

MEMORANDUM

TO: Board of Trustees

THROUGH: Bobby Magee, District General Manager

FROM: Kate Nelson, Interim Director of Public Works

SUBJECT: Review, Discuss and Approve a Purchase Order Agreement for Parking Lot Sweeping Services Across District Venues - 2023/24, all Venues' Services and Supplies Operating Budgets; Contractor: Four D Enterprises, LLC; Amount: \$11,295.80. (Requesting Staff Member: Interim Director of Public Works Kate Nelson)

RELATED FY 2023 STRATEGIC PLAN

LONG RANGE PRINCIPLE #5 – ASSETS AND INFRASTRUCTURE

BUDGET INITIATIVE(S): The District will practice perpetual asset renewal, replacement and improvement to provide safe and superior long term utility services and recreation venues, facilities, and services.

RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES

Purchasing Policy for Public Works Contracts 21.2.0

DATE: June 26, 2024

I. RECOMMENDATION

That the Board of Trustees make a Motion to:

1. Approve the Purchase Order Agreement with Four D Enterprises, LLC for Parking Lot Sweeping at All District Venues for the Amount of \$11,295.80; and,
2. Direct the General Manager to Sign and Execute the Agreement.

II. BACKGROUND

Each year, all District venues undergo comprehensive sweeping and striping operations. This essential maintenance activity removes accumulated sand, leaves, and other debris from parking lots, which have gathered over the winter.

By efficiently sweeping and disposing of this material, we prevent it from entering storm drains, streams, and ultimately the lake.

This also ensures a clean surface suitable for the parking lot striping to occur.

III. BID RESULTS

The proposed Agreement aligns with the District's Purchasing Policy for Public Works Contracts, Policy 21.2.0 and was not bid.

IV. FINANCIAL IMPACT AND BUDGET

Each District venue will fund the cost of sweeping from its respective operating budget as outlined in the Purchase Order Agreement, see Attachment 1.

V. ALTERNATIVES

The Board of Trustees may defer or decide not to proceed with the recommended sweeping at all District venues.

VI. COMMENTS

The Agreement between the District and Four D Enterprises LLC has been reviewed and approved by District Legal Counsel.

VII. BUSINESS IMPACT/BENEFIT

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

VIII. ATTACHMENTS

1. Agreement - District Sweeping

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

Purchase Order No. TBD	
CONTRACTOR	INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Four D Enterprises, LLC NV20101238823 4225 Quinn Drive Carson City, NV 89701 Attn: Debra Deselms 775-690-2219 fourdenterprise@yahoo.com	Public Works Department 1220 Sweetwater Road Incline Village, NV 89451 Attn: Scott Hubele 775-832-1289 / scott_hubele@ivgid.org

This Purchase Order is subject to the attached terms and conditions.

Services:

Sweeping of District parking lots, one time only, to remove sand and salt left from winter operations, per the attached Estimates 603, 604, and 606 through 617, with fees as follows:

Venue	Fee
West Park	\$86.40
Parks Yard	\$259.20
Preston	\$432.00
Burnt Cedar Beach	\$1,209.60
Incline & Ski Beaches	\$1,123.20
Diamond Peak	\$2,678.40
Administration	\$432.00
Aspen Grove	\$1,123.20
Rec Center	\$1,123.20
Tennis	\$259.20
Public Works	\$1,468.40
Mountain Golf	\$518.40
Champ Golf	\$648.00
Overflow Parking Lot	\$345.60

Price: \$11,295.80

PURCHASE ORDER TERMS AND CONDITIONS FOR SERVICES

1. Acceptance; Entire Agreement. This purchase order for services issued by the INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT ("DISTRICT") to the Contractor designated in the purchase order must be promptly accepted and acceptance is expressly limited to the terms of this order. Any addition or different terms in the Contractor's forms are hereby deemed to be material alterations and notice of objection to them and rejection of them is hereby given. Contractor's performance of any portion of this order shall be considered acceptance by the Contractor of the terms herein.

2. Compensation. Contractor shall be paid on a time and materials or firm fixed fee basis, as may be agreed upon by the parties as described in this Purchase Order, or in documents attached hereto and hereby made a part hereof, within 30 days of receipt of invoice. If the work is performed on a time and materials basis, the invoice shall include a detailed description of the work performed, labor hours and materials.

3. Compliance with Law. Contractor shall comply with all applicable laws and regulations of the federal, state and local government. DISTRICT shall assist Contractor, as requested, in obtaining and maintaining all permits required of Contractor by Federal, State and local regulatory agencies. Contractor is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled as a result of his or her work.

4. Standard of Care. The Contractor shall perform the work in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession practicing under similar conditions. Contractor shall also comply with State and Federal environmental and safety regulations as they apply to the scope of work.

5. Insurance. Contractor shall take out and maintain: A. Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/\$2,000,000 aggregate for bodily injury, personal injury and property damage, naming DISTRICT as an Additional Insured; B. Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, of at least \$1,000,000 per occurrence for bodily injury and property damage; C. Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage of at least \$1,000,000 per occurrence; and D. Contractors providing professional services shall provide Professional Liability (Errors and Omissions) Insurance of at least \$1,000,000. Insurance carriers shall be licensed or authorized to do business in Nevada.

6. Indemnification. The Contractor shall indemnify and hold harmless DISTRICT, its officials, officers, agents and employees from and against any and all claims, liabilities, expenses or damages, including reasonable attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, or patent infringement or fees for use of patented items, or any claim of the Contractor or a subcontractor for wages or benefits which arise in connection with the performance of the Contract, except to the extent caused or resulting from the active or sole negligence or willful misconduct of DISTRICT. The foregoing indemnity includes, but is not limited to, the cost of prosecuting or defending such action with legal counsel acceptable to DISTRICT and DISTRICT's attorneys' fees incurred in such an action. If Contractor's obligation to defend, indemnify,

and/or hold harmless arises out of Contractor's performance of "design professional" services subject to NRS 338.155, then, and only to the extent required by NRS 338.155, which is fully incorporated herein, Contractor's indemnification obligation shall be limited to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the Contractor or its employees and agents. Moreover, while Contractor shall not be required to initially defend the District, Contractor, if adjudicated to be liable by a trier of fact, the Contractor shall be reimburse the District or the attorney's fees and costs incurred by the District defending the action in an amount which is proportionate to the liability of the Contractor. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the District, its officials, employees, agents and authorized volunteers for losses arising from the work performed by the Contractor for the District.

7. Contract Terms. Nothing herein shall be construed to give any rights or benefits to anyone other than DISTRICT and the Contractor. The unenforceability, invalidity or illegality of any provision(s) of this Contract shall not render the other provisions unenforceable, invalid or illegal. Notice may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to the parties to the addresses set forth in the purchase order. Contractor shall not assign, sublet, or transfer this Contract or any rights under or interest in this Contract without the written consent of DISTRICT, which may be withheld for any reason. Contractor is retained as an independent contractor and is not an employee of DISTRICT. No employee or agent of Contractor shall become an employee of DISTRICT. This is an integrated Contract representing the entire understanding of the parties as to those matters contained herein, and supersedes and cancels any prior oral or written understanding or representations with respect to matters covered hereunder. This Contract may not be modified or altered except in writing signed by both parties hereto. This Purchase Order is not intended to and will not preclude Contractor's employees from exercising available rights under the DISTRICT's Whistleblower Policy and associated procedures for reporting suspected misconduct, as that term is defined in the Whistleblower Policy. All reports of suspected misconduct will be handled by the DISTRICT in accordance with the Whistleblower Policy.

8. Notice of Labor Dispute. Whenever Contractor has knowledge that an actual or potential labor dispute may delay performance under this purchase order, Contractor shall immediately notify and submit all relevant information to DISTRICT.

9. Changes. By written notice, DISTRICT may from time to time, direct work suspension or make changes in quantities, drawings, designs, specifications, place of delivery or delivery schedules, methods of shipment and packaging, and property and services furnished to DISTRICT by Contractor. If such change causes an increase or decrease in the price of this purchase order or in the time required for performance, Contractor or DISTRICT shall promptly notify the other party thereof and assert its claim for adjustment within thirty (30) days after the change is ordered, and an equitable adjustment shall be made. However, nothing in this clause shall excuse the Contractor from proceeding immediately with the purchase order as changed.

10. Obligations. Contractor shall be solely responsible for providing all materials, labor, tools, equipment, water, light, power, transportation, superintendence, and temporary construction of every nature and all other services and all facilities necessary to execute, complete, and deliver the work within the specified time.

11. Damage to District Facilities. Damage to DISTRICT or public facilities or private property caused by the Contractor or by its subcontractors during performance of services shall be repaired and/or replaced in kind at no cost to the DISTRICT.

12. Site Safety and Cleanup. The project site shall be kept clean and free of hazards at all times during performance of services. After and installation is completed at the site, as applicable, Contractor shall clean the surrounding area to the condition prior to delivery and installation.

13. Installation. If the Contractor is responsible for providing installation services, finished installation work and/or equipment shall be subject to final inspection and acceptance or rejection by the DISTRICT.

OWNER:
INCLINE VILLAGE G. I. D.
Agreed to:

By: _____
Bobby Magee
General Manager

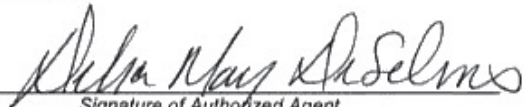
Date

Reviewed as to Form:

Sergio Rudin
District General Counsel

Date

CONTRACTOR:
Four D Enterprises, LLC
Agreed to:

By: 
Signature of Authorized Agent
Debra DeSelms Owner

Print or Type Name and Title

6-4-24

Date

ESTIMATES 603 THROUGH 617 FOLLOW

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	603

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
West Park			
Description	Qty	Rate	Total
On Call Sweeping		86.40	86.40
Total			\$86.40
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	604

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Parks Maint			
Description	Qty	Rate	Total
On Call Sweeping		259.20	259.20
Total			\$259.20
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
 Carson City NV 89701

*Four all of your
 Commercial
 Sweeping, Facility
 Maintenance and Snow
 Removal Needs*

Estimate

Date	Estimate #
5/10/2024	606

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
 Scott Hubele
 893 Southwood Blvd
 Incline Village NV 89451

Project			
Preston Field			
Description	Qty	Rate	Total
On Call Sweeping		432.00	432.00
Total			\$432.00
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	607

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Burnt Cedar			
Description	Qty	Rate	Total
On Call Sweeping		1,209.60	1,209.60
Total			\$1,209.60
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	608

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Incline beach & Ski Beach			
Description	Qty	Rate	Total
On Call Sweeping		1,123.20	1,123.20
Total			\$1,123.20
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	609

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Ski Incline			
Description	Qty	Rate	Total
On Call Sweeping		2,678.40	2,678.40
Total			\$2,678.40
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	610

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Admin Southwood			
Description	Qty	Rate	Total
On Call Sweeping		432.00	432.00
Total			\$432.00
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	611

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Aspen Grove			
Description	Qty	Rate	Total
On Call Sweeping		1,123.20	1,123.20
Total			\$1,123.20
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	612

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Rec center			
Description	Qty	Rate	Total
On Call Sweeping		1,123.20	1,123.20
Total			\$1,123.20
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	613

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Tennis Courts			
Description	Qty	Rate	Total
On Call Sweeping		259.20	259.20
Total			\$259.20
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	614

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
PUD			
Description	Qty	Rate	Total
On Call Sweeping		1,468.40	1,468.40
Total			\$1,468.40
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	615

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Mt Course			
Description	Qty	Rate	Total
On Call Sweeping		518.40	518.40
Total			\$518.40
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/10/2024	616

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Champion Course			
Description	Qty	Rate	Total
On Call Sweeping		648.00	648.00
Total			\$648.00
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	

FOUR D ENTERPRISES LLC.

4225 Quinn Drive
Carson City NV 89701

*Four all of your
Commercial
Sweeping, Facility
Maintenance and Snow
Removal Needs*

Estimate

Date	Estimate #
5/17/2024	617

Name / Address

www.4dellc.com

Incline Village General Improvement Dist
Scott Hubele
893 Southwood Blvd
Incline Village NV 89451

Project			
Over Flow Parking Lot			
Description	Qty	Rate	Total
On Call Sweeping		345.60	345.60
Total			\$345.60
Phone #	E-mail	Fax #	
775-690-2219	fourenterprise@yahoo.com	775-297-3422	