

**CITY OF SPARKS**  
**NOTICE TO BIDDERS**  
**SITE IMPROVEMENTS – PREFAB RESTROOMS**  
**BID # 22/23-034 / PWP # WA-2023-329**

NOTICE IS HEREBY GIVEN that the City of Sparks, Nevada, will receive written sealed bids only, for the project listed above. Said bids must be in the hands of the Contracts and Risk Manager at 431 Prater Way, Sparks, Nevada, NO LATER THAN **1:45 PM ON APRIL 26, 2023**. Bids postmarked prior to, but not received until after this deadline will not be accepted. Vendor bid response submittals may not be sent to the City of Sparks via the Internet/e-mail and will not be entertained for award by the City of Sparks. The right is reserved to reject any Bid/Proposal or to accept the Bid/Proposal which is deemed by the City of Sparks to be in the best interest of the City of Sparks. The City of Sparks reserves the right to waive any irregularities and/or informalities in the bid process.

All Bids are to be marked clearly on the outside. Due to hybrid schedules and staff reductions, in-person staff availability is limited. Bidders wishing to physically deliver their bids on the bid due date shall note that the Purchasing Office will receive bids in the lobby of City Hall beginning at 1PM on April 26th. Bids are due no later than 1:45PM. Bids may also be delivered to the Purchasing Department physical dropbox/mailbox, also located in the lobby of City Hall.

Bids will be opened and publicly read at **2:00 PM ON APRIL 26, 2023** via Zoom video/audio conferencing. Meeting # 841 5062 0258. Meeting Passcode: 333183 with a direct link of:  
<https://us02web.zoom.us/j/84150620258?pwd=Vkl5eDRleTVxTHlrbUwwMzhHUHZRUT09>

**PROJECT DESCRIPTION:** Civil site and utilities improvements for the two (2) prefabricated restrooms located at Burgess Park, 1605 Pyramid Highway, and Shelly Park, 2900 Truckee Lane in Sparks, NV. The General Contractor will coordinate the connections of the necessary utilities located exterior to building with the City’s prefab restroom vendor.

**PRE-BID MEETING:** There will be a **NON-MANDATORY** pre-bid meeting held at 9AM on April 18, 2023 at Shelly Park; 2900 Truckee Ln., Sparks NV 89434.

**BONDING/LICENSING:** A Bid Bond in the amount of 5% of bid amount is required. This bid bond will function as a penalty in the event the successful bidder fails to enter into a written contract with the City in accordance with the bid documents. Additionally, the City will be entitled to actual damages, if any. Prospective bidders will be required to have a current Contractor’s License under the Nevada State Law for the type of work specified herein.

The work to be performed under this Contract shall be commenced by the successful Bidder after all executed Contract documents have been submitted, and after being notified to proceed by the City of Sparks.

Bid documents and specifications may be obtained from the City of Sparks website. Please visit <http://portal.cityofsparks.us/bids> to obtain complete bid documents. There is no cost to use the system or obtain plans, but registration at the site is required. It is the responsibility of all potential bidders/responders to monitor the Purchasing Division’s website for any changing information prior to submitting their bid/proposal. The City of Sparks will not be responsible for the timeliness or completeness of information provided by any 3<sup>rd</sup> party bid listing or re-selling service. For further information, contact the Purchasing Division at [dmarran@cityofsparks.us](mailto:dmarran@cityofsparks.us) or at (775) 353-2273. The individual responsible for coordinating this bid is: Dan Marran, CPPO, C.P.M. – Contracts and Risk Manager

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