

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



# SUPPLIERS GUIDE TO WASHOE COUNTY PURCHASING AND DOING BUSINESS WITH WASHOE COUNTY

## OVERVIEW:

Welcome to Washoe County Purchasing Office!

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 Office and gives a general statement of our purchasing policies.

Washoe County Purchasing 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.

The Washoe County Purchasing Office is located at 1001 East Ninth Street, Building "C", and Room C 200 Reno, NV 89512-2845.

Telephone (775) 328-2280

Facsimile (775) 328-3696

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

"The American's 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, the Human Resources Director (328-2081) or the Public Works Director (328-2040). For employment related opportunities, please contact the Human Resources Director."

## MISSION STATEMENT:

The mission of the Washoe County Purchasing Office 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 Office 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. Provide products/services that meet the needs and budgets of our customers, 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 "Departments", then select "Purchasing", then select "Bids/RFP's/RFQ's". 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 the Washoe County Purchasing Office 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), 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 in 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.

### **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 Purchasing 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 Purchasing and the departments, 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.

You need to 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 Purchasing offers no preference to any supplier.

### **SPECIAL PURCHASING PROCESS:**

The Washoe County Purchasing Office has issued to the various County agencies Special Purchase Order books that may be used for small general purchases, emergency needs, all based on the approval of the Purchasing Office. We now have the County Procurement card as another alternative to purchasing supplies when needed quickly. Our suppliers need to be aware that this in no way takes the place of the Purchasing Office or what we expect of you as a 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 Purchasing Office (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. If prior dealings with the County have been unsatisfactory, the County is not obligated to do business with you regardless of your price.

The sealed bid should be returned in the envelope provided supplier with the ITB and marked clearly with the bid number and opening date. It is the responsibility of the supplier to ensure the sealed bid is received and time stamped in the Washoe County Purchasing Office before the designated official bid receipt date and time shown on the ITB.

Formal bids are opened and read publicly in the Washoe County Purchasing Office 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 then reviewed and evaluated by the buyer for recommendation for award by the Washoe County Board of Commissioners or the Washoe County Purchasing & Contracts Manager as their authorized representative.

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 in the office of the Washoe County Purchasing Office. 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 or has affected the delivery date of any item.
11. TO SEND INVOICES DIRECTLY TO THE WASHOE COUNTY COMPTROLLER, 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 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 claim or account against the County shall be audited, 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 Washoe County Purchasing Office, Fixed Assets Division 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 Office, Fixed Assets, 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 Purchasing will be aware of your products, services and capabilities.



## WASHOE COUNTY PURCHASING 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 Office Contacts

Main Phone Number: 775-328-2280

Office Email: [frntprch@washoecounty.us](mailto:frntprch@washoecounty.us)

Fax # 775-328-3696

	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>
Charlene Collins, C.P.M. Buyer	328-2285	<a href="mailto:ccollins@washoecounty.us">ccollins@washoecounty.us</a>
Richard C. Williams Buyer	328-2283	<a href="mailto:rcwilliams@washoecounty.us">rcwilliams@washoecounty.us</a>
Joan Rueda, CPSM Assistant 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
Charlene	Animal Control Supplies
Joan	Answering Service Agreements
Mike	Appraisal Services
Mike	Architectural Services
Mike	Armored Trans Services
Charlene	Arts and Crafts
Richard	Asbestos Abatement
Joan	Auction Services
Richard	Asphalt
Joan	Audio/Visual Equipment
Joan	Audio/Visual Supplies
Joan	Audio Visual Services
Mike	Audit Services
Richard	Automotive Equipment
Richard	Auto Parts & Supplies
Mike	Banking Services
Joan	Barcode Supplies
Richard	Batteries - Non Automotive
Richard	Biological
Richard	Boats
Charlene	Book Detection Equipment
Charlene	Book Detection Supplies
Charlene	Books
Joan	Bottled Water
Richard	Building Maintenance Supplies
Joan	Cable TV Agreement
Joan	Cash Registers
Richard	Cell Phone & Services
Charlene	Chemicals
Charlene	Clothing
Richard	Natural Gas
Charlene	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
Charlene	Copy Mach. Agreement
Charlene	Copy Paper
Charlene	Copy Mach Supplies
Rick	Coroner Service
Rick	Coroner Supply
Rick	Crime Lab Equipment
Rick	Crime Lab Supply
Charlene	Custodial Contract
Richard	Decals
Joan	Dictation Equipment
Joan	Dictation Supplies
Richard	Diesel/Heating Oil
Charlene	K-9 Dog Equipment
Charlene	K-9 Dog Supply
Charlene	Educational Material
Joan	Election Equipment
Joan	Election Supply
Richard	Elevator Maintenance
Mike	Energy Management
Mike	Engineering Services
Richard	Environmental Equipment
Richard	Environmental Supplies
Richard	Equip/Facility Repairs
Richard	Extradition Service

Richard	Facility Maintenance Services
Joan	Fax Equipment
Joan	Fax Service
Joan	Fax Supply
Charlene	Fencing
Joan	Microfiche
Richard	Fire Equipment
Richard	Fire Supply
Richard	Fire Vehicles
Charlene	Flags
Charlene	Floor Cover & Installation
Charlene	Food Beverage Agreement
Charlene	Food and Beverage
Charlene	Foster Care Recruitment
Richard	Fuel / Fuel Services
Joan	Furniture
Charlene	Golf Supplies
Richard	Gravel
Richard	Hazardous Waste Disposal
Charlene	Health Benefit Agreement
Mike	Health Services Agreement
Mike	Heavy Equipment
Richard	Helicopter Service
Charlene	Horticultural
Joan	Imaging Equipment
Joan	Imaging Supply
Mike	Independent Contractor Agreement
Charlene	Inmate Clothing
Charlene	Institutional Equipment
Charlene	Institutional Supplies
Charlene	Insurance Agreement
Charlene	Interpreters
Charlene	Investigations
Mike	Investment Service
Charlene	Irrigation Supplies

Charlene	Janitorial Equipment
Charlene	Janitorial Supply
Charlene	Janitorial Maintenance Agreement
Charlene	Kitchen Equipment
Charlene	Kitchen Supply
Richard	Laboratory Chemical
Richard	Laboratory Equipment
Richard	Lab Equipment Maintenance/Repair
Charlene	Laboratory Service
Richard	Laboratory Supply
Charlene	Lamps / Bulbs
Mike	Land Acquisition
Charlene	Landscape Services
Charlene	Laundry Services
Charlene	Laundry Agreement
Charlene	Laundry Equipment
Charlene	Laundry Supplies
Richard	Law Enforcement Equipment
Richard	Law Enforcement Supplies
Charlene	LT Lease- Equipment
Charlene	LT Lease Land/Parking
Charlene	LT Lease-Office Space
Mike	Legal Services
Charlene	Library Equipment
Charlene	Library Supply
Richard	Locks
Joan	Map Supplies
Mike	MD Consultants
Joan	Medical Equipment
Joan	Medical Supply
Joan	Medical Equipment Repair
Joan	Medical Services
Joan	Microfilm Equipment
Joan	Microfilm Supply

Charlene	Miscellaneous
Charlene	Miscellaneous Services
Richard	Mosquito Abate Agreement
Richard	Mosquito Abate Supplies
Richard	Mosquito Equipment
Richard	Motorcycles
Charlene	Mowing
Charlene	Moving Services
Charlene	Nameplate / Nametag
Mike	NIGP Codes
Joan	Office Equipment Maintenance/Repair
Joan	Office Equipment
Joan	Office Supplies
Richard	Oil and Lubricants
Richard	Pagers
Richard	Paint Equipment
Richard	Paint Supply
Charlene	Paper Products
Charlene	Park Services
Charlene	Parks Equipment
Charlene	Parks Supply
Charlene	Personal Use
Joan	Photographic Equipment
Joan	Photographic Supplies
Charlene	Physical Examination
Charlene	Pool Equipment
Charlene	Pool Supplies
Joan	Postage Equipment
Joan	Postage Supply
Charlene	Pre-Employ Physical
Joan	Presort Mailing Services
Mike	Printing / Service
Mike	Professional Services
Richard	Propane
Charlene	Psychological Service

Charlene	Psychological Test
Charlene	Publications
Charlene	Payments to Other Agencies
Richard	Radio Equipment
Charlene	Recreation Supplies
Charlene	Referral Services
Charlene	Rental Agreements
Charlene	Repro Equipment
Charlene	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
Charlene	Signs
Richard	Small Tools/ Allow
Charlene	Snow Removal Services
Charlene	Social Services Agreement
Charlene	Special Department Expense
Charlene	Storage Units

Joan	Survey / Engineering Equipment
Joan	Survey / Engineering Supplies
Richard	Tele Service / Agreement
Richard	Telephone Equipment
Richard	Telephone Supply
Charlene	Temporary Employment Services
Mike	Test Inspect Services
Richard	Tires and Tubes
Charlene	Toilets, Portable
Richard	Hardware / Tools
Charlene	Training Agreement
Charlene	Transportation Services
Charlene	Uniforms
Richard	Upholstery Service
Richard	Utility Agreements
Richard	Vehicle Repair
Joan	Vehicles
Charlene	Veterinarian Services
Richard	Waste Oil
Richard	Water Agreement
Richard	Water Equipment
Richard	Water Inventory
Richard	Water / Sewer
Richard	Water Supply
Charlene	Weed Abatement
Charlene	Window Cover /Installation