



**ADVERTISEMENT FOR REQUEST FOR PROPOSAL (RFP):
CHEMICAL SALES
DOUGLAS COUNTY WEED CONTROL**

1. Overview

Douglas County, Nevada (the "County") is requesting Request for Proposal (RFP) from qualified vendors to supply chemicals to the Weed Control Division of Douglas County in accordance with the terms, conditions and specifications set forth in the Request for Proposal Documents.

2. Advertisement for Request for Proposal

RFP Title	Chemical Sales, Douglas County Weed Control
RFP Objective	The sales consist of chemicals to be used by the Douglas County Weed Control Division in their normal course of operation, primarily weed killer and fertilizer. A sample list of the chemicals is provided in the "Product List" (Attachment A).
RFP End Date	April 23, 2021
RFP Submission	Sealed Request for Proposal for Chemical Sales, Douglas County Weed Control will be received by Douglas County at the Douglas County Community Center at 1329 Waterloo, Gardnerville, Nevada 89410 until April, 23 2021 at 10:00 AM, at which time the Request for Proposal received will be opened publicly. Request for Proposal received after April, 23 2021 at 10:00 AM will not be opened or considered.
RFP Contact	Geoff Bonar Budget Analyst; Community Services Department 1329 Waterloo Lane Gardnerville, NV. 89410 gbonar@douglasnv.us (775) 782-6243
RFP Documents	Request for Proposal documents can be obtained from the Douglas County Website (https://www.douglascountynv.gov/rfp_bids).

3. Special Terms and Conditions

3.1 Addenda, Changes, and Interpretations

Any individual or entity submitting a RFP in response to this Advertisement is responsible to ensure that it has clarified any ambiguity, conflict, discrepancy, omission or other discovered error in this solicitation. Requests for such clarification must be received at least three (3) business days prior to RFP Opening. By submitting a RFP, the SUBMITTER agrees and warrants that its questions have been answered or that it is otherwise satisfied that the documents are clear and unambiguous.

3.2 Changes and Withdrawals

SUBMITTERS may change or withdraw their Request for Proposal at any time prior to the RFP Opening, provided, however, that SUBMITTERS make such changes or withdrawals by submitting written notifications in the same manner as required for RFP submission. No oral modifications will be allowed.

3.3 RFP Costs

The County does not intend, and is under no obligation, to pay any costs incurred by any SUBMITTER to prepare and submit a RFP. The County shall not be liable for any costs incurred in responding to this Advertisement for Request for Proposal.

3.4 Pricing and Delivery

Attachment A contains a list of typical products that are purchased by the Weed Control Department. As a part of their response to the request for Request for Proposal, SUBMITTERS should submit to the County a “not to exceed” price which represents the maximum “per unit” price that the SUBMITTER will charge the County for each product.

Products can only be delivered once ordered by the County in the quantities authorized in the delivery order. No shipment of products will be accepted or paid for that have not been ordered for delivery. Quantities listed on *Attachment A – “Product List”* were based on prior year volume and are only used for the purposes of calculating the RFP award. Those

quantities may not represent the quantities actually ordered by the County over the term of the RFP award. The County will order the products in the quantities needed based on demand from our customers. The RFP price submitted on *Attachment A – “Product List”* will be used as the price for all weekly or bi-weekly quantity orders.

Successful SUBMITTER must guarantee product delivery within five (5) working days of receiving an order from the County. Any exceptions must be approved by the County.

3.5 Substitutions

No substitutions of products from the product list will be allowed unless approved in advance by the County.

3.6 Orders

The County will order products weekly or bi-weekly in the quantity needed as determined by the County. SUBMITTER understands that the quantities identified in *Attachment A – “Product List”* may not represent the actual amount of product ordered by the County.

3.7 Payment for Products

If the County enters into a purchase order agreement with a SUBMITTER, the SUBMITTER shall submit invoices for product sold with their actual cost identified in SUBMITTER’s RFP response. The County will make prompt payments within 14 days of receiving the invoice.

3.8 Mistakes

Each SUBMITTER is responsible for reviewing all contract and solicitation documents carefully. The submission of a RFP shall be construed as the SUBMITTER’s acknowledgement that it has full knowledge of the products that are to be sold.

3.9 Purchase of Products at the Discretion of County

The County retains discretion to purchase or not purchase any of the products listed on *Attachment A – “Product List”* based upon the needs of the County during the effective period of the Contract with SUBMITTER.

3.10 Agreement Period

The SUBMITTER that is selected will enter into a contract with the County, subject to approval by the County's Board of County Commissioners, for a period of one year with an option to extend the contract for an additional one year upon mutual agreement of the parties.

3.11 Cost Adjustments

The cost quoted in the RFP Form (Attachment B) shall be firm for the term of the agreement. No cost increases shall be accepted during this time period. We understand that the industry standard wholesale cost at which you buy the product may vary and affect the overall cost of the product to us. SUBMITTERS should consider this when providing pricing upon their Request for Proposal.

4. SUBMITTER Selection Process

4.1 Submittal requirements

Each SUBMITTER is responsible for ensuring that they have provided documentation and information sufficient to establish that it is qualified to provide the products listed on the Product List (Attachment A). Each SUBMITTER is also responsible for ensuring that its RFP arrives within the time prescribed and at the place indicated in the advertisement or invitation. Any Request for Proposal received after the date and time prescribed for opening, or not submitted to the correct location or in the manner designated herein, will not be accepted.

4.2 Review of Submittals

The County will review all timely submittals for compliance and completeness. The County may seek additional pertinent information regarding the SUBMITTER's qualifications. The County reserves the right to waive any minor informalities required by the SUBMITTER

Documents or other documents. The County further reserves the right to reject all Request for Proposal received.

4.3 Notice of Intent to Recommend Award

After RFP Opening, the Douglas County Community Services Department will review all timely submitted Requests for Proposal. The contract will be awarded to the lowest responsive and responsible SUBMITTER in accordance with NRS 332.065(2). Based on its review, if an acceptable RFP is identified, the Douglas County Community Services Department will post a Notice of Intent to Recommend Award on the County's website (https://www.douglascountynv.gov/rfp_bids). All SUBMITTERS are responsible for regularly reviewing the aforementioned website for such postings. A SUBMITTER's failure to review the website in a timely manner, or to inform themselves of postings, shall not constitute grounds to extend the protest period set forth below.

4.4 Protest Process

Any person who submits a RFP in response to this solicitation may, after the Requests for Proposal are opened and within ten (10) calendar days of the date on which the Douglas County Community Services Department issues a notice of intent to recommend award, file with the Douglas County Community Services Department a notice of protest in accordance with NRS 332.068. Any person who files a notice of protest shall be required, at the time the notice of protest is filed, to post a bond with a good and solvent surety authorized to do business in this State, in an amount equal to twenty five percent of the total value of the RFP submitted by the person filing the notice of protest.

The RFP protest will be processed in accordance with NRS 332.068.

5. Miscellaneous

5.1 Recycled Products

In accordance with NRS 332.066(b), Douglas County may give preference to a RFP to provide recycled products if: 1) the product(s) meet the applicable standards; 2) the product(s) can be substituted for comparable non-recycled

products; and 3) the products do not cost more than 5 percent more than the comparable non-recycled products.

5.2 Certification of Non-Boycott of Israel

In accordance with NRS 332.065(4), Douglas County will not enter into a contract with a prospective SUBMITTER unless the SUBMITTER agrees to a contract provision that includes a written certification that the SUBMITTER is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

6.0 RFP Checklist

Submit the sealed RFP by **April, 23 2021 at 10:00 AM** to:

Geoff Bonar
1329 Waterloo Lane
Gardnerville, NV. 89410

Be sure that your RFP packet includes:

- A. Attachment A: Product List with signed attestation
- B. Attachment B: Completed RFP Form

Attachment A

[Product List – 2 attached pages]

Attachment B

[RFP Form – 5 attached pages]