



The Reno-Sparks Convention & Visitors Authority is soliciting a
Bid for a
**Reno-Sparks Livestock Event Center Main Arena
Lighting Retrofit Project**
BID #2019-04

*Released by Jose Martinez, Project Manager
(Monday, March 11, 2019)*

The Point of Contact is Jose Martinez, Project Manager at (775) 827-7768,
Fax (775) 827-7701, or e-mail jmartinez@renotahoeusa.com.

All questions or additional information concerning the Bid document must be submitted to the point of contact.
No communication to any other staff or Board Member of the Reno-Sparks Convention & Visitors Authority in
regard to this Bid is allowed.

SUBMISSION AND OPENING DATE:

**Wednesday, March 20, 2019
(2:00 p.m. Submission)
(2:10 p.m. Opening)**

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____ Fax No. _____

E-Mail Address: _____

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1. SCOPE AND INTENT

The Reno-Sparks Convention and Visitors Authority (RSCVA) is currently accepting sealed Bids for the Purchase of 248 High Efficiency LED High Bay Fixtures with Glare Shields.

It is anticipated that this contract will be awarded at the RSCVA Board of Directors meeting on Thursday, March 28, 2019.

2. BID SCHEDULE, RECEIPT AND OPENING TIME

- **Monday March 11, 2019**
 - **Thursday March 14, 2019**
 - **Friday March 15, 2019**
 - **Wednesday March 20, 2019**
- **Request for Proposal Available.**
 - **Written Questions Due (if any) 5:00 PM**
 - **Written Responses to Questions**
 - **Submission of BID (2:00 p.m. Opening 2:10 p.m.)**
Finance Department 4001 S. Virginia Street, Suite G
Reno, Nevada 89502

- 2.1 It is **mandatory** that Bids be *signed by a duly authorized representative of the firm*, and be received and time-stamped in the Reno-Sparks Convention & Visitors Authority Finance Office **4001 S. Virginia Suite G Reno, NV 89502** no later than **2:00 p.m. Wednesday, March 20, 2019**
- 2.2 Late Bids will be disqualified from consideration.
- 2.3 Sealed Bids will be opened and read aloud in the Reno-Sparks Convention & Visitors Authority Executive Board Room at **(2:10 p.m. Wednesday, March 20, 2019)**

Location of the RSCVA Finance Office and Executive Board Room is outlined in Section 4 Submission of BID.

3. PREPARATION OF BID

Bidder will examine all specifications, attachments, special instructions, and terms and conditions of the Bid. Failure to do so will be at the respondent's risk.

- 3.1 Any irregularities or lack of clarity in the BID should be brought to the attention of the Point of Contact for correction or clarification.
- 3.2 Any addendum issued will forthwith become an integral part of the BID. Respondent is required to acknowledge receipt of same by signing and returning the addendum with the original BID document.
- 3.3 Respondent will furnish the required information typed or written in ink.
- 3.4 The person signing the BID must initial erasures or other changes in ink.
- 3.5 In the space provided, a duly authorized representative of the Respondent will sign the Bid document.
- 3.6 Respondent will proofread his BID carefully for errors.

- 3.7 Shipping of all items will be F.O.B. Job Site. All handling charges must be included in the Bid price.
- 3.8 In the event of a difference between written words and figures, the amount stated in written words will govern.
- 3.9 In the event of a difference between unit price and extended price, the unit price will govern.
- 3.10 All costs of preparing and submitting this Bid including shipping is the responsibility of the responding firm.
- 3.11 Respondent shall not delete, modify or supplement the printed matter on the BID document. Material changes will be grounds for disqualification of BID.

4. SUBMISSION OF BID

Respondent will submit any additional information on the letterhead of its company, firm establishment, corporation, etc. attached to original BID document. Respondent will sign and return the ENTIRE BID DOCUMENT marked as **ORIGINAL**, with two (2) duplicate copies.

- 4.1 Bids and addenda thereto will be enclosed in a sealed envelope addressed to:
Reno-Sparks Convention & Visitors Authority
Finance Department/Jose Martinez
P.O. Box 837
Reno, NV 89504-0837

Or delivered to:

Reno-Sparks Convention & Visitors Authority
Finance Department/Jose Martinez
4001 S. Virginia St.
Suite G
Reno, NV 89502.

BID envelope must indicate name and address of firm, BID number, and opening date.

- 4.2 In order for a BID to be considered it will be mandatory that the BID document be received and time-stamped in the Reno-Sparks Convention & Visitors Authority Finance Department/Executive Board Room no later than the receiving time specified in the BID document.
- 4.3 The Reno-Sparks Convention & Visitors Authority assumes no responsibility for errant delivery of a BID; including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.
- 4.4 The Reno-Sparks Convention & Visitors Authority will not be responsible for the premature opening of a BID, which is not properly addressed or identified.
- 4.5 A BID submitted by telephone, telegraphic notice, facsimile, or e-mail will not be accepted.

5. LATE SUBMISSIONS

Any BID, BID modification or request to withdraw a BID which is received after the deadlines set forth herein will not be considered. RSCVA is not responsible for lost or errant Bids, including those delegated to a courier's services.

5.1 RESPONDENTS PLEASE NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

6. WITHDRAWAL OF BID

A respondent may withdraw their Bid by submitting a written request before the opening time. RSCVA will return the BID unopened after all other Bids have been opened.

6.1 A request for the withdrawal of a BID received after the scheduled BID opening will not be considered.

7. AWARD OF BID

An Award of proposal shall be the Bid, which is the lowest responsive and responsible Bid as determined by the RSCVA in compliance with the BID documents and, which in the RSCVA's sole judgment best meets the RSCVA's needs. In all instances, **the decision made by the Board of Directors of the Reno-Sparks Convention & Visitors Authority will be final.**

7.1 The Reno-Sparks Convention & Visitors Authority reserves the right to reject any or all Bids, and to waive any informalities or irregularities.

7.2 The RSCVA reserves the rights to alter, amend, or modify any provisions of the BID, or to withdraw this BID, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the RSCVA to do so. The RSCVA reserves the right to reject any and all Bids, and to determine the validity of any Bid not prepared or submitted in accordance with these instructions. The RSCVA reserves the right to award a contract to the Bidder who has in the judgment of the RSCVA, submitted the best Bid in accordance with the provisions.

7.3 The Reno-Sparks Convention & Visitors Authority reserves the right to hold Bids for a period of **ninety (90) days** from the date of opening before awarding or rejecting said Bids.

7.4 Severability exists with regard to acceptance or rejection of any item, group of items, or section unless firm has stipulated specific limitations.

7.5 A registered letter of award will be sent to notify all respondents.

7.6 The Notification of Award will be the successful firm's authorization to secure and prepare items for delivery as specified.

8. PROTESTS:

8.1 **Pre-bid Protests:** Any protest based upon restrictive specifications or alleged improprieties, which are apparent prior to proposed opening including without limitation these protest procedures shall

be submitted to the RSCVA and must be received by the RSCVA not later than Monday, March 18, 2019. Five (5) copies of any pre-bid protests must be delivered to Reno-Sparks Convention & Visitors Authority, 4001 South Virginia Street, Suite G, Reno, Nevada 89502, and Attention: Robert Chisel, RSCVA Director of Finance. All protests must be in writing to be considered and shall specify in detail the grounds for the protest and the facts and law supporting the protest. All pre-bid protests will be resolved by the RSCVA prior to the bid opening. The RSCVA will issue a written decision specifying the grounds for granting or denying the pre-bid protest. If a protest is granted, the proposed opening date may be postponed, and an Addendum issued to the Contract Documents or, at the sole discretions of the RSCVA, the Advertisement for Bids may be canceled. If the protest is denied, Bids will be received and opened on the scheduled opening date in the same manner as if no protest had been filed.

- 8.2 Protest of Award: All respondents shall be notified of the recommended award by certified mail addressed to the respondent at the address contained in the BID document or by facsimile to the number contained in the BID document. A bidder may protest such recommended award on any legitimated ground. All protests must be made in writing and shall specify in detail the grounds for the protest and the facts and law supporting the protest. Appellant or person filing a written appeal must post a bond with good and solvent surety authorized to do business in the State of Nevada or submit other security, in a form approved by the RSCVA, who shall hold the bond or other security until a determination is made on the appeal. Bond posted, or other security submitted with a notice of appeal must be in an amount equal to 25 percent of the total value of the successful Bid submitted. Protests must be delivered to and received by Reno-Sparks Convention & Visitors Authority, 4001 South Virginia Street, Suite G, Reno, Nevada 89502, and Attention: Robert Chisel RSCVA Director of Finance, no later than three (3) calendar days following receipt of notification by the respondent of the recommended award. RSCVA will issue a written decision specifying the grounds for granting or denying the protest, and a copy of the written decision shall be mailed, faxed or hand delivered to the protestor prior to issuing the Notice of Award. All decisions by the RSCVA on any protest shall be final.

- 8.2.1 If the RSCVA upholds the appeal and the award is cancelled, the bond posted, or other security submitted with the notice of appeal must be returned to the bidder or persons who posted the bond or submitted the security. If the appeal is rejected and the award is upheld, a claim may be made against the bond or other security by the RSCVA equal to the expenses incurred and other monetary losses suffered by the RSCVA because of the unsuccessful appeal.

9. QUESTIONS/CLARIFICATIONS

Questions regarding the Bid will be directed to Jose Martinez, Project Manager (775) 827-7768.

- 9.1 If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal amendment only. If the solicitation includes a contact person for technical information, respondents are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the solicitation will not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Finance Department. For determination as to whether any representation made requires that an amendment be issued, please contact the Point of Contact.

10. MINIMUM REQUIREMENTS

Minimum requirements are specified on the proposal. In any instance where a specific manufacture, brand or type is designated, no substitutions will be accepted.

11. WARRANTIES

11.1 Respondent must list all manufacture and/or limited warranties for the products, materials and labor submitted. Copies of said warranties must accompany the documentation for the equipment along with this BID document.

12. OPEN MEETING LAW

NRS 241 provides that public business will be conducted in open meeting.

13. INDEMNIFICATION

The respondent hereby agrees to indemnify and to save and hold harmless the Reno-Sparks Convention and Visitors Authority and their agents from any and all claims, actions, costs, expenses, (including attorney's fees), liability, damages or payments incurred by reasons of any bodily injury including death or property damage resulting from the firm's operations.

BID 2019-04

BID FORM

TO: RENO-SPARKS CONVENTION & VISITORS AUTHORITY
Finance Department
4001 S. Virginia Street, Suite G
Reno, NV 89502

Project: Purchase of Two Hundred and Forty-Eight (248) High Efficiency LED High Bay Fixtures with Glare Shield.

_____ hereby submits the
(Name of Firm)
following Bid.

Pursuant to and in compliance with the Bid, Instructions, and Terms and Conditions, the undersigned hereby proposes and agrees, if this Base Bid is accepted, to enter into the Agreement with the Reno-Sparks Convention and Visitors Authority to complete all Work as specified and included in the Contract Documents for the Bid amount, if accepted.

Net Bid Price (tax exempt): _____

Please provide anticipated delivery date based on the award date of March 28, 2019.

Initials of Firm's Representative

FORM OF AGREEMENT

The undersigned agrees, if this Bid is accepted, to execute and deliver the standard form of agreement for the Bid sum. Undersigned further agrees, if this Bid is accepted to furnish Certificates of Insurance (if required) as stated in the Bid.

BID FORM SIGNATURE

Bidder's Signature

Name (Print)

Title

Street Address

City

State

Zip Code

Telephone

Facsimile

Initials of Firm's Representative

SPECIFICATIONS

Listed are the requested specifications and quantities of the High Efficiency LED High Bay Fixtures with Glare Shields.

Item	Quantity	Unit	Description	Unit Price	Total Price
1	176	Ea.	High efficiency white LED High Bay style fixtures with white glare shield. 480V, 450W, 5000K, 120-degree beam with 5 years or more warranty.		
2	72	Ea.	High efficiency white LED High Bay style fixtures with white glare shield. 480V, 250W, 5000K, 120-degree beam with 5 years or more warranty.		
Total Price \$ _____ (Written total bid price)				\$ _____	

Initials of Firm's Representative