

## **BIDDING PROCEDURES:**

Specific procedures have been established by TMWA to conform with legal requirements and provide uniform treatment of vendors. Vendors should be familiar with bid requirements and follow instructions to ensure that submitted bids meet all requirements. A notice to bid is published in the legal section of the Reno Gazette Journal. Vendors are encouraged to read this section daily as the publication is made only once. Mailing bid notices to any particular vendor because of bid list application is done only as a courtesy, not as a requirement. The notice states the nature of the purchase or project, the opening date and time, and where specifications may be obtained.

**One of the most important factors in determining what TMWA buys is the quality requirement of the using department. This quality requirement is not necessarily the best or the cheapest of a particular item. TMWA determines quality by need and application; the items deemed to be the most advantageous to TMWA and best suited.**

The quality required of an item or service is stipulated in a specification. Frequently, these specifications are quite technical, in other circumstances, a "brand name" may be used. In either case, the specification is an expression of the quality required and not a preference for a particular brand item. Vendors with products meeting or exceeding the quality requirement are invited to bid even though their brand name may not be mentioned in the specifications. Vendors are notified of bids by a "Bid Notification". If you are interested in receiving a complete set of bid specifications, you must request one. Proposal submission must be on the supplied forms from Purchasing unless otherwise stipulated. These forms become part of your bid package and your proposal.

**TMWA is exempt from sales tax on all regular purchases of supplies, equipment, and services pursuant to NRS 372.325. Taxes are not to be included in any proposal.**

Bid and/or performance bonds may be required with some bids. Specific instructions and explanations are included in the bid document. Payment terms should be specifically stated on the bid document. In a competitive market, a prompt payment discount may be a deciding factor in the bid award. Consideration for a prompt payment discount is a minimum of 20 days from invoice. Bids should always include freight costs in the total bid, unless otherwise stated. No additional charges for freight after the fact are allowed. Sealed bids must be submitted in a sealed envelope or package plainly marked with the bid number and title. Bids must be received before the date and time set for submission. Vendors should note that the bid receipt time and the bid opening time differ. Bids received after the date and time set for receipt will not be considered. Vendors are cautioned to proofread their bids carefully. No changes may be made to the bid after bid receipt deadline.

All formally advertised bids are opened and read publicly. You are invited to attend a bid opening at any time. Bids are then tabulated and evaluated, with a recommendation being made to the TMWA General Manager for award.

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