

VENDOR/SUPPLIER REGISTRATION PACKET

All prospective Vendors/Suppliers interested in doing business with the Clark County Water Reclamation District (DISTRICT) must submit a fully completed Vendor/Supplier Registration Packet (VSRP) to the DISTRICT Procurement Solutions Section by mail or e-mail at:

Attn: Procurement Solutions Section
 Clark County Water Reclamation District
 5857 East Flamingo Road
 Las Vegas, NV 89122
 E-mail: procurementsolutions@cleanwaterteam.com.

NOTE: Please send the completed VSRP to the e-mail stated above and if applicable, copy (cc) the requesting District employee. Digital signature on the VSRP and Disclosure of Ownership is acceptable.

The VSRP can be found online at <https://www.cleanwaterteam.com/home/showpublisheddocument?id=78>.

Failure of a Vendor/Supplier to disclose information in the VSRP, or the submission of a materially incomplete VSRP, may cause delays in the overall registration of the Vendor/Supplier and/or may result in denial of the Vendor/Supplier registration. Submission of an intentionally falsified VSRP may subject the Vendor/Supplier to being disqualified from doing business with the District. Subsequent to Vendor/Supplier registration approval, Vendor/Supplier shall be required to maintain and keep their profile current/updated (i.e. contact person(s) e-mail, telephone and PO/REMIT addresses, etc.) to prevent issues/delays in the issuance of POs/payments.

Each Vendor/Supplier is encouraged to provide the DISTRICT Procurement Solutions Section with updated paperwork if there is any change in their status, i.e. the Vendor/Supplier got certified with the State of Nevada as an Emerging Small Business, participated in the Clark County Business Development Program, etc.

Based upon the DISTRICT'S most common/frequent Vendor/Supplier registration requirements outlined below, the Vendor/Supplier shall adhere to those that best describe its needs. The Vendor/Supplier shall complete in its entirety each **"PART"** of the VSRP and submit with all other documents as specified within the applicable requirements category.

REGISTRATION REQUIREMENT CATEGORIES:

Table 1: Registering as a New Vendor/Supplier:	√
New Vendor Information Form (Part IA)	
Terms of Payment (Part II)	
Supplier Questionnaire (Part III)	
Business Entity Type (Part IV)	
Business Designation Group Type (Part V)	
Goods and/or Services Offered (Part VI)	
Delegation of Signature Authority (Part VII)	
W-9 (Exhibit I) or W-8 (Exhibit IA or IB if Foreign Business or Foreign Government)	
Disclosure of Ownership/Principles (Exhibit II) (upon request)	
Table 2: Requesting an update to Vendor/Supplier Contact Person, Address Change, and/or Adding/Updating Location:	√
Vendor Information Update Form (Part IB)	
Delegation of Signature Authority (Part VII)	
W-9 (Exhibit I) or W-8 (Exhibit IA or IB if Foreign Business or Foreign Government)	
Table 3: Requesting a Vendor/Supplier Name Change and/or Assignment, Merger or Business Acquisition:	√
Vendor Information Update Form (Part IB)	
Terms of Payment (Part II)	
Supplier Questionnaire (Part III)	
Business Entity Type (Part IV)	
Business Designation Group Type (Part V)	
Goods and/or Services Offered (Part VI)	
Delegation of Signature Authority (Part VII)	
W-9 (Exhibit I) or W-8 (Exhibit IA or IB if Foreign Business or Foreign Government)	
If applicable "Assignment": Assignment Letter (Sample can be found in "Attachment V" within this VSRP)	
If applicable "Merger": Copy of Merger Acquisition/Agreement if active DISTRICT Vendor/Supplier has been absorbed by the New Vendor/Supplier	
If applicable "Business Acquisition": Copy of Bill of Sale and/or Purchase Agreement if active DISTRICT Vendor/Supplier has been purchased by the New Vendor/Supplier	
Disclosure of Ownership/Principles (Exhibit II) (upon request)	
Table 4: Requesting an Existing Supplier Profile Update:	√
Vendor Information Update Form (Part IB)	
Terms of Payment (Part II)	
Business Designation Group Type (Part V)	
Goods and/or Services Offered (Part VI)	
Delegation of Signature Authority (Part VII)	
W-9 (Exhibit I) or W-8 (Exhibit IA or IB if Foreign Business or Foreign Government)	

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PART IB:	VENDOR/SUPPLIER INFORMATION UPDATE FORM
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Supplier Name Change Address Change Add/Update Location Assignment/Merger/Acquisition Contact Person

BUSINESS NAME AND CONTACT INFORMATION

Business Name: Please make sure your company name matches your W-9 and/or W-8 Form. In case of a discrepancy in the information provided in your VSRP and W-9/W-8, your W-9/W-8 will govern.

Only complete the DBA field if different from Company Name.

PURCHASE ORDER ADDRESS

Description	Vendor/Supplier Information	Description*	Vendor/Supplier Information*
Previous Company Name		New Company Name:	
Previous DBA:		New DBA:	
Previous PO Box/Street Address:		New PO Box/Street Address:	
Previous City:		New City:	
Previous State/Province:		New State/Province:	
Previous Zip/Postal Code:		New Zip/Postal Code:	
Previous Country:		New Country:	
Previous Website:		New Website:	
Previous general PO e-mail address:		New general PO e-mail address:	
Previous Primary Contact Name & Title:		New Primary Contact Name & Title:	
Previous Primary Contact Telephone:		New Primary Contact Telephone:	
Previous Contact Mobile:		New Contact Mobile:	
Previous Contact E-Mail:		New Contact E-Mail:	
Previous Contact Fax:		New Contact Fax:	
Previous Alt. Contact Name & Title:		New Alt. Contact Name & Title:	
Previous Alt. Contact Telephone:		New Alt. Contact Telephone:	
Previous Alt. Contact Mobile:		New Alt. Contact Mobile:	
Previous Alt. Contact E-Mail:		New Alt. Contact E-Mail:	
Previous Alt. Contact Fax:		New Alt. Contact Fax:	

REMIT ADDRESS (if different from above)**

Description	Vendor/Supplier Information	Description*	Vendor/Supplier Information*
Previous PO Box /Street Address:		New PO Box /Street Address:	
Previous City:		New City:	
Previous State/Province:		New State/Province:	
Previous Zip/Postal Code:		New Zip/Postal Code:	
Previous Country:		New Country:	
Previous Contact Name & Title:		New Contact Name & Title:	
Previous Contact Telephone:		New Contact Telephone:	
Previous Contact Mobile:		New Contact Mobile:	
Previous Contact E-Mail:		New Contact E-Mail:	
Previous Contact Fax:		New Contact Fax:	

*Please complete all CELLS referenced within the Description of the **New** Vendor/Supplier Information field. Moreover, please be advised any missing information could result in your Vendor/Supplier profile updates being delayed.

Existing Vendor/Supplier contact person(s) who already has/have a District iSupplier account can immediately access their account to self-enroll in Automated Clearing House (ACH) payments. Vendor(s)/Supplier(s) who does/do not have an identified contact person(s) within their District iSupplier account will be required to provide Vendor/Supplier contact person information within the **REMIT ADDRESS section above to receive access to self-enroll in ACH payments.

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PART II:	TERMS OF PAYMENT
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Check ALL applicable payment type(s):	
<i>The DISTRICT'S Standard Payment terms are Net 30; however, please indicate if Vendor/Supplier offers any other payment discount.</i>	√
Net 30 (DISTRICT Standard Payment Terms – Due in 30 Days)	
Net 60 (Due in 60 Days)	
2% 10, Net 30 (2% Discount Due in 10 Days, Net Due in 30 Days)	
2% 30 (2% Discount Due in 30 Days)	
1% 10, Net 30 (1% Discount in 10 DAYS, Total in 30 Days)	
1% 20, Net 30 (1% Discount if Paid in 20 Days, Net Due in 30 Days)	
2% 10TH, Net 15TH (2% Discount on 10TH of Next Month, Net 15TH of Next Month)	
2% 20, Net 30 (20% Discount 20 Days, Net 30)	
6% 10 Days, Net 30 (6% Discount 10 Days, Net 30)	
3% 30, Net 31 (3% 30 Days, Net 31 Days)	
1% 30, Net 31 (1% in 30 Days, Net 31 Days)	
2% 15, Net 30 (2% Discount in 15 Days, Net 30 Days)	
0.5% 15, Net 30 (1/2% 15 Days, Net 30)	
1.5% 10, Net 30 (1.5% 10 Days, Net 30)	
5% Discount	
3% 10 Net 30 (3% 10 Net 30)	
Other (Please Specify)	

**AUTOMATED CLEARING HOUSE (ACH)
(THIS CAN ONLY BE ACHIEVED BY USING ISUPPLIER PORTAL):**

The District offers ACH payment option to all new and existing suppliers. To safeguard your company's banking information all interested suppliers will need to sign up for ACH payments using the iSupplier portal. Subsequent to gaining access to your iSupplier portal registration, suppliers will be able to authorize and acknowledge their ACH preference. Moreover, suppliers will be required to manage all necessary updates as the District will bear no responsibility for any inaccurate information/data pertaining to ACH payments.

For all new suppliers who have registered with the District via VSRP packet, once a supplier number has been assigned by the District, the authorized contact representative of your company will receive an e-mail providing a username and temporary password (iSupplier portal login information). This information will be required in order to sign up for ACH payments.

All suppliers who have already been assigned iSupplier portal log in information, will need to access their company's iSupplier account with the District by using the following link in order to self-enroll by inputting their ACH banking information:
https://isupplier.cleanwaterteam.com/OA_HTML/RF.jsp?function_id=1023810&resp_id=-1&resp_appl_id=-1&security_group_id=0&ang_code=US¶ms=u6btNYQ2aQeRIhtwoQzR.w&oas=N104EOA-Ybl4UTgrUeU8oA.

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PART V:	BUSINESS DESIGNATION GROUP TYPE
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Check all applicable classification(s) and/or None/Not Applicable.		
Diversity/Demographic Classification:	Definition	√
Woman-Owned Business (WBE)	An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.	
Physically-Challenged Business Enterprise (PBE)	An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.	
Small Business Enterprise (SBE)	An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.	
Veteran Business Enterprise (VET)	An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more U.S. Veteran(s).	
Disabled Veteran Enterprise (DVET)	An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled veteran.	
Nevada Business Enterprise (NBE)	Any Nevada business which has the resources necessary to sufficiently perform identified DISTRICT projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged. Additionally, out-of-state firms with an office in Clark County, Nevada with at least one (1) Clark County Nevada Resident employed.	
Large Business Enterprise (LBE)	An independent and continuing business for profit which performs a commercially useful function, which is not owned and controlled by individuals within any of the other referenced business enterprise designation.	
Minority Owned Business Enterprise (MBE)	An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority individuals of African American/Black (AA), Hispanic American (HA), Asian-Pacific American (AX) or Native American (NA) ethnicity.	
	AA - African American/Black	
	HA - Hispanic American	
	AX - Asian-Pacific American	
	NA - Native American	
	Prefer not to answer	
None and/or Not Applicable	The business is not classified and/or does not meet any of the aforementioned definitions.	

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PART V (CONTINUED):	BUSINESS DESIGNATION GROUP TYPE
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CERTIFIED BUSINESS ENTITY

Check if applicable and/or None/Not Applicable.		
Participant and Certified Business Entity:	Definition	√
Small Business Opportunity Program	A business that has successfully completed all requirements and is a graduate of the Small Business Opportunity Program (SBOP).	
State of Nevada Emerging Small Business	A business that is certified by the Nevada Governor's Office of Economic Development effective January, 2014 as an "Emerging Small Business". Approved into Nevada law during 77 th Legislative session as a result of AB294.	
None and/or Not Applicable	The business is not classified and/or does not meet any of the aforementioned definitions.	

UNION AFFILIATE BUSINESS (FOR INFORMATION PURPOSES ONLY)

Check if applicable and/or None/Not Applicable.		
Union Affiliate Business:	Definition	√
Union Affiliate Business	A business who allows its workers the opportunity to form and/or join labor unions for the purpose of promoting and protecting the welfare, interests, and rights of its members, primarily by collective bargaining.	
None and/or Not Applicable	The business is not classified and/or does not meet any of the aforementioned definitions.	

The data requested in this section is gathered for reporting and informational purposes ONLY, which supports the District outreach efforts to firms classified as one of the businesses identified in this section. Please check all applicable options. Note: If Supplier identifies as a "Disabled Veteran Business Enterprise", they must also select "Veteran Business Enterprise". If Supplier identifies as a "Small Business Enterprise", they cannot select "Large Business Enterprise" and vice versa. Your understanding and assistance with this request is greatly appreciated.

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PART VI:	GOODS OFFERED (Please select all applicable)	
Commodity Group	Description	√
ACTUATORS	Actuators	
ABRASIVES	Abrasives	
ABSORBENT MEDIA	Absorbent Media Including Bark, Activated Carbon, Persnickety	
AGGREGATE, SAND, SILT	Aggregate, Sand, Silt	
APPLIANCES	Appliances And Equipment (Excluding Kitchen Appliances)	
ARCHITECT/ENGINEERING SUPPLIES	Architectural & Engineering Supplies, Surveying, Testing Equipment, Drawing Instruments, and Supplies	
AUDIO-VISUAL EQUIPMENT	Sound Systems & Equipment: Sound Systems, Components, and Accessories; Group Intercom, Public Address; Audio/Video/Sound/TV: Projectors, Flat Screen TVs/Monitors, DVD Players	
AWARDS	Awards, Plaques & Trophies, Engraving	
BADGES, EMBLEMS	Badges, Emblems, Name Tags, Name Plates	
BATTERIES	Batteries, Not Vehicle	
BUILDING MATERIALS	Building Material Supplies, Masonry, Acoustical Tile, Insulating Materials, and Supplies	
BUILDING, MODULAR, PORTABLE, PURCHASE	Building, Modular, Portable, Purchase	
CABLE & WIRE	Cable & Wire Supplies and Fittings	
CHEMICALS, OTHER	Chemicals, Solvents, and Raw Materials Excluding Those Specifically Listed)	
CHEMICALS, WASTEWATER, ALUMINUM SULFATE	Chemicals, Wastewater, Aluminum Sulfate	
CHEMICALS, WASTEWATER, ANIONIC POLYMER	Chemicals, Wastewater, Anionic Polymer	
CHEMICALS, WASTEWATER, CALCIUM NITRATE	Chemicals, Wastewater, Calcium Nitrate	
CHEMICALS, WASTEWATER, CATIONIC POLYMER	Chemicals, Wastewater, Cationic Polymer	
CHEMICALS, WASTEWATER, FERRIC CHLORIDE	Chemicals, Wastewater, Ferric Chloride	
CHEMICALS, WASTEWATER, LIQUID OXYGEN	Chemicals, Wastewater, Liquid Oxygen	
CHEMICALS, WASTEWATER, SODIUM BISULFATE	Chemicals, Wastewater, Sodium Bisulfate	
CHEMICALS, WASTEWATER, SODIUM HYDROXIDE	Chemicals, Wastewater, Sodium Hydroxide	
CHEMICALS, WASTEWATER, SODIUM HYPOCHLORITE	Chemicals, Wastewater, Sodium Hypochlorite	
CLEANING EQUIPMENT	Cleaning Equipment, General	
COMMUNICATION EQUIPMENT	Communication Equipment, Emergency Equipment, Radio, and Telecommunication Equipment, Accessories and Supplies Including Wire and Cable (Voice, Data, Fiber Optic, Communication, Computer, Etc.)	
COMMUNICATION EQUIPMENT, WIRELESS	Communication Equipment, Cellular Phones, Parts and Accessories	
COMPRESSORS	Compressors	
COMPUTER HARDWARE	Computer Hardware, Peripherals & Accessories	
COMPUTER SOFTWARE	Computer Software for Microcomputers (Preprogrammed)	
CONCRETE SUPPLIES	Concrete Supplies/Materials/Paving/Culverts/Pilings/Cement	
CONCESSIONS	Concessions	
CONSTRUCTION MATERIALS	Construction Materials	
EDUCATIONAL MATERIALS	Educational Materials, Books, Manuals, Publications	
ELECTRICAL EQUIPMENT	Electrical Equipment - Power Equipment, Power Tools	

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PART VI: (CONTINUED)	GOODS OFFERED (Please select all applicable)	√
Commodity Group	Description	
ELECTRICAL SUPPLIES	Electrical Supplies	
ELECTROMECHANICAL	Electromechanical Equipment and Supplies, Electrical, Mechanical, Pneumatic	
ELECTRONIC EQUIPMENT	Electronic Equipment, Electronic Components, Replacement Parts, and Accessories Excluding for Audio-Visual Equipment	
EQUIPMENT PARTS, SPECIALIZED	Parts for Various Equipment Listed In Any "Equipment Maintenance, Specialized" Category	
FENCING	Fencing Materials/Supplies	
FIRE PROTECTION EQUIPMENT	Fire Protection Equipment, Hydrant, Parts, Excluding Clothing	
FIRE SAFETY CLOTHING	Fire Safety Clothing, Turnouts, Helmets, Gloves	
FLAGS, BANNERS	Flags, Banners, Flag Poles, and Accessories	
FLOORING, MATERIALS	Flooring, Materials and Supplies Incl. Carpet, Tile, etc.	
FUEL ADDITIVES	Fuel Additives	
FUEL, BIODIESEL	Fuel, Biodiesel and Diesel	
FUEL, GASOLINE	Fuel, Regular Unleaded Gasoline	
FUEL SYSTEMS	Fuel Systems	
GAS EQUIPMENT & SUPPLIES	Gases, Containers, Equipment: Laboratory, Medical, and Welding	
GENERATORS	Generators	
GLASS & GLASS SUPPLIES	Glass & Glass Supplies, Including Stained Glass	
GLOBAL POSITIONING SYSTEMS, EQUIPMENT	Global Positioning Systems For Vehicles, Including Parts and Accessories	
GLOVES, INDUSTRIAL	Gloves, Industrial	
GLOVES, MEDICAL/LAB	Gloves, Medical/Lab	
HARDWARE, TOOLS & FIXTURES	Hardware – Tools & Fixtures: Hardware and Related Items, Fasteners, Nuts, Bolts, Screws, Hooks	
HARDWARE, HEAT AND PLUMBING	Hardware, Heat and Plumbing, etc.	
HEAVY EQUIPMENT, PURCHASE	Heavy Equipment, Purchase (Back Hoe, Cranes, Booms, Construction Equipment)	
HEAVY EQUIPMENT, PARTS	Heavy Equipment, Parts and Supplies	
HVAC EQUIPMENT	HVAC Equipment, Air Conditioning, Heating, and Ventilating: Equipment, Parts and Accessories	
HVAC PARTS & SUPPLIES	HVAC Parts & Supplies	
INDUSTRIAL SUPPLIES	Industrial Supplies	
INSTRUMENTATION EQUIPMENT	Instrumentation Equipment, Parts and Accessories (VFDS, PLCS, Analyzers, Regulators, Controllers, Transducers, Sensors) Excluding Actuators	
INVENTORY ITEMS	Inventory Items (Inventory Asset Tag)	
JANITORIAL SUPPLIES	Janitorial Supplies, General	
KITCHEN EQUIPMENT & SUPPLIES	Kitchen Equipment & Supplies: Refrigerator, Microwave and Supplies	
LABORATORY EQUIPMENT	Laboratory Equipment	
LABORATORY SUPPLIES	Laboratory Supplies	
LANDSCAPE, PLANT SUPPLIES	Landscape, Plant Supplies, Trees & Shrubs	
LAWN MAINT EQUIPMENT AND SUPPLIES	Lawn Maintenance Equipment, Fertilizers and Soil Conditioners	
LUBRICATION PRODUCTS, OIL, OTHER	Lubrication Products, Oil, Grease and Lubricants, Antifreeze	
LUMBER, WOOD	Lumber and Related Products	
MACHINERY & HARDWARE, INDUSTRIAL	Machinery and Hardware, Industrial	
MAILING EQUIPMENT	Mailing Equipment	

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PART VI: (CONTINUED)	GOODS OFFERED (Please select all applicable)	
Commodity Group	Description	√
MAINTENANCE, REPAIR AND OPERATIONAL SUPPLIES	Maintenance, Repair and Operational Supplies	
MASONRY MATERIALS	Masonry Materials	
MEDICAL EQUIPMENT, SUPPLIES	Medical Equipment, Supplies, First Aid, Surgical, and Pharmaceuticals	
METAL WORK MATERIALS	Metal Work Materials: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, and Fabricated Items	
METERS/FLOW PROBES	Meters & Flow Probes, Flow Meters, Dynasonics, Water Meters	
MOTORS	Motors	
MOVING & STORAGE EQUIPMENT	Moving & Storage, Portable and Temporary Storage Units	
OFFICE EQUIPMENT	Office Equipment (Copier/Fax/Multifunctional Machines)	
OFFICE FURNITURE	Office Furniture, Fixtures	
OFFICE SUPPLIES	Office Supplies	
PAINTING SUPPLIES	Paint & Paint Supplies, Equipment & Accessories, Protective Coatings, Varnish, Wallpaper	
PAPER	Paper and Paper Products Including Printing Paper, Paper Stock, Envelopes, Cards, Posters; Excluding Wallpaper or Bathroom Paper Supplies	
PERSONAL CARE SUPPLIES	Personal Care Supplies	
PHOTO EQUIPMENT & SUPPLIES	Photo Equipment & Supplies, Camera & Film	
PIPES	Pipe And Tubing, Fittings, Piping Systems and Supplies	
PLANT EQUIPMENT, SPECIALIZED, OTHER	Plant Equipment (Bar Screens, UV Lamps) Excluding Specifically Listed Equipment	
PLUMBING SUPPLIES	Plumbing Supplies	
PROTECTIVE CLOTHING	Protective Clothing and Accessories (Excluding Fire)	
PUMP & VALVE EQUIPMENT	Pump & Valve Equipment And Accessories (Filters, Augers, Wastewater, Sewage, Centrifugal, Waterworks) (Including Blowers & Mixers)	
SAFETY EQUIPMENT	Safety Equipment And Supplies, Gloves, Goggles,	
SECURITY - LOCKS	Security - Locks	
SECURITY SYSTEMS	Security Systems, Surveillance Equipment	
SEWER INSPECTION, EQUIPMENT	Sewer Inspection Equipment Including CCTV Equipment/Camera Equipment and Equipment Maintenance	
SEWER SUPPLIES AND MATERIALS	Sewer Supplies, Manhole Covers, Sewer Inspection Perishable Tools, Sewer Cleaning Parts and Accessories	
SEWER TREATMENT TANKS	Sewer Treatment Tanks Including Odor Scrubbers	
SHOES	Shoes, Boots (Including Steel Toe)	
SIGNS	Signs, Sign Materials, Sign Making Equipment, and Related Supplies (Excluding Traffic)	
STEEL	Steel, Rebar, Wrought, Iron Products, Components	
TIRES	Tires/Tubes/Tire Supplies/Materials/Parts	
TOOLS	Tools (Excluding Power Tools)	
TRAFFIC CONTROL	Traffic Control Equipment, Devices, Parking Meters, Materials, Signs, Markers. Electronic Sign Board, Barricades, Cones	
UNIFORMS, PURCHASE	Uniforms	
VALVES	Valves	
VEHICLE PARTS, GENERAL	Vehicle Parts, General, Automotive Accessories, Supplies and Parts	
VEHICLE PARTS, SPECIALIZED	Vehicle Parts For Vector and Various Specialized Utility Trucks	
VEHICLES, ELECTRIC	Vehicles, Electric, Cars, Carts	
VEHICLES, GENERAL	Vehicles, General, Cars Light Duty, Sedan, Medium	

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PART VI: (CONTINUED)	GOODS OFFERED (Please select all applicable)
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Commodity Group	Description	√
VEHICLES, SPECIALIZED, HEAVY DUTY	Vehicles, Heavy Duty, Utility Trucks, Vactor, Street Sweepers	
WAREHOUSE SUPPLIES	Warehouse Supplies (Expendables)	
WATER ANALYSIS & SAMPLING	Water Analysis & Sampling	
WELDING EQUIPMENT	Welding Equipment, Supplies, Parts	
WINDOW COVERING	Window Covering: Draperies, Curtains, Blinds	
OTHER (Please specify)		

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PART VI: (CONTINUED)	SERVICES OFFERED (Please select all applicable)	
Commodity Group	Description	√
ADVERTISING	Advertising	
AERIAL SURVEYS	Aerial Surveys	
ARCHITECTURAL SERVICES	Architectural Services, Design, Landscape Architects	
AUCTIONEERING SERVICES/ SURPLUS PROPERTY	Auctioneering Services/Surplus Property, Category Established to Identify Suppliers Interested In Purchase of any Obsolete Surplus Property	
AUDIO-VISUAL SERVICES	Audio-Visual Services And Maintenance	
BUILDING INSPECTION	Building Inspection Services	
BUILDING/FACILITIES MAINTENANCE	Building/Facilities Maintenance and Repair	
BUILDING, MODULAR, PORTABLE, LEASE	Building, Modular, Portable, Lease	
CARPET CLEANING	Carpet & Upholstery Cleaning	
COMMUNICATION SERVICES	Communication Install, Wire and Cable Installation and Maintenance (Voice, Data, Fiber Optic, Communication, Computer, Etc.)	
COMMUNICATION SERVICES, WIRELESS	Communication Services, Cellular/Wireless/Mobile Telephone and Access Services	
COMPUTER SERVICES	Computer Services such as , Data Processing Software and Hardware Installation & Maintenance, Technical Services	
CONSTRUCTABILITY	Constructability Reviews, Construction Estimates	
CONSTRUCTION MANAGEMENT	Construction Management	
CONSTRUCTION TESTING	Construction Testing, Material, Field & Lab Testing	
ADVERTISING	Advertising	
AERIAL SURVEYS	Aerial Surveys	
ARCHITECTURAL SERVICES	Architectural Services, Design, Landscape Architects	
AUCTIONEERING SERVICES/ SURPLUS PROPERTY	Auctioneering Services/Surplus Property, Category Established to Identify Suppliers Interested In Purchase of any Obsolete Surplus Property	
AUDIO-VISUAL SERVICES	Audio-Visual Services And Maintenance	
BUILDING INSPECTION	Building Inspection Services	
BUILDING/FACILITIES MAINTENANCE	Building/Facilities Maintenance and Repair	
BUILDING, MODULAR, PORTABLE, LEASE	Building, Modular, Portable, Lease	
CARPET CLEANING	Carpet & Upholstery Cleaning	
COMMUNICATION SERVICES	Communication Install, Wire and Cable Installation and Maintenance (Voice, Data, Fiber Optic, Communication, Computer, Etc.)	
COMMUNICATION SERVICES, WIRELESS	Communication Services, Cellular/Wireless/Mobile Telephone and Access Services	
COMPUTER SERVICES	Computer Services such as , Data Processing Software and Hardware Installation & Maintenance, Technical Services	
CONSTRUCTABILITY	Constructability Reviews, Construction Estimates	
CONSTRUCTION MANAGEMENT	Construction Management	
CONSTRUCTION TESTING	Construction Testing, Material, Field & Lab Testing	
CONSTRUCTION, GENERAL CONTRACT	Construction, General Contract	
CONSULTING SERVICES	Consulting Services (Professional or Expert Advice in a Specialized Field)	
COURIER SERVICES	Courier Services	
DELIVERY	Delivery, Freight, Transportation Charges, Shipping	
ELEVATOR	Elevator Maintenance & Services	

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PART VI: (CONTINUED)	SERVICES OFFERED (Please select all applicable)	
Commodity Group	Description	√
EMPLOYMENT SERVICES	Employment & Search Firm Services, Temporary Staff Services (Incl. Skills Testing, Background Investigations and Drug Testing For Employment)	
ENGINEER, STRUCTURAL	Engineer, Structural Services	
ENGINEERING SERVICES	Engineering, Design Services	
ENVIRONMENTAL SERVICES	Environmental Services, Geo Technical, Asbestos, Air Quality, Ecological, Mapping, and GIS Surveying, Soil Testing, Boring	
EQUIPMENT MAINTENANCE, GENERAL	Equipment Maintenance, Reconditioning, and Repair Services - General Equipment	
EQUIPMENT MAINTENANCE, SPECIALIZED, MOTORS	Maintenance, Reconditioning and Repair Of Motors	
EQUIPMENT MAINTENANCE, SPECIALIZED, OTHER	Maintenance, Reconditioning and Repair Of Various Plant Equipment Such as Bar Screens, UV Lamps, Etc.	
EQUIPMENT MAINTENANCE, SPECIALIZED, PUMP AND VALVE EQUIPMENT	Maintenance, Reconditioning and Repair Of Pump & Valve Equipment and Accessories (Filters, Augers, Wastewater, Sewage, Centrifugal, Waterworks) (Including Blowers & Mixers)	
EQUIPMENT RENTALS	Equipment Rentals (Excluding Heavy Equipment)	
EVENT PLANNING SERVICES	Event Planning Services, Special Event Planning, Decorating, Florist	
FINANCIAL SERVICES	Financial Services, Banking, Accounting, Audit, CPA Services, P-Card Purchases	
FIRE PROTECTION SERVICES	Fire Protection Services	
FLOORING, SERVICES	Services Such as Installation, Repair And Maintenance of Flooring Including Carpet, Tile, etc.	
GLASS REPLACE & REPAIR	Glass Replace & Repair Services	
GLOBAL POSITIONING SYSTEMS, SERVICES	Global Positioning Systems For Vehicles, Including Subscription (Web Access, Monthly Fees) and Repair and Replacement Services	
GOVERNMENT AGREEMENT	Agreement With Another Government Entity Including Interlocal Agreements, Memorandums of Understanding, etc.	
GRAPHIC DESIGN SERVICES	Graphic Design Services: Decals and Stamps	
HAZARDOUS WASTE	Hazardous Waste Handling- Disposal, Recycle, Emergency Response, Environmental	
HEAVY EQUIPMENT, LEASE	Heavy Equipment, Lease, or Rent (Back Hoe, Cranes, Booms, Construction Equipment)	
HVAC MAINTENANCE SERVICES	HVAC Maintenance Services, Heating and Related Services	
IMAGING, SCANNING, OCR	Imaging, Scanning, OCR	
INFORMATION TECHNOLOGY	Information Technology Consulting Services, Computer and Software Development, Design and Implementation Services	
INSURANCE SERVICES	Insurance, All Types/Broker Services	
INTERIOR DESIGN	Interior Design/Decorator Services	
INVENTORY CONTROL MANAGEMENT	Inventory Control And Management	
JANITORIAL SERVICES	Janitorial Services: Cleaning Services, Steam and Pressure, Event Cleaning	
LABORATORY SERVICES	Laboratory Services	
LAND USE STUDIES SERVICES	Land Use Studies Services Zoning, Land Use Studies	
LANDSCAPE SERVICES	Landscape Services, Irrigation/Sprinkler and/or Drip System Maintenance and Repair	
LEGAL SERVICES	Legal Services, Attorneys and Expert Witness Testimony, Arbitration, Dispute Resolution, Mediation	
LOBBYIST	Lobby Services	
MAILING SERVICES	Mailing Services	
MARKETING SERVICES	Marketing Services (Including Distribution, Research, Sales Promotions, Etc)	
MEDIA SERVICES	Media Services Communications and Media Related Services	
MEDIATION & NEGOTIATION	Mediation and Negotiation Services	
MEDICAL SERVICES	Medical Services	

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET**

PART VI: (CONTINUED)		SERVICES OFFERED (Please select all applicable)
Commodity Group	Description	√
METAL WORK SERVICES	Metal Work Services: Galvanizing, Hot and Cold Dip; Plating	
METERS/FLOW MONITORING SERVICES	Flow Meters & Flow Monitoring Services	
MOVING & STORAGE SERVICES	Moving & Storage, Packing Services, Portable and Temporary Storage Units Rentals	
OFFICE EQUIPMENT MAINTENANCE	Office Equipment Maintenance And Repair/Replacement	
PAINTING SERVICES	Painting Services	
PERMITS & LICENSING	Permits & Licensing	
PEST CONTROL	Pest Control & Extermination Services, Pigeon Abatement, Rodents	
POSTAGE	Postage	
PRINTING SERVICES	Printing Services: Addressing, Copying, Mimeograph, Reprographics, And Spirit Duplicating	
PROFESSIONAL SERVICES	Professional Services Excluding Those Specifically Listed	
REAL ESTATE SERVICES	Real Estate/Real Property Services Lease Or Rental	
REIMBURSEMENT, EMPLOYEE	Reimbursement, Employee	
SECURITY SERVICES	Security, Fire, Safety, and Emergency Services	
SEWER INSPECTION, SERVICES	Sewer Inspection Services Including CCTV Inspection/Assessment/Cleaning and Inspection Equipment Maintenance	
SUBSCRIPTIONS	Subscriptions, Dues, Memberships, Professional Associations	
TRAFFIC CONTROL SERVICES	Traffic Control Services	
TRAINING SERVICES	Training, Seminars, Workshops, Motivational (Not Employment)	
TRANSPORTATION SERVICES	Transportation Services: Bus, Taxi Services, Limousines, Helicopter, Vans	
TRAVEL	Travel Related Hotels, Rental Cars, Airline Tickets	
UNIFORMS, RENTAL	Uniform Rental and Cleaning Services	
UTILITIES	Utilities	
VEHICLE SERVICES, GENERAL	Vehicle Maintenance and Repair Services, General Vehicles	
VEHICLE SERVICES, SPECIALIZED	Vehicle Maintenance and Repair Services, Vactor and Various Specialized Utility Trucks	
VEHICLE WASHING	Vehicle Washing and Detailing	
WELDING SERVICES	Welding Services	
WINDOW CLEANING & WASHING	Window Cleaning & Washing	
WINDOW TINTING	Window Tinting	
OTHER (Please specify)		

CLARK COUNTY WATER RECLAMATION DISTRICT VENDOR/SUPPLIER REGISTRATION PACKET

PART VII:	DELEGATION OF SIGNATURE AUTHORITY
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The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this signed VSRP on behalf of said Vendor/Supplier. Additionally, Vendor/Supplier is solely responsible for the accuracy of their Vendor/Supplier profile within the District iSupplier Portal.

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FOR DISTRICT OFFICE USE ONLY – PROCUREMENT SOLUTIONS SERVICE SECTION

Date Received: _____

Reviewed & Entered By: _____ Signature: _____

Date Entered: _____

Date:	Comment:

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET**

REFERENCES

- A. EXHIBIT I: W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM
- B. EXHIBIT IA: W-8 BEN- CERTIFICATE OF FOREIGN STATUS OF BENEFICIAL OWNER FOR UNITED STATES TAX WITHHOLDING FORM
- C. EXHIBIT IB: W-8 EXP- CERTIFICATE OF FOREIGN GOVERNMENT OF OTHER FOREIGN ORGANIZATION FOR UNITED STATES TAX WITHHOLDING FORM
- D. EXHIBIT II: DISCLOSURE OF OWNERSHIP/PRINCIPLES
- E. ATTACHMENT I: CREDIT REFERENCES
- F. ATTACHMENT II: STANDARD PO TERMS AND CONDITIONS
- G. ATTACHMENT III: STATE OF NEVADA SALES TAX EXEMPTION LETTER
- H. ATTACHMENT IV: DISTRICT INSURANCE REQUIREMENTS SAMPLE
- I. ATTACHMENT V: ASSIGNMENT, ACCEPTANCE OF ASSIGNMENT, AND CONSENT TO ASSIGNMENT SAMPLE
- J. ATTACHMENT VI: CONTRACTOR/VENDOR SAFETY & SECURITY INFORMATION
- K. ATTACHMENT VII: HELPFUL LINKS

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EXHIBIT I: W-9 REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION FORM

Please Refer to the Separate Fillable W-9 Attachment

COVER PAGE

EXHIBIT IA: W-8 BEN- CERTIFICATE OF FOREIGN
STATUS OF BENEFICIAL OWNER FOR UNITED STATES
TAX WITHHOLDING FORM

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

OMB No. 1545-1621

▶ Section references are to the Internal Revenue Code. ▶ See separate instructions.
 ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

Do not use this form for:

- A U.S. citizen or other U.S. person, including a resident alien individual W-9
- A person claiming that income is effectively connected with the conduct of a trade or business in the United States W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exceptions) W-8ECI or W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession that received effectively connected income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (see instructions) W-8ECI or W-8EXP

Instead, use Form:

Note: These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the form only to claim they are a foreign person exempt from backup withholding.

- A person acting as an intermediary W-8IMY

Note: See instructions for additional exceptions.

Part I Identification of Beneficial Owner (See instructions.)

1 Name of individual or organization that is the beneficial owner	2 Country of incorporation or organization
3 Type of beneficial owner: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Disregarded entity <input type="checkbox"/> Partnership <input type="checkbox"/> Simple trust <input type="checkbox"/> Grantor trust <input type="checkbox"/> Complex trust <input type="checkbox"/> Estate <input type="checkbox"/> Government <input type="checkbox"/> International organization <input type="checkbox"/> Central bank of issue <input type="checkbox"/> Tax-exempt organization <input type="checkbox"/> Private foundation	
4 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.	
City or town, state or province. Include postal code where appropriate.	Country (do not abbreviate)
5 Mailing address (if different from above)	
City or town, state or province. Include postal code where appropriate.	Country (do not abbreviate)
6 U.S. taxpayer identification number, if required (see instructions) <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN	7 Foreign tax identifying number, if any (optional)
8 Reference number(s) (see instructions)	

Part II Claim of Tax Treaty Benefits (if applicable)

9 I certify that (check all that apply):

a The beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

b If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).

c The beneficial owner is not an individual, derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits (see instructions).

d The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).

e The beneficial owner is related to the person obligated to pay the income within the meaning of section 267(b) or 707(b), and will file Form 8833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, \$500,000.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article _____ of the treaty identified on line 9a above to claim a _____ % rate of withholding on (specify type of income): _____
 Explain the reasons the beneficial owner meets the terms of the treaty article: _____

Part III Notional Principal Contracts

11 I have provided or will provide a statement that identifies those notional principal contracts from which the income is **not** effectively connected with the conduct of a trade or business in the United States. I agree to update this statement as required.

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- 1 I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form relates,
- 2 The beneficial owner is not a U.S. person,
- 3 The income to which this form relates is (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an income tax treaty, or (c) the partner's share of a partnership's effectively connected income, **and**
- 4 For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner.

Sign Here ▶

Signature of beneficial owner (or individual authorized to sign for beneficial owner) _____ Date (MM-DD-YYYY) _____ Capacity in which acting _____



COVER PAGE

EXHIBIT IB: W-8 EXP- CERTIFICATE OF FOREIGN
GOVERNMENT OF OTHER FOREIGN ORGANIZATION FOR
UNITED STATES TAX WITHHOLDING FORM

Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting

(For use by foreign governments, international organizations, foreign central banks of issue, foreign tax-exempt organizations, foreign private foundations, and governments of U.S. possessions.)

OMB No. 1545-1621

Department of the Treasury
Internal Revenue Service

► Information about Form W-8EXP and its separate instructions is at www.irs.gov/formw8exp.
► Section references are to the Internal Revenue Code.
► Give this form to the withholding agent or payer. Do not send to the IRS.

Do not use this form for:

Instead, use Form:

- A foreign government or other foreign organization that is not claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) W-8BEN-E or W-8ECI
- A beneficial owner solely claiming foreign status or treaty benefits W-8BEN or W-8BEN-E
- A foreign partnership or a foreign trust W-8BEN-E or W-8IMY
- A person claiming that income is effectively connected with the conduct of a trade or business in the United States W-8ECI
- A person acting as an intermediary W-8IMY

Part I Identification of Beneficial Owner

1 Name of organization	2 Country of incorporation or organization
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3 Type of entity	<input type="checkbox"/> Foreign government <input type="checkbox"/> International organization <input type="checkbox"/> Foreign central bank of issue (not wholly owned by the foreign sovereign)	<input type="checkbox"/> Foreign tax-exempt organization <input type="checkbox"/> Foreign private foundation <input type="checkbox"/> Government of a U.S. possession
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4 Chapter 4 Status (FATCA status):

<input type="checkbox"/> Participating FFI. <input type="checkbox"/> Reporting Model 1 FFI. <input type="checkbox"/> Reporting Model 2 FFI. <input type="checkbox"/> Registered deemed-compliant FFI (other than a Reporting Model 1 FFI). <input type="checkbox"/> Nonreporting IGA FFI. Complete Part III. <input type="checkbox"/> Territory financial institution. Complete Part III. <input type="checkbox"/> International organization.	<input type="checkbox"/> Foreign government (including a political subdivision), government of a U.S. possession, or foreign central bank of issue. Complete Part III. <input type="checkbox"/> Exempt retirement plan of foreign government. Complete Part III. <input type="checkbox"/> 501(c) organization. Complete Part III. <input type="checkbox"/> Passive NFFE. Complete Part III. <input type="checkbox"/> Direct reporting NFFE. <input type="checkbox"/> Sponsored direct reporting NFFE. Complete Part III.
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5 Permanent address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).

City or town, state or province. Include postal code where appropriate.	Country
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6 Mailing address (if different from above).

City or town, state or province. Include postal or ZIP code where appropriate.	Country
--	---------

7 U.S. TIN, if required (see instructions)	8a <input type="checkbox"/> GIIN	b <input type="checkbox"/> Foreign TIN (see instructions)
--	----------------------------------	---

9 Reference number(s) (see instructions)

Part II Qualification Statement for Chapter 3 Status

- 10 For a foreign government:
- a I certify that the entity identified in Part I is a foreign government within the meaning of section 892 and the payments are within the scope of the exemption granted by section 892.
Check box 10b or box 10c, whichever applies:
- b The entity identified in Part I is an integral part of the government of _____.
- c The entity identified in Part I is a controlled entity of the government of _____.
- 11 For an international organization:
- I certify that:
- The entity identified in Part I is an international organization within the meaning of section 7701(a)(18) and
 - The payments are within the scope of the exemption granted by section 892.
- 12 For a foreign central bank of issue (not wholly owned by the foreign sovereign):
- I certify that:
- The entity identified in Part I is a foreign central bank of issue,
 - The entity identified in Part I does not hold obligations or bank deposits to which this form relates for use in connection with the conduct of a commercial banking function or other commercial activity, and
 - The payments are within the scope of the exemption granted by section 895.

Part II Qualification Statement for Chapter 3 Status *(continued)***13 For a foreign tax-exempt organization, including foreign private foundations:**

If any of the income to which this certification relates constitutes income includible under section 512 in computing the entity's unrelated business taxable income, attach a statement identifying the amounts.

Check either box 13a or box 13b:

- a** I certify that the entity identified in Part I has been issued a determination letter by the IRS dated _____ that is currently in effect and that concludes that it is an exempt organization described in section 501(c).
- b** I have attached to this form an opinion from U.S. counsel concluding that the entity identified in Part I is described in section 501(c).

For section 501(c)(3) organizations only, check either box 13c or box 13d:

- c** If the determination letter or opinion of counsel concludes that the entity identified in Part I is described in section 501(c)(3), I certify that the organization is not a private foundation described in section 509. I have attached an affidavit of the organization setting forth sufficient facts for the IRS to determine that the organization is not a private foundation because it meets one of the exceptions described in section 509(a)(1), (2), (3), or (4).
- d** If the determination letter or opinion of counsel concludes that the entity identified in Part I is described in section 501(c)(3), I certify that the organization is a private foundation described in section 509.

14 For a government of a U.S. possession:

- I certify that the entity identified in Part I is a government of a possession of the United States, or is a political subdivision thereof, and is claiming the exemption granted by section 115(2).

Part III Qualification Statement for Chapter 4 Status (if required)**15 For a nonreporting IGA FFI:**

- I certify that the entity identified in Part I:
- Meets the requirements to be considered a nonreporting financial institution pursuant to an applicable IGA between the United States and _____
 - Is treated as a _____ under the provisions of the applicable IGA (see instructions); **and**
 - If you are an FFI treated as a registered deemed-compliant FFI under an applicable Model 2 IGA, provide your GIIN: _____

16 For a territory financial institution:

- I certify that the entity identified in Part I is a financial institution (other than an investment entity) that is incorporated or organized under the laws of a possession of the United States.

17 For a foreign government (including a political subdivision), government of a U.S. possession, or foreign central bank of issue:

- I certify that the entity identified in Part I is the beneficial owner of the payment and is not engaged in commercial financial activities of a type engaged in by an insurance company, custodial institution, or depository institution with respect to the payments, accounts, or obligations for which this form is submitted (except as permitted in Regulations section 1.1471-6(h)(2)).

18 For an exempt retirement plan of a foreign government:

- I certify that the entity identified in Part I:
- Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in Regulations section 1.1471-6 or an applicable Model 1 or Model 2 IGA) to provide retirement, disability, or death benefits to beneficiaries or participants that are current or former employees of the sponsor (or persons designated by such employees); **or**
 - Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in Regulations section 1.1471-6 or an applicable Model 1 or Model 2 IGA) to provide retirement, disability, or death benefits to beneficiaries or participants that are not current or former employees of such sponsor, but are in consideration of personal services performed for the sponsor.

19 For a 501(c) organization:

- I certify that the entity identified in Part I is an entity described in section 501(c) but is not an insurance company described in section 501(c)(15).

20 For a passive NFFE:

- a** I certify that the entity identified in Part I is a foreign entity that is not a financial institution (other than an investment entity organized in a possession of the United States).

Check box 20b or 20c, whichever applies.

- b** I further certify that the entity identified in Part I has no substantial U.S. owners, **or**
- c** I further certify that the entity identified in Part I has provided a statement including the name, address, and TIN of each substantial U.S. owner of the NFFE (see instructions).

21 Name of sponsoring entity: _____

- I certify that the entity identified in Part I is a direct reporting NFFE that is sponsored by the entity identified in line 21.

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- The organization for which I am signing is the beneficial owner of the income and other payments to which this form relates,
- The beneficial owner is not a U.S. person,
- For a beneficial owner that is a controlled entity of a foreign sovereign (other than a central bank of issue wholly owned by a foreign sovereign), the beneficial owner is not engaged in commercial activities within or outside the United States, **and**
- For a beneficial owner that is a central bank of issue wholly owned by a foreign sovereign, the beneficial owner is not engaged in commercial activities within the United States.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the payments of which I am the beneficial owner or any withholding agent that can disburse or make payments of the amounts of which I am the beneficial owner.

I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

**Sign
Here** ▶

Signature of authorized official

Print name

Date (MM-DD-YYYY)

I certify that I have the capacity to sign for the entity identified on line 1 of this form.

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET**

ATTACHMENT I

CREDIT REFERENCES

**INFORMATION FOR CREDIT APPLICATION
Federal Employer Identification and Tax Id # 88-6001074
Dunn & Bradstreet # 085938413**

Name: Clark County Water Reclamation District **Established:** 1957 Government Agency

Billing Address: 5857 E. Flamingo Rd., Las Vegas, NV 89122 **A/P Fax:** (702)668-9105
A/P Contact: Ronda Steele (702)668-8114 **A/P email:** accountspayable@cleanwaterteam.com

Shipping Address: 6000 E. Rochelle Ave., Las Vegas, NV 89122 – For all locations except Laughlin
Shipping Address: 450 Bruce Woodbury, Laughlin, NV 89029 – Laughlin deliveries only

Authorized Buyers: Tom Maino – Purchasing and Contracts Administrator
Jean Hutton – Senior Purchasing Analyst
Douglas Moore – Senior Purchasing Analyst
Emelie Campo – Purchasing Analyst
Larry Silver – Purchasing Analyst
Maria (Patsy) Mendoza – Purchasing Specialist
Kasandra Carrillo – Purchasing Specialist

Purchasing: (702) 668-8090 **Purchasing fax:** (702) 668-9090 **CCWRD main line:** (702) 668-8888

Bank References: Wells Fargo Bank, N.A., 6325 South Rainbow Blvd, Suite 210, Las Vegas, NV 89118
Phone: (702) 247-5613 **Contact:** Pat Foley

References:

Codale Electric Supply, Inc., 5225 West 2400 South, West Valley City, UT 84120, **Phone:** (801)954-7065, **Contact:** Teresa Mangiaterra

Grainger Inc., 2401 Western Ave., Las Vegas, NV 89102-4815, **Phone:** (702)385-6833, **Fax:** (702)387-0278 **Contact:** Accounts Receivable **Account#:**804980878

Pacific Mechanical, 121 Industrial Rd, Las Vegas, NV 89015, **Phone:** (702)564-1232, **Fax:** (702)564-2432 **Contact:** Tod Purtell

Vaughan's Industrial, 16224 Garfield Ave., Paramount, CA 90723, **Phone:** (562)633-2660, **Fax:** (562)633-1504 **Contact:** Jack Wilber or Accounts Receivable

Holman's of Nevada, 4445 S. Valley View Blvd, Suite #2, Las Vegas, NV 89103, **Phone:** (702)222-1818 **Fax:** (702)222-1775

**5857 East Flamingo Road,
Las Vegas, Nevada 89122
(702) 668-8888, (800) 782-4324
cleanwaterteam.com**

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET
ATTACHMENT II**

STANDARD TERMS AND CONDITIONS - PURCHASE ORDER

The Supplier shall provide the goods and/or services described in this Purchase Order subject to the following governing and controlling Standard Terms and Conditions unless otherwise noted on the face of the Purchase Order.

1. DEFINITIONS [Goods, Services]

"District" means the Clark County Water Reclamation District.

"Purchase Order" means a written District order for goods and/or services, which becomes a binding contract with Supplier upon written acceptance or performance by a Supplier, and which consists of the face of the Purchase Order and these Standard Terms and Conditions, and any other specifically referenced documents.

"Supplier" means the individual, partnership, company, or corporation contractually obligated to provide the goods and/or services described in the Purchase Order.

2. APPLICABILITY [Goods, Services]

Notwithstanding any provision of U.C.C. 2-207, the Supplier's written acceptance of this Purchase Order, or the Supplier's commencement of performance (regardless of any objection to any term of the Purchase Order) shall convert this Purchase Order, in its entirety, into a legally binding contract. Each clause title within these Standard Terms and Conditions shall indicate its applicability to the purchase of goods, services, or both. Except for the Rules of Precedence clause below, if a specific bid award or contract is referenced on the face of the Purchase Order the terms and conditions of the bid award or contract will govern and these Standard Terms and Conditions will not apply.

3. RULES OF PRECEDENCE [Goods, Services]

In the event of a conflict, the following rules of precedence shall govern this Purchase Order: (1) Terms and conditions on the face of the Purchase Order prevail over these Standard Terms and Conditions; (2) All terms and conditions of the Purchase Order prevail over U.C.C. Article 2; (3) All terms and conditions of the Purchase Order prevail over any Supplier quotation, proposal, agreement, or other terms and conditions (T's and C's) submitted by Supplier subsequent to the issuance of the Purchase Order (whether or not Supplier additional T's and C's are signed by a District employee), and any such terms presented by Supplier are of no effect; and (4) The terms and conditions of a specific bid award or contract referenced on the face of the Purchase Order prevail over any term or condition contained in the Purchase Order.

4. LAWS AND STATUTES [Goods, Services]

The Supplier will comply with all federal, state and local laws and regulations relative to conducting business or performing work in the County of Clark, Nevada. Each Supplier will comply with the Occupational Safety and Health Administration Standards applicable to the Supplier and type of services rendered. District facilities are considered Critical Infrastructure facilities under the Department of Homeland Security and therefore are secured sites with authorized access only and additional security protocol required.

5. SHIPPING [Goods]

Goods are to be packaged in a manner that assures they are protected against deterioration and contamination. All shipments are to meet applicable D.O.T. regulations. Serial numbers noted on the packing slip must match the serial number of the actual goods shipped. Incorrect or questionable documentation of serial numbers may result in shipment rejection. Shipments rejected due to Supplier error will be returned solely at Supplier's cost. The title and risk of loss of Goods shall not pass to District until the Goods are delivered to the specific location, quantities are verified, and the Goods are inspected for damage. Supplier and/or third-party Supplier(s) shall reference the applicable District issued PO number on all packing/shipping slip(s) to ensure receipt and accountability of orders received by the District.

6. SAFETY AND SECURITY [Goods, Services]

The safety of Supplier's employees or representatives and others in or around the area of any Services is the responsibility of Supplier. Supplier shall abide by District's Safety and Security Requirements while in or upon District property or facilities. Any update or revision to the Safety and Security Requirements is immediately binding on Supplier. Should Supplier fail to abide by these requirements, the District may, in addition to any other legal or equitable remedy, immediately terminate the supply of goods or services from the Supplier or prohibit Supplier's entry in or onto any District property or facility. DISTRICT will accept no responsibility or liability as a result of improper installation or workmanship. Supplier shall ensure the immediate area, as well as equipment being maintained, is clean and clear of safety hazards. Any hazard that is noticed by servicing personnel, and that needs to be addressed by District, shall be immediately reported to District verbally, followed by a written statement to District's representative.

7. PROHIBITED ACTIVITIES ON DISTRICT PROPERTY [Services]

The activities prohibited by Supplier's employees during performance of services include but are not limited to the following: using District's property and equipment (coffee pots, microwaves, radios, televisions, VCR's, refrigerators, calculators, computers, printers, fax machines, copy machines, etc.); eating District employees' food from the break rooms or elsewhere; placing personal or business, long distance and directory assistance phone calls; being under the influence of or use of alcohol or drugs while on District property.

8. MATERIAL SAFETY DATA SHEETS [Goods]

The Supplier shall provide current Material Safety Data Sheets (MSDS) for all hazardous materials and products delivered under this Purchase Order.

9. TAXES [Goods, Services]

The District is exempt from paying Sales and Use Taxes under the provision of Nevada Revised Statutes 372.325(4), and Federal Excise Tax, under Registry Number 88-6001074. The price(s) must be net, exclusive of these taxes. The Supplier shall pay all taxes, levies, duties and assessments of every nature, which may be applicable to any goods and/or services delivered under this Purchase Order. The Supplier herein indemnifies and holds the District harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions. District Tax Exemption Certificate can be downloaded at <https://www.cleanwaterteam.com/home/showpublisheddocument?id=144>.

10. INVOICES [Goods, Services]

The Supplier shall generate invoices and send to the "Bill To" address on the face of the Purchase Order. Invoices should include the following: (i) Supplier name and address, (ii) date and unique invoice number, (iii) applicable Purchase Order number, and (iv) any other information (e.g., quantity, description, period of performance) necessary to identify the goods or services for which payment is requested. (v) handwritten invoices will be accepted only if submitted on pre-printed and pre-numbered invoice forms. Upon reconciliation of all errors, corrections and credits, payment will be made within thirty (30) calendar days upon receipt, review, and approval of goods/services by the District, unless otherwise noted on the face of the Purchase Order. Additionally, the District shall only pay for goods/services received/rendered and no advance payments will be granted, unless the purchase is for software licenses, subscriptions, or training seminars and associated costs. Invoices received that do not comply with the standards set forth herein may be returned to supplier unpaid. District will not pay interest on any past due invoiced amount beyond that imposed by Nevada law.

11. DISPUTES [Goods, Services]

The parties shall attempt to amicably resolve disputes through escalating levels of management. All unresolved disputes may be settled by arbitration in Nevada if agreed to by both parties; otherwise, litigation may be used. Notice of any dispute must be given in writing within thirty days of the claim, dispute, or matter arising. District has no contractual obligation to pay the attorneys' fees or costs of Supplier for any reason and will not pay attorneys' fees or costs of Supplier beyond that imposed by Nevada law.

12. GOVERNING LAW/VENUE OF ACTION [Goods, Services]

This Purchase Order shall be construed and enforced in accordance with the laws of the State of Nevada. Any action at law or other judicial proceeding for the enforcement of any provision shall be instituted in the County of Clark, State of Nevada.

13. NOTIFICATION [Goods, Services]

Notices will be addressed to the places of business identified on the face of the Purchase Order.

14. INDEMNIFICATION [Goods, Services]

Notwithstanding any of the insurance requirements set forth herein, the Supplier shall protect, indemnify and hold the District, its officers, employees and agents, harmless from and against any and all third-party claims arising from an act or omission of Supplier, or the Goods and/or Services provided by Supplier, under this Purchase Order. As to any third-party claims or actions based upon infringement or alleged infringement of any patent and arising out of the use of the Goods or Service provided under this Purchase Order, Supplier shall have the right, in order to avoid such claims or actions, to substitute at its expense non infringing Goods or Services, or to modify such infringing Goods and/or Services so they become non infringing, or obtain the necessary licenses to use the infringing Goods and/or Services, provided that such substituted and modified Goods and Services shall otherwise meet all the requirements and be subject to all the provisions of this Purchase Order. District will not indemnify, defend, or hold harmless Supplier to any extent for any purpose.

15. TERMINATION FOR CONVENIENCE [Goods, Services]

The District shall have the right at any time to terminate further performance of this Contract, in whole or in part, for any reason. Such termination shall be effected by written notice from the District to the Supplier, specifying the extent and effective date of the termination. The Supplier shall submit a written request for incurred costs for work performed through the date of termination, and shall provide any substantiating documentation requested by the District.

16. TERMINATION FOR DEFAULT [Services]

Upon failure to perform this Purchase Order under its terms, the District will provide written notice to the Supplier of the breach, and the Supplier will have a reasonable time (as stated in the District's written notice) in which to cure the breach. Failure to cure within the stated time will subject the Supplier to a default termination, with no liability to the District. The District reserves all rights and remedies available under law, contract, or at equity.

17. INSURANCE [Goods, Services]

The Supplier shall procure and maintain Workers' Compensation, General Liability and Auto Liability Insurance with limits that meet or exceed legal requirements and/or industry standard (whichever is higher), at its own expense, for all work related to the performance of this Purchase Order.

18. INDEPENDENT CONTRACTOR [Goods, Services]

The Supplier is deemed to be an Independent Contractor under this Purchase Order.

19. WARRANTY [Goods]

The Supplier warrants that goods supplied under this Purchase Order are free of defects in material, workmanship and design, suitable for the purpose intended, and in compliance with all applicable specifications and free from liens or encumbrance on title.

19.1. WARRANTY [Refurbished Goods]

If the goods supplied under this Purchase Order are "refurbished," the Supplier warrants that the goods are in good working order and free from liens or encumbrance on title.

20. WARRANTY [Services]

The Supplier warrants that all services performed are in accordance with current, sound and generally accepted industry practices by qualified personnel trained and experienced in the appropriate fields and that the services are in conformance with any specification/statement of work contained or referenced in this Purchase Order. In the event of a breach of this warranty, the Supplier shall, at no cost to the District, re-perform or perform the services so that the services conform to the warranty.

21. INSPECTION [Goods, Services]

An authorized representative of the District will inspect the goods and services at time of delivery. If deficiencies are detected, the goods and/or services will be rejected and the Supplier will be required to make necessary repairs, corrections, or replacements. Payment and/or commencement of a discount period will not be made until the corrective action is made; the goods and/or services are re-inspected and accepted.

22. FORCE MAJEURE [Goods, Services]

The Supplier is excused from performance by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the Government.

23. ASSIGNMENT/MODIFICATION [Goods, Services]

This Purchase Order is not assignable without the prior written consent of the District. This Purchase Order sets forth the entire understanding of the parties and only may be modified upon written authorization of the District.

24. NON-ENDORSEMENT [Goods, Services]

The Supplier may not publish or sell any information from or about this Purchase Order without the prior written consent of the District. This restriction applies to the use of the District's name in a general list of customers as the District prohibits the use of its name to represent an express or implied endorsement of the Supplier or its services.

25. SEVERABILITY [Goods, Services]

In the event any provision of this Purchase Order is held to be invalid or unenforceable, the remaining provisions shall remain valid and binding.

26. NON-DISCRIMINATION [Goods, Services]

Supplier acknowledges that District has an obligation to ensure that public funds are not used to subsidize private discrimination. Supplier recognizes that if they are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or gender expression, age, disability, national origin, or any other protected status, District may declare Supplier in breach of the terms of the Purchase Order.

CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET

ATTACHMENT III

STATE OF NEVADA TAX EXEMPTION LETTER



KENNY C. GUINN
Governor

CHARLES E. CHINNOCK
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

1550 E. College Parkway
Suite 115
Carson City, Nevada 89706-7937

Phone: (775) 687-4820 • Fax: (775) 687-5981

In-State Toll Free: 800-992-0900

Web Site: <http://tax.state.nv.us>

LAS VEGAS OFFICE
Grant Sawyer Office Building
Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada 89101
Phone: (702) 486-2300
Fax: (702) 486-2373

RENO OFFICE
4600 Kietzke Lane
Building O, Suite 263
Reno, Nevada 89502
Phone: (775) 688-1295
Fax: (775) 688-1303

February 5, 2003

ACCOUNT NO.: RCE-012-039

THIS LETTER HAS NO EXPIRATION DATE

CLARK COUNTY WATER RECLAMATION DISTRICT
5857 E FLAMINGO ROAD
LAS VEGAS NV 89122

TAX ID# 88-6001074

Pursuant to NRS 372.325 and related statutes, CLARK COUNTY WATER RECLAMATION DISTRICT has been granted sales/use tax exempt status. Direct purchases of tangible personal property made by CLARK COUNTY WATER RECLAMATION DISTRICT are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to CLARK COUNTY WATER RECLAMATION DISTRICT are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor may use a copy of this letter to document the transaction as tax exempt. However, documentation adequate to prove the purchase was made by a governmental entity is acceptable.

This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah Sharp".

Deborah Sharp, Revenue Officer II
Carson City District

CLARK COUNTY WATER RECLAMATION DISTRICT VENDOR/SUPPLIER REGISTRATION PACKET

ATTACHEMENT IV

INSURANCE REQUIREMENTS

TO ENSURE COMPLIANCE WITH THE CONTRACT DOCUMENT, SUPPLIERS SHOULD FORWARD THE FOLLOWING INSURANCE CLAUSE AND SAMPLE INSURANCE FORM TO THEIR INSURANCE AGENT

1. FORMAT / TIME

SUPPLIER shall provide DISTRICT with Certificates of Insurance, per the sample format (page 3), for coverages as listed below, and endorsements affecting coverage required by this CONTRACT within seven (7) **calendar days** after DISTRICT request. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the certificate of insurance, and shall be maintained for the duration of CONTRACT and any renewal periods.

2. BEST KEY RATING

DISTRICT requires insurance carriers to maintain during CONTRACT term, a Best Key Rating of A.VII or higher, which shall be fully disclosed and entered on the certificate of insurance.

3. DISTRICT COVERAGE

DISTRICT, its officers and employees must be expressly covered as additional insured's except on workers' compensation insurance coverages. SUPPLIER'S insurance shall be primary as respects DISTRICT, its officers and employees.

4. ENDORSEMENT / CANCELLATION

SUPPLIER'S commercial general liability and automobile liability insurance policy shall be endorsed to recognize specifically SUPPLIER'S contractual obligation of additional insured to DISTRICT. All policies must note that DISTRICT will be given thirty (30) calendar days advance notice by certified mail "return receipt requested" of any policy changes, cancellations, or any erosion of insurance limits.

5. DEDUCTIBLES

All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed **\$25,000**.

6. AGGREGATE LIMITS

If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than **\$2,000,000**.

7. COMMERCIAL GENERAL LIABILITY

Subject to paragraph 6 of this attachment, SUPPLIER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial General Liability coverage shall be on a "per occurrence" basis only, not "claims made", and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form.

8. AUTOMOBILE LIABILITY

Subject to paragraph 6 of this attachment, SUPPLIER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury and property damage, to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by SUPPLIER and any auto used for the performance of services under CONTRACT.

9. WORKERS' COMPENSATION

SUPPLIER shall obtain and maintain for the duration of CONTRACT, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a SUPPLIER who is a Sole Proprietor shall be required to submit an affidavit (Attachment 1) indicating that SUPPLIER has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

10. FAILURE TO MAINTAIN COVERAGE

If SUPPLIER fails to maintain any of the insurance coverages required herein, DISTRICT may withhold payment, order SUPPLIER to stop the work, declare SUPPLIER in breach, suspend or terminate CONTRACT, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. DISTRICT may collect any replacement insurance costs or premium payments made from SUPPLIER or deduct the amount paid from any sums due SUPPLIER under CONTRACT.

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET**

ATTACHEMENT IV (CONTINUED)

11. ADDITIONAL INSURANCE

SUPPLIER is encouraged to purchase any such additional insurance as it deems necessary.

12. DAMAGES

SUPPLIER is required to remedy all injuries to persons and damage or loss to any property of DISTRICT, caused in whole or in part by SUPPLIER, their subcontractors or anyone employed, directed or supervised by SUPPLIER.

13. COST

SUPPLIER shall pay all associated costs for the specified insurance. The cost shall be included in the CONTRACT price(s).

14. INSURANCE SUBMITTAL ADDRESS

All Insurance Certificates requested shall be sent to the Clark County Water Reclamation District Purchasing and Contracts Department, Attention: Insurance Coordinator. See below Paragraph 15.H. for the appropriate mailing address.

15. INSURANCE FORM INSTRUCTIONS

The following information must be filled in by SUPPLIERS' Insurance Company representative:

A. Insurance Broker's name, complete address, contact name, phone and fax numbers.

B. SUPPLIER'S name, complete address, phone and fax numbers.

C. Insurance Company's Best Key Rating

D. Commercial General Liability (Per Occurrence)

- (A) Policy Number
- (B) Policy Effective Date
- (C) Policy Expiration Date
- (D) General Aggregate (\$2,000,000)
- (E) Products - Completed Operations Aggregate (\$2,000,000)
- (F) Personal & Advertising Injury (\$1,000,000)
- (G) Each Occurrence (\$1,000,000)
- (H) Fire Damage (\$50,000)
- (I) Medical Expenses (\$5,000)

E. Automobile Liability (Any Auto)

- (J) Policy Number
- (K) Policy Effective Date
- (L) Policy Expiration Date
- (M) Combined Single Limit (\$1,000,000)

F. Worker's Compensation

G. Description

H. Certificate Holder

Clark County Water Reclamation District
c/o Purchasing and Contracts Department
5857 East Flamingo Road
Las Vegas, Nevada 89122

I. Appointed Agent Signature to include license number and issuing state.

CLARK COUNTY WATER RECLAMATION DISTRICT VENDOR/SUPPLIER REGISTRATION PACKET

ATTACHEMENT IV (CONTINUED)

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)												
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>														
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>														
<p>PRODUCER</p> <p>1. INSURANCE BROKER'S NAME ADDRESS</p>	<p>CONTACT NAME:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PHONE (A/C No. Ext):</td> <td style="width: 25%;">BROKER'S PHONE NUMBER</td> <td style="width: 25%;">FAX (A/C No.):</td> <td style="width: 25%;">BROKER'S FAX NUMBER</td> </tr> <tr> <td colspan="4">E-MAIL ADDRESS: BROKER'S EMAIL ADDRESS</td> </tr> <tr> <td colspan="3" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> </table>		PHONE (A/C No. Ext):	BROKER'S PHONE NUMBER	FAX (A/C No.):	BROKER'S FAX NUMBER	E-MAIL ADDRESS: BROKER'S EMAIL ADDRESS				INSURER(S) AFFORDING COVERAGE			NAIC #
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E-MAIL ADDRESS: BROKER'S EMAIL ADDRESS														
INSURER(S) AFFORDING COVERAGE			NAIC #											
<p>INSURED</p> <p>2. SUPPLIER'S NAME ADDRESS PHONE & FAX NUMBERS</p>	<p>3. CARRIER'S</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>INSURER A:</td> <td style="text-align: center;">BEST KEY</td> </tr> <tr> <td>INSURER B:</td> <td style="text-align: center;">RATING</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A:	BEST KEY	INSURER B:	RATING	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A:	BEST KEY													
INSURER B:	RATING													
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS	
4.	GENERAL LIABILITY	X		(A)	(B)	(C)	EACH OCCURRENCE	\$ (G) 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ (H) 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR.						MED EXP (Any one person)	\$ (I) 5,000
							PERSONAL & ADV INJURY	\$ (F) 1,000,000
							GENERAL AGGREGATE	\$ (D) 2,000,000
							PRODUCTS - COMP/OP AGG	\$ (E) 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DEDUCTIBLE MAXIMUM	\$ 25,000
5.	AUTOMOBILE LIABILITY	X		(J)	(K)	(L)	COMBINED SINGLE LIMIT (Ea accident)	\$ (M) 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS						DEDUCTIBLE MAXIMUM	\$ 25,000
								\$
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY	N/A					<input type="checkbox"/> Y <input checked="" type="checkbox"/> N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) describe under DESCRIPTION OF OPERATIONS below	\$
							WC STATUTORY LIMITS	\$
							OTHER	\$
							E.L. EACH ACCIDENT	\$
	E.L. DISEASE - E.A. EMPLOYEE	\$						
	E.L. DISEASE - POLICY LIMIT	\$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

7. DESCRIPTION:

8. CERTIFICATE HOLDER

CANCELLATION

<p>CLARK COUNTY WATER RECLAMATION DISTRICT C/O PURCHASING AND CONTRACTS DEPARTMENT 5857 E. FLAMINGO RD LAS VEGAS, NV 89122</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>9. AUTHORIZED REPRESENTATIVE</p>

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET**

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

ATTACHEMENT IV (CONTINUED)

POLICY NUMBER: _____

COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY

PROJECT NUMBER AND NAME: _____

THIS ENDORSEMENT CHANGED THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CLARK COUNTY WATER RECLAMATION DISTRICT
C/O PROCUREMENT SOLUTIONS DEPARTMENT
5857 EAST FLAMINGO ROAD
LAS VEGAS, NEVADA 89122

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

CLARK COUNTY, NEVADA, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET**

ATTACHEMENT IV (CONTINUED)

ATTACHMENT 1 - AFFIDAVIT

NAME OF FIRM

I, _____, on behalf of my company, _____,
being (Name of Sole Proprietor), (Legal Name of Company) duly sworn, depose and declare:

1. I am a Sole Proprietor;
2. I will not use the services of any employees in the performance of this contract, identified as RFP/RFQ/PO No. _____, entitled _____;
3. I have elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and
4. I am otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

I release Clark County Water Reclamation District from all liability associated with claims made against me and my company, in the performance of this contract, that relate to compliance with NRS Chapters 616A-616D, inclusive.

Signed this _____, day of _____, _____.

Signature

State of Nevada)
)ss.
County of Clark)

Signed and sworn to (or affirmed) before me on this _____ day of _____, _____,

by _____ (name of person making statement).

Notary Signature

STAMP AND SEAL

**CLARK COUNTY WATER RECLAMATION DISTRICT
VENDOR/SUPPLIER REGISTRATION PACKET**

ATTACHMENT V

ASSIGNMENT, ACCEPTANCE OF ASSIGNMENT, AND CONSENT TO ASSIGNMENT

CONTRACTOR LETTERHEAD

Month Date, Year

Mr. Thomas Maino, Purchasing Administrator
Clark County Water Reclamation District (DISTRICT)
Purchasing and Contracts Department
5857 E. Flamingo Rd.
Las Vegas, NV 89122

Subject: Assignment, Acceptance of Assignment, and Consent to Assignment
Reference: DISTRICT ITB or RFP No. ### for Description

Dear Mr. Maino:

Pursuant to the contract term entitled "Assignment of Contractual Rights" of the subject contract, *Initial Contractor Name*, hereby requests assignment of the DISTRICT ITB or RFP No. ### for Description to New Contractor Name located at Address, City, State.

Signature of Initial Authorized Agent _____

Print Name of Initial Authorized Agent, Authorized Agent of

Initial Contractor Company Name

_____ Date

New Contractor Name hereby accepts the contract in its entirety as set forth in the DISTRICT ITB or RFP No. ### for Description. Enclosed with this letter, please find *New Contractor Name* W-9 and insurance certificate per contract requirements. Upon receipt and acceptance of goods/services and the invoice, please make your check payable to *New Contractor Name* and mail it to the following address:

Attn.: Assignee Contact

Address

City, State

Telephone: (xxx) xxx xxxx

E-Mail: company@company.com

Signature of New Authorized Agent _____

Print Name of New Authorized Agent, Authorized Agent of

New Contractor Name

_____ Date

CONSENT TO ASSIGNMENT

Pursuant to Nevada Revised Statute 332.095 and the contract requirements, the Purchasing Administrator of the Clark County Water Reclamation District hereby consents to the above assignment.

Thomas D. Maino, Purchasing Administrator

_____ Date

CLARK COUNTY WATER RECLAMATION DISTRICT VENDOR/SUPPLIER REGISTRATION PACKET

ATTACHMENT VI

CONTRACTOR/VENDOR SAFETY & SECURITY INFORMATION

Welcome to the Clark County Water Reclamation District! While you are working on District property we want you to be aware of some general safety & security items. As a contractor/vendor you are responsible for the safety and required training of your employees and shall comply at minimum with the requirements of OSHA 1910, General Industry Standards, and OSHA 1926, Construction Industry Standards. It is the requirement of the District that all contractor/vendors utilize trained and qualified employees to perform the jobs/tasks as outlined by the stated OSHA standards. District facilities are critical infrastructure facilities under the Department of Homeland Security thus requiring additional security measures and authorized access.

Confined Space Entry – The District has over 400 “permit required” confined space sites located on district property. In accordance with 29 CFR 1910.146 (Confined Spaces) CCWRD requires all contractors/vendors that will enter any district-owned facility (e.g. lift station, manhole, and basin) be properly trained and follow the mandates outlined in the OSHA standard for Confined Spaces in regards to non-permitted and permit-required confined spaces. It will be the responsibility of the contractor/vendor to provide training and all required equipment for their employees as required by OSHA. As required by OSHA all permits will be posted and visible at the “permit required” confined space location.

Lock Out Tag Out - It is the requirement of the District that all contractors/vendors follow all procedures in accordance with 29 CFR 1910.147. The Control of Hazardous Energy (Lockout Tag-Out) shall be implemented when a work task/procedure requires such control. The Lockout Tag-Out system shall be implemented for any equipment being addressed by the contractor/vendor that is powered or energized by any means and/or that could start automatically. All relevant District field staff and the contractor/vendor will participate in the field meeting at the project location and will develop and communicate procedures/protocol prior to work start up.

Call Before You Dig - Where applicable, contractors/vendors must adhere to the following programs/notification processes for “Call Before You Dig”/USA North **1-800-227-2600 or 811**, Clark County Traffic Operations **702-455-7511** and Las Vegas Computerized Traffic Systems **702-229-6611**.

MSDS / Globally Harmonized System - In an effort to improve safety and health protection of American workers the United States is aligning with an international chemical labeling and classification system (Globally Harmonized System). The new system (GHS) provides a single set of criteria for classifying chemicals on an international level according to their health and physical hazards and specifies hazard communication elements for labeling and safety data sheets. The District has chemicals at nearly every property location. Contractors /vendors are responsible for training their staff on GHS labeling and “Right to Know” information. Contractors and vendors are responsible for notifying District project lead staff prior to any bulk chemicals being brought on property.

Clark County Water Reclamation District (CCWRD) facilities are secure sites. Only authorized individuals are allowed on District plant site locations. The contractor/vendor will need to obtain a security badge allowing him/her and their staff access onto the District site where work is to be performed.

The contractor/vendor is responsible for maintaining CCWRD security policies while performing work on CCWRD property.

General Security Information:

Security authorization for property access is required before the start of work. Depending on the situation contractor / vendors may be required to be escorted to designated facilities locations.

Adhere to traffic, speed limit, and parking requirements.

The District does not allow weapons to be brought on property, including concealed weapons in parked cars.

Acts or threats of violence are not tolerated by contractors, consultants, vendors, visitors or District personnel.

The use of Go cams/taking pictures without prior authorization is prohibited.

District facilities are industrial facilities with construction and operation activities taking place every day. We have employees operating small carts and also walking on site.

While driving on District property contractors / vendors will,

- Drive directly to the worksite, delivery, or meeting location.
- Will not exceed the posted 15mph speed limit and will observe all detour signs.
- Avoid any distractions while driving. This includes not utilizing any communications devices while your vehicle is in motion.

Please call District security personnel at # 249-3275 if you are unable to contact the District lead staff member for your project or you are lost and/or have an emergency.

CLARK COUNTY WATER RECLAMATION DISTRICT VENDOR/SUPPLIER REGISTRATION PACKET

ATTACHMENT VII

HELPFUL LINKS

How to Obtain a State of Nevada Business License

<https://www.nvsilverflume.gov/home?welcome>

How to Obtain a Clark County Business License

https://www.clarkcountynv.gov/business/doing_business_with_clark_county/index.php

How to Obtain a Nevada State Contractors Board License

http://www.nvcontractorsboard.com/contractor_license_requirements.html

How to enroll in SBOP Program

https://www.clarkcountynv.gov/government/departments/economic_development/small_business_opportunity_program.php

How to obtain ESB certification

<https://goed.nv.gov/programs-incentives/emerging-small-business/>