

**CITY OF SPARKS
NOTICE TO BIDDERS
POLICE DEPARTMENT DISPATCH REMODEL
BID # 20/21-009 / PWP # WA-2021-153**

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 FEBRUARY 24, 2021**. 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 the City's response to the COVID-19 virus and associated reduction in staff, 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 February 24th. 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 FEBRUARY 24, 2021**, at Sparks City Hall, 431 Prater Way Sparks, NV 89431. Due to social distancing concerns specific to the COVID-19 situation, the bid opening will be available to all interested parties via Zoom video/audio conferencing. Meeting # 897 2778 4778. Meeting Passcode: 2GGcBX with a direct link of:

<https://us02web.zoom.us/j/89727784778?pwd=SUd6NStCOGtncGIHSzJ5ZHNTQnJBdz09>

PROJECT DESCRIPTION: Remodel of the Dispatch within Sparks Police Department, which includes wall demo, new walls, new cabinets, kitchen plumbing, electrical modifications, HVAC duct modifications, wall finish work, painting, removal and replacement of carpet, and vinyl flooring installation, along with any other miscellaneous associated work activities necessary to complete the project.

PRE-BID MEETING: There will be a **NON-MANDATORY** pre-bid meeting held on February 11, 2021 at 9AM at the jobsite: Sparks Police Department, 1701 E. Prater Way, 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://www.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 3rd party bid listing or re-selling service. For further information, contact the Purchasing Division at 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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