

City of Las Vegas

PURCHASING & CONTRACTS DIVISION

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REQUEST FOR PROPOSALS (RFP) RFP No. 120018-PH WASTE STREAM AUDIT

SCOPE OF WORK: The City of Las Vegas (City) hereby invites qualified firms or individuals (Offerors) to submit written proposals to prepare a waste stream audit with the goal of reducing solid waste costs for the City through reduction, reuse and recycling of materials used. The scope of this project is the audit of waste produced by municipal operations, rather than residences and businesses within the City.

PRE-PROPOSAL CONFERENCE will be held on **September 21, 2011 at 2:30 pm** in the Purchasing & Contracts Division Conference Room, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, Nevada 89101. The purpose of this conference is to discuss the specifications and any Prospective Offeror's questions regarding the RFP documents and RFP process. Attendance is optional.

TRAINING SESSION: If a firm is unfamiliar with public solicitation process and would like to obtain training on the RFP submittal process for this requirement, please contact Pamela Hoffman at (702) 229-6006, no later than September 19, 2011, and a training session will be held immediately after the Pre-Proposal Conference.

PROPOSAL DEADLINE: All proposals must be received in the Office of the City Clerk, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, NV 89101-2986 by **October 6, 2011 no later than 1:30 p.m., Pacific Time**. Proposals received after the established deadline will be returned to the Offeror and will not receive further consideration in the evaluation process. Proposals are not publicly opened (disclosed), in accordance with NRS 332.061(2).

RFP DOCUMENTS AND ADDENDA MAY BE OBTAINED on-line at the DemandStar website, www.DemandStar.com. DemandStar offers a free single agency subscription which includes free document downloads by registering at www.DemandStar.com/register.rsp or by calling (800) 711-1712.

RFP documents obtained from any source other than DemandStar may not be accurate or complete, and each Offeror assumes all risks by its reliance on such documents. An Offeror who has not obtained RFP documents from 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.).

INQUIRIES: Questions regarding this solicitation must be directed to Pamela Hoffman, Contracts Specialist, at (702) 229-6006, FAX (702) 464-2525, or email to phoffman@lasvegasnevada.gov. To ensure a timely response, inquiries should be made by close of business September 26, 2011. Information in response to inquiries may be published as an RFP Addendum.

Prospective Offerors are hereby notified that this Request for Proposals 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 & Contracts Division, telephone number (702) 229-6231 or (702) 386-9108 (TTY).