

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Karen Crocker  
Interim General Manager

**SUBJECT:** Review, discuss, and award Recreation Center Janitorial Services Contract to CC Cleaning Service effective October 30, 2024, in the amount of \$77,168.

**STRATEGIC PLAN:** Long Range Principle #1 - Service  
Long Range Principle #3 – Finance  
Long Range Principle #5 – Assets and Infrastructure

**DATE:** November 13, 2024

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### **I. RECOMMENDATION**

1. Staff recommends that the Board of Trustees approve and award a Janitorial Service Agreement between the District and CC Cleaning Service, LLC for the Recreation Center in the amount of \$77,168.
2. Authorize and direct the Interim General Manager to Sign and Execute the Agreement

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

Long Range Principle #1 – Service – The District will provide superior quality service and value to its customers considering responsible use of District resources and assets.

- The District will provide well defined customer centric service levels consistent with community expectations.

Long Range Principle #3 – Finance – With allocated resources, equate service expectations and the capability to deliver.

- Comply with Nevada Revised Statutes and Administrative Code requirement for the budget process and document content.

Long Range Principle #5 – Assets and Infrastructure – The District will practice

Review, discuss, and award Recreation-2-Center Janitorial Services Contract to CC Cleaning Service effective October 30, 2024, in the amount of \$77,168.

November 13, 2024

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.

### **III. BACKGROUND**

This is a follow up to the Board meeting of October 30, 2024. The question the Board of Trustees had with the contract was the delineation of the “District” and “Contractor” responsibilities of who was providing the supplies and equipment per the contract. Article 6.1.3 and 6.1.4 identifies what the “Contractor” is to provide and Article 7.1.3 identifies what the “District” is to supply. For ease of reference, this paragraph reads as follows:

OWNER will supply all consumable supplies for restrooms. This to include hand soaps, paper towels, toilet tissue, sanitary napkins and tampons, toilet seat covers, show curtains and paper cups. OWNER will also supply all liners for trash cans and recycle totes.

The Recreation Center Operating budget has \$35,413 to cover these costs.

The current janitorial contract for the Recreation Center expired on October 30, 2024. Staff has solicited bids through Request for Proposals for a new contract to begin on November 1, 2024. However, due to the direction of the Board at the October 30, 2024 meeting to bring back the contract with clarification, the contract will still be effective November 1, 2024. This is direction from our Legal Counsel. The contract is for a one (1) year term with the option to renew for four (4) additional one (1) year terms. The current janitorial contract is with CC Cleaning Services, LLC.

### **IV. BID RESULTS**

In accordance with NRS 332.115 and District Policy 3.1.0, the District posted a Notice to Bidders for the Recreation Center Janitorial Services. Staff had also solicited proposals from CC Cleaning Services, JSCF Janitorial and Nevada Building Services. Only one bid was received on October 15, 2024 and that bid result is as follows:

Review, discuss, and award Recreation-3-Center Janitorial Services Contract to CC Cleaning Service effective October 30, 2024, in the amount of \$77,168.

November 13, 2024

CC Cleaning Services, LLC                      \$77,168 Annually (Recreation Center)

**V. FINANCIAL IMPACT AND BUDGET**

The financial impact of the proposed agreement is within the total appropriations included in the FY2025 budget for the Recreation Fund. Expenditures will be charged to the following general ledger line item: Recreation Center; Janitorial, #30354884-7530. The Finance Department has approved this expenditure.

**VI. ALTERNATIVES**

The Board could direct Staff to consider hiring additional maintenance staff to perform janitorial services at the Recreation Center.

**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.

**VIII. ATTACHMENTS**

1. CC Cleaning - District - Janitorial Services Agreement 2024
2. FY 2025 Recreation Center Janitorial YTD Budget Report



# REQUEST FOR PROPOSAL

Recreation Center Janitorial Services

October 2024

*Prepared for the:*

**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**

Recreation Center

980 Incline Way

Incline Village, Nevada 89451

*Prepared by the:*

**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**

*Department of Public Works – Engineering Division*

1220 Sweetwater Road

Incline Village, Nevada 89451

## **SECTION 1 – INVITATION TO BIDDERS**

The Incline Village General Improvement District (IVGID or District) is soliciting Lump Sum Price Proposals to facilitate the listed janitorial services at the Incline Recreation Center, located at 980 Incline Way, Incline Village, Nevada 89451.

The work includes:

Janitorial services for the Incline Village Recreation Center, located at 980 Incline Way in Incline Village, Nevada. The Recreation Center is a 30,300 sf building that houses staff offices, public meeting areas, restrooms, a snack bar, basketball court, gymnasium, cardio fitness equipment, and men's and women's showers and locker room facilities.

All inquiries for additional information, to schedule a site visit, and clarification of this RFP should be directed to Bree Wates, IVGID District Project Manager (775) 832-1372 or email: [baw@ivgid.org](mailto:baw@ivgid.org)

No proposal will be accepted from a Contractor who is not licensed in accordance with the laws of this State to perform the work herein described. IVGID reserves the right to reject any or all bids pursuant to Nevada Law; to award a contract for less than all the work if funds now available are insufficient for completion of the total project; to waive any informalities or irregularities therein; and/or to award the bid to the lowest responsible bidder.

Lump Sum Price Proposal is to be received by the District no later than **3:00 p.m. October 18, 2024**. Proposals may be e-mailed to [\*\*baw@ivgid.org\*\*](mailto:baw@ivgid.org), mailed or hand-delivered to:

IVGID Public Works Department  
Attn: Rec Center Janitorial Services  
1220 Sweetwater Road  
Incline Village, NV 89451

INCLINE VILLAGE PUBLIC WORKS  
1220 Sweetwater Road · Incline Village NV 89451  
PH: (775) 832-1214 · FAX: (775) 832-1260

## **SECTION 2 – INSTRUCTIONS TO BIDDERS**

### **Article 1 -- Defined Terms**

Terms used in these Instructions to BIDDERS have the meanings assigned to them in the General Conditions. The term "BIDDER" means one who submits a Bid directly to OWNER, as distinct from a sub-bidder, who submits a bid to a BIDDER. The term "Successful Bidder" means the lowest, qualified, responsible, and responsive BIDDER to whom OWNER (on the basis of OWNER's evaluation as hereinafter provided) makes an award. The term "Bidding Documents" includes the Advertisement or Invitation to Bid, Instructions to Bidders, the Bid Form, and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).

### **Article 2 -- Qualifications of Bidders**

To demonstrate qualifications to perform the Work, each BIDDER must be prepared to submit, within 48-hours of OWNER's request, written evidence such as financial data, previous experience, present commitments, cost justifications, and other such data as requested.

#### **2.1 Additional Data**

2.1.1 Washoe County Business License prior to commencing service.

2.1.2 Such licenses as may be required by the laws of the State of Nevada for the performance of work specified in the Contract Documents. Such licenses are required at the time of submitting bid.

#### **2.2 Bid Form**

2.2.1 List a minimum of three (3) similar service contracts previously completed by Bidder within the last five (5) years in the contract amount range of \$65,000 per year or higher. List to include telephone number and contact person for references. Successfully completed service contract with positive recommendation from client is required.

2.2.2 Work history of Job Manager. CONTRACTOR is required to staff project with job manager with minimum experience as follows:

- a) Five years' experience in industrial janitorial work.
- b) Three contracts each with a value greater than \$65,000 within the last five (5) years.

### **Article 3 -- Examination of Contract Documents and Site**

3.1 It is the responsibility of each BIDDER before submitting a Bid to (a) examine the Contract Documents thoroughly; (b) visit the site to become familiar with local

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conditions that may affect cost, progress, performance, or furnishing of the Work; (c) consider federal, state, and local laws and regulations that may affect cost, progress, performance, or furnishing of the Work; (d) study and carefully correlate BIDDER's observations with the Contract Documents; and (e) notify Contract Administrator of any and all conflicts, errors, or discrepancies in the Contract Documents.

- 3.2 By advance request, OWNER will provide each BIDDER access to the site for examination of the facility and work requirements.
- 3.3 The submission of a Bid will constitute an incontrovertible representation by BIDDER that BIDDER has complied with every requirement of this Article 3, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and such means, methods, techniques, sequences, or procedures as may be indicated in or required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

#### **Article 4 -- Interpretations and Addenda**

- 4.1 Addenda may also be issued to modify the Bidding Documents as deemed advisable by OWNER.

#### **Article 5 -- Bid Security**

Not applicable to this Contract.

#### **Article 6 -- Contract Time**

Contract time will be as stated in the Agreement.

This contract shall be one year in duration, beginning on the date established in the Notice to Proceed issued by the OWNER's Contract Administrator. The OWNER has the option of extending the contract for a one year period on the second, third, fourth, and fifth years. Such extension shall occur unless the OWNER notifies the CONTRACTOR prior to 30 days before the contract expires (i.e., end of the first year) that the OWNER will not exercise the option for a second, third, fourth, and/or fifth year extension. Upon contract extensions the contract price can increase by up to Consumer Price Index (CPI) and is agreed to by both parties.

The annual contract extensions will use the following terms for CPI increases. CPI will be determined by using the percentage of change between the annual average from the previous year to the annual average for the current year for all urban customers (CPI-U). The CPI adjustment cannot exceed 5 %.

#### **Article 7 -- Liquidated Damages**

Provisions for liquidated damages are set forth in the Agreement.

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**Article 8 -- Substitute or "Or-Equal" Items**

Not applicable to this Contract.

**Article 9 -- Subcontractors, Suppliers, and Others**

Not applicable to this Contract.

**Article 10 -- Bid Form**

- 10.1 The Bid Form is included with the Bidding Documents; additional copies may be obtained from Contract Administrator.
- 10.2 All blanks on the Bid Form must be completed legibly.
- 10.3 Bids by corporations must be executed in the corporate name and signed by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign), and the corporate seal must be affixed and attested to by secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
- 10.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature, and the official address of the partnership must be shown below the signature.
- 10.5 All names must be printed below the signature.
- 10.6 The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).
- 10.7 The address and telephone number for communications regarding the Bid must be shown.
- 10.8 All attachments to Bid Form must be complete at the time of submission of the bid.

**Article 11 -- Submission of Proposal**

- 11.1 Lump Sum Price Proposal is to be received by the District no later than **3:00 p.m. October 18, 2024**. Proposals may be e-mailed to **baw@ivgid.org**, mailed or hand-delivered to:

IVGID Public Works Department  
Attn: Rec Center Janitorial Services  
1220 Sweetwater Road  
Incline Village, NV 89451

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## **Article 12 -- Modification and Withdrawal of Bids**

- 12.1 Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.
- 12.2 If, within twenty-four (24) hours after Bids are opened, any BIDDER files a duly signed, written notice with OWNER and promptly thereafter demonstrates to the reasonable satisfaction of OWNER that there was a material and substantial mistake in the preparation of its Bid, that BIDDER may withdraw its Bid. Thereafter, that BIDDER will be disqualified from further bidding on the Work to be provided under the Contract Documents.

## **Article 13 -- Bids to Remain Subject to Acceptance**

All bids will remain subject to acceptance for forty-five (45) days after the day of the Bid opening, but OWNER may, in its sole discretion, release any Bid prior to that date.

## **Article 14 -- Award of Contract**

- 14.1 OWNER reserves the right to reject any and all Bids pursuant to Nevada Law, to waive any and all informalities not involving price, time, or changes in the Work, and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, non-responsive, unbalanced, or conditional Bids. Also, OWNER reserves the right to reject any Bid pursuant to Nevada Law if OWNER believes that it would not be in the best interest of the District, whether the Bid is not responsive, the BIDDER is unqualified or of doubtful financial ability, based on prior contractual employment concerns which may or may not include written correction notices from OWNER, or fails to meet any other pertinent standard or criteria established by OWNER. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 14.2 In evaluating bids, OWNER will consider the qualifications of the BIDDERS, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices, and other data as may be requested in the Bid Form or prior to the Notice of Award. If, upon investigation by the OWNER, a bid is received from a BIDDER who has had a previous janitorial service contract terminated for cause, within the last five (5) years, the OWNER reserves the right to deem that bid non-responsive.
- 14.3 OWNER may consider the qualifications and experience of Subcontractors, Suppliers, and other Persons and Organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other Persons and Organizations must be submitted as provided in the Supplementary Conditions. OWNER also may consider the operating costs, maintenance requirements, performance data, and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.

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**14.4** OWNER may conduct such investigations as OWNER deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications, and financial ability of BIDDERS, proposed Subcontractors, Suppliers, and other Persons and Organizations to perform and furnish the Work in accordance with the Contract Documents to OWNER's satisfaction within the prescribed time.

**14.5** If the contract is to be awarded, it will be awarded to the BIDDER whose evaluation by OWNER indicates to OWNER that the award will be in the best interests of the District. The OWNER reserves the right to reduce the scope of the work up to twenty-five percent (25%) of the total bid price by deleting items and/or reducing the scope of work without invalidating the bid, if necessary, to reduce the cost of the project to within the ENGINEER's Estimate and/or OWNER's Budget.

#### **Article 15 -- Signing of Agreement**

When OWNER gives a Notice of Award to the Successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within fifteen (15) days thereafter, Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to OWNER with the required Bonds. Within twenty (20) days thereafter, OWNER shall deliver one fully signed counterpart to Contractor.

#### **Article 16 -- Sales and Use Taxes**

OWNER is exempt from Nevada State Sales and Use Taxes on materials and equipment purchased directly by OWNER and incorporated in the Work (exemption No. 88-760004K).

#### **Article 17 -- Nevada Revised Statutes**

Each and every provision of Chapters 332, 338, and 339 of the Nevada Revised Statutes (NRS) and other laws required to be inserted in these Contract Documents shall be deemed to be inserted herein, and the Contract Documents shall be read and enforced as though they were included herein.

#### **Article 18 -- Nondiscrimination in Employment**

A contract for the work hereunder will obligate the CONTRACTOR and subcontractor(s) to not discriminate in employment practices and to certify to affirmative action plans.

If requested, BIDDERS shall submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award of the contract.

Successful bidders shall, if requested, submit a list of all subcontractors who will perform work on the project, and written signed statements from authorized agents of the labor pools with which they will or may deal for employees on the work, together with supporting information to the effect that said labor pools' practices and policies are in conformity with Executive Order 11246, and that said labor pools will affirmatively cooperate in or offer no hindrance to the recruitment, employment, and equal treatment of employees seeking employment and performing work under the contract, or a certification as to what

efforts have been made to secure such statements when such agents or labor pools have failed or refused to furnish same prior to the award of the contract.

BIDDER shall submit with his bid, if requested, a statement on separate instrument of whether BIDDER has performed work under E.O. 11246, and shall list those projects by project location and date(s) of work performance.

**END OF INSTRUCTIONS TO BIDDERS**

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**SECTION 3 – BID FORM**

PROJECT IDENTIFICATION: Recreation Center Janitorial Services

THIS BID IS SUBMITTED TO: INCLINE VILLAGE G. I. D.  
Public Works Department  
Attn: Ronnie Rector  
1220 Sweetwater Road  
Incline Village, Nevada 89451

- (A) The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to furnish all goods as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
- (B) BIDDER accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to BIDDERS. This Bid will remain subject to acceptance for forty-five (45) days after the day of Bid opening. BIDDER will sign and submit the Agreement with other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER's Notice of Award.
- (C) In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
  - (1) BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which are hereby acknowledged):

Date	Number
<u>10-15-2024</u>	<u>347R2-IVRC</u>
_____	_____
_____	_____
  - (2) BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the goods.
  - (3) BIDDER has given CONTRACT ADMINISTRATOR written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents, and the written resolution thereof by CONTRACT ADMINISTRATOR is acceptable to BIDDER.
  - (4) This Bid is genuine, and not made in the interest of nor on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any Agreement nor rules of any group, association, organization, or corporation; BIDDER has neither directly nor indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has neither solicited nor induced any person, firm, or corporation to refrain

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from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

- (D) BIDDER will complete the work for the following annual price. Bid amount to include all labor and travel, and all expendable and durable supplies required to complete the work, as outlined in Section 5, General Conditions:

**LUMP SUM SCHEDULE**

Base Bid Description	Base Bid (In Numbers)
Janitorial Services for the IVGID Recreation Center	\$ 77,168.—
<b>TOTAL BASE BID IN WORDS:</b>	<i>Seventy-Seven Thousand One Hundred and Sixty-Eight Dollars + zero cents</i>

**SUPPLEMENTARY BID PRICES:**

Description	Rate	Basis
Additional cleaning worker	\$	Per hour
Two-person window washing crew	\$ 50.—	Per hour
Tile cleaning	\$ 50.—	Per hour
Carpet cleaning	\$ N/A	Per hour

- (E) BIDDER accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the work as described in the Contract Documents.

- (F) Communications concerning this Bid shall be addressed to the address of BIDDER as indicated at the end of this section, or at the following address:

**CC Cleaning Service, LLC**

\_\_\_\_\_  
**9115 Hummer Dr.**

\_\_\_\_\_  
**Reno, NV 89521**

- (G) The terms used in this Bid which are defined in the General Conditions of the Contract, and are included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

- (H) List a minimum of three (3) similar service contracts successfully completed by Bidder in the contract amount range of \$65,000 per year or higher. This list is to include telephone number and contact person for each contract.

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Description of Contract	\$ Amount	Contact Person	Telephone
Daily Cleaning	\$212. / visit	John Santocenna	775-233-8374

- (I) Work history of Job Manager. Contractor is required to staff project with job manager with minimum experience as follows:
- b. Five years' experience with similar janitorial work.
  - c. Three contracts each with a value greater than \$65,000 within the last five (5) years.

Job Manager's Name	Years' Experience	Project Cost	Project Location, Description & Date Completed
See References Attached			

SUBMITTED on 10-15, 2024

If BIDDER is:

- Individual:

By:

\_\_\_\_\_  
(Individual's Printed Name and Signature)

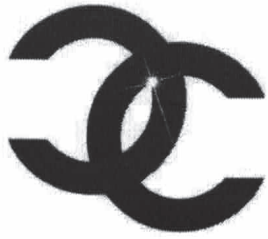
Doing business as:

Business Address:

Phone Number:

CC Cleaning Service LLC  
9115 Hummer Dr. Reno, NV 89521  
775-737-4100

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# CLEANING SERVICE

Commercial & New Construction

*Below are a few of our Client Contacts for whom we provide Janitorial or Construction Cleaning Services on a regular basis:*

- Imranul Islam, Whiting-Turner Contracting Co. 775-200-8540  
[Imranul.Islam@whiting-turner.com](mailto:Imranul.Islam@whiting-turner.com) / Reno, Nevada
- Linda Fowler, Enterprise Holdings 702-597-4564  
[Linda.M.Fowler@ehi.com](mailto:Linda.M.Fowler@ehi.com) / Las Vegas, Nevada
- Steve Vidal, Metcalf Builders, Inc. 775-691-1723  
[SteveV@metcalfbuilders.com](mailto:SteveV@metcalfbuilders.com) / Reno, Nevada
- Johnny O', Rockwood Construction 775-400-6966  
[JOberholtzer@rockwoodconstruction.com](mailto:JOberholtzer@rockwoodconstruction.com) / Reno, Nevada
- Mike Link, Truckee Meadows Water Authority 775-742-1807  
[MLink@tmwa.com](mailto:MLink@tmwa.com) / Reno, Nevada

*Feel free to call them during regular business hours.*

**Elsa Calderón, Founder / Owner**  
**John Santoemma, CFO / Owner**  
**CC Cleaning Service, LLC**  
**3515 Airway Dr. Suite 204**  
**Reno, NV 89511**

**775-737-4100**  
**775-440-4432 (Elsa)**  
**775-233-8374 (John)**

• Partnership:

By:

(Seal)

\_\_\_\_\_  
(Firm Name and Printed Name of Person Authorized to Sign)

\_\_\_\_\_  
(Signature of Person Authorized to Sign)

Business Address:

Phone Number:

• Corporation:

(Corporate Seal)

By:

\_\_\_\_\_  
(Corporation Name)

\_\_\_\_\_  
(State of Incorporation)

By:

\_\_\_\_\_  
(Printed Name and Title of Person Authorized to Sign)

\_\_\_\_\_  
(Signature)

Attest:

\_\_\_\_\_  
(Secretary's Printed Name and Signature)

Business Address:

Phone Number:

• Joint Venture\*:

(Seal)

By:

\_\_\_\_\_  
(Printed Name and Signature)

\_\_\_\_\_  
(Address)

By:

\_\_\_\_\_  
(Printed Name and Signature)

\_\_\_\_\_  
(Address)

\*Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be as in the manner indicated above.

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ALL BIDDERS MUST COMPLETE:  
(if required by Nevada Law)

NV State Tax ID 1017765812  
DET # 027919300 / NAIC 561720  
Nevada Industrial Insurance System Number

47-2871313

Federal Tax ID Number

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## **SECTION 4 - AGREEMENT**

THIS AGREEMENT is dated as of the **30th** day of **October** in the year **2024** by and between **Incline Village General Improvement District (IVGID)** (hereinafter called OWNER) and **CC Cleaning** (hereinafter called CONTRACTOR).

~OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

### **ARTICLE 1 – WORK**

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Janitorial services at the Incline Village Recreation Center, located at 980 Incline Way in Incline Village, Nevada. Services include cleaning of basketball court, gymnasium, cardio fitness equipment, trash and recycling collection, vacuuming, general cleaning, replacement of restroom supplies, dusting, restroom, showers and locker room cleaning, and other services as described in the Service Specifications.

### **ARTICLE 2 – CONTRACT ADMINISTRATOR**

The Work has been described by the **IVGID Administrative Division**, hereinafter called Contract Administrator and who is to act as OWNER's representative, assumes all duties and responsibilities and has the rights and authority assigned to Contract Administrator in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents. Interpretation of specification documents shall be made by the Contract Administrator.

### **ARTICLE 3 – CONTRACT TIME**

**3.1** This contract shall be one year in duration, beginning on the date established in the Notice to Proceed issued by the OWNER's Contract Administrator. The OWNER has the option of extending the contract for a one year period on the second, third, fourth, and fifth years. Such extension shall occur unless the OWNER notifies the CONTRACTOR prior to 30 days before the contract expires (i.e., end of the first year) that the OWNER will not exercise the option for a second, third, fourth, and/or fifth year extension. Upon contract extensions the contract price can increase by up to Consumer Price Index (CPI) and is agreed to by both parties.

**3.1.1** The annual contract extensions will use the following terms for CPI increases. CPI will be determined by using the percentage of change between the annual average from the previous year to the annual average for the current year for all urban customers (CPI-U). The CPI adjustment cannot exceed 5 %.

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### 3.2 Notice of Award and Notice to Proceed

The OWNER anticipates issuing Notice of Award on or October 30, 2024 and issuing Notice to Proceed on or about November 1, 2024.

### 3.3 Liquidated Damages

OWNER and CONTRACTOR recognize that time and performance is of the essence in the Agreement, and that OWNER will suffer financial loss if the Work is not completed within the times and to the performance requirements specified in the Janitorial Services Specifications and General Conditions. The parties herein also recognize that delays, expenses, and difficulties involved in proving in a legal or arbitration proceeding, the actual loss suffered by OWNER if the Work is not completed on time and to the requirements of the contract. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that, as liquidated damages for impacts (but not as a penalty), CONTRACTOR shall pay OWNER \$250, at each location as determined by Contract Administrator, for each day that expires after a failure to perform and upon receipt of correction notice in accordance with General Conditions Article 7.1.7.

## ARTICLE 4 – CONTRACT PRICE

4.1 OWNER shall pay CONTRACTOR for Work in accordance with the Contract Documents in current funds as follows:

Payment will be monthly, based on weekly charges as shown on Bid Form. The estimated total annual price will be **Seventy-Seven Thousand, Once Hundred Sixty Eight Dollars (\$77,168)**, subject to actual time of work for the IVGID Recreation Center, and other adjustments.

## ARTICLE 5 – PAYMENT PROCEDURES

CONTRACTOR shall submit an Invoice in accordance with Article 8 of the General Conditions. The Invoice will be processed by Contract Administrator as provided in the General Conditions.

## ARTICLE 6 – INTEREST

All monies not paid when due as provided in the General Conditions shall bear interest at the maximum rate of six percent (6%) annually.

## ARTICLE 7 – CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement, CONTRACTOR makes the following representations:

7.1 CONTRACTOR has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.

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7.2 CONTRACTOR has given Contract Administrator written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Contract Administrator is acceptable to CONTRACTOR.

## ARTICLE 8 – CONTRACT DOCUMENTS

The Contract Documents which comprise the entire Agreement between OWNER and CONTRACTOR concerning the Work consist of the following:

- 8.1 This Agreement (pages 1 to 4, inclusive).
- 8.2 Contractor’s bid, dated October 15, 2024.
- 8.3 General Conditions.
- 8.4 Specifications bearing the title, "Janitorial Service Specifications.”
- 8.5 The following, which may be delivered or issued after the Effective Date of the Agreement and are not attached hereto:
  - All Written Amendments and other documents amending, modifying, or supplementing the Contract documents pursuant to the General Conditions.
- 8.6 The documents listed in Paragraphs 8.2, *et seq.*, above are attached to this Agreement (except as expressly noted otherwise).

There are no Contract Documents other than those listed above in this Article 8. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

## ARTICLE 9 – MISCELLANEOUS

- 9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions will have the meanings indicated in the General Conditions.
- 9.2 No assignment by a party hereto of any rights under or interest in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and 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 the Contract Documents.
- 9.3 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents.
- 9.4 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 of CONTRACTOR's services.

**ARTICLE 10 – OTHER PROVISIONS**

**10.1** None.

**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.**

**CONTRACTOR:**

Agreed to:

Agreed to:

**CC Cleaning Serv. LLC**  
9115 Hummer Drive  
Reno, NV 89521

By:

By:

Karen Crocker  
Interim General Manager

*J. Santoemma*  
Signature of Authorized Agent

John Santoemma, CFO  
Print or Type Name and Title

Date

Date

Reviewed as to Form:

Sergio Rudin  
District General Counsel

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

Date

Owner's address for giving notice:

Contractor's address for giving notice:

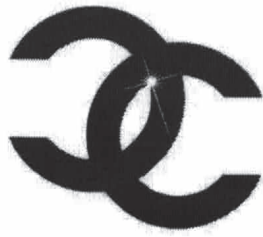
**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Phone

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1220 Sweetwater Road · Incline Village NV 89451  
PH: (775) 832-1214 · FAX: (775) 832-1260

**EXHIBIT A**  
**SERVICES / SCHEDULE**

**[INSERT SCOPE OF SERVICES AND SCHEDULE]**

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# CLEANING SERVICE

Commercial & New Construction

*CC Cleaning Service is proud to be a locally owned, Reno-based business founded in 2014. We offer the highest quality service in Commercial & New Construction cleaning throughout northern Nevada. We are a certified WMBE, an NV State Approved Vendor and a proud member of the Nevada Builders' Alliance.*

**Oct. 04, 2024**

*REVISED !*

**CC Cleaning Bid #347R2-IVRC Annual Pricing for: Incline Village Recreation Center**

Job Site Location:

893 Southwood Blvd., Incline Village, NV 89451  
~ 30,300 sq. ft. of interior space

**Recommended Cleaning Schedule:**

**Everyday (7 days per week)**

**Employees per shift:**

**3 - 4 person crew nightly for ~ 2.5 - 3 hrs.**

**Daily Scope of Work**

As provided by Incline Village Recreation Center

**Price per Visit:**

**\$212.00 / service day**

**Projected Annual Cost: (~ 364 service days)**

**\$77,168.00**

**Full Year Total Cost Projection:**

**\$77,168.00**

[Note: Pricing is Valid for 18 months from initial start date.]

**MOST Cleaning Supplies, Equipment & Toiletries provided by Incline Village Rec' Center. (Shower Stall Cleaner and some cleaning equipment provided by CC Cleaning Service.)**

**Invoicing: Monthly (via e-mail)**

**Terms of Payment: Net 20**

**Payment Options: Check of ACH**

**All service is provided with our 100% Customer Satisfaction Guarantee. We promise to re-do any service within 24 hours which was not initially completed to your satisfaction.**

*Thank you for your time in considering this proposal.  
We look forward to providing you with excellent service.*

John Santoemma, Co-Owner / CFO  
Elsa Calderon, Co-Owner / Founder

775-233-8374 (John)  
775-737-4100 office

**EXHIBIT B**

**CONTRACTOR'S PROPOSAL, DATED 10-4-2024**

**INCLINE VILLAGE PUBLIC WORKS**  
1220 Sweetwater Road · Incline Village NV 89451  
PH: (775) 832-1214 · FAX: (775) 832-1260



## SECTION 5 – GENERAL CONDITIONS

### **1 DEFINITIONS**

- 1.1 Wherever used in these General Conditions or in the other Contract Documents, the following terms have the meanings indicated, which are applicable to both the singular and plural thereof:
- 1.1.1 Addenda. Written or graphic instruments issued prior to the opening of Bids, which clarify, correct or change the Bidding Requirements or the Contract Documents.
  - 1.1.2 Agreement. The written contract between OWNER and CONTRACTOR covering the Work to be performed; other Contract Documents are attached to the Agreement and made a part thereof as provided therein.
  - 1.1.3 Application for payment. The form accepted by the Contract Administrator which is to be used by CONTRACTOR in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract Documents.
  - 1.1.4 Bid. The offer or proposal of the Bidder submitted on the prescribed form, setting forth the prices for the Work to be performed.
  - 1.1.5 Bidding Documents. The advertisement or invitation to Bid, instructions to bidders, the Bid form and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).
  - 1.1.6 Bidding Requirements. The advertisement or invitation to Bid, instructions to bidders, and the Bid form.
  - 1.1.7 Change Order. A document recommended by the Contract Administrator, which is signed by CONTRACTOR and OWNER and authorizes an addition, deletion or revision in the Work, or an adjustment in the Contract Price or the Contract Times, issued on or after the Effective Date of the Agreement.
  - 1.1.8 Contract Administrator. The OWNER employee appointed by the OWNER, to administer the contract and review the work of the CONTRACTOR.
  - 1.1.9 Contract Documents. The Agreement, Addenda (which pertain to the Contract Documents), CONTRACTOR's Bid (including documentation accompanying the Bid and any post Bid documentation submitted prior to the Notice of Award) when attached as an Exhibit to the Agreement, the Notice to Proceed, the Bonds, these General Conditions, the Specifications as the same are more specifically identified in the Agreement, together with all written Amendments and/or Change Orders.
  - 1.1.10 Contract Price. The monies payable by OWNER to CONTRACTOR for completion of the Work in accordance with the Contract Documents.

- 1.1.11 CONTRACTOR. The person, firm or corporation with whom OWNER has entered into the Agreement.
- 1.1.12 Defective. An adjective which, when modifying the word Work, refers to Work that is unsatisfactory, faulty or deficient, in that it does not conform to the Contract Documents, or does not meet the requirements of any inspection, reference standard, test or approval referred to in the Contract Documents.
- 1.1.13 Hazardous Waste. The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.
- 1.1.14 Normal Business Hours.
- Monday through Friday, 6 AM – 8 PM
  - Saturday – 7 AM – 7 PM
  - Sunday – 7 AM – 5 PM

The Rec Center is open every day of the year except Thanksgiving and Christmas.

- 1.1.15 OWNER. The public body or authority, corporation, association, firm or person with whom CONTRACTOR has entered into the Agreement and for whom the Work is to be provided.
- 1.1.16 Specifications. Those portions of the Contract Documents consisting of written technical descriptions of materials, equipment, standards and workmanship as applied to the Work and certain administrative details applicable thereto.
- 1.1.17 Work. The entire completed construction or the various separately identifiable parts thereof required to be furnished under the Contract Documents. Work includes and is the result of performing or furnishing labor, materials and equipment and performing services.
- 1.1.18 Work Change Directive. A written directive to CONTRACTOR issued on or after the Effective Date of the Agreement and signed by the OWNER, ordering an addition, deletion or revision in the Work.
- 1.1.19 Written Amendment. A written amendment of the Contract Documents, signed by OWNER and CONTRACTOR, on or after the Effective Date of the Agreement.

## **ARTICLE 2 - CONTRACT DOCUMENTS: INTENT, AMENDING**

### **2.1 INTENT**

The Contract Documents comprise the entire agreement between OWNER and CONTRACTOR concerning the Work.

## **2.2 REFERENCE TO STANDARDS AND SPECIFICATIONS OF TECHNICAL SOCIETIES; REPORTING AND RESOLVING DISCREPANCIES**

- 2.2.1 Reference to standards, specifications, manuals or codes of any technical society, organization or association, or to the Laws or Regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest standard, specification, manual, code or Laws or Regulations in effect at the time of opening of Bids (or, on the Effective Date of the Agreement if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.
- 2.2.2 If, during the performance of the Work, CONTRACTOR discovers any conflict, error, ambiguity or discrepancy within the Contract Documents or between the Contract Documents and any provision of any such law or regulation applicable to the performance of the Work, CONTRACTOR shall report it to Contract Administrator in writing at once, and CONTRACTOR shall not proceed with the Work affected thereby (except in an emergency as authorized by OWNER) until an amendment or supplement to the Contract Documents has been issued.
- 2.2.3 Whenever in the Contract Documents the terms “as ordered,” “as directed,” “as required,” “as allowed,” “as approved” or terms of like effect or import are used, or the adjectives “reasonable,” “suitable,” “acceptable,” “proper,” or “satisfactory” or adjectives of like effect or import are used to describe a requirement, direction, review or judgement of Contract Administrator as to the Work, it is intended that such requirement, direction, review or judgement will be solely to evaluate, in general, the completed Work for compliance with the requirements of and information in the Contract Documents and conformance with the Service Specification indicated in the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective shall not be effective to assign to Contract Administrator any duty or authority to supervise or direct the furnishing or performance of the work.

## **2.3 AMENDING AND SUPPLEMENTING CONTRACT DOCUMENTS**

- 2.3.1 The Contract Documents may be amended to provide for additions, deletions and revisions in the Work or to modify the terms and conditions thereof in one or more of the following ways:
- A formal Written Amendment,
  - A Change Order, or
  - A Work Change Directive

## **ARTICLE 3 - PRELIMINARY MATTERS**

### **3.1 GENERAL SCOPE OF WORK**

- 3.1.1 The following information is provided to assist the CONTRACTOR in understanding the scope of services needed by OWNER for all facility groupings.

As the public agency for Incline Village, Nevada, IVGID takes pride in providing an exceptionally clean and safe environment at all times for its patrons and employees and expects the janitorial services to demonstrate this same pride in their work performed.

- 3.1.2 Scheduling Work: The CONTRACTOR shall submit a schedule of performing the Work to the Contract Administrator for approval. Such approval shall not be unreasonably withheld.

### **3.2 STAFFING**

The CONTRACTOR shall provide adequate personnel, trained in proper **industrial cleaning** and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated. There shall be a minimum crew of four (4) each cleaning.

### **3.3 EMPLOYEE RECRUITMENT**

- 3.3.1 The CONTRACTOR must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the Contract Administrator shall be notified prior to the change when possible or as quickly as possible thereafter. In addition, staff shall have the ability to:

- Have the necessary public relations skills to deal with employees and customers in a professional, courteous, businesslike manner.
- Understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner.

### **3.4 EMPLOYEE ACCEPTANCE BY OWNER**

OWNER will be the sole judge of the efficiency and acceptability of each janitorial employee's performance while on site. OWNER reserves the right to require the CONTRACTOR to remove any janitorial personnel from further duty at IVGID, without cause and without the right to recover damages by such janitorial employee or by the CONTRACTOR from OWNER. If OWNER requires the removal of any janitorial personnel from duty, OWNER will attempt to provide the CONTRACTOR reasons for the removal demand. However, OWNER is not required to provide such reasons, the CONTRACTOR may not challenge such reasons, and the CONTRACTOR shall promptly remove and replace an individual janitorial employee when requested to do so by OWNER.

### **3.5 UNIFORM AND APPEARANCE STANDARDS**

The selected CONTRACTOR's employees shall be neat and clean in appearance.

## ARTICLE 4 - SECURITY AND ACCESS TO FACILITIES

- 4.1 OWNER shall provide reasonable access to the facility for CONTRACTOR's successful completion of the Work.
- 4.2 Keys to various areas of the facility will be made accessible to the CONTRACTOR. All costs accrued by OWNER in reinstating facility security occasioned by the loss of facility keys due to the CONTRACTOR's and/or its employee's negligence will be charged to the CONTRACTOR and shall be deducted from monthly payment to CONTRACTOR, or otherwise collected.
- 4.3 The CONTRACTOR will be given instructions on OWNER's sign-in/out procedures. It shall be the CONTRACTOR's responsibility to assure procedures are strictly followed. Upon completion of activities each day, the CONTRACTOR shall be responsible for securing all entries to offices and to buildings prior to departure.
- 4.4 The CONTRACTOR shall ensure that only their properly identified employees, as listed with the Contract Administrator, are permitted on IVGID premises during the performance of duties. The CONTRACTOR will be held strictly accountable for damages or breaches of security caused by its employees, including costs of loss to the OWNER caused by its employees.

## ARTICLE 5 - INSURANCE REQUIREMENTS

- 5.1 **Commercial Insurance:** refer to Section 4 - Agreement.
- 5.2 **General Liability:** refer to Section 4 - Agreement.
- 5.3 **Workman's Compensation:** refer to Section 4 - Agreement.
- 5.4 **Property Insurance:** refer to Section 4 - Agreement.

## ARTICLE 5 - CONTRACTOR RESPONSIBILITY

- 6.1 The CONTRACTOR shall be responsible for all coordination, and supervision of personnel associated with the janitorial service at the OWNER'S facilities. These activities include, but may not be limited to, the following:
  - 6.1.1 Recruit, screen, and train personnel.
  - 6.1.2 Provide a Project Manager who shall be responsible for the performance of the contract and remain the CONTRACTOR's contact person for the duration of the contract. The Project Manager shall establish a routine for communications with OWNER's Contract Administrator to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by the Contract Administrator. The Project Manager shall contact the Contract Administrator to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the CONTRACTOR's performance.

- 6.1.3 CONTRACTOR shall furnish all durable supplies, materials, and equipment necessary for the proper performance of the work. These include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, buffing machines, industrial type vacuum cleaners, carpet extractors, etc. Such items will remain the property of the CONTRACTOR and are to be maintained in good working condition. Equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Contract Administrator, which shall not be unreasonably withheld. Equipment deemed by the Contract Administrator(s) to be of improper type or design or inadequate for the purpose intended shall be replaced by the CONTRACTOR.
  - 6.1.4 CONTRACTOR shall furnish all disposable/expendable supplies, materials, and equipment necessary for the proper performance of the work. These include but are not limited to porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. As a minimum, these supplies and materials shall be of a quality to conform to applicable federal specifications.
    - 6.1.4.6 Refer to Section 7.1.3 for items provided by OWNER.
  - 6.1.5 The CONTRACTOR shall not use any material or supplies which the Contract Administrator determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
  - 6.1.6 Provide to the Contract Administrator and post in janitorial closets Material Safety Data Sheets (MSDS) for all chemicals used or stored in the building.
  - 6.1.6 Provide hazardous chemical communications training to CONTRACTOR's personnel.
  - 6.1.7 Provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, perform their duties throughout their assigned shift, and provide backup as needed during all required hours.
  - 6.1.8 Report vandalism and/or damage of OWNER's property to the Contract Administrator immediately upon discovery.
- 6.2** CONTRACTOR shall conform with the Nevada Revised Statutes 332 & 338 in the performance of public work in the State of Nevada, including, but not limited to, the requirements of the following:
- 6.2.1 Labor Discrimination: In connection with the performance of work under this Contract, the CONTRACTOR agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, or sex. Such agreement shall include, but not be limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
  - 6.2.2 The CONTRACTOR further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

## **ARTICLE 7 - OWNER'S RESPONSIBILITY**

**7.1** OWNER will be responsible for providing direction to the CONTRACTOR. These activities include, but may not be limited to, the following:

- 7.1.1 Identify a Contract Administrator at the time of award. The Contract Administrator will submit in writing to the CONTRACTOR the names of OWNER's personnel that will have authority to make changes or additions to the contracted items. Changes or additions made by anyone other than OWNER authorized personnel will not be accepted or paid for by OWNER.
- 7.1.2 Furnish electrical power at existing power outlets for the CONTRACTOR's use to operate equipment as is necessary in the conduct of the required work. Hot and cold water will also be made available as necessary for that purpose.
- 7.1.3 OWNER will supply all consumable supplies for restrooms. This to include hand soaps, paper towels, toilet tissue, sanitary napkins and tampons, toilet seat covers, shower curtains and paper cups. OWNER will also supply all liners for trash cans and recycle totes.
- 7.1.4 Provide storage for the CONTRACTOR to store any necessary supplies, materials and equipment.
- 7.1.5 Establish time and frequency of direct meetings with the CONTRACTOR's Project Manager.
- 7.1.6 Schedule inspections with the CONTRACTOR's Project Manager on a monthly basis or as otherwise directed by the facility Administrator. Quality service and strict adherence to the contract will be expected from the CONTRACTOR.
- 7.1.7 OWNER representatives will develop an internal monitoring system that will be used to ensure service quality, which shall include regularly, scheduled written inspections with a copy to the Contract Administrator. Contract Administrator may choose to inspect with the CONTRACTOR, or without. Any deviation from the Janitorial Service Specifications noted by the Contract Administrator shall be documented with a correction notice and include a correction time period of not less than 24 hours from the time of the work deviation for remedy by the CONTRACTOR.
  - If the correction notice is submitted to the CONTRACTOR and corrections are not made within the specified amount of time, the CONTRACTOR shall be assessed \$200.00 liquidated damages, per location, per day until the problem is rectified, as established by the Contract Administrator.

## **ARTICLE 8 - PAYMENTS TO CONTRACTOR AND COMPLETION**

### **8.1 REVIEW OF INVOICING FOR PROGRESS PAYMENT**

Contract Administrator will, within ten days after receipt of each Invoice, either indicate in writing a recommendation of payment, or return the Invoice to CONTRACTOR indicating in

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writing reasons for refusing to recommend payment. In the latter case, CONTRACTOR may make the necessary corrections and resubmit the Application.

## **8.2 INVOICING FOR PROGRESS PAYMENT**

At least fourteen days before the date established by the Contract Administrator for each progress payment (but not more often than once a month), CONTRACTOR shall submit to Contract Administrator for review an Invoice filled out and signed by CONTRACTOR covering the Work completed as of the date of the Application.

## **2 NON-ASSIGNABILITY**

No CONTRACTOR shall assign any interest in this Contract by assignment, transfer or novation without prior written consent of the OWNER. This provision shall not be construed to prohibit the CONTRACTOR from assigning his bank, trust company or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to OWNER.

## **ARTICLE 10 - TERMINATION**

### **10.1 TERMINATION FOR CAUSE**

10.1.1 OWNER may terminate this Contract for cause based upon the failure of the CONTRACTOR to comply with the terms and/or conditions of the Contract; provided that the OWNER shall give the CONTRACTOR:

- A. A written warning specifying the CONTRACTOR's failure. If, within ten days after receipt of such a written warning, CONTRACTOR shall not have either corrected such failure and thereafter proceeded diligently to complete and/or maintain such correction, then the OWNER may, at its option, issue a written notice.
- B. A written notice will place the CONTRACTOR in default and the Contract shall terminate on the date specified in such notice, or the OWNER may, at its option, place the CONTRACTOR in default and the Contract shall terminate at some later date specified should CONTRACTOR not have either corrected such failure and thereafter proceed diligently to complete and/or maintain such correction.

10.1.2 The CONTRACTOR may exercise any rights available to it under Nevada law to terminate for cause upon the failure of the OWNER to comply with the terms and conditions of this Contract; provided the CONTRACTOR shall give the OWNER written notice specifying the OWNER's failure and a reasonable opportunity for the OWNER to cure the defect.



## **10.2 TERMINATION FOR CONVENIENCE**

OWNER may terminate the Contract at any time by giving thirty days' written notice to the CONTRACTOR. CONTRACTOR shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**END OF GENERAL CONDITIONS**

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## **SECTION 6 – JANITORIAL SERVICES SPECIFICATIONS**

### **ARTICLE 1. GENERAL**

- 1.01 Specifications are set forth herein for the purpose of establishing minimum standards. Variations which, in the opinion of the OWNER, fall below the standards of the specifications will not be allowed or accepted. CONTRACTOR may propose in writing any material or process equal to those specified herein, but each deviation from the specifications listed herein must be set forth in detail, and OWNER shall be the sole judge as to whether such deviations are, in fact, equal to those set forth herein.
- 1.02 CONTRACTOR’S bid shall include all labor, equipment, vehicles, materials and travel to and from locations to complete the Work in accordance with these Specifications.
- 1.03 Important items to be aware of include:
- CONTRACTOR shall provide his own cleaning equipment and supplies where not provided, as detailed in the General Conditions.
  - No desk tops or computers are to be cleaned.
  - No kitchen sinks or dishes are to be cleaned.
  - All mopping shall be completed with a clean mop and clean water.
  - CONTRACTOR shall provide an itemized checklist indicating all tasks have been completed. This checklist shall be left on the front counter or similar visible location each time the work is completed as scheduled. Contract Administrator will provide the blank checklists to CONTRACTOR.

### **ARTICLE 2. SCHEDULE OF WORK**

- 2.01 All items are to be cleaned on a **daily basis** unless specifically stated below.
- 2.02 No work during normal business hours unless specifically requested in advance.
- 2.03 Normal business hours are:
- Monday through Friday, 6 AM – 8 PM
  - Saturday – 7 AM – 7 PM
  - Sunday – 7 AM – 5 PM
- 2.04 The Rec Center is open every day of the year except Thanksgiving and Christmas.

### **ARTICLE 3. LOCATION OF WORK**

- 3.01 IVGID Recreation Center, 980 Incline Way; approximately 30,300 square feet.

## ARTICLE 4. SPECIFICATIONS

### 3.01 RECREATION CENTER

- All floors to be vacuumed, and edges cleaned
  - Except basketball court (see “Additional Scheduled Cleanings,” below)
- Upstairs General Administration Areas
  - Dust and clean counter tops, window ledges
  - Vacuum or mop all offices and open areas
  - Collect all trash and recycling, replace liners
- Upstairs Copy Room
  - Sweep and mop floor
  - Empty trash and recycling and replace liners
  - Clean behind copy machine
- Upstairs Bathrooms (2)
  - Clean, mop and disinfect floors
  - Refill paper products and soap
  - Clean towel and soap dispenser exteriors
  - Wipe down walls and partitions, switches, door knobs and closures
  - Clean and disinfect all toilets and urinals
  - Clean bathroom mirrors
  - Clean and scrub sinks
  - Collect trash from sanitary napkin receptacles
  - Empty trash and replace liners
  - Clean and vacuum return air grills
- Foyer
  - Sweep and vacuum floor and entry way grates
  - Monthly:
    - Mop edges of foyer floor
- Lobby
  - Move furniture, sweep and mop all floors (including office reception area, lobby and guest areas), return furniture to original locations
  - Clean and disinfect drinking fountains
  - Trashcans and recycling cans in public areas are to be emptied and wiped down on the outside, replace liners
- Snack Bar Area
  - Sweep and mop floor
  - Clean and disinfect all countertops and sinks
- Child Care Room
  - Clean, mop and disinfect floors
  - Refill paper products and soap
  - Clean towel and soap dispenser exteriors

- Wipe down all walls and partitions
- Clean and disinfect all toilets and urinals
- Clean bathroom mirrors
- Clean and disinfect sinks
- Collect trash from sanitary napkin receptacles
- Empty trash and recycling and replace liners
- Empty diaper pails
  
- Stairwells
  - Clean and wipe all walls
  - Clean all railings
  - Remove any stains or spills
  - Sweep and mop stairs
  - Wet-wipe black strip along carpet in main stairwell
  - Dust and clean all window ledges
  
- Group Fitness Room
  - Clean all mirrors
  - Sweep floors, then damp mop with clean water only, using anti-microbial cloth mop
  - Vacuum dust from corners behind weight stands
  - Refill paper products
  
- Elevator
  - Vacuum floor
  - Clean stainless steel panels
  - Clean walls and handrails
  
- Downstairs General Areas
  - Dust and clean countertops, windows and window ledges
  - Trashcans and recycling cans in public areas are to be emptied and wiped down on the outside
  
- Downstairs Locker Rooms (2)
  - Sweep and scrub floors
  - Clean, mop and disinfect floors with bleach
  - Refill paper products, soap and shower soap
  - Clean towel dispensers and "Suitmate" with stainless steel cleaner
  - Scrub shower and toilet partitions, benches and tops with disinfecting cleaner
  - Clean and disinfect all toilets and urinals
  - Clean bathroom mirrors
  - Clean and disinfect sinks and faucets
  - Collect trash from sanitary napkin receptacles
  - Empty trash and replace liners
  - Clean and vacuum return air grills
  - Clean lockers, including fronts and tops
  - Close all lockers
  - Clean walls above lockers
  - Clean out all shower drains
  - Empty towel bins (5) and replace towel bags

- Gymnasium
  - Pick up all garbage
  - Clean wall by chin-up bar and peg board
  
- Downstairs Fitness Room
  - Clean and disinfect all cardio fitness equipment
  - Vacuum floor
  - Every Other Day:
    - Mop floors
  - Clean all mirrors
  - Dust and sweep small equipment closet
  - Wipe down wood ledge between gym and hallway
  - Clean and disinfect drinking fountains
  - Trashcans and recycling cans in public areas are to be emptied and wiped down on the outside, replace liners
  
- Downstairs Sports and Aquatics Offices
  - Empty trash and recycling and replace liners
  - Weekly:
    - Clean windows
    - Mop floors
  
- Additional Scheduled Cleanings
  - All items are to be done as indicated:
    - Monthly:
      - Clean light globes in main lobby
      - Vacuum viewing stands in natatorium
      - Clean gym windowsills, both sides
  
- At Completion
  - Dumpster: Close lid and secure
  - Recycling to be placed in proper containers, located outside of building near service road
  - Lock all doors and alarm building

**END OF SERVICE SPECIFICATIONS**

# Incline Village General Improvement Dist

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 13



	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>300 Recreational Services</u>							
<u>350 Recreation Fund</u>							
<u>30354884 Recreation Center Operations</u>							
7530 Janitorial	44,940	107,680	24,912.44	.00	5,600.00	77,168.00	28.3%
TOTAL Recreation Center Operation	44,940	107,680	24,912.44	.00	5,600.00	77,168.00	28.3%
TOTAL Recreation Fund	44,940	107,680	24,912.44	.00	5,600.00	77,168.00	28.3%
TOTAL Recreational Services	44,940	107,680	24,912.44	.00	5,600.00	77,168.00	28.3%
GRAND TOTAL	44,940	107,680	24,912.44	.00	5,600.00	77,168.00	28.3%

\*\* END OF REPORT - Generated by Susan Griffith \*\*