



INVITATION TO BID (ITB)

FOR

**CONSTRUCTION SERVICES
LAB EXPANSION**

SNHD-21ITB004

JUNE 18, 2021

**280 S. DECATUR BLVD.
LAS VEGAS, NV 89107**

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTRODUCTION	
A. Purpose.....	1
B. Entity Information.....	1
C. Contract Type.....	1
D. Contract Term	1
E. Ethics in Procurement	1
II. SCOPE OF SERVICES	
A. Project Description.....	2
B. Project Schedule.....	2
C. Project Term.....	2
D. General Contractor Selection Method	2
III. TIMETABLE AND PROVISIONS	
A. Timetable	3
B. Authorized Contact	3
C. Mandatory Walk-Through	3
D. Questions.....	3
E. Deadline to Submit Bids	3
F. Bid Submission	4
G. Late Bids	4
H. Public Posting of Bids.....	4
IV. INSTRUCTIONS TO BIDDERS	
A. Preparation and Submission.....	5
B. Bidder Representations	7
C. Addenda	8
D. Rejection and Cancelation	8
E. Modification or Withdrawal of Bid	8
F. Bid Costs.....	8
G. No Guaranteed Award	8
H. Limited Contract	8
I. Exclusivity	8
J. Public Records	9
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 Walk-Through Form	
Attachment B - Bid Form	
Attachment C - Pricing Form	

SECTION I: INTRODUCTION

A. Purpose:

The Southern Nevada Health District (“Health District”) invites bids from experienced and qualified, pursuant to Nevada Revised Statutes (“NRS”) 338.1379, Nevada-licensed General Contractors (“GC”) to provide pre-construction services, demolition (including hazardous materials abatement if necessary), and construction of approximately 3,943 sq. ft. of its existing lab facility located in Las Vegas, Nevada (“Project”).

The preconstruction services will be performed in conjunction with the scope of services, including initial facility assessment, programming, and conceptual design, provided by IZ design studio (“Architect”), the Health District’s contracted Architectural/Engineering team. The selected GC will work with the Architect and the Health District to provide pre-construction, demolition and construction services.

The Project schedule includes plans for pre-construction, demolition, construction and clean-up to occur in one phase with construction commencing in October 2021 and completed with final acceptance by the Health District as Project Owner no later than January 28, 2022. These schedule assumptions are subject to change.

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 more than 2.2 million residents and safeguarding the public health of more than 42 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 (the “Board”) is the Health District’s governing body vested with jurisdiction over all public health matters within Clark County, Nevada.

C. Contract Type:

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

D. Contract Term:

The contract term will be approximately four (4) months. The Project must be completed by January 28, 2022.

E. 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. The Nevada Office of the Labor Commissioner (OLC) Public Works Identifying Number (PWP) for the Project is PWP-CL-2021-434. PWP Number must be included in bid.
2. The Health District is expanding its existing laboratory by approximately 3,943 sq. ft. to include offices, a breakroom, and a laboratory.
3. The Project, GC and subcontractors must comply with OSHA requirements, NRS 338 and all applicable federal, state and county statutes, regulations, and codes.
4. The GC shall ensure that all employees on the Project are paid, at a minimum, the Prevailing Wages Rates for Clark County, Nevada established by the Nevada OLC. Obtain the Prevailing Wage Rates for Clark County at www.laborcommissioner.com.
5. The GC and all subcontractors working on the Project shall comply with the Nevada Apprenticeship Utilization Act.
6. The GC's Project Manager or Superintendent will meet with the Health District at least weekly or as needed.

B. Project Schedule:

The Health District must be able to use the new laboratory space by January 29, 2022.

C. Project Team:

The Architect's designated representative for the Project is I-Fang Broyles. The Health District's representative is Sean Beckham, Facilities Manager.

D. General Contractor Selection Method:

Nevada law requires the Health District to follow specific procedures in selecting a GC. The Health District will select the GC pursuant to this ITB in accordance with applicable statutes, regulations, and/or codes.

SECTION III: TIMETABLE AND PROVISIONS

A. Timetable

ITB Issuance	June 18, 2021
Mandatory Walk-Through	July 1, 2021
Deadline to Submit Questions	July 9, 2021
Deadline to Disseminate Questions and Answers	July 23, 2021
Deadline to Submit Bids	August 17, 2021
Evaluations Completed/Award Notification.....	August 2021
Contract Development/Board of Health Consent to Award	August - September 2021
Project Start Date	October 2021
Project Completion/Final Acceptance	January 28, 2022

B. Authorized Contact:

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

C. Mandatory Walk-Through:

1. A mandatory walk-through will occur at **9:00 PM PDT on July 1, 2021**. Bidders shall complete Attachment A - Mandatory Walk-Through Form and email it to the Authorized Contact. The Authorized Contact will reply with the walk-through location and Project drawings in PDF/Adobe. Attendance is limited to two (2) persons per Bidder.
2. Walk-through attendance is mandatory to familiarize Bidders with the facility interior and to assist Bidders visualize the ITB Scope of Services.
3. While Project representatives may answer questions during the walk-through, questions must be submitted in writing as specified in Section III.C.

D. Questions:

Written questions about this ITB must be submitted via email to procurement@snhd.org with “**SNHD-21ITB004 Construction Services Lab Expansion**” in the subject line by **2:00 PM PDT July 9, 2021**. All written questions and answers will be posted on the [Health District’s Public Notices](#) website by **2:00 PM PDT July 23, 2021**.

E. Deadline to Submit Bids:

Bids are due by **2:00 PM PDT August 17, 2021**.

F. Bid Submission:

Submit the original bid, three (3) copies, and one (1) electronic copy on a flash drive in a sealed envelope marked “SNHD-21ITB004 Construction Services Lab Expansion” by the Deadline to Submit Bids as follows:

- 1. Mail to:** Finance, P.O. Box 3902, Las Vegas, NV 89127
- 2. Hand deliver to:** Finance, 280 S. Decatur Blvd., Las Vegas, NV 89107
Hand delivered bids will be accepted through the Deadline to Submit Bids, Monday through Friday, from 9:00 AM to 2:00 PM PDT. Call 702.759.1752 or 702.759.1618 from the lobby.
- 3. Emailed or faxed bids will not be accepted.**

G. Late Bids:

Bids received and/or date stamped after the Deadline to Submit Bids will be late and rejected. Bidders are responsible for ensuring that their bids, however delivered, are submitted and received by the Deadline to Submit Bids.

H. Public Posting of Bids:

Bids will be posted to the [Health District’s Public Notices](#) website by **3:00 PM PDT August 17, 2021**. Bid totals shall be subject to the provisions of determination of the lowest bid and/or best bid as outlined in Section V. Bid information shall be subject to verification.

SECTION IV: INSTRUCTIONS TO BIDDERS

Bids that do not comply with the ITB requirements will be rejected as nonresponsive.

A. Preparation and Submission:

Bid must fully answer all questions and include all required information and documentation presented as follows:

1. Cover Letter

Bid must include a cover letter containing the ITB number, subject and issue date; Bidder's name, address, telephone number, and website, if available; Bidder's authorized representative's (principal-in-charge) name, mailing address, telephone number, fax number, and email address; and a concise, sufficiently detailed statement of interest.

2. General Requirements (Tab 1)

1. Complete and submit Attachment B - Bid Form.
2. Provide Nevada Business License and Nevada Contractor's License.
3. Has Bidder ever been terminated from a project before it was completed? If yes, concisely describe the circumstances related to the termination(s).
4. Has Bidder ever been disciplined or fined by the Nevada State Contractors' Board or another state or federal agency for conduct relating to its ability to perform work like this ITB? If yes, concisely describe the circumstances related to the occurrence(s).
5. Has Bidder ever been excluded or debarred from doing business with a federal or state agency? If yes, concisely describe the circumstances related to the occurrence(s).
6. Has Bidder ever been disqualified from being awarded a contract pursuant to NRS 338.017, 338.13895, 338.1475 or 408.333? If yes, concisely describe the circumstances related to the occurrence(s).

3. Company Description and Qualifications (Tab 2)

1. Description of Company (Bidder)

a. Company name:

- i) How many years has Bidder operated under its current name?
- ii) Under what other names has Bidder operated?

b. Location of Bidder's principal and branch offices.

c. Ownership Type:

- i) If sole proprietor, provide date of organization and name of owner.
- ii) If partnership, provide date of organization, type of partnership (if applicable) and names of all partners.

- iii) If corporation, provide date of incorporation, state of incorporation and president's/managing member's name.
 - i) If ownership type is other than those types indicated, describe the type and name all principals, members, partners, officers and/or owners.
- d. Length of time in business as a GC.
- e. Within the last five (5) years, has any officer or principal of Bidder ever been an officer or principal of another organization when it failed to complete a construction contract? If yes, concisely describe the circumstances related to the occurrence(s).
- f. List all jurisdictions and trade categories in which Bidder is legally qualified to do business and indicate registration or license numbers.
- g. List all work Bidder is licensed to self-perform.
2. Surety
- a. Provide name of Bidder's bonding company.
 - b. Provide name and address of Bidder's bonding agent.
 - c. Provide Bidder's maximum bond amount available currently.
 - d. Provide Bidder's bond premium rate.
3. Insurance
- a. Provide name of Bidder's insurance carrier(s).
 - b. Provide name and address of Bidder's insurance agent(s) and a Certificate of Insurance for each policy or evidence of contractual insurance agreements.
 - c. Provide total amount of Bidder's excess liability insurance coverage.
 - d. Provide Bidder's general liability insurance rate.
4. Safety
- a. Describe in detail Bidder's safety program.
 - b. Provide Bidder's safety officer's name, address, phone number, email address and resume.
 - c. Provide any violations of OSHA regulations Bidder has been found guilty of by OSHA within the last five (5) years.
 - d. Provide a summary of Bidder's safety violations within the last 5 years.
5. Bonding Requirements
- The successful Bidder/GC shall obtain and deliver, within 10 business days of issuance of the Notice of Intent to Award, performance and payment bonds equivalent to the amount of the 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 all projects initiated under the resulting contract. Should any surety become insolvent or cease to do business in Nevada, the successful Bidder/GC 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.

6. Bonding Information.

- a. Provide name of Bidder's bonding company.
- b. Provide evidence from the bonding company that verifies Bidder's current project specific bonding capacity.
- c. Provide Bidder's bond rate.

4. Project Experience and References (Tab 3)

1. Describe Bidder's experience with projects of similar size and scope in both the public and private sectors by any delivery method, whether or not that method was the use of a construction contractor at risk, and including, without limitation, design-build, design-assist, negotiated work or value-engineered work, and a concise explanation of Bidder's experience in such projects in Nevada and/or other governmental agencies.
2. List the categories of work Bidder normally performs with its own forces.
3. References:
 - a. Provide a minimum of three (3) references from owners, architects and/or engineers with whom Bidder has worked on similar projects within the last five (5) years. Bidder authorizes the Health District to contact all references.
 - b. Providing incorrect or incomplete reference information may lead to Bidder's elimination from consideration for award at Health District's sole discretion, which shall not be subject to appeal.
4. Describe key personnel's experience with similar projects. State each employee's role with listed projects and whether the projects were negotiated or bid.

5. Pricing (Tab 4)

Complete Attachment C - Pricing Form. Price must be typewritten, signed with an original signature in blue ink and submitted in a separate sealed envelope. Unit price will prevail in a discrepancy between unit, extended or total price.

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:

1. Bidder has read and understands this ITB, and asserts that its bid is made in accordance therewith and shall be considered a firm offer for a period of 90 calendar days following the bid opening;

2. Bidder is qualified to bid on public works projects pursuant to NRS 338.1379;
3. Bidder has visited the project site and is familiar with the local conditions under which the work will be performed;
4. Bidder acknowledges receipt of each addendum (Attachment B - Bid Form);
5. Bidder shall comply with the OLC requirements regarding Prevailing Wages and the Apprenticeship Utilization Act;
6. Bidder shall comply with all applicable provisions of NRS Chapter 338 and Nevada Administrative Code 338, incorporated herein by this reference whether explicitly stated;
7. Bidder will comply with the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and regulations issued pursuant to those acts;
8. Bidder certifies that it has not communicated with any employee or member of the Health District in a manner that might provide Bidder an advantage over any other Bidder, and that its price was derived independently and without collusion.

C. Addenda:

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.

D. Rejection and Cancellation:

The Health District reserves the right to reject any bid that does not conform to the ITB requirements. If the Health District rejects one or all bids or deems the number of responsive bids to be insufficient, the Health District reserves the right to reissue or cancel this ITB. The Health District further reserves the right to cancel this ITB for any reason.

E. 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.

F. Bid Costs:

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

G. No Guaranteed Contract:

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

H. Limited Contract:

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

I. Exclusivity:

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

J. 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 presumed to be 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

All timely bids will be reviewed for responsiveness to the ITB requirements. Nonresponsive bids will be rejected. Responsive bids will be evaluated as follows.

A. Evaluation:

1. Award shall be made to the lowest responsive and responsible Bidder and/or the best Bidder after giving due consideration to price; bidder preference, if applicable; quality; availability; conformance to specifications, financial capability and service, all in the best interests of the Health District and in accordance with the applicable requirements of NRS.
2. A responsive bid is one that conforms in all material respects to the ITB. The Health District reserves the right to waive any technicality, irregularity or informality in determining a bid's responsiveness.
3. The Health District reserves the right to verify information in the bid. A bid containing false or misleading statements or information may be rejected.

B. Clarification:

The Health District reserves the right to contact any Bidder to clarify a bid or to obtain additional information. Failure to provide requested information may eliminate a Bidder from further consideration.

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 cancel and reissue the ITB.
2. Recommendation of award will be presented to the Southern Nevada District Board of Health for consent 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, the following:

1. Bidder is not a qualified bidder pursuant to NRS §338.1379.
2. Bidder is not responsive or responsible.
3. Failure to comply with submission instructions.
4. Bid Form is unsigned.
5. Failure to use ITB form(s) provided by the Health District.
6. Unauthorized alteration of ITB forms.

7. Failure to submit information and/or documents required per the ITB or as requested.
8. Failure to acknowledge receipt of any addendum.
9. Evidence of collusion among Bidders.
10. Omission of bid security in an acceptable form.
11. Defaulting on prior contracts by the Bidder including principals, members, partners, officers and/or owners.
12. Demonstrated poor performance on previous contracts.
13. The quality of services, materials, equipment or labor offered does not conform to the approved plans or specifications.
14. Misrepresentation in any form (bid, ITB forms, interviews, etc.) by the Bidder including principals, members, partners, officers and/or owners.
15. Contact about the ITB with Heath District employees, representatives or independent contractors other than the Authorized Contact.
16. The public interest would be served by such a disqualification or rejection.

ATTACHMENT A
Mandatory Walk-Through Form

To attend the mandatory walk-through at 9:00 AM PDT on July 1, 2021, complete and email Attachment A, **by 4:00 PM PDT on June 28, 2021**, to procurement@snhd.org. The Authorized Contact will reply to the contact emails indicated below. Please type/print clearly.

Firm Name: _____

Firm Address: _____

Firm Phone: _____

Contact Name: _____

Contact Phone: _____

Contact Title: _____

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

The undersigned, as an authorized representative of the company named below, acknowledges that he/she has examined this Invitation for Bid including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein at the price stated.

Company Name: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Address: _____

City/State/ZIP: _____

Phone No.: _____ Email Address: _____

Federal Tax ID Number: _____

Business License Number: _____

Contractor License Number: _____

D-U-N-S Number: _____

Does the bid include exceptions to any ITB specifications/requirements? Yes No

Any exception and the proposed alternative must be clearly stated in the bid.

ADDENDA ACKNOWLEDGMENT:

The signer of this form acknowledges receipt of the following addenda:

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Or, no ITB addenda were issued/received. Signed Date _____

