



## ADVERTISEMENT FOR BIDS: JANITORIAL SERVICES, COUNTYWIDE

### 1 Overview

Douglas County, Nevada (the “County”) is requesting bids from qualified vendors to provide Janitorial Services for the County in accordance with the terms, conditions and specifications set forth in the Bid Documents.

### 2 Advertisement for Bids

Bid Title & Objective	Janitorial Services, Countywide The services consist of regular janitorial services within identified Douglas County facilities.
Bid End Date	<b>September 5, 2018 at 10:00 a.m.</b>
Bid Submission	Sealed bids for Janitorial Services, Countywide, will be received by Douglas County at 1120 Airport Road, #F-2, Minden, Nevada 89423 until September 5, 2018 at 10:00 a.m., at which time the Bids received will be opened publicly. Bids received after September 5, 2018 at 10:00 a.m. will not be opened or considered.
Pre-Bid Conference	August 23, 2018 at 10:00 a.m. Douglas County Public Works 1120 Airport Road, #F-2, Minden, Nevada 89423 Attendance at the pre-bid conference is encouraged, but not mandatory
Bid Contact	Glen Radtke Fleet and Facilities Manager, Public Works Department P.O. Box 218 Minden, Nevada 89423 gradtke@douglasnv.us 775-783-6437
Plans and Specifications:	Bid Documents, including plans and specifications can be obtained from the Douglas County Website ( <a href="https://douglascountynv.gov/bids.aspx">https://douglascountynv.gov/bids.aspx</a> ), Bid ID Number 2018PW0905.

## **2.1 Site Visit**

There will not be a formal site visit for this project. It is solely the responsibility of the Bidder to visit and inspect the County's location(s) and facilities prior to submitting a bid. By submitting a proposal, the Bidders agree that they have familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

Bidders are free to visit any publically accessible site where services are to be performed and may submit questions or seek admittance to non-publically admissible areas by contacting Glen Radtke, using the contact information above.

## **2.2 Bid Documents**

Bid documents may be examined and obtained electronically via the Douglas County website (<https://douglascountynv.gov/bids.aspx>) and will be marked with project number 2018PW0905. The Bid Documents include:

- This Advertisement for Bids, including Exhibits A and B, and all subsequently posted Addenda
- The sample Contract Document (See Section 3.10, below)

## **2.3 Point of Contact**

For information concerning clarification or procedures to submit proposals, vendors may contact Glen Radtke at 775-783-6437. Questions received less than two (2) business days prior to the Bid End Date may not be answered.

# **3 SPECIAL TERMS AND CONDITIONS**

## **3.1 Addenda, Changes, and Interpretations**

Any individual or entity submitting a bid in response to this Advertisement is responsible to ensure that it has clarified any ambiguity, conflict, discrepancy, omission or other discovered error in this solicitation. Requests for such clarification must be received at least three (3) business days prior to Bid Opening. Questions received after this date may not be addressed. By submitting a bid, the Bidder agrees and warrants that its questions have been answered or that it is otherwise satisfied that the documents are clear and unambiguous.

Answers to questions that do not materially affect the scope of services or solicitation process may be provided at the Pre-bid conference or via email. Responses to questions and requests for information that may have a material impact on the scope of services or the solicitation process will only be provided in the form of a written Addendum, which will be posted on the website (<https://douglascountynv.gov/bids.aspx>) with the other bid documents. Other than as specifically set forth herein, no oral explanation giving by a County employee or representative shall be binding upon the County and such explanations should be disregarded. Each Bidder is responsible for reviewing the website on a regular and ongoing basis to ensure that it is apprised of any and all addenda. All addenda are part of the solicitation documents and each bidder will be bound by the addenda.

### **3.2 Changes and Withdrawals**

Bidders may change or withdraw their bids at any time prior to the Bid Opening, provided, however, that Bidders must make such changes or withdrawals by submitting written notifications in the same manner as required for Bid submission. No oral modifications will be allowed.

### **3.3 Bid Costs**

The County does not intend, and is under no obligation, to pay any costs incurred by any Bidder to prepare and submit a Bid. The County shall not be liable for any costs incurred in responding to this Advertisement for Bids.

### **3.4 Pricing and Delivery**

All pricing should be identified and broken-down by Service Location, as identified in Exhibit A; Bidders shall complete the Bid Schedule form included in Exhibit B to submit with their Bid. Bidders shall provide a monthly pricing breakdown per Service Location, and such pricing shall account for the schedule of services set forth in the Bidding Documents. Pricing shall be provided as a “monthly” cost; Bidders are responsible for ensuring that the monthly cost adequately compensates the Bidder for all services set forth in the contract documents; Bidders shall ensure that all services, including services to be provided less frequently than monthly are accounted for in the price development. Failure to provide a cost breakdown as requested may result in the bid being deemed unresponsive. All travel costs or other associated costs must be included in the proposal. The County will not accept additional costs.

### **3.5 Payment for Services**

If the County enters a contract with a bidder, unless Bidder has received a written exemption from the County, Bidder shall submit monthly requests for payment for services performed under the Contract. Requests for payment shall be submitted no later than fifteen (15) days after the end of a month and must include a detailed summary of the expenditures reported in a form that supports the approved budget. For requests that are not in dispute, the County will make prompt payments within 30 days of receiving the request. For requests that are in dispute, the County will provide written notice of the disputed amounts and will pay any undisputed amounts. Disputed amounts will be resolved in accordance with the Dispute Resolution section.

### **3.6 Mistakes**

Each bidder is responsible for reviewing all contract and solicitation documents carefully. The submission of a bid shall be construed as the Bidder's acknowledgement that it has full knowledge of the scope, nature and quality of the work to be performed; that the Bidder has a full understanding of the detailed requirements of the specifications, and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the Bidder from liability and obligations under the Contract.

In the event of a discrepancy between pricing set forth in the Bid Schedule, the individual, line-item costs will prevail over any written sums, products, or quotients.

### **3.7 Modification of Services**

The County reserves the right to unilaterally delete any portion of the services to be performed at any time without cause, and if such right is exercised by the County, the total fee for services shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned.

The County may require additional work to be provided or additional service locations to be added to the scope of the Contract. Such modifications may be accomplished by Change Order, provided that the parties agree upon the price and scope of the Change.

### **3.8 No Exclusive Contract**

The Bidder agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services from other vendors at the County's sole option.

### 3.9 Sample Contract

A sample of the County's standard contract can be found on the website at (<https://douglascountynv.gov/bids.aspx>). The Bidder's execution of a contract similar to the one found on the website may be required prior to beginning any work.

### 3.10 Responsiveness

In order to be considered responsive to this solicitation, a Bidder's proposal shall fully conform in all material respects to the solicitations and all of its requirements, including form and substance. The County maintains the right to waive minor discrepancies if the County determines that such waiver is in its best interest.

### 3.11 Minimum Qualifications

To demonstrate Bidder's qualifications to perform the solicited work, the bidder shall submit, at a minimum, the following:

#### 3.11.1 Business License

Evidence of Bidder's authority to do business in the State of Nevada.

#### 3.11.2 Completed and fully executed Bid Schedule and accompanying acknowledgements, provided in Exhibit B.

#### 3.11.3 Representations

Each Bidder must, before submitting a bid:

- Examine and carefully review the Bidding Documents and Contract Documents along with any data referenced or identified in those documents
- Become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance under the Contract
- Certify in writing, based on the information and observations referred to above, that at the time of submitting its Bid, no further examinations, investigations, or information is necessary for the determination that performance of the obligations under the contract at the price within the bid
- Certify in writing that it has given written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution by the County thereof is acceptable to Bidder
- Certify in writing that the submission of a Bid will constitute an incontrovertible representation by the Bidder

that Bidder has complied with every requirement of this Advertisement for Bids, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing all work required within the timelines required by the Bidding Documents.

#### 3.11.4 Requests for Information

Nothing contained in this section will limit or prejudice the right of the County to seek additional pertinent information regarding Bidder's qualifications.

### **3.12 Subcontractors and Assignments**

If awarded a contract for services, no Bidder or Contractor is permitted to subcontract or assign any obligation or right without the County's prior written consent to such an assignment.

### **3.13 Insurance Requirements**

#### 3.13.1 Insurance Requirements

If awarded a Contract, Contractor shall maintain Comprehensive General Liability Insurance in an amount of not less than \$2,000,000 Combined Single Limit (Bodily Injury and Property Damage) and Automobile Liability Insurance in an amount of not less than \$500,000 that will protect it from claims for damages and personal injury, including death, which may arise from or are related to Contractors' responsibilities under this contract. The insurance policies must name Douglas County, the Douglas County Board of Commissioners, and the County's officers, agents, and employees as additional insureds. Certificates of Insurance must be delivered to the Douglas County Maintenance and Operations Superintendent. The Douglas County Maintenance and Operations Superintendent must be notified in writing at least 30 days in advance of the cancellation of any required insurance policy. Douglas County reserves the right, in its sole discretion, to require insurance limits in an amount greater than that specified above. The issuing insurance company is subject to approval by the County.

#### 3.13.2 Worker's Compensation

The Contractor must provide worker's compensation insurance issued by the State Industrial Insurance System, or adequate proof of self-insurance, for employees working in the State of Nevada. The Contractor shall require the same worker's compensation insurance of a subcontractor when the work is to be performed by a subcontractor. Certificates of worker's compensation insurance are to be filed with the Douglas County Maintenance and Operations Superintendent prior to commencing work

**3.14 Safety**

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, fire suppression systems, vehicles, etc. on or around the job sites. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the County.

**3.15 Force Majeure**

In the event Contractor is delayed in performance of services by any act or neglect of the County or by Acts of God, lockouts, or other events beyond the control of Contractor (collectively or individually "Force Majeure"), then Contractor's nonperformance during the Force Majeure shall be excused, provided that: the excused nonperformance is of no greater scope and of no longer duration than is required by the Force Majeure; no obligation of either party that arose before the Force majeure shall be excused as a result of the Force Majeure; Contractor shall not be entitled to any compensation for work that was excused and not performed.

**3.16 Contract Period and Service Test Period**

The initial contract term shall commence on the date on which the Contract is executed by both parties, and shall expire two (2) years thereafter, provided however that the Contract will automatically renew for successive two-year periods unless either party provides the other with written notice of its intent not to renew the Contract at least 60 days in advance of the anniversary date of the Contract.

**3.17 Cost Adjustments**

Prices quoted shall be firm for the initial contract term of two (2) years. No cost increases shall be accepted in the initial term. Bidders should consider this when providing pricing upon their bids.

After the initial term, costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustments shall be based upon the latest yearly percentage increase in the West Region Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor, and shall not exceed five percent (5%) per year.

The yearly increase or decrease in the CPI shall be the latest index published and available for the calendar year ending December 31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one year prior.

Any requested adjustment shall be fully documented and submitted to the County at least 90 days in advance of the anniversary date of the Contract. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension. If the Contractor declines or otherwise fails to submit a request for cost adjustment as set forth in this section, then pricing for the forthcoming extension shall not increase.

#### **4 Bidder Selection Process**

##### **4.1 Submittal requirements**

Each Bidder is responsible for ensuring that it has provided documentation and information sufficient to establish that it is qualified to perform the Work set forth herein. It is the Bidder's responsibility to ensure that it has followed all of the instructions and made all of the necessary representations in accordance with the Bidding Documents. Each Bidder is also responsible for ensuring that its bid arrives within the time prescribed and at the place indicated in the advertisement or invitation. Any bids received after the date and time prescribed for opening, or not submitted to the correct location or in the manner designated herein, will not be accepted.

##### **4.2 Review of Submittals**

The County will review all timely submittals for compliance with this document and other Bid Documents. The County may seek additional pertinent information regarding Bidder's qualifications. The County reserves the right to waive any minor informalities required by the Bidding Documents or other documents.

##### **4.3 Notice of Intent to Recommend Award**

After Bid Opening, Douglas County Public Works will review all timely submitted bids. Based on its review, if an acceptable Bid is identified, Douglas County Public Works will post a Notice of Intent to Recommend Award on the (<https://douglascountynv.gov/bids.aspx>). All Bidders are responsible for regularly reviewing the aforementioned website for such postings. A Bidder's failure to timely review the website or inform itself of postings thereon shall not constitute grounds to extend the protest period set forth below.

##### **4.4 Protest Process**

Any person who submits a bid in response to this solicitation may, after the bids are opened and within 10 calendar days of the date on which Douglas County Public Works issues a notice of intent to recommend award, file with Douglas County Public Works a notice of protest in accordance with NRS 332.068.



Any person who files a notice of protest shall be required at the time the notice of protest is filed, to post a bond with a good and solvent surety authorized to do business in this State, in an amount equal to the lesser of:

(1) twenty-five percent of the total value of the bid submitted by the person filing the notice of protest; or

(2) Two hundred, and Fifty Thousand Dollars.

The bid protest will be processed in accordance with NRS 332.068.

#### **4.5 Contract Award**

A Contract may be awarded by the Douglas County Board of Commissioners at a public hearing. The County reserves the right to dismiss all Bids received.

### **5 Technical Specifications**

#### **5.1 Objective**

If a Bidder is awarded a Contract with the County, the Bidder will become the “Contractor” and will be responsible to meet or exceed the Technical Specification, set forth herein.

The stated janitorial services are generally required at the designated facilities on a regular basis, typically five (5) times weekly, and are to be provided Monday through Friday, after regular working hours, unless otherwise noted. Adequate personnel shall be provided to ensure that the tasks are completed within a reasonable amount of time.

Contractor shall be responsible for the specific scheduling of the work which must be performed as specified in the Schedule of Services. Work must be scheduled so that it will not disrupt the functions and normal day-to-day operations of the County’s facilities. The County reserves the right to approve and require changes to the Contractor’s work schedule

Contractor shall furnish all necessary labor, tools, appliances, equipment, and other accessories, services, maintenance, and facilities to perform the services specified in this Contract except those items that are specifically identified in the contract that will be provided by the County.

The cleaning requirements specified in this document are considered the minimum acceptable cleaning requirements. It is expressly understood by the Contractor that the intent of any Janitorial Contract is to supply the complete custodial services for the designated areas of the buildings listed.

## 5.2 Supervision

Contractor shall provide an adequate number of trained and qualified supervisors capable of providing the necessary supervision to satisfy the contract during all service hours. Supervision must be by an on-site supervisor. The supervisor shall be responsible for monitoring and administration of personnel activities, and resolution of any service problems with designated County staff. The Contractor's supervisory personnel must be literate and capable of communicating in the English language and capable of reading chemical labels, job instructions, and signs and to easily converse with County management personnel. The supervisory personnel must be capable of communicating effectively with all of the Contractor's personnel who are under their supervision.

## 5.3 Supplies

The County will provide wastebasket liners, any towels, toilet tissue, hand cleanser/conditioner, body cleanser/conditioner, urinal screens, sanitary napkins, sanitary tampons, all cleaners, disinfectants, waxes, strippers and liners for sanitary napkin waste units.

The Contractor shall be responsible for monitoring the quantity and status of all supplies and shall, prior to running out, provide the County with one week's advanced notice for the request of supplies furnished by County. Requests will be made in writing to the Manager or an authorized representative.

Except as specifically set forth herein, Contractor shall provide all materials, supplies, and equipment as required to properly maintain the facilities and areas in an acceptable conditions. This shall include all required maintenance and cleaning products, including, but not limited to: brooms, mops, mop handles, dust mop handles, dust pans, bowl mops, bowl brushes, putty knives, dusters, sponges, rags, window squeegees, floor pads, rubber gloves, spray bottles, floor machines, vacuum cleaners, etc. to perform the cleaning.

All floor finishes, floor sealer, floor stripper, germicidal cleaner, disinfecting cleaner, carpet cleaner, supplies, detergents, defoamer, spotter metal and wood polishes, etc. must be registered with the U.S. Department of Agriculture. Contractor's employees must use appropriate protective clothing and gear when using skin-irritating chemicals.

Vacuum cleaners shall be equipped with a beater bar or double row of brushes with high suction. The bar or brush setting should be approximately 1/8" below the vacuum cleaner casing. It is recommended that vacuum cleaners are equipped with special HEPA type bags that lose no more than 1/10 of one percent of dust collected to the atmosphere.

Note: All supplies must be used in accordance with the manufacturer's recommendations and instructions. All containers must be labeled with the manufacturer's brand name, name of product, and its recommended use. All equipment used in the cleaning operation at the County Facilities must be in good safe operating condition as required by OSHA or other applicable rule or regulation.

#### **5.4 Deficiencies**

The Maintenance and Operations Manager ("Manager"), or the Manager's authorized representative, shall decide all questions that may arise as to the quality or acceptability of any work performed under this Contract. If, in the opinion of Manager, or the Manager's authorized representative, the Contractor's performance becomes unsatisfactory and deficiencies have occurred, the County shall notify the Contractor. The Contractor shall have a specified time, designated by the Manager, for the correction of the deficiency. The Contractor must initiate corrective action within four (4) working hours after notification.

In the event a deficiency is not corrected within the time provided by the Manager, the County has the immediate right to correct the deficiencies through use of County employees or outside contractors, as deemed necessary by the County, and shall deduct the amount necessary to perform the work from any balances due, or to become due, to the Contractor.

Contractor must have a phone number where its representative can be contacted immediately, at any time, to initiate corrective action within the time specified by the Manager. The time specified for taking corrective action begins from the time the County calls the Contractor at the telephone number provided by the Contractor.

If the Contractor receives three (3) deductions within any 30 workday period, or more than a total of nine (9) deductions during the Contract period, the Contract may be terminated at the sole discretion of the County. The Contractor may appeal any decision to deduct monies pursuant to this section but must file the appeal, in writing, with the Public Works Director within ten (10) days from the date of the County's written notice of a deduction. The decision of the Public Works Director is binding upon the parties.

## 5.5 Service Locations

A complete listing of facilities and current operating hours of offices within the facility is provided and attached as Exhibit A. The list provides *estimated* square footage. The list also indicates a “Total Number of Days to Be Cleaned.” This number indicates the number of days within each week for which “Daily” services must be completed. Weekly, monthly, etc. services shall be based on calendar weeks, months, etc.

## 5.6 Schedule of Services

### 5.6.1 Offices, Corridors, Lounges, Breakrooms, Foyers, Lobbies, publically accessible hallways, and stairs, Courtrooms, Meeting Rooms

The Contractor shall ensure that the following services are performed at the rates prescribed herein for all offices, corridors, lounges, breakrooms foyers and lobbies, publically accessible hallways, and stairs, Courtrooms and meeting rooms within the service locations listed in Exhibit A.

#### 5.6.1.1 Daily

- Empty wastebaskets, replace bag liner if ripped, soiled or wet
- Dispose of refuse to an outside dumpster
- Empty recycle containers and deposit material into outside collection container
- Clean all table and counter surfaces not covered in paper or other materials
- Remove and dispose of all cardboard or other discarded materials that are left for removal and clearly marked as “TRASH” or “RECYCLING”
- Examine all floors, walls, or other surfaces for spills, leaks or debris and clean any area or item upon which such spills, leaks or debris are discovered
- Clean glass on service windows, and any glass that is entirely inside, with no surface exposed to the outdoors (including but not limited to windows between rooms, windows in interior doors, and glass paneled interior walls); glass shall be cleaned such that there are no spots or streaks
- Sweep and damp mop all hard flooring (including elevators, stone surfaced flooring, and stairs) such that they are free of debris, film, mop streaks and scuff marks
- Clean and sanitize drinking fountains
- Clean and sanitize all seating surfaces on plastic or metal chairs
- Ensure that there is an adequate supply of hand towels and hand soap in each dispenser therefor
- Scour and disinfect sinks
- Spot-clean any stains or spills in carpeted areas

## 5.6.1.2 Weekly

- Polish furniture
- Clean and polish all table and counter surfaces which are free of paper or other materials. Desks upon which computers or other electronics are stored shall be cleaned and polished to the extent possible without disturbing the electronics
- Wipe down all frames and sills with a damp cloth
- Wipe down all shelving with damp cloth
- Examine all fabric covered furniture for stains, spills, or debris and clean any area upon which such stains, spills or debris is discovered
- Wiped down all elevator walls; clean all stainless steel surfaces with an appropriate stainless steel cleaner, there shall be no streaks
- Examine all light fixtures, skylights, or other over-head structures for dust, spider-webs, or other debris, and remove any such debris
- Mop all hard-surface stairs and landings and wash all handrails, ensuring that all dirt, debris, spider webs, and other accumulation is removed; vacuum carpeted stairs and landings

## 5.6.1.3 Every-other week

- Examine all wall vents, ceiling vents and floor vents throughout the facilities to ensure that they are free of dust or lint; dust or wash the vents as necessary.
- Sanitize, disinfect, and wipe down all telephones

## 5.6.1.4 Quarterly

- Dust all blinds
- Shampoo all carpets in hallways, stairways, and entrance ways, lobbies, lounges, breakrooms and high-traffic areas

## 5.6.1.5 Twice per Year

- Clean all exterior windows such that they are free from dirt, debris, spots and streaks

## 5.6.1.6 Annually

- Wax and polish all hard-surface flooring
- Steam-clean all carpeted flooring; the carpet steam cleaning unit must be capable of deep cleaning the carpet, removing all stains, and extracting any soap or other cleaning solution to ensure the carpet will be dry within 4-5 hours
- Shampoo all carpet in low-traffic areas that are not shampooed pursuant to Section 5.6.1.4, above

### 5.6.2 Restrooms, Locker-Rooms, and Showers

The Contractor shall ensure that the following services are performed at the frequency prescribed herein for all restrooms, locker-rooms, and showers within the service locations listed in Exhibit A.

#### 5.6.2.1 Daily

- Wash/mop walls and floors and disinfect shower floors, walls, and fixtures
- Wet mop and disinfect floors; areas behind toilets, along wall bases, and under urinals must be free of odor causing stains, dirt and debris
- Clean and polish all mirrors
- Wipe down partitions
- Clean and disinfect all door handles and metal push-plates upon the doors
- Ensure that there is an adequate supply of hand towels, toilet paper, sanitary napkins, tampons, toilet seat covers and hand soap in each dispenser therefor
- Empty and clean tops and outside (inside if needed) of trash containers with disinfectant
- Scour and disinfect showers, toilets, urinals and sinks; toilets shall be flushed after cleaning to rinse; toilet seats shall be cleaned with germicidal detergents that are also biocidal and effective for virucidal, tuberculocidal pseudomonacidal and fungicidal bacteria
- Clean and polish all metal surfaces that are visible within the restroom, locker room or shower

#### 5.6.2.2 Weekly

- Shower floors, walls and fixtures shall be scrubbed to remove soap scum and/or mildew accumulations
- Clean locker tops
- Clean all doors
- Pour at least one gallon water down each floor drain

### 5.6.3 Exterior Areas, Parking Areas and Tahoe Parking Facility

#### 5.6.3.1 Twice per week (Mondays and Thursdays)

- Remove all trash from trash receptacles and dispose of refuse in a designated dumpster
- Remove all debris from ashtrays

## 5.7 Optional Additional Services

In addition to the regular services mentioned above, bidders are requested to provide costs for the following optional services:

- Steam cleaning of carpeted areas, cost per square yard
- Steam cleaning of chairs, cost per unit
- Stripping and waxing of hard-surface flooring, cost per square yard
- Cleaning of exterior window panels, cost per square foot

## 5.8 Nonexclusive

By submitting a bid, Bidders understand, acknowledge, and agree that, if selected, the Bidder will not have the exclusive right to perform the scope of work described herein during the term of this Contract, including any extensions or renewals. The County may at any time secure similar or identical services from another vendor, at the County's sole option, or the County may elect to perform similar or identical services itself.

## 5.9 Measurements

The square footages, numbers of rooms, types of rooms, etc. set forth in Exhibit A are only estimates. Bidders are responsible for their own measurements and must submit a firm price accordingly. There will be no adjustments for increase or decrease of footage required for the job. Therefore, the total offer must be based on the accurate measurements by bidders during any site visit or inspection. Failure to do so will be at the bidder's risk.

## 5.10 Miscellaneous

### 5.10.1 Conservation

Energy conservation shall be practiced and lights in unoccupied areas turned off, except where centrally controlled, and windows and doors kept closed. The use of water shall be limited to that which is reasonably necessary to perform the tasks herein.

### 5.10.2 Storage Space

The Contractor may store supplies, materials, and equipment in designated storage areas within Douglas County facilities. The Contractor agrees to maintain storage areas in accordance with all applicable fire and other regulations. The use of County storage facilities will be on a space available basis and subject to the approval of the Manager.

No materials, equipment or supplies shall be stored or temporarily set in restrooms or other spaces accessible to the Public. Contractor shall ensure that all storage areas are properly secured from the public.

### 5.10.3 Key Charge

The Contractor must sign for each key or key card issued to it. If the Contractor, or one of Contractor's employees, loses a key or key card,

then the Contractor shall be required to pay for each duplicate key or key card made in an amount of \$50 per key card; or \$75 per key. If the Manager determines, in the Manager's sole discretion, that locks must be changed or re-keyed as a result of a lost key or key card, then the Contractor shall incur an additional charge of \$90 per lock for each lock changed or re-keyed. These charges will be deducted from monthly payments made to the Contractor.

#### 5.10.4 Security & Safety

The Contractor shall be responsible for maintaining security on the premises while performing the Contractor's services. Other than employees of the Contractor or authorized personnel who have independent access to the facilities, Contractor shall not facilitate the entry of any person upon the premises. The Contractor's employees must not disturb papers on desks, open drawers or cabinets, or tamper with personal property.

Any damage to, or loss of, real or personal caused by the Contractor or its subcontractors, employees, or agents must be promptly repaired or replaced to the satisfaction of the Manager.

The Contractor must be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act (OSHA) and the regulations adopted by the U.S. Department of Labor and the Nevada Department of Business and Industry.

All ladders, scaffolding, or other devices used to reach an elevated surface or object not otherwise accessible must be of sound construction, firm and stable, and must be maintained in good condition. All equipment must be moved in a manner to ensure the maximum safety to any person and property and to cause the least possible interference with the normal use of the area by the public and County personnel. All of Contractor's employees must receive training by the Contractor in the safe use and proper operation of all materials and equipment when they are initially hired and thereafter on a regular basis, in no event less than once every three (3) years.

#### 5.10.5 Hazard Communication

The Contractor must be familiar with and execute operations to comply with the guidelines established under the Hazard Communication Standard (29 CFR 1910.1200, et. seq.) Material Safety Data Sheets, for labeling and training required by federal regulations. All work must be performed in strict compliance with product instructions. When utilizing materials that are regulated through this rule, the Contractor must make every effort to protect its employees, the public, and the County's personnel from the effects of hazardous materials.



#### 5.10.6 Recycling

The Contractor is responsible for the removal of white office paper from designated containers in work areas. The medium size (9"x12"x16"), large size (13"x18"x27") and any box labeled "Recycled Paper" must be removed, emptied, and returned to their original locations. County personnel will be responsible for the removal of white office waste paper within small size (3-1/4"x9"x11-1/4") containers. Medium or large size containers must be emptied before the container is 3/4 level full of paper. Dumpster locations are as follows:

1. County Administration Building
2. Judicial and Law Enforcement Building
3. Public Works Building
4. Minden Inn

The Contractor shall immediately notify Maintenance and Operations at 775-782-6437 if any dumpster container is found to be approaching a full level or has been overfilled.

The Contractor is responsible for the removal of all aluminum cans from designated containers in work areas. Aluminum can containers must be emptied before the container is 3/4 level full. The containers may be emptied in large collection receptacles located at the Douglas County Animal Shelter.

#### 5.10.7 Indemnification

The Contractor shall release and discharge Douglas County, the Douglas County Board of Commissioners, its officers, agents, and employees from liability for, and assume the risk of loss or damage to Contractor's property. Further, the Contractor shall save Douglas County, its agents and employees, and the Douglas County Board of Commissioners harmless from, and defend against, all losses, liabilities, expenses and other detriments of any nature and description, to which Douglas County, its agents and employees, and the Douglas County Board of Commissioners may be subjected to by reason of any intentional, reckless, or negligent act or omission of the Contractor, or by any of the Contractor's subcontractors, employees, agents, invitees or licensees, where such loss, liability, expense or other detriment arises out of or in connection with the contract including, but not limited to, liens, personal injury, death or loss of, or damage to, the property of Douglas County or others.

#### 5.10.8 Scheduling

Waxing and stripping, carpet shampooing or steam-cleaning, or cleaning of light fixture lenses, must always be scheduled with each respective departments and the Manager by advance verbal or written notice.

# Exhibit A

[*Service Locations* – 7 attached pages]

**AIRPORT ADMINISTRATION**

1146 Airport Road, Minden, Nevada 89423

Total square feet:	2,400
Total number of days to be cleaned:	3
Basement storage area:	
Conference room:	1
Elevator:	
Locker rooms:	
Lunchroom/kitchen:	
Offices:	5
Restrooms:	3
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	
Exterior public entrance areas:	
Hours open to public:	8:00 a.m. – 5:00 p.m. Monday – Friday

**ANIMAL CONTROL BUILDING**

921 Dump Road, Gardnerville, Nevada 89510

Total square feet:	3,250
Total number of days to be cleaned:	2
Conference room:	1
Elevator:	
Locker rooms:	
Lunchroom/kitchen:	1
Offices:	3
Restrooms:	2
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	
Exterior public entrance areas:	
Hours open to public:	8:00 a.m. – 6:00 p.m. Monday – Friday 7:00 a.m. – 5:00 p.m. Saturday - Sunday

**COUNTY ADMINISTRATION BUILDING**1616 8<sup>th</sup> Street, Minden, Nevada 89423

Total square feet:	15,539
Total number of days to be cleaned:	5
Conference room:	1
Elevator:	1
Locker rooms:	
Lunchroom/kitchen:	1
Offices:	21
Restrooms:	4
Showers:	
Stairs:	30
Weight/Exercise rooms:	
Commission Chambers	1
Carpeted flooring area:	14,152 square feet
Non-carpeted flooring area:	1,387 square feet
Exterior public entrance areas:	
Hours open to public:	8:00 a.m. – 5:00 p.m. Monday – Friday (Note: Conditions may vary throughout the year due to late night meetings.)

**911/COMMUNICATIONS BUILDING**1615 8<sup>th</sup> Street, Minden, Nevada 89423

Total square feet:	5,800
Total number of days to be cleaned:	5
Conference room:	1
Elevator:	
Locker rooms:	
Lunchroom/kitchen:	1
Offices:	8
Restrooms:	2
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	4,594 square feet
Non-carpeted flooring area:	246 square feet
Exterior public entrance areas:	
Hours open to public:	8:00 a.m. – 5:00 p.m. Monday – Friday (24 hours for emergencies)

**JUDICIAL AND LAW ENFORCEMENT CENTER**

1625 Water Street, Minden, Nevada 89423

Total square feet:	65,600
Total number of days to be cleaned:	5
Conference room:	10
Elevator:	1
Locker rooms:	4
Lunchroom/kitchen:	8
Offices:	60
Restrooms:	23
Showers:	6
Stairs:	44 carpeted, 18 concrete steps
Weight/Exercise rooms:	
Carpeted flooring area:	26,559 square feet
Non-carpeted flooring area:	1,173 square feet
Exterior public entrance areas:	
Hours open to public:	6:00 a.m. – 6:00 p.m. Monday – Friday (24 hours for emergencies)

**MINDEN INN**

1594 Esmeralda Avenue, Minden, Nevada 89423

Total square feet:	22,070
Total number of days to be cleaned:	5
Basement storage area:	1
Conference room:	5
Elevator:	1
Locker rooms:	
Lunchroom/kitchen:	2
Offices:	40
Restrooms:	8
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	
Exterior public entrance areas:	
Hours open to public:	8:00 a.m. – 5:00 p.m. Monday – Friday (Hours may vary throughout the year due to meetings.)

**MINDEN LIBRARY**

1625 Library Lane, Minden, Nevada 89423

Total square feet:	14,587
Total number of days to be cleaned:	5
Basement storage area:	
Conference/meeting rooms:	1
Elevator:	
Locker rooms:	
Lunchroom/kitchen:	1
Offices:	5
Restrooms:	5
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	
Exterior public entrance areas:	
Hours open to public:	11:00 a.m. - 8:00 p.m. Monday 9:00 a.m. - 5:00 p.m. Tuesday 9:00 a.m. - 6:00 p.m. Wednesday-Thursday 9:00 a.m. - 6:00 p.m. Friday-Saturday (Hours may vary according to staffing.)

**NORTH VALLEY SHERIFF'S SUB-STATION**

3587 North Sunridge Drive, Minden, Nevada 89423

Total square feet:	1,240
Total number of days to be cleaned:	2
Basement storage area:	
Conference room:	1
Elevator:	
Garage:	1
Locker rooms:	
Lunchroom/kitchen:	1
Offices:	
Restrooms:	2
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	3 rooms
Non-carpeted flooring area:	4 rooms
Exterior public entrance areas:	2 (one public entrance/one employee)
Hours open to public:	9:00 a.m. - 5:00 p.m. Monday - Friday

**PUBLIC WORKS**

1120 Airport Road, Bldg. F-2, Minden, Nevada 89423

Total square feet:	3.900
Total number of days to be cleaned:	2
Basement storage area:	
Conference room:	1
Elevator:	
Locker rooms:	1
Lunchroom/kitchen:	1
Offices:	8
Restrooms:	4
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	
Exterior public entrance areas:	
Hours open to public:	7:30 a.m. – 4:00 p.m. Monday – Friday

**RECORDS STORAGE BUILDING**

1120 Airport Road, Bldg. F, Minden, Nevada 89423

Total square feet:	3,241
Total number of days to be cleaned:	780 square feet cleaned 1 days per week 2,461 square feet to be cleaned monthly
Basement storage area:	
Conference room:	
Elevator:	
Labs:	1
Locker rooms:	
Lunchroom/kitchen:	
Offices:	1
Restrooms:	1
Showers:	
Stairs:	
Vaults:	3
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	
Exterior public entrance areas:	
Hours open to public:	Not applicable Hours to be coordinated and arranged.

**TAHOE SERVICE CENTER BUILDING**

375 Highway 50, Stateline, Nevada 89449

Total square feet:	12,128
Total number of days to be cleaned:	5
Conference room:	2
Elevator:	1
Locker rooms:	2
Lunchroom/kitchen:	1
Offices:	25
Restrooms:	10
Showers:	2
Stairs:	18 carpeted, 20 non-carpeted
Weight/Exercise rooms:	
Carpeted flooring area:	10,111 square feet
Non-carpeted flooring area:	2,017 square feet
Exterior public entrance areas:	
Hours open to public:	8:00 a.m. – 5:00 p.m. Monday – Friday (24 hours for emergencies)

**TAHOE PARKING FACILITY**

175 Highway 50, Stateline, Nevada 89449

Total number of days to be cleaned:	2 (Monday and Thursday)
Total trash receptacles	6

**VEHICLE MAINTENANCE BUILDING**

1120 Airport Road, Bldg. K, Minden, Nevada 89423

Total square feet:	1,235 square feet
Total number of days to be cleaned:	2
Basement storage area:	
Conference room:	1
Elevator:	
Locker rooms:	
Lunchroom/kitchen:	1
Offices:	4
Restrooms:	2
Showers:	2
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	1,235 square feet
Exterior public entrance areas:	
Hours open to public:	8:00 a.m. - 4:00 p.m. Monday - Friday



**ZEPHYR COVE LIBRARY**

233 Warrior Way, Zephyr Cove, Nevada 89448

Total square feet:	7,296
Total number of days to be cleaned:	3
Conference/meeting room:	1
Elevator:	
Locker rooms:	
Lunchroom/kitchen:	1
Offices:	2
Restrooms:	2
Showers:	
Stairs:	
Weight/Exercise rooms:	
Carpeted flooring area:	
Non-carpeted flooring area:	
Exterior public entrance areas:	
Hours open to public:	11:00 a.m. – 6:00 p.m. Tuesday – Saturday Hours may vary according to staffing.

## **Exhibit B**

[*Bid Schedule* - 4 attached pages]

**Bid Schedule**

<b>Service Location</b>	<b>Monthly Charge</b>
Airport Administration	
Animal Control Building	
County Administration	
911/Communications Building	
Judicial and Law Enforcement Center	
Minden Inn	
Minden Library	
North Valley Sheriff's Sub-Station	
Public Works	
Records Storage Building	
Tahoe Service Center Building	
Tahoe Parking Facility	
Vehicle Maintenance Building	
Zephyr Cove Library	
<b>Total Monthly Charge:</b>	

**Total Annual Charge:** \_\_\_\_\_

**Optional Additional Services**

<b>Service</b>	<b>Unit</b>	<b>Price per Unit</b>
Steam Cleaning of carpeted areas	Square yard	
Steam cleaning of chairs	1 chair	
Stripping & Waxing of hard-surface flooring	Square yard	
Cleaning of exterior window panels	Square foot	

Consistent with the Advertisement for Bids, the determination of the apparent low Bid will be made on the Total Annual Charge.

This Bid is submitted to Douglas County, Nevada, C/O Douglas county Public Works for Janitorial Services, County wide.

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Douglas County in the form included in the Bid Documents to perform all janitorial services as specified or indicated in the Bid Documents for the prices indicated in this Bid and in accordance with the other terms and conditions of the Bid Documents. Bidder further acknowledges and agrees that the term of the contract will begin upon acceptance of the bid, and that services must commence by December 1, 2018, unless otherwise indicated in the final Contract.

By submitting this Bid, Bidder acknowledges, represents, warrants and agrees that it:

- Examined and carefully reviewed the Bid Documents along with any data referenced or identified in those documents, the following Addenda, receipt of which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>

- Has become familiar with and satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance under the Contract
- Certifies in writing, based on the information and observations referred to above, that at the time of submitting its Bid, no further examinations, investigations, or information are necessary for the determination that performance of the obligations under the contract at the price within the bid
- Certifies in writing that it has given written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bid Documents and confirm that the written resolution by the County thereof is acceptable to Bidder
- Certifies in writing that the submission of a Bid will constitute an incontrovertible representation by the Bidder that Bidder has complied with every requirement of the Advertisement for Bids, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing all work required within the timelines required by the Bid Documents
- Acknowledges and accepts all of the terms and conditions of the Bid Documents, including the Advertisement for Bids and all Exhibits and Addenda. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

- Has made a genuine Bid and not made in the interest or on behalf any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation; Bidder has not engaged in any deceptive, fraudulent, corrupt or collusive practice in the preparation or submission of this bid.
- That the prices and terms referenced in the proposal will remain valid and open to acceptance for a period of no less than 90 days after bid opening.

This Bid is submitted by:

An Individual

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_  
(Individual's signature)

Doing business as: \_\_\_\_\_

A Partnership

Partnership Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

A Corporation

Corporation Name: \_\_\_\_\_(SEAL)

State of Incorporation: \_\_\_\_\_  
Type (General Business, Professional, Service, Limited Liability): \_\_\_\_\_

By: \_\_\_\_\_  
(Signature -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_  
(CORPORATE SEAL)

Attest \_\_\_\_\_

Date of Qualification to do business in Nevada is \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

A Joint Venture

Name of Joint Venture: \_\_\_\_\_

First Joint Venturer Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Second Joint Venturer Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

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