

City of Las Vegas

PURCHASING & CONTRACTS
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SENIOR BUYER

INVITATION TO BID BID NO. 100011-TG TREE CARE SERVICE

SCOPE OF WORK: The City of Las Vegas hereby invites qualified bidders to submit bids for Tree Care Services at various locations in the City of Las Vegas. The performance period is from date of award through September 30, 2010, with four (4) one-year options to renew.

PRE-BID CONFERENCE: Will be held on **Thursday, September 3, 2009** at **10:00 a.m.** in the Purchasing and Contracts Division Conference Room, First Floor, City Hall Complex, 400 Stewart Avenue. The purpose of this conference is to discuss the specifications and any prospective bidders' questions or concerns.

TRAINING SESSION: If a firm is unfamiliar with the public bidding process and would like to obtain training on the bid submittal process for this bid, please contact **ANTHONY GREEN** at 229-4716 or at tgreen@lasvegasnevada.gov no later than **Wednesday, September 2, 2009** and a training session will be provided immediately following the pre-bid conference.

BID OPENING: All bids must be received in the office of the City Clerk, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, NV 89101-2986 by **September 11, 2009**. Bids must be time-stamped no later than **1:30 p.m.** Bids time-stamped at **1:31 p.m. or later, will not be considered for award and will be returned to the Bidder.** Bids will be publicly opened and read aloud, immediately after the established closing time and date, in the Purchasing and Contracts Division Conference Room.

BID DOCUMENTS MAY BE OBTAINED at the Purchasing & Contracts Division, City Hall 400 Stewart Avenue on **Wednesday, August 26, 2009** at no charge. Suppliers/Bidders may also obtain documents by registering with DemandStar. You may register on-line at www.DemandStar.com or by requesting a registration form and faxing it to (800) 771-1712. Membership in DemandStar is not necessary for doing business with the City. However, suppliers registering with DemandStar receive automatic notification of non-construction related solicitations, including any subsequent addenda. Suppliers obtaining solicitation documents from the Purchasing Office will receive notification of addenda. Failure to acknowledge addenda, if any, may cause **the bid to be deemed non-responsive.**

Bid Documents obtained from any source other than the City of Las Vegas Purchasing & Contracts Division may not be accurate or complete, and each Bidder assumes all risks by its reliance on such documents. A Bidder who has not obtained Bid Documents from the City or DemandStar will not be notified of any addenda issued by the City, which could contain material changes thereto (such as additions or changes to the technical specifications, extensions of time, etc). **There is no charge to register as a supplier with the City.**

INQUIRIES: Questions regarding this solicitation must be directed to Anthony Green, Senior Buyer, at (702) 229-4716, FAX (702) 464-2583, or email at tgreen@lasvegasnevada.gov. To ensure a timely response, inquiries should be made by close of business, **Wednesday, September 2, 2009**. Information in response to inquiries may be published as an Addendum.

Prospective bidders are hereby notified that this Invitation to Bid and all related bidding documents will be made available on a Telecommunication Device for the Deaf (TTY) or in an alternate format (audio or Braille) upon request to the Purchasing and Contracts Division, telephone number (702) 229-6231 or (702) 386-9108 (TTY).

FOR COMPLETE INFORMATION OF FUTURE FORMAL BIDS AND REQUEST FOR PROPOSALS, VISIT OUR WEB SITE AT www.lasvegasnevada.gov/bids.