

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
District General Manager

**FROM:** Nathan Chorey, P.E.  
Engineering Manager

**SUBJECT:** Review, discuss and possibly award Emergency Construction Contracts for Reconstruction of Sewer Pump Station #13 – Fund: Utilities; Vendor: San Joaquin Electric in the amount of \$89,500 and Burt and Burt, Inc. in the amount of \$14,000

**STRATEGIC PLAN:** Long Range Principle #5 – Assets and Infrastructure

**DATE:** March 24, 2021

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### **I. RECOMMENDATION**

That the Board of Trustees makes a motion to:

1. Award Emergency Construction Contract for Reconstruction of Sewer Pump Station #13 – Fund: Utilities; Vendor: San Joaquin Electric in the amount of \$89,500.
2. Award Emergency Construction Contract for Reconstruction of Sewer Pump Station #13 – Fund: Utilities; Vendor: Burt and Burt, Inc. in the amount of \$14,000.
3. Authorize Staff to execute the contract documents.

### **II. DISTRICT STRATEGIC PLAN**

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District’s workforce.

### **III. BACKGROUND**

- Sunday, February 21st at 10:00 a.m. – Vehicle crashes into Sewer Pump Station (SPS)#13 destroying all of the electrical control panels and power box.
- Sunday, February 21st – Public Works crews monitor SPS#13 24/7 until a temporary fix to get one pump operational can be completed. To prevent sanitary sewer overflow Public Works staff operate the Vector truck evacuating the wet well and transporting the effluent to SPS#12 on a 24/7 basis.
- Monday, February 22nd – San Joaquin Electric (SJE) is hired and worked with Public Works staff to provide temporary power to one sewer pump through the use of an electric generator.
- Tuesday, February 23rd – Public Works Staff and SJE are successful in getting a single pump operational under electric generator power. At 7:00 am, Public Works crews cease 24/7 monitoring and evacuating and transporting the effluent from SPS#13 to SPS#12.
- February 22nd - March 24th – SJE and Public Works collaborate on a permanent solution and received a proposal for \$89,500 to perform the necessary electrical work.
- Separately, Public Works has received a proposal for \$14,000 to complete the required demo work, re-pouring the concrete pad, installing bollards, and replacing the damaged shade structure and paint as needed/required.
- Upon Board of Trustees approval, Staff will issue a notice to proceed to the appropriate contractors to facilitate the required repairs.
- IVGID's Safety Specialist is working with all parties involved to process an insurance claim.

Emergency action to authorize this contract with SJE and Burt & Burt is necessary as the required electrical equipment to complete the permanent repair has a 10 - 12 week lead time. Preparing bid documents, publicly advertising, and bidding the project will add 60 - 120 days to this project. As stated above, the temporary repair to SPS#13 only provides power to a one (1) pump. SPS#13 typically operates with two pumps, one pump in lead and the second pump in lag position. Should a sewer overflow occur it is highly probable that raw sewage would enter Lake Tahoe.

Review, discuss and possibly award Emergency Construction Contracts for Reconstruction of Sewer Pump Station #13 – Fund: Utilities Vendor: San Joaquin Electric in the amount of \$89,500 and Burt and Burt, Inc. in the amount of \$14,000.





#### **IV. BID RESULTS**

This item is not subject to competitive bidding within the meaning of Nevada Revised Statute (NRS) 338.001 as described in subsection (b) Awarded to meet an emergency which results from a natural or artificially created disaster and which threatens the health, safety or welfare of the public.

#### **V. FINANCIAL IMPACT AND BUDGET**

The table below presents the anticipated expenditures for reconstruction of SPS#13.

<b>Task</b>	<b>Cost</b>
San Joaquin Electric	\$89,500
Burt and Burt, Inc	\$14,000
IVGID staff expenses incurred through 3/11/21	\$24,213.48
Anticipated additional IVGID staff expenses	\$20,000
<b>SPS #13 Reconstruction Total</b>	<b>\$147,713.48</b>

Staff will use existing appropriations pending anticipated reimbursement from the insurance claim.

#### **VI. ALTERNATIVES**

None proposed.

#### **VII. BUSINESS IMPACT**

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

Attachments:

- San Joaquin Electric, Short Form Agreement and proposal
- Burt and Burt, Inc., Short Form Agreement and proposal

**SHORT FORM AGREEMENT**

**Between**

**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**

**and**

**BURT & BURT, INC.**

**for**

**CONSTRUCTION SERVICES**

This Agreement is made as of (date) between **INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT (IVGID)**, hereinafter referred to as "Owner," and **BURT & BURT, INC.**, hereinafter referred to as "Contractor." Owner intends to complete the Project(s) as described in the Contract Documents and as amended from time to time, hereinafter referred to as the "Project."

**ARTICLE 1 – PRELIMINARY MATTERS**

**1.1** Contractor shall perform the following tasks:

Services as described in the Contract Documents included with this Agreement, basically consisting of demolition and repair of IVGID's Sewage Pump Station 13, located in Crystal Bay, Nevada.

**1.2** All documentation, drawings, reports, and invoices submitted for this project will include **IVGID PO Number TBD.**

**1.3** The Project will begin on or about date and be completed by date.

**ARTICLE 2 – CONTRACT DOCUMENTS: INTENT, AMENDING, REFUSE**

**2.1** This Agreement consists of the following Contract Documents:

- A. This Short Form Agreement, pages 1 through 9, inclusive
- B. Contractor's Bid submitted on March 11, 2021
- C. Original Request for Proposals
- D. By reference herein, Contractor to follow requirements of the Incline Village Ordinances and the *Standard Specification for Public Works Construction* (aka the Orange Book)

**2.2** In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- A. Contractor has examined and carefully studied the project details and technical specifications, and any other related data identified in the Contract Documents.

- B. Contractor has visited the site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Project.
- C. Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and performance of the Project.
- D. Contractor has obtained and carefully studied (or assumes responsibility for having done so) all examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the site which may affect cost, progress, or performance of the Project or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including applying the specific means, methods, techniques, sequences, and procedures of construction, if any, expressly required by the Contract Documents to be employed by Contractor, and safety precautions and programs incident thereto.
- E. Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Project at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- F. Contractor is aware of the general nature of work to be performed by Owner and others at the site that relates to the work, as indicated in the Contract Documents.
- G. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
- H. Contractor has given Owner's representative written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Owner's representative is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the work.

### ARTICLE 3 – INSURANCE REQUIREMENTS

- 3.1 Commercial Insurance:** Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees, or subcontractors. Contractor shall purchase General Liability, Auto Liability, Workers' Compensation, and Professional Liability Insurance (if applicable) coverage as required. Contractor shall have a Certificate of Insurance issued to the INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT naming it as additional insured, indicating coverage types, amounts and duration of the policy. All certificates shall provide for a minimum written notice of thirty (30) days to be provided to District in the event of material change, termination or non-renewal by either Contractor or carrier.

- 3.2 **General Liability:** Contractor shall purchase General Liability including appropriate Auto Liability with a \$1,000,000 combined single limit per occurrence, for bodily injury, personal injury and property damage.
- 3.3 **Workman's Compensation:** It is understood and agreed that there shall be no Industrial Insurance coverage provided for the Contractor or any Subcontractor by the District; and in view of NRS 616.280 and 617.210 requiring that Contractor comply with the provisions of Chapters 616 and 617 of NRS, Contractor shall, before commencing work under the provisions of this Agreement, furnish to the District a Certificate of Insurance from an admitted insurance company in the State of Nevada.

#### **ARTICLE 4 – CONTRACTOR’S RESPONSIBILITIES**

##### **4.1 Equal Employment and Non-Discrimination**

In connection with the Services under this Agreement, Contractor agrees to comply with the applicable provisions of State and Federal Equal Opportunity statutes and regulations.

##### **4.2 Licenses**

Contractor shall have a Washoe County business license, and all appropriate Contractor’s licenses and certifications for the services to be performed.

##### **4.3 Construction Dumpsters**

Contractor is to be aware of District’s Ordinance 1, the Solid Waste Ordinance, and pay specific attention to Section 4.5, Dumpster Use, Location and Enclosure. Any construction dumpster on the job site that is not properly enclosed shall be a fully locking roll-top, and is to remain locked and secured at all times.

##### **4.4 Working Hours**

Working hours, including equipment “warm up,” shall occur between 8 a.m. and 7 p.m. Monday through Friday. Only emergency work may occur on Saturdays, with prior approval of Owner.

##### **4.5 Changes and Modifications**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made a part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement.

##### **4.6 Contractor’s General Warranty and Guarantee**

- A. Contractor warrants and guarantees to Owner that all work will be in accordance with the Contract Documents and will not be defective. Owner’s representative and its Related Entities shall be entitled to rely on representation of Contractor’s warranty and guarantee.

- B. Contractor's warranty and guarantee hereunder excludes defects or damage caused by:
  - 1. Abuse, modification, or improper maintenance or operation by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
  - 2. Normal wear and tear under normal usage.
- C. Contractor's obligation to perform and complete the Project in accordance with the Contract Documents shall be absolute. None of the following will constitute an acceptance of work that is not in accordance with the Contract Documents or a release of Contractor's obligation to perform the work in accordance with the Contract Documents:
  - 1. Observations by Owner's representative;
  - 2. Recommendation by Owner's representative or payment by Owner of any progress or final payment;
  - 3. The issuance of a certificate of substantial completion by Owner's representative or any payment related thereto by Owner;
  - 4. Use or occupancy of the Project or any part thereof by Owner;
  - 5. Any review and approval of a shop drawing or sample submittal or the issuance of a notice of acceptability by Owner's representative;
  - 6. Any inspection, test, or approval by others; or
  - 7. Any correction of defective work by Owner.

#### **4.7 Correction Period**

- A. If within one year after the date of substantial completion (or such longer period of time as may be prescribed by the terms of any applicable special guarantee required by the Contract Documents) or by any specific provision of the Contract Documents, any work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor's use by Owner or permitted by laws and regulations as contemplated in Article 8.5 is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
  - 1. Repair such defective land or areas; or
  - 2. Correct such defective work; or
  - 3. If the defective work has been rejected by Owner, remove it from the Project and replace it with work that is not defective, and
  - 4. Satisfactorily correct or repair or remove and replace any damage to other work, to the work of others or other land or areas resulting therefrom.
- B. If Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective work corrected or repaired or may have the rejected work removed and replaced. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out



of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others) will be paid by Contractor.

- C. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Project, the correction period for that item may start to run from an earlier date if so provided in the Specifications.
- D. Where defective work (and damage to other work resulting therefrom) has been corrected or removed and replaced under this Article 4.7, the correction period hereunder with respect to such work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.
- E. Contractor's obligations under this Article 4.7 are in addition to any other obligation or warranty. The provisions of this Article 4.7 shall not be construed as a substitute for or a waiver of the provisions of any applicable statute of limitation or repose.

#### **4.8 Indemnification**

- A. Indemnification of Owner by Contractor: To the extent permitted by law, Contractor agrees to indemnify and hold Owner and each of its officers, employees, agents, and representatives harmless from any claims, damage, liability, or costs (including reasonable attorneys' fees and costs of defense) stemming from this project to the extent such claims, damage, liability, or costs are caused by Contractor's negligent acts, errors or omissions or by the negligent acts, errors, or omissions of Contractors, subcontractors, agents, or anyone acting on behalf of or at the direction of Contractor.
- B. Contractor's obligation to hold harmless and indemnify Owner shall include reimbursement to Owner of the loss of personnel productivity, incurred as a result of that defense. Reimbursement for the time spent by Owner's personnel shall be charged to Contractor at the then-current rate charged for such services by the private sector.
- E. Nothing herein shall prevent Owner or Contractor from relying upon any Nevada statute or case law that protects Owner or Contractor with respect to liability or damages. This Provision shall survive the termination, cancellation, or expiration of the Agreement.

### **ARTICLE 5 – OWNER'S RESPONSIBILITIES**

- 5.1 Owner shall do the following in a timely manner so as not to delay the services of Contractor:
  - A. Designate in writing a person to act as Owner's representative with respect to services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define Owner's policies and decisions with respect to Contractor's services for the Project.

- B. Assist Contractor by placing at Contractor's disposal existing data, plans, reports, and other information known to, in possession of, or under control of Owner which are relevant to the execution of Contractor's duties on the PROJECT. Also, provide all criteria and full information as to Owner's requirements for the Project, including design criteria, objectives, and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

## **ARTICLE 6 – PAYMENT TO CONTRACTOR AND COMPLETION**

### **6.1 Basis and Amount of Compensation for Basic Services**

- A. Time and Materials. Owner shall pay Contractor for the Project as follows:
  - 1. Compensation shall be as indicated in Attachment A, billed on a time and materials basis, with a total anticipated amount of **Fourteen Thousand Dollars (\$14,000.00)** ("Contract Price").

### **6.2 Payment Procedures**

- A. Submittal and Processing of Payments –
  - 1. Invoices shall be sent to [invoices@ivgid.org](mailto:invoices@ivgid.org) with a copy to [rlr@ivgid.org](mailto:rlr@ivgid.org).
  - 2. Upon final completion and acceptance of the Project, Owner shall pay the Contract Price, as recommended by Owner's representative.

## **ARTICLE 7 – DISPUTE RESOLUTION**

### **7.1 Arbitration**

This Agreement to engage in alternate dispute resolution ("ADR") pursuant to NRS 338.150 and any other Agreement or consent to engage in ADR entered into in accordance herewith as provided in this Article 16 will be specifically enforceable under the prevailing Nevada law in the Second Judicial District Court of the State of Nevada in and for the County of Washoe. Any dispute arising under this contract will be sent to mediation. Any mediation shall occur in Incline Village, Washoe County, Nevada. The mediation shall be conducted through the American Arbitration Association (AAA) and be governed by the AAA's Mediation Procedures.

The mediator is authorized to conduct separate or ex parte meetings and other communications with the parties and/or their representatives, before, during and after any scheduled mediation conference. Such communications may be conducted via telephone, in writing, via email, online, in person or otherwise.

Owner and Contractor are encouraged to exchange all documents pertinent to the relief requested. The mediator may request the exchange of memorandum on all pertinent issues. The mediator does not have the authority to impose a settlement on the parties but such mediator will attempt to help Owner and Contractor reach a satisfactory resolution of their dispute. Subject to the discretion of the mediator, the mediator may make oral or written recommendations for settlement to a party privately, or if the parties agree, to all parties jointly.

Owner and Contractor shall participate in the mediation process in good faith. The mediation process shall be concluded within sixty (60) days of a mediator being assigned.

In the event of a complete settlement of all or some issues in dispute is not achieved within the scheduled mediation session(s), the mediator may continue to communicate with the parties, for a period of time, in an ongoing effort to facilitate a complete settlement. Any settlement agreed upon during mediation shall become binding if within thirty (30) days after the date that any settlement agreement is signed, either the Owner or Contractor fails to object or withdraw from the agreement. If mediation shall be unsuccessful, either Owner or Contractor may then initiate judicial proceedings by filing suit. Owner and Contractor will share the cost of mediation equally unless agreed otherwise.

## **ARTICLE 8 – MISCELLANEOUS**

### **8.1 Successors and Assigns**

- A. The parties hereby bind their respective partners, successors, executors, administrators, legal representatives, and, to the extent permitted by law, their assigns, to the terms, conditions, and covenants of this Agreement.
- B. Neither Owner nor Contractor shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law or the effect of this limitation may be restricted by law.
- C. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Contractor from employing such independent professional associates, subcontractors, and Contractors as Contractor may deem appropriate to assist in the performance of Services.
- D. Except as may be expressly stated otherwise in this Agreement, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Owner and Contractor, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Contractor and not for the benefit of any other party.

### **8.2 Severability**

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

### **8.3 Waiver**

One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

#### **8.4 Extent of Agreement**

This Agreement, including all Exhibits, and any and all amendments, modifications, and supplements duly executed by the parties in accordance with this Agreement, govern and supersede any and all inconsistent or contradictory terms, prior oral or written representations or understandings, conditions, or provisions set forth in any purchase orders, requisition, request for proposal, authorization of services, notice to proceed, or other form or document issued by Owner with respect to the Project or Contractor's services.

#### **8.5 Controlling Law**

This Agreement is to be governed by and construed in accordance with the Laws of the State of Nevada.

**IN WITNESS WHEREOF**, the parties hereto have set their hands the day and date of the year first set forth above.

**OWNER:**  
**INCLINE VILLAGE G. I. D.**  
**The undersigned has read, reviewed**  
**and approves this document**

By: \_\_\_\_\_  
Joshua Nelson  
District General Counsel

\_\_\_\_\_  
*Date*

**Agreed to:**

\_\_\_\_\_  
Brad Underwood, P. E.  
Director of Public Works

\_\_\_\_\_  
*Date*

Owner's address for giving notice:  
**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Div. Phone

**CONTRACTOR:**  
**BURT & BURT, INC.**  
**Agreed to:**

By: \_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Print or Type Name and Title*

\_\_\_\_\_  
*Date*

If Contractor is a corporation, attach evidence of authority to sign.

Contractor's address for giving notice:  
**BURT & BURT, INC.**  
PO Box 1461  
Crystal Bay, Nevada 89402  
775-742-1589



BURT & BURT, INC.  
P.O. Box 1461  
CRYSTAL BAY, NEVADA 89402  
(530) 546 1012 (775) 742 1589  
Nevada Lic. #32348

# PROPOSAL

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

To:

*IVOTD*

JOB NAME / NO. <i>Dumpster</i>	
LOCATION <i>Summer Bay Lake</i>	
<i>Bliss</i>	
PHONE	DATE <i>11/10/14 2:21</i>

We hereby submit specifications and estimates for:

*Full dumpster project to provide  
supply of dumpsters for use  
to provide existing site and provide  
relief and disposal.  
I propose to provide a project to provide  
a full dumpster project to provide  
full cost of a full project to provide  
full cost of a full project to provide  
full cost of a full project to provide  
full cost of a full project to provide  
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full cost of a full project to provide  
full cost of a full project to provide  
full cost of a full project to provide*

Contractors are required by law to be licensed and regulated by the State Contractors Board. Questions concerning any contractor may be referred to the Registrar of the board whose mailing address is: 9670 Gateway Drive, Reno, NV 89511  
In the event of action taken by reason of this agreement the prevailing party shall be entitled to reasonable attorney fees. Delinquent accounts shall be charged 1 1/2 % service charge per month (18% APR)

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:  
*\$14,000* dollars (\$ 14,000 ).

Payable as follows:  
*lump sum*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

NOTE: This proposal may be withdrawn by us if not accepted within 5 days.

**ACCEPTANCE OF PROPOSAL** - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**SHORT FORM AGREEMENT**

**Between**

**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**

**and**

**SAN JOAQUIN ELECTRIC, INC.**

**for**

**CONSTRUCTION SERVICES**

This Agreement is made as of date between **INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT (IVGID)**, hereinafter referred to as "Owner," and **SAN JOAQUIN ELECTRIC, INC.**, hereinafter referred to as "Contractor." Owner intends to complete the Project(s) as described in the Contract Documents and as amended from time to time, hereinafter referred to as the "Project."

**ARTICLE 1 – PRELIMINARY MATTERS**

- 1.1** Contractor shall perform the following tasks:  
Services as described in the Contract Documents included with this Agreement, basically consisting of furnishing and installing a new control panel pedestal with the following components: 100-amp, 480-volt 3 phase meter main service, 100-amp automatic transfer switch, 3 KVA transformer, 50 amp panelboard, 2 – Allen Bradley SMC Flex soft starters, breakers, terminal blocks and miscellaneous wiring for a complete and functional control panel for the items in the District's damaged Sewage Pumping Station 13.
- 1.2** All documentation, drawings, reports, and invoices submitted for this project will include IVGID PO Number TBD.
- 1.3** The Project will begin on or about date and be completed by date (equipment procurement has a 9- to 11-week lead time).

**ARTICLE 2 – CONTRACT DOCUMENTS: INTENT, AMENDING, REFUSE**

- 2.1** This Agreement consists of the following Contract Documents:
  - A. This Short Form Agreement, pages 1 through 8, inclusive
  - B. Contractor's proposal submitted March 23, 2021
  - C. By reference herein, Contractor to follow requirements of the Incline Village Ordinances and the *Standard Specification for Public Works Construction* (aka the Orange Book)
- 2.2** In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
  - A. Contractor has examined and carefully studied the project details and technical specifications, and any other related data identified in the Contract Documents.
  - B. Contractor has visited the site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the Project.

- C. Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and performance of the Project.
- D. Contractor has obtained and carefully studied (or assumes responsibility for having done so) all examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the site which may affect cost, progress, or performance of the Project or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including applying the specific means, methods, techniques, sequences, and procedures of construction, if any, expressly required by the Contract Documents to be employed by Contractor, and safety precautions and programs incident thereto.
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### ARTICLE 3 – INSURANCE REQUIREMENTS

- 3.1 **Commercial Insurance:** Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees, or subcontractors. Contractor shall purchase General Liability, Auto Liability, Workers' Compensation, and Professional Liability Insurance (if applicable) coverage as required. Contractor shall have a Certificate of Insurance issued to the INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT naming it as additional insured, indicating coverage types, amounts and duration of the policy. All certificates shall provide for a minimum written notice of thirty (30) days to be provided to District in the event of material change, termination or non-renewal by either Contractor or carrier.
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provisions of this Agreement, furnish to the District a Certificate of Insurance from an admitted insurance company in the State of Nevada.

#### **ARTICLE 4 – CONTRACTOR’S RESPONSIBILITIES**

##### **4.1 Equal Employment and Non-Discrimination**

In connection with the Services under this Agreement, Contractor agrees to comply with the applicable provisions of State and Federal Equal Opportunity statutes and regulations.

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Contractor shall have a Washoe County business license, and all appropriate Contractor’s licenses and certifications for the services to be performed.

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- A. Contractor warrants and guarantees to Owner that all work will be in accordance with the Contract Documents and will not be defective. Owner’s representative and its Related Entities shall be entitled to rely on representation of Contractor’s warranty and guarantee.
- B. Contractor’s warranty and guarantee hereunder excludes defects or damage caused by:
  - 1. Abuse, modification, or improper maintenance or operation by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
  - 2. Normal wear and tear under normal usage.
- C. Contractor’s obligation to perform and complete the Project in accordance with the Contract Documents shall be absolute. None of the following will constitute an acceptance of work that is not in accordance with the Contract Documents or a release of Contractor’s obligation to perform the work in accordance with the Contract Documents:
  - 1. Observations by Owner’s representative;

2. Recommendation by Owner's representative or payment by Owner of any progress or final payment;
3. The issuance of a certificate of substantial completion by Owner's representative or any payment related thereto by Owner;
4. Use or occupancy of the Project or any part thereof by Owner;
5. Any review and approval of a shop drawing or sample submittal or the issuance of a notice of acceptability by Owner's representative;
6. Any inspection, test, or approval by others; or
7. Any correction of defective work by Owner.

#### **4.7 Correction Period**

- A. If within two years after the date of substantial completion (or such longer period of time as may be prescribed by the terms of any applicable special guarantee required by the Contract Documents) or by any specific provision of the Contract Documents, any work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor's use by Owner or permitted by laws and regulations as contemplated in Article 8.5 is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
  1. Repair such defective land or areas; or
  2. Correct such defective work; or
  3. If the defective work has been rejected by Owner, remove it from the Project and replace it with work that is not defective, and
  4. Satisfactorily correct or repair or remove and replace any damage to other work, to the work of others or other land or areas resulting therefrom.
- B. If Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective work corrected or repaired or may have the rejected work removed and replaced. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others) will be paid by Contractor.
- C. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Project, the correction period for that item may start to run from an earlier date if so provided in the Specifications.
- D. Where defective work (and damage to other work resulting therefrom) has been corrected or removed and replaced under this Article 4.7, the correction period hereunder with respect to such work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.
- E. Contractor's obligations under this Article 4.7 are in addition to any other obligation or warranty. The provisions of this Article 4.7 shall not be construed as a substitute for or a waiver of the provisions of any applicable statute of limitation or repose.



#### 4.8 Indemnification

- A. Indemnification of Owner by Contractor: To the extent permitted by law, Contractor agrees to indemnify and hold Owner and each of its officers, employees, agents, and representatives harmless from any claims, damage, liability, or costs (including reasonable attorneys' fees and costs of defense) stemming from this project to the extent such claims, damage, liability, or costs are caused by Contractor's negligent acts, errors or omissions or by the negligent acts, errors, or omissions of Contractors, subcontractors, agents, or anyone acting on behalf of or at the direction of Contractor.
- B. Contractor's obligation to hold harmless and indemnify Owner shall include reimbursement to Owner of the loss of personnel productivity, incurred as a result of that defense. Reimbursement for the time spent by Owner's personnel shall be charged to Contractor at the then-current rate charged for such services by the private sector.
- E. Nothing herein shall prevent Owner or Contractor from relying upon any Nevada statute or case law that protects Owner or Contractor with respect to liability or damages. This Provision shall survive the termination, cancellation, or expiration of the Agreement.

#### ARTICLE 5 – OWNER'S RESPONSIBILITIES

- 5.1 Owner shall do the following in a timely manner so as not to delay the services of Contractor:
  - A. Designate in writing a person to act as Owner's representative with respect to services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define Owner's policies and decisions with respect to Contractor's services for the Project.
  - B. Assist Contractor by placing at Contractor's disposal existing data, plans, reports, and other information known to, in possession of, or under control of Owner which are relevant to the execution of Contractor's duties on the PROJECT. Also, provide all criteria and full information as to Owner's requirements for the Project, including design criteria, objectives, and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

#### ARTICLE 6 – PAYMENT TO CONTRACTOR AND COMPLETION

##### 6.1 Basis and Amount of Compensation for Basic Services

- A. Time and Materials. Owner shall pay Contractor for the Project as follows:
  - 1. Compensation shall be as indicated in Attachment A, billed on a time and materials basis, with a total anticipated amount of **Eighty-Nine Thousand Five Hundred Dollars (\$89,500.00)** ("Contract Price").

##### 6.2 Payment Procedures

- A. Submittal and Processing of Payments –
  - 1. Invoices shall be sent to [invoices@ivgid.org](mailto:invoices@ivgid.org) with a copy to [rlr@ivgid.org](mailto:rlr@ivgid.org).
  - 2. Upon final completion and acceptance of the Project, Owner shall pay the Contract Price, as recommended by Owner's representative.

## **ARTICLE 7 – DISPUTE RESOLUTION**

### **7.1 Arbitration**

This Agreement to engage in alternate dispute resolution (“ADR”) pursuant to NRS 338.150 and any other Agreement or consent to engage in ADR entered into in accordance herewith as provided in this Article 16 will be specifically enforceable under the prevailing Nevada law in the Second Judicial District Court of the State of Nevada in and for the County of Washoe. Any dispute arising under this contract will be sent to mediation. Any mediation shall occur in Incline Village, Washoe County, Nevada. The mediation shall be conducted through the American Arbitration Association (AAA) and be governed by the AAA’s Mediation Procedures.

The mediator is authorized to conduct separate or ex parte meetings and other communications with the parties and/or their representatives, before, during and after any scheduled mediation conference. Such communications may be conducted via telephone, in writing, via email, online, in person or otherwise.

Owner and Contractor are encouraged to exchange all documents pertinent to the relief requested. The mediator may request the exchange of memorandum on all pertinent issues. The mediator does not have the authority to impose a settlement on the parties but such mediator will attempt to help Owner and Contractor reach a satisfactory resolution of their dispute. Subject to the discretion of the mediator, the mediator may make oral or written recommendations for settlement to a party privately, or if the parties agree, to all parties jointly.

Owner and Contractor shall participate in the mediation process in good faith. The mediation process shall be concluded within sixty (60) days of a mediator being assigned.

In the event of a complete settlement of all or some issues in dispute is not achieved within the scheduled mediation session(s), the mediator may continue to communicate with the parties, for a period of time, in an ongoing effort to facilitate a complete settlement. Any settlement agreed upon during mediation shall become binding if within thirty (30) days after the date that any settlement agreement is signed, either the Owner or Contractor fails to object or withdraw from the agreement. If mediation shall be unsuccessful, either Owner or Contractor may then initiate judicial proceedings by filing suit. Owner and Contractor will share the cost of mediation equally unless agreed otherwise.

## **ARTICLE 8 – MISCELLANEOUS**

### **8.1 Successors and Assigns**

- A. The parties hereby bind their respective partners, successors, executors, administrators, legal representatives, and, to the extent permitted by law, their assigns, to the terms, conditions, and covenants of this Agreement.
- B. Neither Owner nor Contractor shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law or the effect of this limitation may be restricted by law.
- C. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Contractor from employing such independent professional associates, subcontractors, and

Contractors as Contractor may deem appropriate to assist in the performance of Services.

- D. Except as may be expressly stated otherwise in this Agreement, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Owner and Contractor, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Contractor and not for the benefit of any other party.

## **8.2 Severability**

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

## **8.3 Waiver**

One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

## **8.4 Extent of Agreement**

This Agreement, including all Exhibits, and any and all amendments, modifications, and supplements duly executed by the parties in accordance with this Agreement, govern and supersede any and all inconsistent or contradictory terms, prior oral or written representations or understandings, conditions, or provisions set forth in any purchase orders, requisition, request for proposal, authorization of services, notice to proceed, or other form or document issued by Owner with respect to the Project or Contractor's services.

## **8.5 Controlling Law**

This Agreement is to be governed by and construed in accordance with the Laws of the State of Nevada.

**IN WITNESS WHEREOF**, the parties hereto have set their hands the day and date of the year first set forth above.

**OWNER:**  
**INCLINE VILLAGE G. I. D.**  
**The undersigned has read, reviewed**  
**and approves this document**

**CONTRACTOR:**  
**SAN JOAQUIN ELECTRIC, INC.**  
**Agreed to:**

By: \_\_\_\_\_  
Joshua Nelson  
District General Counsel

By: \_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Print or Type Name and Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**Agreed to:**

\_\_\_\_\_  
Brad Underwood, P. E.  
Director of Public Works

If Contractor is a corporation, attach evidence of authority to sign.

\_\_\_\_\_  
*Date*

Owner's address for giving notice:  
**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Div. Phone

Contractor's address for giving notice:  
**SAN JOAQUIN ELECTRIC, INC.**  
2342 Teepee Drive  
Stockton, California 95205  
209-993-6782



***SAN JOAQUIN ELECTRIC, INC***

ELECTRICAL CONTRACTOR  
EFFICIENTLY DOING IT RIGHT THE FIRST TIME

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2342 TEEPEE DR. – STOCKTON, CA 95205 - P.O. BOX 30068 – STOCKTON, CA 95213 - LICENSE #410103  
PHONE (209) 952-9980 FAX (209) 952-9984

**To: Incline Village General Improvement District  
1220 Sweetwater Road  
Incline Village, NV 89451  
Attn: Jim Youngblood  
RE: SPS 13 New Electrical control panel**

**Dear Jim,**

**After our site visit and reviewing of the existing electrical as-builts of the control panel for the sewer pump station #13, I have put together a price to furnish and install a new control panel pedestal with the following components:**

**100-amp, 480-volt 3 phase meter main service, 100-amp automatic transfer switch, 3 KVA transformer, 50 amp panelboard, 2 – Allen Bradley SMC Flex soft starters, breakers, terminal blocks and miscellaneous wiring for a complete and functional control panel for the items in the dry pit sewer pump station.**

**The approximate lead after approval of this proposal is 9-11 weeks to procure all the materials for the new control panel. Please feel free to contact me with any questions, thank you.**

**This work will be completed on a time and materials basis and not to exceed \$89,500 without authorization from IVGID.**

**Wade Johnson  
Vice President  
San Joaquin Electric  
209-993-6782**