



Invitation to Bid (ITB): SNHD-22ITB004 Uniformed Security Services NLV

Release: October 15, 2021

A. Introduction:

The Southern Nevada Health District (“Health District”) invites bids from experienced and qualified security firms to provide uniformed security services at a COVID-19 vaccination site in North Las Vegas, Nevada.

B. Scope of Services:

1. Staff: One (1) unarmed uniformed security guard.
2. Schedule/Hours: Total of 108 hours per week.
 - a. Monday-Friday; 6:00 p.m. to 6:00 a.m.; 12 hours each day.
 - b. Saturday-Sunday; 12:00 a.m. to 12:00 a.m.; 24 hours each day.
3. Service location: 2240 Civic Center Drive, North Las Vegas, NV 89030.
4. Estimated performance period: 11/15/2021 through 06/30/2022.

C. Timetable:

ITB Release.....	October 15, 2021
Deadline to Submit Questions	October 22, 2021
Deadline to Disseminate Questions and Answers	October 25, 2021
Deadline to Submit Bids	October 29, 2021
Evaluation/Selection	November 1, 2021
Start Date	November 15, 2021

D. Authorized Contact:

All questions about this ITB must be directed to the Authorized Contact, Kevin Bratcher at procurement@snhd.org. Communicating about this ITB with anyone other than the Authorized Contact is prohibited. Bids will be rejected for noncompliance with this prohibition.

E. Questions:

Email questions to procurement@snhd.org with “SNHD-22ITB004 Uniformed Security Services NLV” in the subject line by **4:00 p.m. PDT October 22, 2021**. Questions and answers will be posted on the [Health District Public Notices](#) website by **4:00 p.m. PDT October 25, 2021**.

F. Deadline to Submit Bids:

Bids are due by **12:00 p.m. PDT October 29, 2021**.

G. Bid Submission:

Email one (1) Adobe PDF document (an email attachment) with the subject “SNHD-22ITB004 Uniformed Security Services NLV” to procurement@snhd.org. Mailed, hand-carried or faxed bids, or emailed hyperlinks to bids will be not accepted.

H. Late Bids:

Bids submitted after **12:00 p.m. PDT on October 29, 2021** will be rejected as late.

I. Bid Preparation and Submission:

1. Complete and submit Attachment A - Bid Form.
2. Provide a copy of Bidder’s Nevada Business License.
3. Provide a copy of Bidder’s Certificate of Insurance.
4. Provide at least three (3) client references, preferably government agencies, for whom Bidder has provided services in the past three (3) years. Provide contact information.

J. 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 bidder may discover in the solicitation documents and/or to request clarification or interpretation of the solicitation documents by the Deadline to Submit Questions, except as 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 (see Addenda Acknowledgement in Attachment A - Bid Form).

2. Rejection and Cancellation:

The Health District reserves the right to reject any bid that does not conform to the ITB requirements, and reissue or cancel this ITB for any reason.

3. 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.

4. Bid Costs:

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

5. No Guaranteed Contract:

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

6. Limited Contract:

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

7. Exclusivity:

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

8. Public Records:

Pursuant to NRS 239.010, et seq., the Health District will disclose documents provided by any Bidder pursuant to a public records request and will not be liable for such disclosure.

9. 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.

K. Selection and Award:

1. All timely bids will be reviewed for responsiveness to the ITB requirements. Nonresponsive bids will be rejected. The Health District reserves the right to waive any technicality, irregularity or informality in determining a bid's responsiveness.
2. Award, if any, will be made to the lowest responsive and responsible Bidder or the best Bidder as determined to be in the best interests of the Health District.

**ATTACHMENT A
Bid Form**

The undersigned, as an authorized representative of the company named below, acknowledges that he/she has examined this Invitation to Bid including any related documents, and hereby offers to furnish all labor, including wages, taxes and benefits, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein at the firm-fixed billable hourly rate stated below for the duration of the performance period.

Company Name: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Address: _____

City/State/ZIP: _____

Phone No.: _____ Email Address: _____

Federal Tax ID Number: _____

Nevada Business License Number: _____

Bid must state any exception to any ITB specification/requirement and the proposed alternative.

Does bid include any exception? Yes No

ADDENDA ACKNOWLEDGMENT:

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

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

The firm-fixed hourly rate includes all costs required to complete the ITB scope of services.

Firm-Fixed Billable Hourly Rate \$ _____