

Las Vegas Metropolitan Police Department

Supplier Handbook



Doing Business with the LVMPD

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I. LVMPD PURCHASING UNIT INFORMATION

a. Supplier Handbook

The goal of this Supplier Handbook is to become familiar with the LVMPD Purchasing Unit, what it purchases, and how you as a supplier of certain goods and services can do business with us.

b. Mission

The mission of the LVMPD Purchasing Unit is to provide the highest quality goods and services to the Las Vegas Metropolitan Police Department to better protect and serve our community. We value suppliers who share our dedication to quality and continuous improvement and who are interested in working with us to accomplish our mission.

c. Goal

The goal of the LVMPD Purchasing Unit is to ensure that the goods and services procured through it represent the maximum value to our taxpayers while meeting the needs of our customers. We strive to bring about the best competition practicable, and we encourage all qualified suppliers to participate in our solicitation opportunities.

d. Responsibility

The LVMPD Purchasing Unit is responsible for procuring materials, supplies, equipment and services for all of LVMPD's Bureaus. Las Vegas Metropolitan Police Department welcomes the opportunity to do business with interested suppliers. The LVMPD's Purchasing Unit is interested in fostering participation by all suppliers offering goods and services that may be used by the LVMPD. Your first contact when soliciting the LVMPD's business should be with the Purchasing Unit staff. The Purchasing Representative can then direct you to the area best able to evaluate your organization's products or services for use by the LVMPD.

e. Location

LVMPD Headquarters
Purchasing Unit, Building B, 4th Floor
400B South Martin Luther King Boulevard
Las Vegas, Nevada 89106

f. Office Hours

Monday through Thursday - 7:00 a.m. to 4:00 p.m.

Visitors to the Purchasing Unit for meetings will need to be badged in and out of the building. For all meetings other than Pre-Bid and Pre-Proposal Conferences and Bid Openings (which are generally held via Webex), suppliers will need to be invited or make an appointment.

g. Contact Information

General purchasing inquiries should be directed to:

Email: purchasing@lvmpd.com
Telephone: (702) 828-5788

Inquiries on specific formal solicitations should be submitted via the project on <https://nevada.ionwave.net>, Questions tab.

h. Purchasing Representatives

Purchasing Representatives authorized to issue POs, conduct formal solicitations, conduct negotiations and carry out the general duties of the LVMPD Purchasing Unit.

i. Nevada Revised Statutes (NRS)

The LVMPD is bound by the purchasing processes and procedures defined in NRS, primarily NRS 332 (for goods and services) and 338 (construction services).

i. NRS Dollar Thresholds

1. Goods and Services

a. Over \$100,000

NRS 332.039 specifies that the LVMPD shall advertise all contracts for which the estimated annual amount required to perform the contract exceeds \$100,000.

b. Over \$50,000 - \$100,000

NRS 332.039 specifies if the estimated annual amount required to perform the contract is more than \$50,000 but not more than \$100,000, request for informal bids/quotes must be submitted by the LVMPD to two or more persons capable of performing the contract, if available.

c. \$50,000 or less

If the estimated annual amount required to perform the contract is \$50,000 or less, the LVMPD must contact one or more persons capable of performing the contract for a quotation.

2. Construction Services

a. Over \$100,000

NRS 338 specifies that if the estimated cost of a public work is more than \$100,000, LVMPD must advertise and solicit bids by a formal method.

b. Over \$25,000 - \$100,000

NRS 338 specifies that if the estimated cost of a public work is more than \$25,000 but not more than \$100,000, LVMPD must solicit bids from at least three properly licensed contractors.

c. \$25,000 or less

If the estimated cost of a public work is \$25,000 or less, the LVMPD must solicit a bid from at least one properly licensed contractor.

ii. LVMPD Approval Authority

1. Over \$100,000 - Chief Financial Officer (CFO)

2. \$100,000 or less – CFO approved contracts and LVMPD has authorized Purchasing staff to issue POs

b. Code of Ethics

The LVMPD Purchasing Unit is dedicated to promoting the highest standards for courtesy, fairness, impartiality and integrity. Purchasing adheres to the ethics set forth by the Institute for Supply Management, the National Institute of Governmental Purchasing and the Las Vegas Metropolitan Police Department. We are dedicated to creating and maintaining a fair and open purchasing system that encourages qualified suppliers and contractors to compete for LVMPD's business:

- Obtaining maximum value for each dollar spent by soliciting formal competitive bids for purchases of goods and/or services valued at more than \$100,000 and soliciting informal bid/quotes, when possible, for purchases valued at \$100,000 or less;
- Participating in cooperative procurements with other governmental agencies to achieve cost savings through volume purchases;
- Enhancing competition for LVMPD contracts by increasing the supplier pool through effective advertising;

- Establishing purchasing and payment procedures which promote cost effective, efficient and ethical business practices and are in compliance with all laws, rules, regulations and policies;
- Providing assistance and training to LVMPD employees to ensure that they understand and comply with the LVMPD's purchasing and payment laws, policies and procedures;
- Maintaining a centralized warehouse where LVMPD employees are able to obtain commonly used supplies quickly and easily; and
- Paying supplier invoices timely, accurately and in compliance with contract terms and conditions and LVMPD policies and procedures.

c. Supplier Code of Conduct

The LVMPD Purchasing Unit requires that our suppliers to be in compliance with all federal, state and local laws, ordinances, regulations, and codes, and expects our suppliers to be concerned about the environment, be socially responsible, have ethical business practices, treat all employees and suppliers fairly and provide a safe and healthy work environment for employees.

d. Supplier Diversity

The LVMPD Purchasing Unit is committed to creating an environment which fosters historically underutilized businesses. We welcome the opportunities to do business with the State of Nevada emerging small business (ESB), and small-owned (SBE), woman-owned (WBE), minority-owned (MBE) and disadvantaged-owned (DBE) business enterprises and any other historically underutilized business.

II. BID OPPORTUNITIES

a. Types of Purchases

The LVMPD purchases the following major categories of products and services:

General office supplies	Wireless communication services
Professional services	Computer equipment
Transcription services	Hardware and software maintenance
Ammunition	Laboratory equipment and supplies
Uniforms	Toxicology testing services
Weapons	Biohazard
Police tactical gear	Prisoner transport services
Police equipment	Vehicle wash services
Vehicles and motorcycles	Locksmith services
Vehicle batteries	Cameras and accessories
Vehicle maintenance and repair services	Medical supplies
Towing services	School crossing guard services
Helicopter parts and maintenance services	Veterinary services
Secure parking/storage facility	Low voltage services
Landscape services	HVAC maintenance services
Janitorial services	Small construction projects
Communication and technology equipment	Other products and services required for operation and maintenance of all LVMPD facilities

The LVMPD purchase other products and services in small amounts via informal quotes.

LVMPD's purchases are made through a competitive bidding process in which purchases are divided into formal and informal categories.

b. Types of Solicitations

- i. Informal Quotes and Pricing (\$100,000 or less)

Quotations for informal purchases are requested from suppliers by the LVMPD Bureaus.

Written quotations must be submitted for quotations valued between \$50,000 and \$100,000.

Written quotations must be submitted on the LVMPD's Quotation Form in order to expedite the procurement process. Contracts for informal purchases are awarded by the issuance of a LVMPD Purchase Order.

- ii. Formal Solicitations (More than \$100,000 for goods and services; More than \$100,000 for construction)
 1. Advertising
 - a. Las Vegas Review Journal
All formal solicitations are advertised in the Las Vegas Review Journal in the Legal Notices section.
 - b. LVMPD and Nevada Gov eMarketplace (NGEM) Websites
In order to facilitate a greater distribution of its bid opportunities, LVMPD has joined NGEM, the leading government purchasing network in Nevada to process its procurement transactions through NGEM's electronic procurement system. All formal solicitations are posted on the NGEM website at <https://nevada.ionwave.net>. A link to NGEM's website may be found on the LVMPD Purchasing Unit website at <http://www.lvmpd.com/en-us/Finance/Pages/Purchasing-DoingBusinessWithUs.aspx>. Suppliers must register as a supplier (no charge) on the NGEM website in order to be able to download the document (no charge).
 2. Types of Formal Solicitations
 - a. Invitation to Bid (ITB or Bid)
Bids are competitive solicitations for goods and general services which take many factors in consideration during the evaluation of bids, primarily price, as NRS 332 requires the LVMPD to award to the lowest responsive and responsible bidder. A Bid requires strict adherence to the items and specifications listed in the Bid document.
 - b. Request for Proposals (RFP)
RFPs are competitive solicitations for professional services and other goods and services which are specified by NRS 332.115 as competitive bidding exceptions, and miscellaneous other projects. Award to the most qualified Proposer is based on a qualitative evaluation of the proposal submitted. A RFP allows for suppliers to submit creative, competitive solutions that fit the needs of LVMPD, as specified in the solicitation. While adherence to the specifications is desired, suppliers may take exception to any requirement of the RFP. Although price is a factor to be considered, the evaluation of the proposals will be based on all of the criteria as outlined in the RFP.
 3. Obtaining a Formal Bid / Request for Proposal
 - a. Review and Print Bid Requests
Bid requests may be reviewed on the NGEM website at <https://nevada.ionwave.net>. Suppliers registered with NGEM can review and print bid documents at no charge. You must register as a Supplier on the NGEM website in order to be sent an addenda notification on the Bid.

4. Attendance at the Pre-Bid or Pre-Proposal Conference
Pre-Bid and Pre-Proposal Conferences are offered on most solicitations via Webex. Potential bidders are strongly encouraged to attend any Pre-Bid or Pre-Proposal Conference offered, which meetings are held to discuss the solicitation document and process. The Pre-Bid or Pre-Proposal Conference is usually not mandatory unless specified in the solicitation document on <https://nevada.ionwave.net>, on the Activities tab. Not all solicitations require a Pre-Bid or Pre-Proposal Conference.
5. Submission of Formal Bids / Proposals
Bids/Proposals may only be submitted electronically via the NGEM website at <https://nevada.ionwave.net>.

Formal bids are unsealed and opened publicly by the Purchasing Representative on the date and immediately after the Close Date and time specified in the solicitation document, to which the public is invited to attend in person or via Webex. Award of a contract resulting from a formal bid invitation is made by the Chief Financial Office or his or her designee as formalized by resolution.

c. Bidder's Registration

- i. The LVMPD uses NGEM as its means of bidder's registration. You may register as a Supplier for NGEM services by going to <https://nevada.ionwave.net>. There is no cost to register as a Supplier on NGEM, or to download solicitation documents, or to submit electronic bid responses through the NGEM system.
- ii. NGEM maintains a database of member suppliers, who are automatically notified of bid opportunities relevant to their businesses. Suppliers who are registered with NGEM receive automatic notification of bids which are available for the commodity codes they register for.
- iii. NGEM will provide suppliers with access to important procurement information. Services that will be available to you include:
 1. Notification of bid and proposal competitive solicitations
 2. Access to project detail information
 3. Access to key documents electronically
 4. Access to contract award information
- iv. If you have questions, or need technical assistance with the Web site, click on "Help" in the upper right corner of the NGEM website. If the tutorials located there do not answer your questions, please call LVMPD Purchasing at (702) 828-5788.

d. Supplier Information Form and W-4

POs cannot be issued to suppliers that are not listed in the LVMPD's financial system. New suppliers awarded a contract will need to fill out the Supplier information Form and W-4 and submit to the LVMPD staff who requested the quote or performed the solicitation. Suppliers must wait until requested by a LVMPD staff member to submit the completed documents.

e. Insurance

In some procurements where the supplier will perform the service at a LVMPD facility, or will perform the service on a LVMPD asset, the supplier will be required to obtain, maintain and provide proof of applicable insurance to the LVMPD. In general, the supplier will be required to carry the following:

- i. Commercial General Liability – in the minimum amount of \$1,000,000 per occurrence
- ii. Auto Liability - in the minimum amount of \$1,000,000 per occurrence
- iii. Workers Compensation
- iv. Other insurance which is applicable to and specified in the solicitation or contract.

f. Disclosure of Ownership

Any supplier who has participated in a formal solicitation and is going to be recommended for award may need to fill out a Disclosure of Ownership form included in the solicitation packet or provided by the Purchasing Representative before the award is made.

III. GENERAL ORDERING AND PAYMENT INFORMATION

a. Purchase Orders (PO)

LVMPD issues POs which will authorize the supplier to deliver and invoice for the product(s) and/or service(s) offered. Supplier should not deliver the product(s) or perform the service(s) unless they have received a PO or PO number from an authorized Purchasing Representative at the LVMPD, or there will be no legal obligation to pay the supplier.

b. PO Terms and Conditions

For POs which are issued by the LVMPD, but not associated with a formal solicitation or contract, the standard PO Terms and Conditions will apply and the most updated version is on the LVMPD Purchasing webpage.

c. Shipping Terms

The LVMPD's standard delivery terms are F.O.B. Destination, Freight Pre-Paid. If shipping terms are different than the standard, they will be specified on the PO.

d. Tax Exempt Status

Per NRS 372.325, the LVMPD is exempt from the payment of Sales and Use Tax. A copy of the tax exempt letter will be provided to a successful Bidder or Proposer upon request. This does not mean that you as a supplier are tax exempt when providing goods or services to the LVMPD, only that you may not charge the LVMPD any Sales and Use Tax.

e. Invoices

i. Timing

Invoices are to be sent within 30 calendar days of the delivery of the product or completion of the work.

ii. Submit to

Invoices are to be submitted to accounting@lvmpd.com.

iii. Contents

All invoices submitted for payment must be clearly labeled as INVOICE and include all of the following information at a minimum or as required in the solicitation, or the payment may be delayed:

1. Company name
2. Company's invoice number
3. Complete Remit to Address (including street, city, state and zip code)
4. Telephone number
5. Contact person
6. Itemized description of products delivered(including quantities) or services rendered (including dates)
7. LVMPD Purchase Order Number
8. Company's Tax Identification Number
9. Itemized pricing and total amount due (excluding Sales and Use Tax)
10. Percentage Discounts / Payment Terms (if offered)

f. Payment Terms

- i. Net 30 days

The LVMPD's standard payment terms are Net 30 days after receipt of an accurate invoice that has been reviewed and approved by the Bureau's project manager.

IV. MISCELLANEOUS

a. Joinder Contracts

Per NRS 332.195, LVMPD may join or use the contracts of local governments located within or outside Nevada with the authorization of the contracting vendor. This may be accomplished without competitive bidding and is a great tool for suppliers who hold contracts with other local government agencies to market to the LVMPD.

b. Records Retention

Per NRS 332.039.1.c, the LVMPD shall maintain a record of all requests for bids and all bids received for the contract for at least 7 years after the date of execution of the contract.

c. Public Document Requests

Parties interested in obtaining a LVMPD public document must submit their request online via the PIO portal at <https://lvmpd-portal.dynamics365portals.us/>.

d. Frequently Asked Questions

1. When can my company start providing products/services to the LVMPD?

In general, goods or services cannot be provided until you receive a purchase order (or blanket purchase order) from the LVMPD Purchasing Unit. Until a purchase order (or blanket purchase order) is executed by the LVMPD Purchasing Unit, there is no legal obligation for LVMPD to pay for the order.

2. What is the difference between an Invitation to Bid (ITB or Bid) and a Request for Proposal (RFP)?

The ITB and RFP are both types of competitive solicitations which the LVMPD uses to purchase goods and services.

An Invitation to Bid (ITB) requires strict adherence to the items and specifications listed in the ITB document and award is made to the lowest responsive, responsible bidder(s).

A Request for Proposal (RFP) allows for suppliers to put forward creative, competitive solutions that fit the needs of LVMPD, as specified in the solicitation document. While adherence to

specifications is desired, suppliers may take exception to any requirement of the RFP. Although price is usually a factor to be considered, the evaluation of the proposal will be based on all of the evaluation criteria outlined in the RFP.

3. What is a Pre-Bid/Pre-Proposal Conference?

The Pre-Bid/Pre-Proposal Conference is a meeting held to discuss the Invitation to Bid (ITB) or Request for Proposal (RFP) document. This provides suppliers the opportunity to ask questions and to request clarification of the ITB/RFP documents. The Pre-Bid/Pre-Proposal Conference is usually not mandatory unless specified, but suppliers are strongly encouraged to attend. Not all ITB solicitations require a Pre-Bid conference. Pre-Bid/Pre-Proposal Conferences are often held online at www.webex.com, clicking Join, then entering the meeting information (access code) and meeting password specified in the NGEM Events tab.

4. Can I fax or email or submit a hard copy of my Bid/Proposal to you?

No. On formal advertised solicitations, LVMPD Purchasing Unit can only accept electronic submissions on-line via the NGEM website. This is to maintain confidentiality until they are publicly recorded during a bid/proposal opening. Informal quotes may be sent via fax or email when so noted in the Request for Quote (solicitations \$100,000 or less).

5. May I be present when the Bids are opened?

Yes. All bid/proposal openings are open to the public.

6. Am I supposed to include tax in the price on a Bid/Quote/Proposal?

No. LVMPD is a tax-exempt governmental agency per the Nevada Revised Statutes Chapter 372.325.

7. What criteria is used to award ITBs and RFPs?

The solicitation document will specify the method of award, which will be in accordance with the Nevada Revised Statutes Chapters 332 and 338. Generally, ITBs for goods and non-professional services are awarded to the lowest responsive and responsible bidder(s). In addition to price, RFP and professional service award recommendations for award are based on the evaluation criteria specified in each RFP document.

8. How does the ITB or RFP evaluation process work?

Depending on the complexity of the solicitation, it may take from several days up to several weeks to evaluate all the bids or proposals submitted.

For an ITB, the LVMPD Purchasing Unit is responsible to ensure that bidders are bidding on the same items and in the same units and quantities. Sometimes an ITB states "brand name or equal," which means that if your bid includes supplying an item other than the one specified, it must perform as well as or better than the specified item. For an ITB with several items, the LVMPD Purchasing Unit, at its discretion, may compare responsive and responsible bids and award: 1) by grand total of all the line items to one lowest bidder; 2) by package (formally called lot) to the lowest bidder in each package; or 3) by individual line item to the lowest bidder of each line item. The method of award will be stated in the Bid's Instructions to Bidder's – Project Specific attachment.

For a RFP, the LVMPD Purchasing Unit coordinates the ad hoc selection team who review and rate the proposals, interviews, reference checks, or any other evaluation criteria specified in the RFP document.

9. What are the bond and insurance requirements for LVMPD?

Bonds and insurance may be required for various procurements. LVMPD requires bonds and insurance in order to meet statutory mandates or when complex purchases warrant them to protect the interests of LVMPD. Bond and insurance requirements are specified in the solicitation document.

10. Will my company be notified when the formal ITB/RFP is recommended for award?

All bidders/proposers shall receive a Notice of Intent to Award letter stating the recommended supplier(s) for award of the ITB/RFP.

11. Do you have any additional tips?

Because of the structured nature of government contracting, LVMPD has little flexibility in awarding contracts if the bid/proposal does not include everything required. It is critical that you submit a bid/proposal that is complete, correct and timely in order to be considered responsive and responsible.

- (a) **Read the ITB/RFP terms and conditions**
Each ITB/RFP contains a number of terms and conditions. Some terms and conditions are applicable to all LVMPD ITBs/RFPs and some are tailored to that particular ITB/RFP. It shall be the responsibility of all bidders/proposers to read the entire ITB/RFP package prior to submitting their response.
- (b) **Submit any questions in writing**
Do not make any assumptions regarding the solicitation. If it is unclear, questions should be submitted via the Questions tab in the NGEM system. Do not ask questions or discuss the contents of any solicitation with anyone other than the designated Purchasing Representative, submitted via the Questions tab in the NGEM system.
- (c) **Recheck your response for accuracy prior to submitting your bid/proposal**
- (d) **Be sure to review insurance requirements and sample contract forms included in the ITB/RFP**
- (e) **Be competitive by giving your very best response for prices and service**
- (f) **Be timely**
Submit your bid/proposal on/or before the date and time specified. The NGEM system will not allow late Bid responses.
- (g) **Be responsive**

NOTE: If any additions, deletions or conditions are submitted with your bid/proposal, the bid/proposal may be considered conditional or non-responsive and may be cause for rejection.

LAS VEGAS METROPOLITAN POLICE DEPARTMENT



Vision

To be the safest community in America

Values

- I**ntegrity
- C**ourage
- A**ccountability
- R**espect for People
- E**xcellence



Mission

Partner with the Community to provide outstanding service and protection through prevention, innovation, and leadership.

Goals

- S**trengthen and Improve Homeland Security
- E**nsure the Safety of Our Community
- R**etain and Develop Leaders throughout the Department
- V**alue and Sustain Excellent Service
- E**xcel In Communications, Innovation and Operations



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