

**INVITATION TO BID
TRUCKEE MEADOWS WATER AUTHORITY
NRS 332 IN EXCESS OF \$50,000
UTILITY BILLING INSERTS – REPROGRAPHIC SERVICES**

TMWA BID NO.: 2017-013

RANGE FOR ESTIMATE: \$50,000.00 - \$60,000.00

PROJECT SCOPE: Truckee Meadows Water Authority (TMWA) is accepting sealed bids for all labor, materials, equipment, and incidentals required for the Utility Billing Inserts – Reprographic Services. The Site of Work will be the successful vendor/bidder's fulfillment facility. The scope of work is described as printing services for utility billing inserts, and delivery of materials to the utility fulfillment center.

BID DOCUMENTS: All bid documents may be downloaded from TMWA's website at <http://tmwa.com/doing-business-with-us/bidding-opportunities/>

PRE-BID MEETING: Not Required for this Project

BID SUBMITTAL: Sealed bids must be submitted to TMWA by mail to P.O. Box 30013, Reno, Nevada 89520-3013 or in person to 1355 Capital Boulevard, Reno, NV 89502, and must be **RECEIVED BY TMWA NOT LATER THAN 2:30 P.M. on June 9, 2017**. Bids received after the date and time set for receipt will be **REJECTED**.

BID OPENING: **June 9, 2017, at 2:35 P.M.** at the TMWA Conference Room, 1355 Capital Blvd., Reno, NV 89502. TMWA reserves the right to reject any or all bids, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional bids, and to reject the bid of any bidder if TMWA believes that it would not be in the best interest of TMWA to make an award to that bidder. TMWA also reserves the right to waive informalities. Bids will be evaluated as prescribed in Nevada Revised Statute 332.

ANTICIPATED START DATE: On or before July 1, 2017.

COMPLETION DEADLINE: Three Hundred Sixty-Five (365) calendar days on or about June 30, 2018.

PRICES must be quoted as indicated in the Technical Specifications.

TERM OF CONTRACT: One year with the right to renew this contract upon mutual consent of both parties for four (4) additional, one-year periods.

PLANS AND SPECIFICATIONS:

Technical Specifications are included in the Bid Package.

Bidders are to complete all Bid Submittal Forms pages 2-10 contained in the Bid Proposal Form Section of the Bid Documents. The complete contract documents must be submitted to comprise a responsive and responsible bid. **A BID BOND IS NOT REQUIRED FOR THIS PROJECT**

Addenda, if any, shall be posted on the TMWA web-site at <http://tmwa.com/doing-business-with-us/bidding-opportunities/>. It is each bidder's sole responsibility to ensure that they have received all addenda prior to submission of their bid.

QUESTIONS: Questions may be submitted in writing to the Contract Administrator up to three (3) business days before Bid Opening.

Maria I. Dufur, Contract Administrator
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