information for all installed doors and components.
2. Provide any recommended maintenance schedule or requirements.

E. Project Timeline

1. Provide a detailed Project schedule outlining key milestones, including removal, installation, cleanup, testing, and completion.
2. The timeline should minimize disruption to the Health District's operations, which occurs Monday through Thursday, 6:00 a.m. to 6:00 p.m. Note: Friday would be the best weekday to perform work.

F. Health District's Project Manager

The Health District's Project Manager is Robert McMahan, Facilities Services Superintendent.

G. Other Contractor Requirements

1. Contractor agrees to perform the services requested herein in a professional and workmanlike manner. Only the highest quality workmanship will be acceptable. The Health District may reject any equipment and/or work it deems unacceptable. Contractor shall correct any unacceptable equipment and/or work on a timely basis at no additional cost to the Health District.
2. Contractor shall ensure that all employees on the Project are paid at least the Prevailing Wages for Clark County Nevada established by the OLC. [Obtain Clark County Prevailing Wages here.](#)
3. Contractor (and subcontractors as applicable) shall comply with the Nevada Apprenticeship Utilization Act.
4. Contractor (and subcontractors as applicable) shall comply with Occupational Safety and Health Administration requirements and all applicable federal, state, and local statutes, regulations, and codes.

H. Contractor Selection Method

The Health District will select the Contractor pursuant to this ITB in accordance with applicable statutes, regulations, and/or codes.

SECTION III - TIMETABLE AND PROVISIONS

A. Timetable

ITB Issuance.....	September 14, 2023
Mandatory Site Visit	September 21, 2023
Deadline to Submit Questions.....	September 28, 2023
Deadline to Disseminate Questions and Answers.....	October 5, 2023
Deadline to Submit Bids	October 19, 2023
Recommended Award Notification.....	October 26, 2023
Contract Development.....	November 2023
Project Start Date.....	December 2023
Project Completion/Final Acceptance.....	January 2023

B. Authorized Contact

1. All questions about this ITB from ITB Issuance to Recommended Award Notification shall be directed only to the Authorized Contact, Kevin Bratcher at procurement@snhd.org. No other person, unless expressly authorized by the Authorized Contact, has the authority to respond to questions about this ITB.
2. Communication about this ITB with anyone associated with the Health District other than the Authorized Contact is prohibited. **Bids will be rejected for noncompliance with this prohibition.**

C. Mandatory Site Visit

1. A mandatory site visit will occur at 9:00 a.m. PDT on September 21, 2023, at 280 S. Decatur Blvd., Las Vegas, Nevada 89107.
2. Complete Attachment A - Mandatory Site Visit Form and email it to the Authorized Contact at procurement@snhd.org. Please return form by 3:00 p.m. PDT on September 19, 2023.
3. While Project representatives may answer questions during the site visit, questions must be submitted in writing as specified in Section III.D to be binding.

D. Questions

1. Written questions about this ITB must be submitted via email to procurement@snhd.org by **2:00 p.m. PDT on September 28, 2023**. Indicate “24ITB003 280 Door Replacement” in the subject line.
2. Submitted questions and answers will be posted to [the Health District’s Public Notices website](#) by 5:00 p.m. PDT on October 5, 2023.

E. Deadline to Submit Bids

Bids must be received by **2:00 p.m. PDT on October 19, 2023**.

F. Late Bids

Bids received after 2:00 p.m. PDT on October 19, 2023 will be rejected as late.

G. Bid Submission

1. Email one (1) PDF file to procurement@snhd.org. Indicate “24ITB003 280 Door Replacement” in the subject line.
2. Mailed, hand-carried or faxed bids, or hyperlinks to bids will not be accepted.

H. Public Posting of Bids

1. The Receipt of Bids indicating Bidders’ names and bid amounts will be:
 - a. Emailed to Bidders’ designated email addresses by 2:30 p.m. PDT on October 19, 2023.
 - b. Posted to [the Health District’s Public Notices website](#) by 5:00 p.m. PDT on October 19, 2023.
2. Bid amounts and information shall be subject to verification and determination of the lowest bid and/or best bid as outlined in Section V.

SECTION IV - INSTRUCTIONS TO BIDDERS

A. Bid Preparation

1. Cover Letter

Submit a cover letter including the Bidder's (Company's) name, address, phone number and website URL; Bidder's authorized representative's (principal-in-charge) name, address, phone number and email address; the ITB number, name, and issue date; and a statement of interest.

2. General Requirements (Tab 1)

- a. Complete and submit Attachment B - Bid Form.
- b. Submit a copy of Bidder's Nevada business license.
- c. Submit a copy of Bidder's Contractor license.
- d. Answer/explain the circumstances as applicable the following:
 - 1) Has Bidder ever been terminated from a project prior to completion?
 - 2) Has Bidder (including officers or principal of Bidder, of this organization, or of another organization) ever failed to complete a project/contract?
 - 3) Has Bidder ever been disciplined or fined by the Nevada State Contractors' Board or another government agency due to inability to perform work like this ITB?
 - 4) Has Bidder ever been excluded or debarred from doing business with a government agency?
 - 5) Has Bidder ever been disqualified from being awarded a contract pursuant to NRS 338.017, NRS 338.13895, NRS 338.1475 or NRS 408.333?

3. Company Description and Qualifications (Tab 2)

a. Description of Bidder (Company)

- 1) Company name and the number of years Bidder has operated under that name. Also list any other names and the number of years Bidder has operated under those names.
- 2) Location of Bidder's principal and branch offices.
- 3) Ownership type including date of formation/organization and names of all principals, members, partners, officers and/or owners.
- 4) Length of time in business as a Nevada-licensed contractor.
- 5) List all jurisdictions and trade categories in which Bidder is legally qualified to do business and indicate registration or license numbers.
- 6) List all work Bidder is licensed to self-perform.

b. Insurance

- 1) Provide name of Bidder's insurance carrier(s).
- 2) Provide name and address of Bidder's insurance agent(s) and a Certificate of Insurance for each policy or evidence of contractual insurance agreements.
- 3) Provide total amount of Bidder's excess liability insurance coverage.
- 4) Provide Bidder's general liability insurance rate.

c. Safety

- 1) Describe in detail Bidder's safety program.
- 2) Provide Bidder's safety officer's name, address, phone number, email address and resume.
- 3) Provide any violations of OSHA regulations Bidder has been found guilty of by OSHA within the last five (5) years.
- 4) Provide a summary of Bidder's safety violations within the last five (5) years.

d. Bonding Information

- 1) Provide name and address of Bidder's bonding company.
- 2) Provide name and address of Bidder's bonding agent.
- 3) Provide Bidder's maximum bond amount currently available.
- 4) Provide evidence from Bidder's bonding company of Bidder's current project-specific bonding capacity.
- 5) Provide Bidder's bond rate.

e. Bonding Requirements

- 1) Each Bidder must submit with its bid a bid guarantee equivalent to five percent (5%) of its bid price. The bid guarantee must consist of a firm commitment such as a bid bond or certified check as assurance that the Bidder will, upon acceptance of its bid, execute such contractual documents as may be required within the time specified.
- 2) The successful Bidder/contractor shall obtain and deliver, within ten (10) business days of issuance of the Notice of Intent to Award, performance, and payment bonds equivalent to the amount of its bid, executed by a surety company authorized to do business in Nevada. The bond shall stay in full force and effect until the Health District has accepted the Project as per the resulting executed contract. Should any surety become insolvent or cease to do business in Nevada, the successful Bidder/contractor shall immediately provide a new surety satisfactory to the Health District. No payment will be made under the contract until the new surety is qualified and the bond is accepted by the Health District.

4. Project Experience and References (Tab 3)

- a. Describe Bidder's experience with projects of similar size and scope.
- b. Provide a minimum of three (3) verifiable references for similar projects completed within the last five (5) years. Bidder authorizes the Health District to contact all references.

5. Price (Tab 4)

Complete and submit Attachment C - Price Form.

6. Subcontractor Lists (Tab 5)

Bidder shall submit the name of each subcontractor that will be paid an amount exceeding one percent (1%) and five percent (5%) of the total base bid amount (firm-fixed-price). Bidder must verify prior to submitting its bid that all subcontractors listed are properly licensed. Bidder may use the Nevada OLC's Subcontractor List for Public Works Projects form as a template.

B. Bidder Representations

Bidders are expected to examine all ITB documents including addenda as applicable. Failure to do so will be at Bidder's risk. By submitting a bid, Bidder represents and/or certifies that Bidder:

1. Has read and understands this ITB including all addenda.
2. Has independently derived without collusion its bid in accordance with this ITB.
3. Has not communicated about this ITB with anyone associated with the Health District other than the Authorized Contact.
4. Is qualified to bid on public works projects pursuant to NRS 338.1379.
5. Has visited the Project site and is aware of the conditions under which work will be performed.
6. Shall comply with the Nevada OLC requirements regarding Prevailing Wages and the Apprenticeship Utilization Act.
7. Shall comply with all applicable provisions of NRS Chapter 338 and Nevada Administrative Code 338, incorporated herein by this reference whether explicitly stated.
8. Shall comply with the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and regulations issued pursuant to those acts.
9. Has read and shall comply with [the Health District's Code of Conduct](#).
10. Shall submit certified payroll to procurement@snhd.org for the duration of the Project.

C. General Conditions

1. Interpretation or Correction of Solicitation Documents

- a. Bidder shall promptly notify the Authorized Contact in writing of any ambiguity, inconsistency, or error, which it may discover in the solicitation documents and/or to request clarification or interpretation of the solicitation documents by the Deadline to Submit Questions, except if related to addenda issued after this date.
- b. Changes to this ITB will be only by written addenda issued by the Authorized Contact or designee. Addenda will be posted to [the Health District Public Notices website](#). Bidder shall be responsible for ensuring that its bid reflects all addenda.

2. Responsive Bid

A responsive bid is one that conforms in all material respects to the ITB. The Health District reserves its right to waive any technicality, irregularity, or informality in determining a bid's responsiveness.

3. Responsible Bidder

A responsible bidder is one who submits a responsive bid and has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance.

4. Rejection and Cancellation

The Health District reserves its right to reject any bid that does not conform to the ITB requirements. The Health District reserves its right to reject any or all bids and to cancel this ITB for any or no reason.

5. Modification or Withdrawal of Bid

Bidder may modify or withdraw its bid by submitting a written request to the Authorized Contact prior to the Deadline to Submit Bids.

6. All or None Offers

Bids that restrict acceptance to the entire offer or to a portion thereof will be rejected as nonresponsive.

7. Bid Costs

The Health District will not reimburse Bidder for any costs incurred to prepare or submit a bid.

8. No Guaranteed Contract

This ITB neither creates an offer to contract nor commits the Health District to award a contract.

9. Limited Contract

The Health District reserves its right to contract for less than all the services specified herein.

10. Exclusivity

Nothing in this ITB or any resulting contract shall preclude the Health District from obtaining services like those specified herein from other sources.

11. Public Records

Bid must not contain confidential or proprietary information. The Health District is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided to the Health District are considered public records open to inspection and copying by any person. Bid must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any bid marked “confidential” or “proprietary,” or that contains materials so marked, may be returned to Bidder, and not considered for award. The Health District will produce documents provided by any Bidder, even if marked “confidential” or “proprietary,” pursuant to a public records request, and will not be liable for disclosure of any Bidder’s documents or information.

SECTION V - EVALUATION AND AWARD

Bids submitted by the Deadline to Submit Bids will be reviewed for responsiveness to the ITB requirements. Responsive bids will be evaluated as follows.

A. Evaluation

1. Any award shall be made to the lowest responsive and responsible Bidder; and/or to the best Bidder considering each Bidder's overall capabilities with a particular focus on experience, familiarity with, and knowledge of similar projects; and/or in the best interests of the Health District and in accordance with the applicable requirements of NRS.
2. The Health District reserves its right to verify bid information. A bid containing false or misleading statements or information may be rejected.

B. Clarification

1. The Health District reserves its right as it deems necessary or appropriate to contact Bidders to clarify bids or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Bidders make presentations. Failure to provide requested information may eliminate a Bidder from further consideration.
2. The Health District reserves its right to base its decision solely on the bids received, regardless of any other interactions with Bidders as referenced in paragraph B.1.

C. Selection and Award

1. If a satisfactory contract with the lowest responsive and responsible Bidder and/or the best Bidder cannot be finalized within a reasonable time, the Health District at its sole discretion will formally terminate discussions with that Bidder and begin discussions with the second lowest responsive and responsible Bidder or may cancel or reissue the ITB.
2. Recommendation of award will be presented to the Board for approval as required.

D. Disqualification of Bidders and Rejection of Bids

Bidders may be disqualified and bids may be rejected for many reasons including but not limited to:

1. Bidder is not a qualified bidder pursuant to NRS §338.1379.
2. Bidder is determined to be not responsive or responsible.
3. Failure to comply with submission instructions.
4. Failure to submit information and/or documents required per the ITB or as requested.
5. Providing incorrect or false information or misrepresentation in any form.
6. Failure to use or sign any ITB form or altering any ITB form.
7. Failure to acknowledge receipt of addenda.
8. Evidence of collusion among Bidders.
9. Omission of bid security in an acceptable form.
10. Demonstrated poor performance or defaulting on prior contracts.
11. The quality of services, materials, equipment, or labor offered does not conform to this ITB.
12. Contact or communication about this ITB with anyone other than the Authorized Contact.
13. The public interest would be served by the disqualification or rejection.

ATTACHMENT A
Mandatory Site Visit Form

The mandatory site visit for 24ITB003 (PWP-CL-2024-037) will occur at 9:00 a.m. PDT on September 21, 2023, at 280 S. Decatur Blvd., Las Vegas, Nevada 89107.

To attend the mandatory site visit, complete and email this Form to procurement@snhd.org by 3:00 p.m. PDT on September 19, 2023. The Authorized Contact will confirm attendance via the email addresses provided.

Company Name: _____

Company Address: _____

Company Phone: _____

Contact Name: _____

Contact Title: _____

Contact Phone: _____

Contact Email: _____

Attendee #1 Name: _____

Attendee #1 Title: _____

Attendee #1 Phone: _____

Attendee #1 Email: _____

Attendee #2 Name: _____

Attendee #2 Title: _____

Attendee #2 Phone: _____

Attendee #2 Email: _____

**ATTACHMENT B
Bid Form**

Complete and submit Attachment B. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this Invitation to Bid including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to complete the Project as specified herein (PWP Number PWP-CL-2024-037) at the bid price per Attachment C - Price Form.

Company name:	
Company address:	
Company website:	
Ownership type (i.e., partnership, corporation):	
Company officers’ names, titles, and number of years as a general contractor:	
Number of years in business:	
Number of employees:	
Federal tax ID number:	
Nevada business license number:	
Nevada contractor license number:	
Sam.gov unique entity identifier (UEI):	
Dun & Bradstreet D-U-N-S number:	
Does the bid include exceptions to any ITB specifications/requirements?	Yes No

Signer acknowledges receipt of the following addenda. Indicate “None” if no addenda were issued:

Addendum No. _____ Issue Date _____

Authorized Signature: _____ Date _____

Printed Name and Title: _____

Phone: _____ Email: _____

ATTACHMENT C
Price Form

The undersigned, as an authorized representative of the company named below, offers to complete the Project as specified herein (PWP Number PWP-CL-2024-037) for the total firm-fixed-price indicated below, which constitutes a firm offer for 90 calendar days from bid opening. The total firm-fixed-price comprises **all costs** required to complete and deliver the finished Project, including but not limited to, labor, materials, equipment, subcontractors, insurance, bonds, overhead and associated costs (taxes, freight, travel, etc.).

Total firm-fixed-price: \$_____

Authorized Signature: _____

Printed Name and Title: _____

Company Name: _____

Date: _____

DRAWING
New Main Entrance Doors

