

**SUPPLIERS GUIDE TO  
WASHOE COUNTY PURCHASING  
AND  
HOW TO DO BUSINESS  
WITH WASHOE COUNTY, NEVADA**



## **OVERVIEW**

Welcome to Washoe County Purchasing Division!

Our suppliers have learned that doing business with Washoe County is good business. We hope you are interested in being a supplier to Washoe County. To assist you, we have provided the following information that briefly outlines the Purchasing Division and gives a general statement of our purchasing policies.

Washoe County is governed by the Nevada Revised Statutes (NRS) 104, 332, 334 & 338 and the Washoe County Code (15.510 to 15.530) and Policies and Procedures.

You can find the Washoe County Purchasing Division at 1001 East Ninth Street, Building D, Room 200, Reno, NV 89512-2845.

Telephone (775) 328-2280

Facsimile (775) 325-8062

Suppliers are encouraged to make appointments with buyers from 9:00 a.m. to 4:00 p.m., Monday through Friday.

The Americans with Disabilities Act (ADA) is civil rights legislation enacted on July 26, 1990. The ADA provides qualified individuals with disabilities an equal opportunity to benefit from the full range of employment related opportunities available to others. The ADA also provides that State and local government provide to people with disabilities equal opportunity to benefit from State and local government programs, services and activities. If you need assistance in accessing Washoe County programs, services or activities, please contact the department ADA representative or the Human Resources Director (328-2081). For employment related opportunities, please contact the Human Resources Director.

## **MISSION STATEMENT**

The mission of the Washoe County Purchasing Division, in full accord with the strategic goals of Washoe County, is to be a service agency dedicated to obtaining the required goods and services for all County Departments, Divisions, and Agencies through the most economical use of public funds, while ensuring an equal opportunity for all interested in doing business with Washoe County, thereby guarding the public trust.

## **OUR PURCHASING POLICY**

1. The Purchasing Division is concerned with obtaining materials, supplies, and services as quickly as possible, and to afford suppliers an equal opportunity of doing business with us.
2. Whenever possible we use competitive bidding as the basis for Washoe County purchases. We also solicit written (or telephone) proposals from suppliers/bidders for materials and/or services.
3. We provide products/services that meet the needs and budgets of our customers and more than 52 different County departments, divisions, and agencies.
4. Consider the following when evaluating quotations, bids, or proposals as the basis for making a recommendation for award (NRS 332.065):
  - a. Conformity with specifications.
  - b. Supplier's qualifications.
  - c. The quality of the goods/services to be supplied.
  - d. Price. (NOTE: discount periods of less than 20 days are not considered when awarding bids.)
  - e. The best interest of Washoe County.
5. Encourage minority, small, and disadvantaged business enterprises to do business with Washoe County by proactively seeking such suppliers and assisting them to meet the County's standards and processes.
6. Encourage good communications, freedom of action, and a friendly atmosphere between the supplier and Purchasing as a prerequisite in the conduct of good business.

## **TO RECEIVE NOTIFICATION OF FORMAL BIDS AND RFP'S**

Go to the Washoe County Website ([www.washoecounty.us](http://www.washoecounty.us)). Select "Department List," then select "Finance/Comptroller," then under "Purchasing," select "Bid Opportunities." Please note that Washoe County uses the service of Onvia/DemandStar to notify potential bidders. This notification can be either at no cost, or on a subscription basis.

If you have questions about the Bids/RFP's/RFQ's, please contact Washoe County's Purchasing Division at (775) 328-2280.

## **PRINCIPLES AND STANDARDS OF CONDUCT**

Washoe County subscribes to the Principles, Standards, and Guidelines for Ethical Purchasing Practices advocated by the California Association of Public Purchasing Officers, Inc. (CAPPO), the National Purchasing Institute (NPI), the National Institute of Government Purchasing (NIGP), and the Institute of Supply Management (ISM). 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. (For additional information please see Washoe County Purchasing Standards of Purchasing Practice on Page 11 of this document.)

## **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 sole source purchases, emergency requirements, and special market conditions. Otherwise, competition requirements are fulfilled by the following guidelines (NRS 332.039):

- \* Purchases under \$25,000 may be based on knowledge of current market and pricing condition. Written or telephone quotations or facsimile may be used.
- \* Purchases over \$25,000 but less than \$50,000 require written quotations, or bid process may be used.
- \* Purchases over \$50,000 require an advertised, sealed, formal bid or proposal process unless exempt by statute from competitive bidding requirements.

## **MARKETING**

Marketing is the key ingredient to becoming a successful supplier to Washoe County. Merely registering as a supplier will not ensure that you are solicited for a quotation. You are encouraged to build a business rapport with various agencies that use your product(s), as well as Washoe County, and target your sales to Washoe County just as you would any other customer.

The most successful suppliers:

Understand the system

Know their product

Work diligently with the Purchasing Division and the departments, their divisions, and agencies as end users.

We recognize that sales representatives can make a vital contribution to Washoe County's operation by keeping us informed about the market place. Accordingly, we desire to give all sales representatives ample opportunity to meet the buyers. Appointments may be arranged at a mutually convenient time. Sales representative visits should be constructive but brief. Know the status of open purchase orders with your company. Supplier representatives should know their current delivery promise dates and product lead times.

Your interest and assistance are required to keep our files of catalogs and other product literature up-to-date and accurate. When appropriate, please see that you provide updates of your catalogs for our buyers.

Please bear in mind that Washoe County must adhere to statutory bidding requirements. While your assistance to the various agencies in defining their needs is valuable and appreciated, purchases must still be conducted in accordance with NRS 332.039 and County Policies and Procedures. Washoe County offers no preference to any supplier.

**THE FORMAL BID PROCESS** (generally \$50,000.00 plus)

The Invitation to Bid and/or additional information may be obtained from the Washoe County Comptroller Department /Purchasing Division (775) 328-2280, or on-line through Onvia/DemandStar.

The preparation of the bid document, "Invitation to Bid" (ITB), is the key step in the procurement process. In general, if the service or product offered by the supplier meets all specifications, terms, and conditions, the delivered price quoted on the ITB determines which supplier receives the recommendation for award.

REMEMBER: The supplier's bid constitutes an offer to enter into a contract with Washoe County and, if accepted, is binding on both parties. PREPARE ALL BIDS WITH CARE.

Please be aware that Washoe County is only obligated to do business with the lowest responsive, responsible bidder pursuant to NRS 332.065. If the County has had prior unsatisfactory dealings with you, we are not obligated to do business with you regardless of your price.

The sealed bid should be returned in the envelope provided to the supplier with the ITB, and marked clearly with the bid number and opening date unless submitted through the online services of [www.demandstar.com](http://www.demandstar.com). It is the responsibility of the supplier to ensure the sealed bid is received by the Washoe County Comptroller Department/ Purchasing Division by the designated official bid receipt date and time shown on the ITB.

Formal bids are opened and read publicly at the location of Washoe County Comptroller Department, at the opening time specified in the ITB. The supplier or supplier's representatives may attend any bid opening. Following the bid opening, the bids are reviewed and evaluated by the buyer for recommendation for award by the Washoe County Board of Commissioners.

The bid is analyzed by the buyer to determine if the low bidder meets all specifications, terms, and conditions of the ITB. The successful bidder is notified, by a written purchase order or "Notification of Award" (NOA), upon the award of the bid by the Board of County Commissioners. After the award is made, the complete bid file is available for public inspection during normal business hours at the location of the Washoe County Comptroller Department. Specific information (i.e. Trade Secrets, Customer Bases, and Patented Processes etc.) may be held proprietary at the determination of the County per NRS 332.025.5.

### **WHAT WE EXPECT FROM A SUPPLIER**

1. Quality products and dependable service.
2. On time delivery.
3. Completion of service and installation work on schedule and in a workman-like manor, including clean up of the work site.
4. Responsible competitive prices.
5. Introduction of new products (may include demonstrations) to reduce costs and improve product and service reliability.
6. Good communication with buyers to keep them informed of new products, economic changes, and personnel changes within the supplier's organization.
7. Willingness to accept the return of damaged, or incorrectly shipped merchandise.
8. Prompt settlement of warranty claims.
9. Understanding of Washoe County Purchasing policies and procedures.
10. To notify Purchasing promptly of any circumstances that will affect or has affected the delivery date of any item.
11. **TO SEND INVOICES DIRECTLY TO THE WASHOE COUNTY COMPTROLLER DEPARTMENT, PO Box 11130 Reno, NV 89520. Invoices are paid based**

on the purchase order following receipt of goods. Purchase orders will not be paid unless the Washoe County Comptroller Department receives an invoice which shows the purchase order number. Prompt payment discounts are taken from date of receipt of invoice or date of actual receipt of material whichever is later and deemed to be paid on date of the County's check (Payment normally made within 30 days).

12. Under the provision of NRS 244.250, unaudited claims are to be presented to the Board of County Commissioners within 6 months from the time such claims or accounts become due or payable. No unaudited claim or account against the County shall be allowed or paid by the Board of County Commissioners or any Officers of the County after that time.

### **DISQUALIFYING SUPPLIER/BIDDER**

A Supplier/Bidder may be disqualified from doing business with Washoe County for any of the following reasons:

1. Unsatisfactory quality of materials or services supplied.
2. Supplying materials that do not meet the County's specifications.
3. Inconsistent deliveries with terms stated on the purchase order.
4. Inability or unwillingness to supply products or services for which the County has issued a purchase order or orders.
5. Lack of response to request for bids and/or requested update information.
6. Failure to comply with any aspect of the purchase order terms and conditions.
7. Unethical practice.
8. Collusion, conspiracy, or fraud in the bidding process.
9. Debarment as a vendor by the Federal Government.

### **SURPLUS PROPERTY**

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

Questions regarding surplus property sales should be directed to the Washoe County Purchasing Division at 775-328-2282.

**SUMMARY**

We look forward to the opportunity of doing business with all qualified suppliers that express an interest in doing business with us. Following the procedures described in the Suppliers Guide will help ensure that your firm is given full consideration and that Washoe County will be aware of your products, services, and capabilities.





## WASHOE COUNTY STANDARDS OF PURCHASING PRACTICE

- To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified vendors equal opportunity.
- To honor our obligations and require that obligations to our public agency be honored.
- To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
- To refuse to accept any form of commercial bribery, and prevent any appearance of so doing.
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the purchasing process.
- To strive for greater knowledge of purchasing methods, and of the materials we purchase.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire purchasing profession.

**We Subscribe to these Standards.  
Standards adapted from CAPPO**

## Washoe County Purchasing Division Contacts

[www.washoecounty.us/finance/aboutpurchasing.html](http://www.washoecounty.us/finance/aboutpurchasing.html)

Main Phone Number: 775-328-2280

Fax # 775-325-8062

	Phone #'s Area Code (775)	Email Addresses
Michael Sullens, C.P.M. Purchasing and Contracts Manager	328-2281	<a href="mailto:msullens@washoecounty.us">msullens@washoecounty.us</a>
Richard C. Williams Buyer	328-2283	<a href="mailto:rcwilliams@washoecounty.us">rcwilliams@washoecounty.us</a>
Joan Rueda, CPSM Buyer	328-2282	<a href="mailto:jrueda@washoecounty.us">jrueda@washoecounty.us</a>

## WASHOE COUNTY COMMODITY AND SERVICES

Mike	Advertising
Richard	Alarm Systems
Richard	Ammunition
Joan	Animal Control Supplies
Joan	Answering Service Agreements
Mike	Appraisal Services
Mike	Architectural Services
Mike	Armored Trans Services
Joan	Arts and Crafts
Richard	Asbestos Abatement
Joan	Auction Services
Richard	Asphalt
Mike	Administrative Assessments
Joan	Audio/Visual Equipment
Joan	Audio/Visual Supplies
Joan	Audio Visual Services
Mike	Audit Services
Richard	Automotive Equipment
Richard	Auto Parts & Supplies
Joan	AV Services
Mike	Banking Services
Joan	Barcode Supplies
Richard	Batteries - Non Automotive
Richard	Biological
Richard	Boats
Mike	Book Detection Equipment
Mike	Books
Joan	Bottled Water
Richard	Building Maintenance Supplies
Joan	Cable TV Agreement
Joan	Cash Registers
Joan	Closed Caption TV Additions
Richard	Cell Phone & Services
Richard	Chemicals
Richard	Clothing
Richard	Natural Gas
Mike	Collection Service Agreement
Joan	Computer Supplies
Joan	Computer Hardware

Joan	Personal Computer
Joan	Computer Printers
Joan	Software Maintenance Agreement
Joan	Computer Services
Joan	Computer Software
Joan	Computer - Capital
Mike	Construction/Remodel
Mike	Construction Services
Mike	Consultant Service
Joan	Copy Mach. Agreement
Joan	Copy Paper
Joan	Copy Mach Supplies
Richard	Coroner Service
Richard	Coroner Supply
Richard	Crime Lab Equipment
Richard	Crime Lab Supply
Richard	Custodial Contract
Richard	Decals
Joan	Dictation Equipment
Joan	Dictation Supplies
Richard	Diesel/Heating Oil
Joan	K-9 Dog Equipment
Joan	K-9 Dog Supply
Joan	Educational Material
Joan	Election Equipment
Joan	Election Supply
Richard	Elevator Maintenance
Mike	Energy Management
Mike	Engineering Services
Richard	Environmental Equipment
Richard	Environmental Supplies
Joan	Equipment Maintenance Agreement
Richard	Equip/Facility Repairs
Richard	Extradition Service
Richard	Facility Maintenance Services
Joan	Fax Equipment
Joan	Fax Service
Joan	Fax Supply
Richard	Fencing
Joan	Microfiche
Richard	Fire Equipment

Richard	Fire Supply
Richard	Fire Vehicles
Richard	Flags
Joan	Floor Cover & Installation
Mike	Food Beverage Agreement
Mike	Food and Beverage
Mike	Forms (printed)
Mike	Foster Care Recruitment
Richard	Fuel / Fuel Services
Joan	Furniture
Mike	Golf Supplies
Richard	Gravel
Richard	Hazardous Waste Disposal
Richard	Health Benefit Agreement
Mike	Health Services Agreement
Mike	Heavy Equipment
Richard	Helicopter Service
Richard	Horticultural
Joan	Imaging Equipment
Joan	Imaging Supply
Mike	Independent Contractor Agreement
Joan	Inmate Clothing
Joan	Institutional Equipment
Richard	Institutional Supplies
Mike	Insurance Agreement
Mike	Interpreters
Mike	Investigations
Mike	Investment Service
Richard	Irrigation Supplies
Richard	Janitorial Equipment
Richard	Janitorial Supply
Richard	Janitorial Maintenance Agreement
Joan	Kitchen Equipment
Joan	Kitchen Supply
Richard	Laboratory Chemical
Richard	Laboratory Equipment
Richard	Lab Equipment Maintenance/Repair
Richard	Lab Outpatient
Richard	Laboratory Service
Richard	Laboratory Supply
Richard	Lamps / Bulbs

Mike	Land Acquisition
Mike	Landscape Services
Richard	Laundry Services
Richard	Laundry Agreement
Richard	Laundry Equipment
Richard	Laundry Supplies
Richard	Law Enforcement Equipment
Richard	Law Enforcement Supplies
Mike	LT Lease- Equipment
Mike	LT Lease Land/Parking
Mike	LT Lease-Division Space
Mike	Legal Services
Joan	Library Equipment
Joan	Library Supply
Richard	Locks
Joan	Map Supplies
Mike	MD Consultants
Joan	Medical Equipment
Richard	Medical Supply
Joan	Medical Equipment Repair
Joan	Medical Services
Joan	Microfilm Equipment
Joan	Microfilm Supply
Mike	Miscellaneous
Mike	Miscellaneous Services
Richard	Mosquito Abate Agreement
Richard	Mosquito Abate Supplies
Richard	Mosquito Equipment
Richard	Motorcycles
Joan	Moving Services
Mike	Mowing
Joan	Nameplate / Nametag
Mike	NIGP Codes
Joan	Division Equipment Maintenance/Repair
Joan	Division Equipment
Joan	Division Supplies
Richard	Oil and Lubricants
Richard	Pagers
Richard	Paint Equipment
Richard	Paint Supply
Joan	Paper Products

Mike	Park Services
Mike	Parks Equipment
Mike	Parks Supply
Richard	Personal Use
Joan	Photographic Equipment
Joan	Photographic Supplies
Mike	Physical Examination
Mike	Pool Equipment
Mike	Pool Supplies
Joan	Postage Equipment
Joan	Postage Supply
Mike	Pre-Employ Physical
Joan	Presort Mailing Services
Mike	Printing / Service
Mike	Professional Services
Richard	Propane
Mike	Psychological Service
Mike	Psychological Test
Mike	Publications
Mike	Payments to Other Agencies
Richard	Radio Equipment
Mike	Recreation Supplies
Mike	Referral Services
Mike	Rental Agreements
Joan	Reprographic Supplies
Richard	Rescue Equipment
Richard	Rescue Supply
Richard	Reformulated Gas
Richard	Road Maintenance Equipment
Richard	Road Maintenance Supply
Richard	Road/Bridge Materials
Richard	Safety Equipment
Richard	Safety Expense
Richard	Safety Supplies
Richard	Salt and Sand
Richard	Sanitation Agreement
Richard	Sealing Materials
Mike	Security Agreement
Richard	Septic Services
Richard	Sewer Equipment
Richard	Sewer / Water Repair

Richard	Sewer Supply
Joan	Shelving
Richard	Road Sign/Markers
Joan	Signs
Richard	Small Tools/ Allow
Mike	Snow Removal Services
Joan	Social Services Agreement
Mike	Special Department Expense
Joan	Storage Units
Mike	Sub-Recipient Payment
Joan	Survey / Engineering Equipment
Joan	Survey / Engineering Supplies
Richard	Tele Service /Agreement
Richard	Telephone Equipment
Richard	Telephone Supply
Mike	Temporary Employment Services
Mike	Test Inspect Services
Richard	Tires and Tubes
Richard	Toilets, Portable
Joan	Toner
Richard	Hardware / Tools
Mike	Training Agreement
Richard	Transportation Services
Richard	Uniforms
Richard	Upholstery Service
Richard	Utility Agreements
Richard	Vehicle Repair
Joan	Vehicles
Joan	Veterinarian Services
Richard	Waste Oil
Richard	Water Agreement
Richard	Water Equipment
Richard	Water Inventory
Richard	Water / Sewer
Richard	Water Supply
Richard	Weed Abatement
Joan	Window Cover /Installation