

MEMORANDUM**TO:** Board of Trustees**THROUGH:** Karen Crocker, Interim District General Manager / Director of Parks and Recreation**FROM:** Kate Nelson, Director of Public Works**SUBJECT:** Review, Discuss and Approve Extending the terms of the Professional Services Agreement for Janitorial Services at Various District Venues; in the Amount not to Exceed \$106,261.83 (Requesting Staff Member: Director of Public Works Kate Nelson).**RELATED FY 2023
STRATEGIC PLAN****BUDGET INITIATIVE(S):****LONG RANGE PRINCIPLE #1 - SERVICE**

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

RELATED DISTRICT

POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES Purchasing Policy for Goods and Services Policy 21.1.0

DATE: October 30, 2024**I. RECOMMENDATION**

That the Board of Trustees make a motion to:

1. Approve Task Order #2 of the Agreement with Alta Vista Janitorial, Inc. for Janitorial Services at Various District Facilities in the Amount not to Exceed \$106,261.83; and,
2. Direct the Interim General Manager to sign and execute the agreement.

II. BACKGROUND

An agreement for janitorial services across various District venues, to be performed by Alta Vista Janitorial, Inc., was approved by the Board of Trustees on November 10, 2021 (Item I.2). The District venues included in the agreement are the Chateau, Administration Building, Mountain Golf, Public Works Building A, Public Works Building B, Public Works Treatment Plant, Public Works On-Call

Apartments, and Aspen Grove. The scope and frequency of the services provided are outlined in Exhibit A of the attached Task Order #2.

The agreement was signed by the Board on November 10, 2021 and was a multi-year contract with the option to extend for up to three additional years. The costs of services were adjusted annually to reflect increases in the Consumer Price Index for All Urban Consumers (CPI-U) from July to July, with a cap of 5%. The CPI adjustment for Task Order #2 is 2.9%.

III. BID RESULTS

Bids for janitorial services were solicited from qualified vendors in FY 2021/22. The agreement was a multi-year agreement with this being the last year to extend.

IV. FINANCIAL IMPACT AND BUDGET

Funding to cover the costs of the proposed contract are included in the FY 2024/25 budget. The breakdown of costs per venue are shown in Exhibit C of the attached Task Order #2.

V. ALTERNATIVES

None presented.

VI. COMMENTS

Task Order #2 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. 2024-2025 Alta Vista_PROFESIONAL SERVICES TASK ORDER_2

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

PROFESSIONAL SERVICES AGREEMENT (TASK ORDER BASIS)

EXHIBIT A

SCOPE OF SERVICES

EXHIBIT "A"

SCOPE OF SERVICES

	Admin Bldg.	Aspen Grove	Chateau	Mountain Golf	PW Complex	On-Call Apartments
Administrative Areas / Offices						
▪ Sweep and mop floors (tiles, maniate)	x	x	x	x	x	
▪ Vacuum floors (carpeted)	x	x	x	x	x	
▪ Empty trash and recycling bins and replace liners	x	x	x	x	x	
▪ Clean Countertops	x	x	x	x	x	
▪ Clean internal windows	x	x	x	x	x	
Lobby / Entrance Areas						
Move furniture, sweep and mop all floors, replace furniture	x	x	x	x	x	
Clean and disinfect drinking fountains	x	x	x	x	x	
Empty trash and recycle bins; replace liners	x	x	x	x	x	
Wipe down windowsills	x	x	x	x	x	
Stairwells						
▪ Sweep, mop stairwells	x		x	x	x	
▪ Vacuum carpeted stairwells	x		x	x	x	
▪ Wipe hand rails and light switches	x		x	x	x	
Bathrooms						
▪ Clean, mop and disinfect floors	x	x	x	x	x	x
▪ Refill paper products and soap dispensers	x	x	x	x	x	x
▪ Clean towel and soap dispenser exteriors	x	x	x	x	x	x
▪ Wipe down walls and partitions, switches, door knobs and closures	x	x	x	x	x	x
▪ Clean and disinfect all toilets and urinals	x	x	x	x	x	x
▪ Clean bathroom mirrors	x	x	x	x	x	x
▪ Clean, scrub and disinfect sinks	x	x	x	x	x	x
▪ Collect trash from sanitary napkin receptacles	x	x	x	x	x	x
▪ Empty trash and replace liners	x	x	x	x	x	x
▪ Clean all walls as necessary	x	x	x	x	x	x
Employee Break Room						
▪ Sweep and mop floors	x				x	
▪ Vacuum carpeted floors	x				x	
Bar, Snack Bar and Guest Seating Areas						
Entrances and seating areas to be vacuumed and mopped			x	x		
Clean all window sills			x	x		
Clean and disinfect all counters			x	x		
Banquet Room(s) / Multi-Purpose Room(s)						
▪ Empty trash and replace liners			x			
▪ Clean all walls as necessary			x			
Frequency	1x / week 12 mos.	1x / week 12 mos.	7x / week May-Oct. 2x / week Nov - Apr	7x / week May-Oct.	2x / week 12 mos.	1x / week 12 mos.

PROFESSIONAL SERVICES AGREEMENT (TASK ORDER BASIS)

EXHIBIT B

TASK ORDER

Task Order No. 2

Agreement: Incline Village General Improvement District Professional Services Agreement for Services to be on a Task Order Basis PURCHASE ORDER NUMBER: 22-0173

Consultant: Alta Vista Janitorial, Inc.

The Consultant is hereby authorized to perform the following work subject to the provisions of the Agreement identified above:

The District has elected to renew the term of the Professional Services contract between the Incline Village General Improvement District (IVGID) and Alta Vista Janitorial, Inc., dated December 12, 2021 (“Agreement”) in accordance with Section 3.1.2 of the Agreement, for the November 1, 2024 to October 31, 2025 term,. The Consultant is hereby authorized to perform the following work subject to the provisions of the Agreement identified above:

Janitorial Services to be performed as specified in Exhibit A of the Professional Services contract between the Incline Village General Improvement District (IVGID) and Alta Vista Janitorial, Inc.”

List any attachments: Exhibit A and Exhibit C

Dollar Amount of Task Order: Not to exceed \$106,261.83

Completion Date: October 31, 2025

The undersigned Consultant hereby agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Agreement identified above and will accept as full payment therefore the amount shown above.

Incline Village GID

Alta Vista Janitorial, Inc.

Dated: _____

Dated: _____

By: _____

By: _____

PROFESSIONAL SERVICES AGREEMENT (TASK ORDER BASIS)

EXHIBIT C

COMPENSATION

All invoices for services shall be emailed to invoices@ivgid.org.

Venue Breakdown

		FY2025	
	July 2023 to July 2024 CPI-U	2.90%	
10001099-7530	Admin	8,920.20	8%
20002297-7530	Water/Sewer Shared	31,778.20	30%
30333351-7530	Aspen Grove	8,920.20	8%
30333350-7530	Chateau	47,667.29	45%
30323299-7530	Mountain Golf	8,975.95	8%
		<u>106,261.83</u>	<u>100%</u>