



DEPARTMENT OF ADMINISTRATIVE SERVICES
Purchasing and Contracts Division

Phone: (702) 455-2897



REQUEST FOR PUBLIC RECORDS

The following information must be completed by the requestor.

Incomplete forms will not be accepted

Pursuant to the Nevada Public Records Law, I request the following information:

Clark County BID/RFP/CBE NO.:

TITLE:

If you do not have the BID/RFP/CBE number or Title, please contact Purchasing at (702) 455-2897 or CountyPurchasing@clarkcountynv.gov.

IS THIS FOR A POSSIBLE PROTEST? YES NO

Date:

Company Name:

Name/Title:

City/State/Zip:

Address:

Fax Number:

Phone Number:

E-mail Address:

Please check the documents you want to review:

- | | |
|----------------------------------|--|
| Original Solicitation | Renewal Letter(s), if applicable |
| Awarded BID/CBE/RFP | Extension Letter(s), if applicable |
| Other Submittals | Price Increase Letter(s), if applicable |
| Addenda | Insurance / Bond Submittals, if applicable |
| BCC Agenda / Award Authorization | Other: |

PLEASE FAX THIS COMPLETED FORM TO: (702) 386- 4914 or email to CountyPurchasing@clarkcountynv.gov

Pursuant to Chapter 239 of the Nevada Revised Statutes, requests for review or copying of Public Records will be responded to within **5 business days** of our receipt of your written request. **Please visit our website for forms and other important information at: <http://www.ClarkCountyNV.gov/Purchasing>**

FOR INTERNAL USE ONLY:

Date/Time Completed:

Initials: