



---

**SECTION 6**

**SMALL/MINORITY/WOMEN-OWNED  
AND**

**DISADVANTAGED BUSINESS UTILIZATION**

On October 20, 1993 the Las Vegas Valley Water District Board of Directors adopted a resolution that directed the District to develop and implement a program to encourage the participation of small, minority, women-owned and disadvantaged businesses in all of the District's purchasing and contracting activities.

The District is committed to increasing utilization of small, minority, women-owned and disadvantaged businesses in our contracting and procurement activities. Attached is a copy of the resolution and the program for your reference.



# Purchasing Guidelines



## LAS VEGAS VALLEY WATER DISTRICT

### RESOLUTION NO. 17-93

*WHEREAS*, pursuant to Section 9 of the Las Vegas Valley Water District Act of 1947 as amended, the Board of Directors of the Las Vegas Valley Water District, was given the authority to purchase and contract for goods and services; and

*WHEREAS*, the District recognizes that it has a role as a public agency in promoting open and fair procurement practices; and

*WHEREAS*, the District serves the community and, thus, wishes to create an environment in its procurement and contracting practices representative of the community it serves.

*WHEREAS*, the District also recognizes the social and economic benefits of emphasizing the participation of qualified small, minority, women-owned and disadvantaged businesses in its procurement practices.

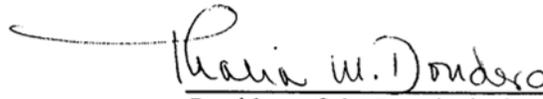
*NOW THEREFORE BE IT RESOLVED* by the Board of Directors of the Las Vegas Valley Water District:

That upon adoption of this resolution, the General Manager shall develop and implement a program to encourage the participation of small, minority, women-owned and disadvantaged businesses in all of the District's purchasing and contracting activities.

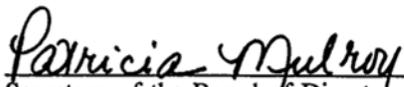
That nothing in the Resolution shall be construed to negate the competitive bid process, sacrifice the quality of goods or services being provided to the District, or result in a loss to the District.

That this Resolution shall take effect immediately from and after its passage by the Board of Directors of the Las Vegas Valley Water District, and it is accordingly so resolved.

PASSED, ADOPTED, AND APPROVED this 20<sup>th</sup> day of October, 1993.

  
\_\_\_\_\_  
President of the Board of Directors,  
Las Vegas Valley Water District

ATTEST:

  
\_\_\_\_\_  
Secretary of the Board of Directors  
Las Vegas Valley Water District

(SEAL)



## Purchasing Guidelines



---

### **LAS VEGAS VALLEY WATER DISTRICT PROGRAM TO ENCOURAGE PARTICIPATION OF SMALL, MINORITY, WOMEN-OWNED AND DISADVANTAGED BUSINESSES**

*The following is a listing of various ways we intend to reach our goal of increasing participation of small, minority, women-owned and disadvantaged businesses (S/M/W/DBE) in the Las Vegas Valley Water District purchasing and contracting activities.*

#### **General:**

#### **We Will:**

1. Publish our S/M/W/DBE policy statement in all formal bid solicitations.
2. Participate in community outreach seminars to let the public know what we are doing and what potential vendors need to know to do business with the District.
3. Inform attendees during every prebid conference, for both commodities and construction, of our S/MW/DBE policy.
4. Input and monitor data in tracking system for all contracts and commodity purchases to enable us to measure the success of our program.
5. Periodically survey vendors and contractors to find out why contractors or vendors did not respond to our solicitations (e.g. specifications were restrictive, contracts too large or not enough time to respond).
6. Participate in regional efforts to centralize bid document information.
7. Look at whether or not our specifications are unduly restrictive. When specifications are being developed, evaluate which items or design characteristics are essential to get the job done and which ones can be made more flexible with in an effort to increase the number of bidders able to respond.



## Purchasing Guidelines



### Contracts:

#### We Will:

1. When all things being equal in professional services proposals, we will endeavor to award to a S/M/W/DBE.
2. Offer a copy of bid opening sheets to all contractors after they are tabulated. This will allow contractors to compare their pricing with the other bidders so they could bid more competitively next time.
3. Request S/M/W/DBE information from both contractors and subcontractors in District construction contract document bidding documents.
4. Encourage the prime contractors to do business with S/M/W/DBE subcontractors.
5. We will decrease the size of construction contracts, that will not increase cost, as a possible factor limiting S/M/W/DBE participation. Considering, however the present necessity for larger contracts to meet the needs of an accelerated growth in population.
6. Support implementing or participating in a prime contractor/consultant mentorship program to increase S/M/W/DBE participation.
7. Establish an outreach clearinghouse for use by prime contractors and subcontractors. This central function might provide S/M/W/DBE availability searches, assistance, referral base, and in-house information center.
8. Endeavor to minimize bonding and insurance requirements to allow more S/M/W/DBE participation, while at the same time protecting the District from unnecessary exposure to claims.



## Purchasing Guidelines



---

### Commodity Purchases:

#### We Will:

1. Mail out bidder's applications, upon request, to S/M/W/DBE firms so they can let us know what commodities they sell. Then the commodities will be added to the respective vendor database. This will then be used for establishing formal bid lists.
2. Endeavor on all informal quotes and formal bids to add S/M/W/DBE vendors to all bid lists.
3. Hold inreach sessions with employees who either fill out requisitions or who have signature authority on requisitions. During the inreach sessions, we will explain the Board's S/M/W/DBE policy and the District's desire to increase S/M/W/DBE utilization.