

Joe Lombardo
Governor

Richard Whitley, MS
Director



DEPARTMENT OF
HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
Helping people. It's who we are and what we do.



Robert Thompson
Administrator

March 24, 2020

Subject: Hawthorne Janitorial Services

Dear Vendor:

The State of Nevada, Department of Health and Human Services (DHHS), Division of Welfare and Supportive Services (DWSS) is seeking proposals from qualified vendors for janitorial services at the Hawthorne District Office located at 1000 C Street, Hawthorne, Nevada. This rural office is approximately 1,723 square feet.

Per the State of Nevada procurement regulations, it is our intent to enter into an independent contract for a four (4) year period beginning upon the Board of Examiners' approval.

Attached to this solicitation is the State's standard Contract for Services of Independent Contractor form for review only, particularly *Attachment A, Scope of Work, Custodial Requirements and Specifications*, which identifies the services required and *Attachment B, Insurance Schedule* outlining the insurance limits contracted vendors will be expected to maintain for the life of the contract.

The selected vendor *must* be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS 76. Information regarding the Nevada Business License can be located at <http://nvsos.gov/sos/licensing>.

Additionally, current State employees or former State employees, as defined in NRS 333.705, cannot perform services pertaining to this contract.

**** Vendors shall submit their proposals by using Create Quote through the State electronic procurement website, <https://NevadaEPro.com>, (NevadaEPro)****

- Refer to the *Quote Instructions* document for Vendors responding to a bid in the Important Links section on the front page of NevadaEPro for instructions on how to submit a Quote using NevadaEPro.

All submitted proposals should address, at a minimum, the following:

- Contact person, email and telephone number for service inquiries;
- Total cost for services per each State Fiscal Year (July 1 to June 30);
- Vendor's experience in janitorial services—company ownership and length of time in business;
- Vendor's plan for accomplishing proposed work;
- A copy of the vendor's Certificate of Insurance;
- Vendor's Nevada Business License Number;

Proposals due: Please provide your **written proposal no later than April 19, 2024, at 2pm PST.**

Sincerely,

Monique Pomerleau, Nevada Certified Contract Manager
Phone: (775) 684-0675 | Email: mpomerleau@dwss.nv.gov