

Clark County Land Reutilization Corporation

Contractor Selection and Bid Policy

Amended 6/14/2017

Amended 1/9/2019

So that the Clark County Land Reutilization Corporation may complete its mission it must engage contractors for services. The purpose of this document is to establish how contractors are selected for the furtherance of the Clark County Land Reutilization Corporation's mission. This also allows the Clark County Land Reutilization Corporation to operate ethically, efficiently and effectively.

A. Contractor Required Documents

In order to have confidence in the contractors providing services and comply with Neighborhood Initiative Program (NIP) guidelines the following documents are required by contractors working on properties receiving NIP funding.

W-9 Tax Form

Liability Insurance with Clark County Land Reutilization Corporation named

Drug Free Work Place Policy

Conflict of Interest Disclosure

Equal Employment Opportunity Statement

B. Bid Policy

The purpose of this section is to set out rules to ensure that fair bidding opportunities are provided to contractors and NIP policies are followed. It's also to ensure that the appropriate bid is selected so long as the price, quality of work, and time restriction is met.

1. When services are expected to be \$50,000 or less the most reasonable price will be sought.
2. The Clark County Land Reutilization Corporation will seek out local producers for greening items. Preferential treatment will be given to locally produced products.

3. All services expected or actually exceeding \$50,000 must be sealed bid.

3a. Request for proposals will be placed on the Clark County Land Reutilization Corporation web-site, emailed to all documented contractors in good standing and other contractors within the service area.

3b. The Executive Director or the Chairman of the Board shall have authority to sign all contracts that have been awarded through the sealed bid process.

3c. Bids will be selected and graded based on the following criteria

- a. Work previously performed
- b. Cost
- c. Qualification of the firm
- d. Completeness of proposal
- e. Familiarity with geographic area