



PURCHASING AND CONTRACTS DEPARTMENT

**CONFIRMATION FORM
for
RECEIPT OF BID NO. 918-11**

If you are interested in this invitation, immediately upon receipt please fax this confirmation form to the fax number provided at the bottom of this page.

Failure to do so means you are not interested in the project and do not want any associated addenda mailed to you.

SUPPLIER ACKNOWLEDGES RECEIVING THE FOLLOWING BID DOCUMENT:

PROJECT NO. BID NO. 918-11 BID PAGES: 68

DESCRIPTION: Annual Requirements for Janitorial Services

SUPPLIER MUST COMPLETE THE FOLLOWING INFORMATION:

Company Name: _____

Company Address: _____

City / State / Zip: _____

Name / Title: _____

Area Code/Phone Number: _____

Area Code/Fax Number: _____

Email Address: _____

Please indicate the method you used to obtain this Bid Document:

_____ Internet _____ Plan Room

FAX THIS CONFIRMATION FORM TO: (702) 668-9090

TYPE OR PRINT CLEARLY

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CLARK COUNTY WATER RECLAMATION DISTRICT

INVITATION TO BID

BID NO. 918-11

ANNUAL REQUIREMENTS CONTRACT FOR JANITORIAL SERVICES

The bid package is available as follows:

- Pick up – Clark County Water Reclamation District, 5857 East Flamingo Road, Las Vegas, NV 89122.
- Mail – Please fax a request to (702) 668-9090 specifying project number and description. Be sure to include company address, phone and fax numbers.
- Internet – Visit the Clark County Water Reclamation District website. Click on “District Bid Opportunities”. Click on “Active ITB/RFP Opportunities” under “Commodities & Services” and locate Document No. 918-11 in the list of current solicitations.

A Mandatory Prebid Conference will be held on **October 7, 2011** at **1:00 PM**, at Conference Room 106/107 Clark County Water Reclamation District, 5857 East Flamingo Road, Las Vegas, NV 89122.

Bids will be accepted at the Clark County Water Reclamation District address specified above, on or before **October 14** at **2:00:00 p.m.** based on the time clock at the Clark County Water Reclamation District’s Customer Service desk.

PLEASE PUBLISH THE INFORMATION PROVIDED ABOVE THE LINE.

PUBLISHED:
Las Vegas Review-Journal
September 30, 2011

HELPFUL BID INFORMATION

DID YOU KNOW THAT IMPORTANT INFORMATION RELATED TO THE PURCHASING PROCESS AT CLARK COUNTY IS AVAILABLE 24-HOURS A DAY, 7 DAYS A WEEK? HERE'S WHERE YOU CAN FIND THIS VALUABLE INFORMATION:

INTERNET



All Clark County Water Reclamation Districts solicitations are now posted on the Internet at <http://www.cleanwaterteam.com/bid/index.html> , as well as other important and useful purchasing related information. The solicitations are listed under “**District Bid Opportunities.**” To locate a specific solicitation, click on the “Active ITB/RFP Opportunities” listed under “Commodities & Services” and browse the list by **Number and/or Title**. You can then click on the selected solicitation **Number**, which will take you to a **Details Page, containing Project Information and links to all Project Related Documents**, with the exception of Construction Specifications and Drawings, which must be obtained directly from the Engineering Firm listed on the information sheet for the solicitation.

MANDATORY PREBID CONFERENCE ATTENDANCE

WE WANT YOU!



You have received this “Invitation to Bid” with the anticipation of doing business with Clark County Water Reclamation District. Attendance at the prebid conference and site walk through are mandatory. Bids received from any bidder not in attendance at both the prebid conference and site walk through will be rejected. The intent of the prebid conference is to review the entire bid document including the special conditions and technical specifications, which are unique to each facility, and to answer any questions that the bidders may have. At the prebid conference, the entire bid document is reviewed and questions from the attendees are answered.

The date and time of the prebid conference (if applicable) is provided for on the cover page of the bid document. **SEE YOU THERE !**

NEED ASSISTANCE?



The Clark County Business Development Division works with the Purchasing and Contracts Division to expand the economic prospects of all disadvantaged groups in the business community, and promotes full and open competition in all purchasing activities. If you have questions concerning how to prepare a bid, information that is available to you, or you would like to discuss business opportunities within Clark County Water Reclamation District, please contact Purchasing and Contracts Department, at telephone number (702) 668-8090.

I – INSTRUCTION TO BIDDERS

BID NO. 918-11 JANITORIAL SERVICES

1. INTENT OF INVITATION

In accordance with the terms and conditions provided in this bid document, it is the intent of this formal Invitation to Bid to receive bids from qualified Bidders for the items specified in this document.

2. DEFINITIONS

- A. **Addendum:** A written document issued by DISTRICT, via the Purchasing and Contracts Department, prior to the submission of bids which modifies or clarifies the Bidding Documents by additions, deletions, clarifications, or corrections.
- B. **Bid (Bidder):** An offer, in response to a solicitation by DISTRICT, to supply goods and/or services at a specific price and within a specified time period.
- C. **Bid (DISTRICT):** A competitive solicitation by DISTRICT to procure goods and/or services in accordance with Nevada Revised Statutes (NRS) 332.
- D. **Bid Form:** Standard printed form given to Bidders that must be completed and submitted back to DISTRICT with the required information for evaluation of the bid, in correct format and sequence.
- E. **Bid Submittal:** Bid Form pages, Bid Security (if required), and all required attachments.
- F. **Bidder(s):** A supplier who submits a bid to DISTRICT.
- G. **Bidding Documents:** May include but are not limited to, the Invitation to Bid, Instructions to Bidders, General Conditions, Special Conditions, Technical Specifications, Contract Requirements and Forms, Bid Forms/Attachments, Exhibits, Specifications/Special Provisions and Drawings, and any Addenda issued prior to the date designated for receipt of bids, as applicable.
- H. **BOT:** The Clark County Board of Trustees.
- I. **CONTRACT:** Contract documents include the Bidding Documents, SUCCESSFUL BIDDER'S Bid Form, all Addenda, SUCCESSFUL BIDDER'S bonds and insurance and Notice of Award letter.
- J. **DISTRICT:** The term used throughout these documents to mean Clark County Water Reclamation District.
- K. **Governing Body:** Used throughout these documents to mean the Clark County Board of Trustees.
- L. **Lot:** A group of items similar in nature and bought individually, all items in a lot must be bid on to be a responsible bidder considered for award.
- M. **Nevada Revised Statutes (NRS):** The current codified laws of the State of Nevada. Nevada law consists of the Constitution of Nevada (the state constitution) and Nevada Revised Statutes. The Nevada Supreme Court interprets the law and constitution of Nevada.
- N. **Purchasing Administrator:** The Clark County Water Reclamation District Purchasing Administrator or their designee responsible for the Purchasing and Contracts Department.
- O. **Purchase Order:** The formal authorization by DISTRICT for seller to provide goods and/or services to DISTRICT. The formal CONTRACT takes precedence over any conflicting terms and conditions contained in the purchase order.
- P. **SUCCESSFUL BIDDER:** Bidder who is the lowest responsive, responsible and/or best Bidder, to whom the Governing Body or the authorized representative has authorized the award of the CONTRACT.

3. DESIGNATED CONTACTS

For questions pertaining to this Invitation to Bid, please call , Kimberly Grantham, Purchasing Specialist, telephone number (702) 668-8094. After award, the designated contact will be James Cowger, Facilities Supervisor, Facilities, telephone number (702) 668-8287.

4. CONTACT WITH DISTRICT DURING BIDDING PROCESS

Communication between a Bidder and a member of the BOT, or between a Bidder and a non-designated DISTRICT contact, regarding this bid is prohibited from the time the bid is advertised until the bid is recommended for award of a contract. Questions pertaining to this Invitation to Bid shall be addressed to the designated contact(s) specified above. Failure of a Bidder, or any of its representatives, to comply with this paragraph may result in its bid being rejected.

5. MANDATORY PREBID CONFERENCE & PRE AWARD SITE WALK THROUGH OPTIONAL

A mandatory Prebid walk through is being held for this bid. The intent of the prebid conference is to review the entire bid document including the Special Conditions and Technical Specifications, which are unique to each facility, and to answer any questions that the Bidders may have. The prebid conference will be held at 5857 E. Flamingo Rd, Las Vegas, Nevada on October 7th at 1:00 PM. The doors to the prebid will close promptly at 1:05 PM, late attendees will not be permitted to enter once the doors have been closed. The site walk through will be held at immediately following the Pre-bid Conference. Attendance at the prebid conference and site walk through are mandatory. BIDS RECEIVED FROM ANY BIDDER NOT IN ATTENDANCE AT BOTH THE PREBID CONFERENCE AND SITE WALK THROUGH WILL BE REJECTED. Attendance will be determined by the following procedure: An attendance form will be circulated prior to the commencement of the prebid/walk through. All Bidders are responsible for signing the attendance sheet. Once the prebid/walk through commences, no additional attendees will be permitted. An attendance sheet will be circulated at the end of the prebid/walk through. All Bidders are responsible for signing the attendance sheet. Please allow ample time for parking as well as traffic congestion.

6. ADDENDA AND INTERPRETATIONS

- A. If it becomes necessary to revise any part of this bid, a written Addendum will be issued by DISTRICT. DISTRICT shall not be bound by any oral representations, clarifications, or changes made in the written requirements and/or specifications by DISTRICT'S employees, unless such clarification or change is provided DISTRICT in written addendum form from the Purchasing and Contracts Division.
- B. Bidder(s) shall take no advantage of any apparent error or omission in the Bidding Documents. In the event Bidder(s) discover such an error or omission, they shall immediately notify DISTRICT. DISTRICT will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the Bidding Documents through the issuance of an Addendum.
- C. Addenda shall be available via mail, certified mail, fax, online or pick up by all perspective Bidders.
- D. Prior to submission of the bid, Bidder shall ascertain that it has received all Addenda issued. Bidder shall acknowledge receipt of each Addendum by completing the acknowledgement space provided on the Bid Form. Failure to acknowledge receipt of all addenda and use the correct bid form as required may result in rejection of bid.

7. DOCUMENT REVIEW

Bidders may visit Clark County Water Reclamation District, during normal business hours, to review any current bid documents. This information is available for review provided the contents of the document have not been deemed confidential or proprietary as defined in the "Public Records" clause in the General Conditions section of this bid. Bids submitted in response to this invitation to bid may be reviewed after the formal bid opening has been completed. To review bid documents, an appointment must be made in advance to ensure that full consideration will be provided. Please call telephone number (702) 668-8090 and request to schedule your appointment.

8. PREPARATION OF FORMS

All bids must be submitted on the Bid Form provided in this document. **All figures must be written in ink or typed.** Figures written in pencil or containing erasures are not acceptable and may be rejected. However, mistakes may be crossed out and corrections may be inserted adjacent thereto and initialed in ink by the person signing the bid form.

In the event there are unit price bid items provided in the Bid Form, and the total indicated for a unit price bid item does not equal the product of the unit price and quantity, the unit price shall govern and the total will be corrected accordingly. Mathematical errors in the Bid shall be corrected by DISTRICT. If there is no cost for a unit price, the Bidder **MUST** enter "0" or write the words "NO COST".

9. BID DOCUMENTS NECESSARY FOR SUBMITTAL

Bid Form, all required attachments, and the bid security (if required) shall be included in the envelope containing the bid. These documents, together, comprise a bid. Omission of, or failure to complete, any portion of the required documents at the time of bid opening may be cause to reject the entire bid.

10. SUBCONTRACTOR INFORMATION

Bidders should submit with their bids a list of the Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Physically-Challenged Business Enterprise (PBE), Small Business Enterprise (SBE) and Nevada Business Enterprise (NBE) subcontractors for CONTRACT utilizing **Attachment 2**. The information provided in **Attachment 2** by Bidder is for DISTRICT'S information only.

If there are any questions regarding **Attachment 2**, please contact Kimberly Grantham at telephone number (702) 668-8090.

11. BID SECURITY

A. Surety companies executing bonds must be licensed to issue surety by the State of Nevada Insurance Division pursuant to Nevada Revised Statute Chapter 683A and bonds must be issued by an appointed producer of insurance pursuant to Nevada Revised Statute Chapter 683A.

B. Each Bid shall be accompanied by a bid security (in the form of, at Bidder's option, a Cashier's Check, Certified Check, Money Order, or Bid Bond in favor of the DISTRICT) in the amount of 5% of the total bid amount, pledging that the Bidder will within ten (10) calendar days after DISTRICT'S request, furnish the bonds and insurance as required herein, covering the faithful performance of the Bidder and the payment of all obligations arising there under. Bonds issued by a surety, who is an individual surety, are not acceptable to the DISTRICT. Should the Bidder refuse to or fail to furnish such bonds and insurance, the amount of the bid security may be forfeited to DISTRICT. All checks and money orders must indicate the Payee as Clark County Water Reclamation District and reflect the complete bid number.

1. If submitting a Bid Bond it shall be written on either a standard Bid Bond form or the enclosed form **Attachment 1**, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of his/her power of attorney.
2. DISTRICT will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the bonds and insurance have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn, or (c) all Bids have been rejected.
3. Should this bid contain Lots, the Bidder may choose to provide a bid security in the form of a Cashier's Check, Certified Check or Money Order, a separate check or Money Order for EACH LOT submitted. If the Bidder elects to provide a bid security in the form of a bid bond, it may be issued for five (5) percent of the aggregate amount of all Lots submitted.

12. ORDER QUANTITIES AND UNIT PRICING

Unit pricing for the items listed in this bid shall be reflective of the unit of measure of "each". This bid expressly prohibits "minimum order quantity" practices. All invoices shall reflect the pricing for the exact quantities received.

13. DISCOUNT TERMS OF PAYMENT

Terms of payment, as listed on the Bid Form, shall be defined as the amount of discount offered by Bidder to DISTRICT if payment is made within a specified time frame.

Examples:

Terms of Payment: 2%, Net thirty (30) Calendar Days.

A 2% payment discount will be deducted from the purchase price if the invoice is paid within thirty (30) calendar days of receipt of invoice or delivery of an acceptable product and/or service, whichever is later.

Terms of Payment: 0%, Net thirty (30) Calendar Days.

No payment discount is offered and payment is due within thirty (30) calendar days of receipt of invoice or delivery of an acceptable product and/or service, whichever is later.

No prompt payment discount will be considered by DISTRICT in the bid evaluation process unless the discount period offered by Bidder is thirty (30) calendar days or more.

14. ADDITIONAL BIDS

Bidders may submit more than one bid as long as all such bids comply with, or exceed, the bid terms, conditions and specifications.

15. DEVIATIONS TO TERMS AND CONDITIONS

Any additional agreements, terms, conditions, or exceptions to the bid requirements that are submitted with Bidder's Bid Form may be considered substantial deviations from the bid requirements and be cause for rejection.

16. DURATION OF OFFER

All offers (bids) submitted in association with this Invitation to Bid shall be considered firm offers for a period of ninety (90) calendar days after the date of bid opening in order to allow DISTRICT to evaluate and consider award, unless the offer is further extended in writing and agreed upon by both parties.

17. BIDDER'S REPRESENTATION

Each Bidder by submitting their Bid represents that:

- A. Bidder has read and understands the Bidding Documents and asserts that its bid is made in accordance therewith and shall be considered a firm offer for a period of ninety (90) calendar days following the opening of bids. The Bidder's offer may expire at the end of the ninety (90) calendar day period.
- B. Bidder has visited the project site and is familiar with the local conditions under which the work is to be performed.
- C. **Prior to submission of the bid, Bidder shall ascertain that it has received all Addenda issued, Bidder shall acknowledge receipt of each Addendum by completing the acknowledgment space provided on the Bid Form. Failure to acknowledge receipt of all addenda and use the correct bid form as required may result in rejection of bid.**

18. SUBMISSION OF BIDS

All bids must be submitted in a sealed envelope plainly marked with the name and address of Bidder and the bid number and title. Bidders are requested to submit one (1) original and one (1) copy of the Bid Form and one (1) copy of all requested attachments unless otherwise specified. No responsibility will attach to DISTRICT, or any official or employee thereof, for the pre-opening of, post opening of, or the failure to open a bid not properly addressed and identified. Bids are time-stamped upon receipt. Bids time-stamped after 2:00:00 p.m. based on the time clock at the Clark County Water Reclamation District Customer Service desk will be accepted, recorded as late, they shall remain unopened and be formally rejected and returned once an award is made. **FAXED BIDS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.**

The following are detailed delivery/ mailing instructions for bids:

HAND DELIVERY

Clark County Water Reclamation District
Attn: Accounting Department
5857 East Flamingo Road
Las Vegas, Nevada 89122

U.S. MAIL DELIVERY

Clark County Water Reclamation District
Attn: Accounting Department
5857 East Flamingo Road
Las Vegas, Nevada 89122

EXPRESS DELIVERY

Clark County Water Reclamation District
Attn: Accounting Department
5857 East Flamingo Road
Las Vegas, Nevada 89122

Regardless of the method used for delivery, Bidder shall be wholly responsible for the timely delivery of its bid. Overnight Mail must use the EXPRESS DELIVERY instructions.

Any bids submitted via a third party courier must be sealed in a separate envelope from courier's packaging to allow for proper recording of receipt.

Bidders and other interested parties are invited to attend the bid opening.

19. COST TO PREPARE AND SUBMIT RESPONSE

All costs incurred in the preparation and submission of responses to this Invitation to Bid shall be the responsibility of the Bidder.

20. WITHDRAWAL OF BID

A. Before Bid Opening

Bidders may request withdrawal of a posted, sealed bid prior to the scheduled bid opening time, provided the request for withdrawal is submitted to the Purchasing Representative in writing, or a bid release form has been properly completed and submitted to the Purchasing and Contracts Department. Withdrawn bids must be re-submitted and time-stamped in accordance with this bid document in order to be accepted.

B. After the Bid Opening

All responsive and responsible bids received are considered firm offers for a period of ninety (90) calendar days. Bidder's offer will expire after ninety (90) calendar days unless the offer is further extended in writing by Bidder and agreed upon by both parties. If Bidder intended for award requests that its bid be withdrawn, that Bidder may be deemed non-responsible if responding to future invitations to bid or may be required to forfeit its bid bond (if applicable).

21. LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

All bids will be awarded to the lowest responsive and responsible Bidder. The determination of the lowest responsive and responsible Bidder may be judged on all or some of the following factors: price, conformity to specifications, facilities and equipment, availability of repair parts, experience, terms of payment, qualifications, past performance, performance or delivery dates, quality and utility of services, supplies, materials or equipment offered and the adaptability of those services, supplies, materials or equipment to the required purpose of CONTRACT, and other objective and accountable factors which are reasonable. DISTRICT has the option to accept additional promotional specials, discounts and/or trade-in allowances offered by SUCCESSFUL BIDDER during the term of CONTRACT but these offers will not be part of the determination for award of this bid unless otherwise specified.

In accordance with NRS 332.065.3, DISTRICT may re-award CONTRACT if SUCCESSFUL BIDDER is found to be in breach of contract. Re-awarding the CONTRACT by DISTRICT is not a waiver of any liability of the initial Bidder awarded CONTRACT.

22. REJECTION OF BID

DISTRICT reserves the right to reject any and all bids received by reason of this request. DISTRICT reserves the right to waive any minor informality or irregularity.

23. DISQUALIFICATION OF BIDDERS

Bidders may be disqualified and their bids may be rejected for any of, but not limited to, the following causes:

- A. Failure to use the specified Bid Form furnished by DISTRICT.
- B. Lack of signature by an authorized representative.
- C. Failure to properly complete the Bid Form.
- D. Evidence of collusion among Bidders.
- E. Unauthorized alteration to content of the Bid Form.
- F. Failure to acknowledge all addenda issued

24. TIE-BIDS

A tie-bid is defined as an instance where bids are received from two (2) or more Bidders who are the low Bidders, and their offers are identical. Bids must be identical in all evaluation areas; e.g., price, quality, delivery, terms, and ability to supply, etc. If any of these areas are not identical, it is not considered a tie-bid, and DISTRICT can justify awarding to Bidder with the lowest responsive and responsible bid.

The procedure for tie-bids is to hold a public drawing and award the bid to the winner of the draw in accordance with the Method of Award clause in the Instruction to Bidders. When a drawing is necessary, Bidder(s) involved will be contacted with the time and place of the drawing. Attendance is not mandatory for the drawing. An impartial witness will be present at the drawing.

25. PROTESTS

- A. Any Bidder who submits a bid and is allegedly aggrieved in connection with this solicitation or award of CONTRACT may protest. The letter of protest must, at a minimum, contain a written statement setting forth with specificity the reasons the person filing the notice believes that the applicable provisions of the law were violated and be accompanied by required bond. The protest must be submitted in writing to the Purchasing Administrator, within five (5) business days after the bid opening date. If a written protest is received within the time frame specified and is not resolved by mutual agreement, the Purchasing Administrator will issue a decision in writing to the protestor. Within three (3) business days of receipt of the decision, a protestor MUST submit to the Purchasing Administrator its written notice of intent to appeal the decision to the BOT. The Purchasing Administrator or their designee will notify the protestor of the date they may appear to present their appeal to the BOT. Protestor MUST submit to the Purchasing Administrator fifteen (15) copies of any documents protestor intends to present to the BOT and all documents MUST be submitted ten (10) calendar days prior to the BOT meeting. The decision of the BOT will be final. The BOT is not required to consider protests unless this procedure is followed.
- B. Bidder filing the protest shall be required, to post a bond with a good and solvent surety authorized to do business in this state, or submit other security, defined as a cashier's check, money order or certified check, to DISTRICT who shall hold the bond or other security until a determination is made on the protest. A bond posted or other security submitted with the protest must be in an amount equal to the lesser of:
1. 25% of the total value of the bid submitted by Bidder filing the notice of protest; or
 2. \$250,000
- C. The notice of protest filed in accordance with the provisions of this section operates as a stay of action in relation to the awarding of CONTRACT until the BOT makes a determination on the protest.
- D. A Bidder who submits an unsuccessful bid may not seek any type of judicial intervention until the BOT has made a determination on the protest and awards CONTRACT.
- E. Neither the BOT nor its authorized representative is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a Bidder who submits a bid, whether or not the person files the protest pursuant to this section.
- F. If the protest is upheld by the BOT, the bond posted or other security submitted with the notice of protest must be returned to Bidder who posted the bond or submitted the security. If the protest is rejected by the BOT, DISTRICT may make a claim against the bond or other security in an equal amount to the expenses incurred by DISTRICT because of the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the person who posted the bond or submitted the security.

26. METHOD OF AWARD

Award will be made by the BOT to the lowest responsive and responsible Bidder in aggregate (Bidder must bid on all items, on a grand total basis contingent upon the submission of all requested documents after award within the timelines specified, unless an extension is approved by DISTRICT. In the event that the total award amount is \$25,000 or less, the DISTRICT may approve the award. Bidders must bid on all items to be considered responsive.

27. NOTICE OF AWARD

Award of this bid will be by the issuance of a purchase order. CONTRACT shall include this Bid Document, any associated Addendums, and the Bid Form as signed by the SUCCESSFUL BIDDER.

28. INITIAL TERM

The initial term of CONTRACT shall be from January 1, 2012 through December 31, 2012.

29. CONTRACT RENEWAL

DISTRICT reserves the option to renew CONTRACT for an additional two, one year period(s) from its expiration date. Any and all renewals will be authorized via letter and purchase order by the DISTRICT.

30. CONTRACT EXTENSION

DISTRICT reserves the option to temporarily extend CONTRACT for up to 180 calendar days from its expiration date for any reason. The current contract pricing shall remain in effect through the contract extension period.

31. INSURANCE

SUCCESSFUL BIDDER shall carry Commercial General Liability and Automobile Liability Insurance, in the amount of no less than \$1,000,000 per occurrence, \$2,000,000 aggregate during the term of CONTRACT.

SUCCESSFUL BIDDER shall obtain and maintain for the duration of CONTRACT, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, unless SUCCESSFUL BIDDER is a Sole Proprietor and shall be required to submit an affidavit **Attachment 3** indicating that it has not elected to be included in

the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

SUCCESSFUL BIDDER shall include the cost of the insurance coverages in its bid price(s). SUCCESSFUL BIDDER shall provide DISTRICT with proof of insurance as specified within ten (10) calendar days after DISTRICT request.

SUCCESSFUL BIDDER shall obtain and maintain the insurance coverages required in **Attachment 3**, incorporated herein by this reference. SUCCESSFUL BIDDER shall comply with the terms and conditions set forth in **Attachment 3**. All Bidders shall include the cost of the insurance coverages in their bid price(s).

32. FAILURE TO MAINTAIN COVERAGE

If SUCCESSFUL BIDDER fails to maintain any of the insurance coverages required herein, DISTRICT may withhold payment, order SUCCESSFUL BIDDER to stop the work, declare SUCCESSFUL BIDDER in breach, suspend or terminate CONTRACT, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. DISTRICT may collect any replacement insurance costs or premium payments made from SUCCESSFUL BIDDER or deduct the amount paid from any sums due SUCCESSFUL BIDDER under CONTRACT.

33. PERFORMANCE BOND

Prior to execution of CONTRACT, SUCCESSFUL BIDDER shall furnish a "Faithful Performance Bond" in the amount of 100% of the bid price. SUCCESSFUL BIDDER shall pay all premiums and costs of bonds. **The performance bond shall be written on the form provided by DISTRICT Attachment 4.** SUCCESSFUL BIDDER shall require the attorney-in fact who executes the bond on behalf of the surety to affix thereto a certified and current copy of their power of attorney. **The performance bond prepared by an appointed agent of insurance per the provisions of Nevada Revised Statutes Chapter 683A.** The performance bond must be issued by a certified surety who is listed in the Department of the Treasury, Fiscal Service, (Department Circular 570, Current Revision) or companies holding certificates of authority as acceptable sureties on Federal bonds and as acceptable reinsuring companies.

The performance bond shall be sent to the Purchasing and Contracts Department, **no later than ten (10) calendar days after DISTRICT'S request.** See the "Submission of Bids" clause in the Instruction to Bidders section of this bid for the appropriate mailing address.

34. POST AWARD WALK-THROUGH

Prior to the start of CONTRACT, DISTRICT will conduct a mandatory walk-through of the facility followed by a Kick-off meeting with SUCCESSFUL BIDDER. The purpose of the walk through and kick-off meeting is to address any questions or concerns of SUCCESSFUL BIDDER.

35. ADDITIONAL BUILDINGS OR FACILITIES

Additional buildings or facilities may be added to CONTRACT by DISTRICT. This shall include newly acquired or constructed building / facilities, after the manufacturer's warranty or new construction warranty has expired.

36. ADDITIONAL REQUIREMENTS

Although particular DISTRICT departments may be identified in the solicitation, unless otherwise documented in CONTRACT, other DISTRICT departments may utilize the resulting CONTRACT upon approval by DISTRICT Purchasing and Contracts Department.

37. PRICE ADJUSTMENT REQUESTS

Commencing on date of award, prices shall not be subject to change during the initial 12 month term, thereafter, there may be price adjustments. All price adjustment requests, including suitable proof, shall be submitted, at least thirty (30) calendar days in advance of SUCCESSFUL BIDDER'S expectation of price increase commencement, to the Clark County Water Reclamation District, Purchasing Administrator, 5857 East Flamingo Road, Las Vegas, Nevada 89122. Price increases shall not be retroactive. A price adjustment can only occur if SUCCESSFUL BIDDER has been notified in writing of DISTRICT'S approval of the new Price(s). Only one written price adjustment request(s) will be accepted from SUCCESSFUL BIDDER per 12 month term.

Price Decrease

DISTRICT shall receive the benefit of a price decrease to any line item at any time during the initial term and for any subsequent term(s). If, at the point of exercising the price adjustment provision, market media indicators show that the prices have decreased, and that SUCCESSFUL BIDDER has not passed the decrease on to DISTRICT, DISTRICT reserves the right to place SUCCESSFUL BIDDER in default, terminate CONTRACT, and such actions will reflect adversely against SUCCESSFUL BIDDER in determining the responsibility and non-responsibility of SUCCESSFUL BIDDER in future opportunities.

38. OPTIONAL STATE OF NEVADA LEGAL HOLIDAYS

SUCCESSFUL BIDDER is advised that below there are ten (10) firm legal holidays and eleven (11) when December 31st falls on Friday.

Martin Luther King's Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Nevada Admission Day
Veteran's Day
Thanksgiving Day and the Friday After
Christmas Day
New Year's Day

SUCCESSFUL BIDDER is required to verify dates with DISTRICT'S representative prior to the commencement of work.

II -GENERAL CONDITIONS

BID NO. 918-11 JANITORIAL SERVICES

1. ARBITRATION

All claims that may arise between DISTRICT and SUCCESSFUL BIDDER concerning any provisions of CONTRACT which cannot be settled and which have not been waived by the making and acceptance of final payment or any progress payment may be submitted to and be determined and settled by arbitration in the manner set forth in this paragraph. Either DISTRICT or SUCCESSFUL BIDDER may initiate arbitration by providing written notice of the arbitration, prior to commencement of litigation, to the party against whom a claim is being made. The party initiating arbitration shall appoint and name a party arbitrator in the notice of arbitration submitted to the party against whom the claim is made.

The notice of arbitration shall include the following:

- A. a formal demand by the party initiating arbitration that the dispute be referred to arbitration;
- B. the names, addresses and telephone numbers of the parties;
- C. a reference to any CONTRACT provisions from which the dispute arises;
- D. a plain description and complete statement of the claim and a showing of entitlement to relief;
- E. the relief or remedy sought and the amount money claimed;
- F. the notice of appointment and name, address and telephone number of a party arbitrator of the party initiating the claim;
- G. if SUCCESSFUL BIDDER is the initiating party and if the claim is made by a subcontractor, a written statement by SUCCESSFUL BIDDER that it agrees with the merits and amount of the claim; and
- H. if SUCCESSFUL BIDDER submits a total cost or modified total cost claim then SUCCESSFUL BIDDER must submit documents showing: 1) that the nature of the particular losses make it impossible or highly impractical to determine the losses with a reasonable degree of accuracy; 2) that the bid was realistic; 3) that the actual costs are reasonable; 4) that SUCCESSFUL BIDDER was not responsible for added expenses; and 5) that DISTRICT, and not anyone else, is responsible for the additional cost.

The notice to arbitrate shall be null and void if it does not include the documents and information set forth in (A) through (H) above, or if received beyond the time allowed by statute for the presentation of a claim to the Board of County Commissioners or filing of a lawsuit, whichever occurs first, presenting the same claims as those presented in the notice to arbitrate. Within thirty **(30) calendar days** after receipt of such notice, the party receiving notice shall, in writing to the notifying party, appoint another arbitrator, and, in default of said second appointment, the arbitrator first appointed shall be sole arbitrator and shall proceed in the same manner as hereinafter provided for three arbitrators. When two arbitrators have been appointed as aforesaid, they shall, if possible, agree upon a third arbitrator and shall appoint by notice in writing, signed by both of them given to DISTRICT and SUCCESSFUL BIDDER. If thirty **(30) calendar days** elapse after the appointment of the second arbitrator without notice of appointment of the third arbitrator being given, as aforesaid, then either party may, in writing, require that the American Arbitration Association or the Nevada Arbitration Association appoint the third arbitrator. Upon appointment of a third arbitrator, the three arbitrators shall meet without delay and shall proceed to a determination of the dispute in accordance with the construction industry rules of arbitration of the American Arbitration Association, and with the provisions of the Uniform Arbitration Act, NRS 38.015 B 38.205, inclusive. In the event of a conflict between the two, the Nevada Revised Statutes will prevail. The arbitration panel or arbitrator may authorize discovery as provided in NRS 38.08. The expedited procedures contained in the construction industry arbitration rules shall be utilized to the maximum extent possible.

Alternatively, in lieu of the appointment of three arbitrators as set forth above, the parties may stipulate to a sole arbitrator mutually agreeable to both parties. Upon appointment of a sole mutually agreeable arbitrator, the sole arbitrator shall proceed to a determination of the dispute in accordance with the procedure set forth in the previous paragraph.

The decisions of the arbitrator/arbitrators shall be binding on both DISTRICT and SUCCESSFUL BIDDER to the extent set forth under Nevada law. Judgment upon any arbitration award or an order for enforcement may be entered by any court having jurisdiction. DISTRICT and SUCCESSFUL BIDDER shall each pay their own attorney's fees, party arbitrator fees and all costs and expenses associated with the arbitration including their own costs for preparation of and presentation of all claims prior to and through the arbitration period. The cost for the third arbitrator shall be assessed equally against both parties and shall be paid one-half by DISTRICT and one-half by SUCCESSFUL BIDDER. Neither party shall be entitled to an award of interest.

SUCCESSFUL BIDDER shall carry on the work and maintain progress during any arbitration, court proceedings or any other dispute including those contained in this General Condition, unless otherwise mutually agreed upon in writing. Binding arbitration conducted in accordance with this General Condition shall take place in Clark County, Nevada.

2. ASSIGNMENT OF CONTRACTUAL RIGHTS

SUCCESSFUL BIDDER will not assign, transfer, convey or otherwise dispose of CONTRACT or its right, title, or interest in, or to the same, or any part thereof, without previous written consent of DISTRICT and any sureties.

3. AUDITS

The performance of CONTRACT by SUCCESSFUL BIDDER is subject to review by DISTRICT to insure CONTRACT compliance. SUCCESSFUL BIDDER agrees to provide DISTRICT any and all information requested that relates to the performance of CONTRACT. All requests for information will be in writing to SUCCESSFUL BIDDER. Time is of the essence during the audit process. Failure to provide the information requested within the timeline provided in the written information request may be considered a material breach of contract and be cause for suspension or termination of CONTRACT.

4. AUTHORITY

DISTRICT is bound only by DISTRICT agents acting within the actual scope of their authority. DISTRICT is not bound by actions of one who has apparent authority to act for DISTRICT. The acts of DISTRICT agents which exceed their contracting authority do not bind DISTRICT.

5. BIDS ARE NOT TO CONTAIN CONFIDENTIAL / PROPRIETARY INFORMATION

Bids must contain sufficient information to be evaluated without reference to any confidential or proprietary information. In accordance with NRS 239.010, Bidders shall not include any information in their bid that they would not want to be released to the public. Any bid submitted that is marked "Confidential" or "Proprietary", or that contains materials so marked, may be returned to Bidder and may not be considered for award.

6. CLARK COUNTY WATER RECLAMATION DISTRICT'S PROPERTY

All property owned by DISTRICT and furnished to SUCCESSFUL BIDDER for the purpose of performance under this Bid will be identified and marked as DISTRICT'S property and adequately insured by SUCCESSFUL BIDDER for DISTRICT'S protection. In the event that DISTRICT'S property becomes lost or damaged to any extent while in SUCCESSFUL BIDDER'S possession from any cause, including faulty workmanship or negligent acts by SUCCESSFUL BIDDER, its agents or its employees, SUCCESSFUL BIDDER agrees to replace such property or reimburse DISTRICT for the value or expense of replacement, whichever is greater in accordance with DISTRICT request.

7. COLLECTION AND PAYMENT OF SALES TAX

In accordance with NRS 372.123, any Bidder that sells tangible personal property to any commercial business in the State of Nevada is required to possess a Nevada Sales Tax Permit and shall collect and pay the taxes as defined in NRS Chapters 372 and 374. Permit information can be obtained by contacting the Nevada State Department of Taxation at (702) 486-2300.

8. COLLUSION AND ADVANCE DISCLOSURES

Pursuant to NRS 332.820 evidence of agreement or collusion among Bidders and prospective Bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the bids of such Bidders void.

Advance disclosures of any information to any particular Bidder which gives that particular Bidder any advantage over any other interested Bidders, in advance of the bid opening, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body or an employee or representative thereof, shall operate to void all bids received in response to that particular request for bids.

9. CONSUMPTION ESTIMATES

The quantities appearing in the Bid Form are approximate only and are prepared for the solicitation of bids. Payment to SUCCESSFUL BIDDER will be made only for the actual quantities of items furnished in accordance with the bid and it is understood that the scheduled quantities of items to be furnished may be increased, decreased or omitted without, in any way, invalidating bid prices.

10. CONTRACT AMENDMENTS

Notwithstanding any provision herein to the contrary, and pursuant to NRS 104.2306, and recognizing the constraints inherent in public bidding, DISTRICT reserves the right to request modification at any time to the scope, frequency, estimated quantities or the timing of SUCCESSFUL BIDDER'S obligations under CONTRACT, in whatever manner DISTRICT determines, in good faith, to be reasonably necessary and to be in the best interests of the public. Both parties agree that, should any modifications to CONTRACT be made during CONTRACT term, a written amendment detailing those elements shall be executed by SUCCESSFUL BIDDER and the Purchasing Administrator or their designee.

11. DISCLOSURE OF OWNERSHIP / PRINCIPALS

Any Bidder recommended for award of CONTRACT by the Board of County Commissioners is required to provide the information on the attached "Disclosure of Ownership/Principals" form. The form shall be submitted to DISTRICT within seventy-two (72) hours after request. Failure to fill out the subject form by Bidders may be cause for rejection of the bid.

12. DRUG-FREE WORKPLACE

SUCCESSFUL BIDDER agrees to comply with all applicable state and federal laws regarding a drug-free workplace. SUCCESSFUL BIDDER shall make a good faith effort to ensure that all of its employees, while working on DISTRICT property, will not purchase, use, be under the influence of, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

13. EMPLOYMENT OF UNAUTHORIZED ALIENS

In accordance with the Immigration Reform and Control Act of 1986, SUCCESSFUL BIDDER agrees that it will not employ unauthorized aliens in the performance of CONTRACT.

14. FEDERAL, STATE, LOCAL LAWS

All Bidders shall comply with all Federal, State and local laws relative to conducting business in Clark County. The laws of the State of Nevada will govern as to the interpretation, validity, and effect of this bid, its award, and any contract entered into.

15. FISCAL FUNDING OUT

DISTRICT reasonably believes that funds can be obtained sufficiently to make all payments during the term of CONTRACT. If DISTRICT does not allocate funds to continue the purchase of the product or service, in accordance with NRS 354.626, CONTRACT shall be terminated when appropriated funds expire.

16. FORCE MAJEURE

SUCCESSFUL BIDDER shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing, by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. SUCCESSFUL BIDDER shall provide DISTRICT satisfactory evidence that non performance is due to cause other than fault or negligence on its part.

17. GOVERNING LAW/VENUE OF ACTION

CONTRACT shall be construed and enforced in accordance with the laws of the State of Nevada. Any action at law or other judicial proceeding for the enforcement of any provision shall be instituted in the County of Clark, State of Nevada.

18. GOVERNING ORDER OF BIDDING AND CONTRACT DOCUMENTS

The bidding and CONTRACT documents include various divisions, sections, and conditions which are essential parts for the work to be provided by SUCCESSFUL BIDDER. A requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for complete work. In case of discrepancy, the following precedence will govern:

- A. Amendment
- B. General Conditions
- C. Addenda
- D. Instructions to Bidders
- E. Federal Requirements (If Applicable)
- F. Special Conditions
- G. Technical Specifications

19. INDEMNITY

SUCCESSFUL BIDDER agrees, by entering into CONTRACT, regardless of the coverage provided by any insurance policy, to pay all costs necessary to indemnify, defend, and hold DISTRICT harmless from any and all claims, demands, actions, attorney's fees, costs, and expenses based upon or arising out of any acts, errors, omissions, fault

or negligence of SUCCESSFUL BIDDER or its principals, employees, subcontractors or other agents while performing services under CONTRACT. SUCCESSFUL BIDDER shall indemnify, defend, and hold harmless DISTRICT for any attorney's fees or other costs of defense, even if the allegations of the claim are groundless, false or fraudulent.

20. INVOICING

Invoicing for bid items are to be sent to the location as identified in the purchase order(s). Invoices are to be sent within ninety (90) calendar days of the delivery of the product or completion of the work. Invoices for payment not submitted within this time period will not be considered for payment. Payment of invoices will be made within thirty (30) calendar days, unless otherwise specified, after receipt of an accurate invoice that has been reviewed and approved by the applicable department's authorized representative. In accordance with NRS 244.250 DISTRICT shall not provide payment on any invoice SUCCESSFUL BIDDER submits after six (6) months from the date SUCCESSFUL BIDDER provides goods, performs services, or provides deliverables or milestones.

All invoices should include the following information:

- A. **Clark County Water Reclamation District's Purchase Order Number**
- B. Company Name
- C. Complete Address (including street, city, state, and zip code)
- D. Telephone Number
- E. Contact Person
- F. Itemized description of products delivered (including quantities) or services rendered (including dates)
- G. Company's Tax Identification Number
- H. Bid Number
- I. Itemized pricing and total amount due (excluding Sales and Use Tax)
- J. Percentage Discounts/ Payment Terms (if offered)
- K. Company's Invoice Number

SUCCESSFUL BIDDER is responsible to insure that all invoices submitted for payment are in strict accordance with the price(s) offered on the Bid Form. If overcharges are found, DISTRICT may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible if responding to future invitations to bid.

21. INVOICE AUDITS

SUCCESSFUL BIDDER shall provide to DISTRICT, within ten (10) business days of DISTRICT'S request, a report to validate that the price(s) charged are in accordance with the price(s) offered on SUCCESSFUL BIDDER'S Bid Form. The format of the report will depend on the pricing structure provided on the Bid Form. The report shall be subject to review and approval by DISTRICT'S using department(s) and Internal Audit Department. Discrepancies found in the report will require SUCCESSFUL BIDDER to update the report no later than five (5) business days after notification by DISTRICT. In the event that SUCCESSFUL BIDDER undercharged DISTRICT, DISTRICT shall reimburse SUCCESSFUL BIDDER within ten (10) business days. In the event that SUCCESSFUL BIDDER overcharged DISTRICT, SUCCESSFUL BIDDER shall reimburse DISTRICT within ten (10) business days. If overcharges are found, DISTRICT may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible if responding to future invitations to bid.

22. NON-DISCRIMINATION

The BOT is committed to promoting full and equal business opportunity for all persons doing business in Clark County. SUCCESSFUL BIDDER acknowledges that DISTRICT has an obligation to ensure that public funds are not used to subsidize private discrimination. SUCCESSFUL BIDDER recognizes that if they or their subcontractors are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, age, disability, national origin, or any other protected status, DISTRICT may declare SUCCESSFUL BIDDER in breach of contract, terminate CONTRACT, and designate SUCCESSFUL BIDDER as non-responsible.

23. NON-ENDORSEMENT

As a result of the selection of SUCCESSFUL BIDDER to supply goods or services, DISTRICT is neither endorsing nor suggesting that SUCCESSFUL BIDDER'S service is the best or only solution. SUCCESSFUL BIDDER agrees to make no reference to DISTRICT in any literature, promotional material, brochures, sales presentations, or the like, without the express written consent of DISTRICT.

24. PARTIAL PAYMENTS

Partial payment requests will be accepted only at the sole discretion of DISTRICT.

25. PATENT INDEMNITY

A. SUCCESSFUL BIDDER hereby indemnifies and shall defend and hold harmless DISTRICT, its officers, employees, agents, its officers, and employees, respectively, from and against all claims, losses, costs, damages, and expenses, including attorney's fees, incurred by DISTRICT, respectively, as a result of or in connection with any claims or actions based upon infringement or alleged infringement of any patent and arising out of the use of the equipment or materials furnished under CONTRACT by SUCCESSFUL BIDDER, or out of the processes or actions employed by, or on behalf of SUCCESSFUL BIDDER in connection with the performance of CONTRACT. SUCCESSFUL BIDDER shall, at its sole expense, promptly defend against any such claim or action unless directed otherwise by DISTRICT; provided that DISTRICT or its construction manager shall have notified SUCCESSFUL BIDDER upon becoming aware of such claims or actions, and provided further that SUCCESSFUL BIDDER'S aforementioned obligations shall not apply to equipment, materials, or processes furnished or specified by DISTRICT.

B. SUCCESSFUL BIDDER shall have the right, in order to avoid such claims or actions, to substitute at its expense non infringing equipment, materials, or processes, or to modify such infringing equipment, materials and processes so they become non infringing, or obtain the necessary licenses to use the infringing equipment, material or processes, provided that such substituted and modified equipment, materials and processes shall meet all the requirements and be subject to all the provisions of CONTRACT.

26. PUBLIC RECORDS

DISTRICT is a public agency as defined by state law, and as such, is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under the law, all of DISTRICT's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. All bid documents are available for review following the bid opening.

27. PURCHASE ORDERS

The Purchasing and Contracts Department will issue a purchase order(s) which will authorize SUCCESSFUL BIDDER to deliver and invoice for the product(s) or service(s) offered.

28. RIGHT OF INSPECTION AND REJECTION

All goods and services purchased under this bid will be subject to inspections, tests and approval/acceptance by DISTRICT. It is acknowledged that many of the goods contained in closed packages may not be inspected until such time as they are used, and that the inspections and rejection rights will continue until those packages are opened and inspected, notwithstanding prior payment. If specifications or warranties are not met, material and equipment will be returned at SUCCESSFUL BIDDER'S expense. Nonconforming goods may be returned to SUCCESSFUL BIDDER freight collect at which time risk of loss will pass to SUCCESSFUL BIDDER upon DISTRICT'S delivery to common carrier or retrieved by SUCCESSFUL BIDDER at which time risk of loss will pass to SUCCESSFUL BIDDER at time of retrieval.

29. SEVERABILITY

If any terms or provisions of CONTRACT shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of CONTRACT shall remain in full force and effect.

30. SUBCONTRACTS

Services specified in CONTRACT shall not be subcontracted by SUCCESSFUL BIDDER, without the written approval of DISTRICT. Approval by DISTRICT of SUCCESSFUL BIDDER'S request to subcontract or acceptance of or payment for subcontracted work by DISTRICT shall not in any way relieve SUCCESSFUL BIDDER of responsibility for the professional and technical accuracy and adequacy of the services performed. SUCCESSFUL BIDDER shall be and remain liable for all damages to DISTRICT caused by negligent performance or non-performance of services performed under CONTRACT by SUCCESSFUL BIDDER'S subcontractor.

31. SUBCONTRACTOR / INDEPENDENT CONTRACTOR

SUCCESSFUL BIDDER represents that it is fully experienced and properly qualified to perform the class of work provided for herein, and that it is properly licensed, equipped, organized and financed to perform such work. SUCCESSFUL BIDDER shall act as an independent SUCCESSFUL BIDDER and not as the agent of DISTRICT in performing CONTRACT. SUCCESSFUL BIDDER shall maintain complete control over its employees and all of its Subcontractors. Nothing contained in CONTRACT or any subcontract awarded by SUCCESSFUL BIDDER shall create any contractual relationship between any such Subcontractor and DISTRICT. SUCCESSFUL BIDDER shall perform all work in accordance with its own methods subject to compliance with CONTRACT.

32. SUSPENSION BY THE DISTRICT FOR CONVENIENCE

1. DISTRICT may, without cause, order SUCCESSFUL BIDDER in writing to suspend, delay or interrupt the work in whole or in part for such period of time as DISTRICT may determine.
2. In the event DISTRICT suspends performance of SUCCESSFUL BIDDER for an aggregate period in excess of sixty (60) calendar days, SUCCESSFUL BIDDER shall be entitled to an equitable adjustment of the compensation payable to SUCCESSFUL BIDDER under this Bid to reimburse SUCCESSFUL BIDDER for additional costs occasioned as a result of such suspension of performance by DISTRICT. Equitable adjustment shall be based on appropriated funds and approval by DISTRICT.
3. No equitable adjustment will be made if performance is, was or would have been so suspended, delayed or interrupted by another cause for which SUCCESSFUL BIDDER is responsible

33. TAXES

DISTRICT is a political subdivision of the State of Nevada and under the provisions of Nevada Revised Statute (NRS) 372.325 is exempt from the payment of Sales and Use Tax (Employee Identification Number 88-6000028). A copy of the tax exempt letter is available upon request. The bid price(s) must be net, exclusive of these taxes.

34. TERMINATION FOR CAUSE

If SUCCESSFUL BIDDER fails to perform in accordance with the agreed terms, conditions, or warranties applicable to CONTRACT, DISTRICT may **immediately** terminate all or part of CONTRACT upon written notice of intent to terminate without any liability by DISTRICT to SUCCESSFUL BIDDER. In the event of termination for cause, DISTRICT may cancel any delivery or service and purchase the product or service elsewhere on such terms or in such manner as DISTRICT may deem appropriate and SUCCESSFUL BIDDER shall be liable to DISTRICT for any excess cost or other expenses incurred by DISTRICT.

35. TERMINATION FOR CONVENIENCE

DISTRICT reserves the right to terminate CONTRACT in whole or part at any time whenever DISTRICT shall determine that such a termination is in the best interest of DISTRICT without penalty or recourse upon thirty (30) calendar days written notice of intent to terminate. In the event that DISTRICT elects to terminate CONTRACT, the termination request will be submitted to the BOT or the Clark County Water Reclamation Purchasing Department for approval.

36. TITLE AND RISK OF LOSS

The title and risk of loss of material or service shall not pass to DISTRICT until material is delivered to the specific location, quantities are verified, and the material is inspected for damage or service is completed as specified.

37. USE BY OTHER GOVERNMENT ENTITIES

Nevada Revised Statutes 332.195 allows local governments to join or use the contacts of other local governments or the State of Nevada, with the authorization of contracting Supplier.

III - SPECIAL CONDITIONS

BID NO. 918-11 JANITORIAL SERVICES

Name of Firm

1. DOCUMENTATION SUBMITTAL REQUIRED BY APPARENT LOW BIDDER

Apparent low Bidder shall furnish the following information and documents within twenty-four (24) hours of DISTRICT'S request:

- A. SUCCESSFUL BIDDER shall designate a Project Administrator to provide contract management and oversight. Provide name, phone number and e-mail address of Project Manager. Should another Project Manager be assigned during the term of this CONTRACT, it is SUCCESSFUL BIDDER'S responsibility to notify DISTRICT, in writing, within ten (10) calendar days of the change;
- B. Statement of Qualifications as described in Technical Specifications, page IV-2, paragraph 12.
- C. Completed "Disclosure of Ownership" form.
- D. A copy of current applicable Clark County Business License

2. ENGLISH SPEAKING REPRESENTATIVE

DISTRICT requires SUCCESSFUL BIDDER have one person capable of clear communication in the English language on site at all times during the hours that service is required. Failure to meet this requirement shall constitute a breach of contract and may result in the termination of CONTRACT.

3. POST AWARD WALK-THROUGH

Prior to the start up on the Contract, the Owner will conduct a mandatory walk-through of the facility with the successful Bidder.

4. SERVICE WORKERS' BADGES

Within ten (10) calendar days of award, SUCCESSFUL BIDDER shall provide DISTRICT'S representative with a list of the names of all personnel who will be working at DISTRICT'S facilities, including all of SUCCESSFUL BIDDER'S owners and officers. DISTRICT reserves the right to deny SUCCESSFUL BIDDER'S employee access to DISTRICT'S site.

SUCCESSFUL BIDDER shall be responsible for supplying all personnel accessing DISTRICT'S facilities, with a Clark County Water Reclamation District Supplier Identification Badge, which shall be worn in a visible place on the person at all times when on DISTRICT'S property. Some facilities may require SUCCESSFUL BIDDER'S employees to swipe their badges for access. SUCCESSFUL BIDDER shall be responsible for obtaining new Clark County Water District Supplier Identification Badge(s) for any new employee that will be assigned to accessing DISTRICT'S facilities. SUCCESSFUL BIDDER'S employees no longer assigned to perform services shall surrender their identification badge for immediate return to DISTRICT for deactivation. SUCCESSFUL BIDDER shall be responsible for all fees associated with obtaining the badges. Clark County Water District Supplier Identification badges and access cards remain the property of the DISTRICT. Each is separately issued to an individual and cannot be shared or transferred. Misuse of identification and access cards may be cause for termination of CONTRACT.

Clark County Water Districts Supplier Identification Badge is valid for only one (1) year from date of issue. SUCCESSFUL BIDDER'S employees shall contact designated representative to coordinate the Supplier Badge issuance annually. SUCCESSFUL BIDDER'S employees will not be allowed entry into DISTRICT'S facilities with an expired Supplier Identification Badge.

Failure to follow this procedure may result in termination of CONTRACT.

5. SERVICE REQUIREMENTS

During the life of this contract, there may be an increase or decrease in cleaning service requirements due to an increase or decrease in square footage or usage of facility or another like cost factor. Owner shall submit to the successful Bidder, a 30 calendar day written notification of any service change which may cause an increase or decrease in price. In the event of a decrease, Owner shall receive the benefit of this change.

6. LABOR

SUCCESSFUL BIDDER and all subcontractors shall be bound by and comply with all federal, state and local laws with regard to minimum wages, overtime work, hiring and discrimination. All work necessary to be performed after regular working hours on Sundays or legal holidays, shall be performed without additional expense to DISTRICT.

7. REMOVAL OF EMPLOYEE

DISTRICT reserves the right to request removal of any SUCCESSFUL BIDDER'S employee upon submitting proper justification, should such action be considered necessary to the best interests of DISTRICT.

8. FURNISHING SUPERVISION OF EMPLOYEES

SUCCESSFUL BIDDER shall furnish, at SUCCESSFUL BIDDER'S expense, the supervision required to insure the necessary management of his personnel, and the functions involved in the specifications.

9. SAFETY REQUIREMENTS

The safety of SUCCESSFUL BIDDER'S employees or representatives and others in or around the area of repairs or maintenance is the responsibility of SUCCESSFUL BIDDER. SUCCESSFUL BIDDER, its employees and its representatives shall comply with the current 29 CFR 1910 OSHA General Industry Regulations. DISTRICT will accept no responsibility or liability as a result of noncompliance with OSHA General Industry Regulations. The immediate area, as well as equipment being maintained, will be clean and clear of safety hazards. Any hazard noticed by servicing personnel shall be immediately reported verbally, followed by a written statement to DISTRICT'S representative.

10. RESPONSIBILITY FOR WORK SECURITY

- A. SUCCESSFUL BIDDER shall at all times conduct all operations under CONTRACT in a manner to avoid the risk of loss, theft, or damage by vandalism, sabotage or other means to any property. SUCCESSFUL BIDDER shall promptly take all reasonable precautions, which are necessary and adequate against any conditions, which involve a risk of loss, theft or damage to its property, DISTRICT'S property, and the work site. SUCCESSFUL BIDDER shall continuously inspect all its work, materials, and equipment facilities to discover and determine any such conditions and shall be solely responsible for discovery, determination and correction of any such conditions.
- B. SUCCESSFUL BIDDER shall comply with all applicable laws and regulations. SUCCESSFUL BIDDER shall cooperate with DISTRICT on all security matters and shall promptly comply with any project security requirements established by DISTRICT. Such compliance with these security requirements shall not relieve SUCCESSFUL BIDDER of its responsibility for maintaining proper security for the above-noted items, nor shall it be construed as limiting in any manner SUCCESSFUL BIDDER'S obligation to undertake reasonable action as required to establish and maintain secure conditions at the site.
- C. SUCCESSFUL BIDDER shall prepare and maintain accurate reports of incidents of loss, theft or vandalism and shall furnish these reports to DISTRICT in a timely manner.

11. PROHIBITED ACTIVITIES WHILE ON DISTRICT'S PROPERTIES

The activities prohibited by SUCCESSFUL BIDDER'S employees during performance of services include but are not limited to the following: using DISTRICT'S property and equipment (coffee pots, microwaves, radios, televisions, VCR's, refrigerators, calculators, computers, printers, fax machines, copy machines, etc.); eating DISTRICT'S employees' food from the break rooms or elsewhere; placing personal or business phone calls including long distance and directory assistance phone calls. Being under the influence of or use of alcohol or drugs while on DISTRICT'S property is prohibited.

12. KEYS / ACCESS CARDS

SUCCESSFUL BIDDER shall have full responsibility for protection of all keys / access cards furnished to SUCCESSFUL BIDDER and/or SUCCESSFUL BIDDER'S employees. SUCCESSFUL BIDDER shall also be responsible for ensuring that DISTRICT'S facilities are properly secured upon completion of performance of service, if such action is directed by DISTRICT'S representative. SUCCESSFUL BIDDER shall be required to sign DISTRICT'S form before the key(s) / access card (s) are issued and upon completion of CONTRACT or at DISTRICT'S request shall surrender key(s)/ access card(s) and obtain documentation of compliance. Should SUCCESSFUL BIDDER fail to surrender all keys / access cards upon completion or termination of CONTRACT, SUCCESSFUL BIDDER shall be responsible for all costs associated with replacing these items.

13. DAMAGE TO DISTRICT PROPERTY

SUCCESSFUL BIDDER shall perform all work in such manner that does not damage DISTRICT property. In the event damage occurs to DISTRICT property or adjacent property by reason of services performed under CONTRACT, SUCCESSFUL BIDDER shall replace or repair the same at no cost to DISTRICT. If damage caused by SUCCESSFUL BIDDER has to be repaired or replaced by DISTRICT, the cost of such work shall be deducted from monies due SUCCESSFUL BIDDER.

14. PERFORMANCE REQUIREMENTS

- A. DISTRICT considers SUCCESSFUL BIDDER to be an expert in the local, state and federal laws, regulations and codes applicable to the services described herein. When, in the opinion of SUCCESSFUL BIDDER, DISTRICT is not in compliance with applicable laws, regulations, or codes, SUCCESSFUL BIDDER shall immediately notify DISTRICT and make recommendations to bring the buildings, facilities and/or equipment up to standard. Furthermore the laws, regulations, and codes are to be recognized as a minimum allowable standard of such; and
- B. All services performed, equipment used in the performance of services under CONTRACT shall be subject to inspection and testing by DISTRICT to insure compliance with CONTRACT and industry standard.
- Any services performed that are deemed by DISTRICT not in conformity with the specifications of CONTRACT or industry standard shall require SUCCESSFUL BIDDER to perform services again within next business days at no additional cost to DISTRICT. Consistent sub-standard performance and/or quality of work may result in the termination of CONTRACT. Consistent sub-standard performance or lack of adherence to safety standards shall result in the permanent removal of SUCCESSFUL BIDDER'S employees from performing work on DISTRICT'S property.

15. WORK PLAN

- A. Immediately following award, SUCCESSFUL BIDDER shall develop a work plan for each of DISTRICT'S facilities. This work plan shall include at minimum, dates of performance services deemed necessary in accordance with the scope of service.
The work plan shall be a living document that is continuously updated and shared with DISTRICT for the duration of CONTRACT.
- B. If any services performed are deemed not in conformity with the specifications and requirements of this CONTRACT, DISTRICT shall have the right to require SUCCESSFUL BIDDER to perform the services again in conformity with said specifications and requirements at no additional cost to DISTRICT.
- C. Each month, DISTRICT'S representative will conduct an inspection. SUCCESSFUL BIDDER shall be notified and requested to participate, if found necessary. During the inspection a "Housekeeping Quality Assurance Inspection Form," will be filled out and discussed with SUCCESSFUL BIDDER, if necessary. SUCCESSFUL BIDDER shall write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of SUCCESSFUL BIDDER.

16. NORMAL RESPONSE TIME

Response time to be on site, for call-out or call-back services in the Las Vegas Valley area shall be within 4 hours from the time DISTRICT'S designated representative calls SUCCESSFUL BIDDER'S representative. If requested at time of call out or call back, SUCCESSFUL BIDDER'S representative shall provide an estimated time of arrival to DISTRICT'S designated representative.

17. SERVICES AND EMERGENCY REPAIR

- A. SUCCESSFUL BIDDER shall complete service calls within 1 hour after being notified by DISTRICT that a building or facility requires service. If service call cannot be completed within 4 hour, SUCCESSFUL BIDDER shall notify DISTRICT in writing to include estimated time of completion. In these instances, DISTRICT reserves the right to procure services from another Supplier. Any additional costs incurred by DISTRICT above and beyond SUCCESSFUL BIDDER'S price will be credited to DISTRICT on SUCCESSFUL BIDDER'S next invoice.
- B. SUCCESSFUL BIDDER shall ensure that should service call not be completed in a timely manner, SUCCESSFUL BIDDER shall secure the building or facility until such a time as services can be completed. At all times, SUCCESSFUL BIDDER shall notify DISTRICT'S representative prior to leaving DISTRICT'S premises of actions taken.

18. BUILDING SECURITY

SUCCESSFUL BIDDER shall be responsible for securing all buildings, offices, and facilities at the time of their service. Failure to comply shall make SUCCESSFUL BIDDER responsible for all losses of DISTRICT property.

19. ENFORCEMENT OF "LOCK-DOOR" POLICY

All locked doors are to remain locked at all times. SUCCESSFUL BIDDER'S employees are not allowed to open any doors for anyone.

20. PROTECTION OF KEYS

One set of keys will be provided to SUCCESSFUL BIDDER by DISTRICT. SUCCESSFUL BIDDER shall be fully responsible for the protection of keys. SUCCESSFUL BIDDER shall be responsible for properly locking the building.

DISTRICT must be notified immediately upon the termination for any reason of an employee performing work under CONTRACT. Should the set of keys allotted to SUCCESSFUL BIDDER become lost or stolen, or otherwise compromised, SUCCESSFUL BIDDER shall notify DISTRICT immediately. DISTRICT reserves the right to have the corresponding locks re-keyed at SUCCESSFUL BIDDER'S expense.

21. INVOICING REQUIREMENT

SUCCESSFUL BIDDER shall comply with the invoice requirements contained in the General Conditions of this bid. SUCCESSFUL BIDDER shall be aware that per NRS 244.250, DISTRICT is precluded from payment of invoices submitted beyond six (6) months from the date SUCCESSFUL BIDDER performs the services.

22. SUCCESSFUL BIDDER QUALITY CONTROL PROGRAM

SUCCESSFUL BIDDER shall establish a complete Quality Control Program (QCP) to ensure the requirements of CONTRACT are provided as specified. SUCCESSFUL BIDDER shall provide a copy of their QCP to DISTRICT at CONTRACT kick-off meeting. The QCP shall be a system for identifying and correcting deficiencies in the quality of service, before the level of performance becomes unacceptable and/or DISTRICT points out the deficiencies. The program shall include but not be limited to the following:

- A. An inspection system which is tailored to the specific facility being serviced and which covers all services stated in CONTRACT. Include the name of each management individual who will perform the inspections. It is not permissible for the person who performs the work to inspect and accept that work. SUCCESSFUL BIDDER and their employees, who will complete inspections, shall be identified by title and type of inspection each is authorized to perform;
- B. A local file of all inspections conducted by SUCCESSFUL BIDDER and the corrective action taken. This documentation shall be made available to DISTRICT monthly during the terms of CONTRACT. DISTRICT may compare inspections performed by SUCCESSFUL BIDDER'S inspectors against actual conditions which exist at that point in time; and
- C. Failure by SUCCESSFUL BIDDER to implement the approved plan and pursue it diligently from the commencement of CONTRACT may result in termination of CONTRACT.

23. INSPECTION OF EQUIPMENT USED

All equipment used to perform the required services, may be subject to inspection and test prior to and during the performance of CONTRACT by DISTRICT to ensure the use of equipment that meets the "standards of the industry," both in safety and suitability as generally recognized and in conformity to established practice in the area of the specific services being performed. Use of unsatisfactory equipment will be considered unsatisfactory performance.

24. DISPUTES

Any dispute relating to CONTRACT after award shall be resolved through good faith efforts upon the part of SUCCESSFUL BIDDER and DISTRICT. At all times, SUCCESSFUL BIDDER shall carry on the work and maintain his progress schedule in accordance with the requirements of CONTRACT and the determination of DISTRICT, pending resolution of any dispute.

25. CONTRACT PERFORMANCE CUSTOMER SURVEY

Periodically during the life of CONTRACT, DISTRICT will administer a Contract Performance Customer Survey Questionnaire to be completed by both end using departments and SUCCESSFUL BIDDER. This survey serves as a vehicle for DISTRICT to identify successes and/or challenges encountered in the contract management process. Participation in this process shall be considered as part of SUCCESSFUL BIDDER'S performance.

26. AIR POLLUTION

SUCCESSFUL BIDDER shall so perform its work as not to discharge into the atmosphere from any source whatever smoke, dust, or other air contaminants in violation of the laws, rules and regulations of all federal, state and local air and water pollution requirements including, but not limited to: Nevada Revised Statute 445: Air Quality Regulation; registering with the Clark County Health Department, Air Pollution Board any equipment requiring operating permits by said Board; and adhering to all Clark County Air Pollution Board Regulations.

27. STORAGE OF MATERIALS

SUCCESSFUL BIDDER is responsible for storage of any materials. DISTRICT is not responsible for loss or damage to materials, tools, appliances, or work arising from acts of theft, vandalism, malicious mischief or other causes. A janitorial closet is provided at several locations at the site, DISTRICT has the right to inspect this area during monthly inspections.

28. CLEANING UP

SUCCESSFUL BIDDER shall, at all times, keep the work area in a neat, clean, and safe condition. Upon completion of any portion of the work, SUCCESSFUL BIDDER shall promptly remove all of its equipment, temporary structures and surplus materials not to be used at or near the same location during later stages of work. Upon completion of the work and before payment is made, SUCCESSFUL BIDDER shall, at its expense, satisfactorily dispose of all plant, rubbish, unused materials, and other equipment and materials belonging to it or used in the performance of the work, and SUCCESSFUL BIDDER shall leave the premises and work site in a neat, clean and safe condition. In the event of SUCCESSFUL BIDDER'S failure to comply with the foregoing, DISTRICT may accomplish the same at SUCCESSFUL BIDDER'S expense.

29. PROGRESSIVE PLAN FOR DEALING WITH POOR PERFORMANCE RELATED TO JANITORIAL/HOUSEKEEPING EFFORTS

- A. DISTRICT Housekeeping Representative will contact SUCCESSFUL BIDDER either verbally or in writing to describe any deficiencies.
- B. If unresolved or if additional related deficiencies occur, DISTRICT Project Manager will contact SUCCESSFUL BIDDER in writing describing deficiencies and schedule a meeting.
- C. If unresolved or if additional related deficiencies occur, DISTRICT Purchasing Representative will issue a written notice of deficiencies allowing seven (7) calendar days for SUCCESSFUL BIDDER to provide a written plan to cure or remedy the situation.
- D. If unresolved or if additional related deficiencies occur, DISTRICT Purchasing Representative may formally terminate the CONTRACT.
- E. If SUCCESSFUL BIDDER is terminated for cause, SUCCESSFUL BIDDER will be disqualified from bidding or quoting on any DISTRICT janitorial / housekeeping business for a period of twelve (12) months from the date of the termination. This disqualification will result in SUCCESSFUL BIDDER being declared non-responsible on bidding or quoting efforts submitted during the twelve (12) month timeframe. Separate bids or purchase orders related to janitorial or housekeeping in place at the time of termination shall continue but no extensions or option years will be exercised on those efforts.

IV - TECHNICAL SPECIFICATIONS

BID NO. 918-11 JANITORIAL SERVICES

Name of Firm

1. INTENT

To provide a source for janitorial services at Clark County Water Reclamation District facilities and plants, for all the sites listed.

This is a 100% performance Contract, requiring cleaning services to be performed to the total expectations of the specifications without regard to number of custodians/hours needed to perform these Contract specifications set forth, and perform the requirements with the expertise, the knowledge, and the capability with minimal monitoring by the Owner. The successful Bidder shall perform custodial services for the Owner and shall provide the necessary personnel, cleaning supplies, paper products, and equipment (except Owner provided materials) to clean the specified sites in accordance with the Contract requirements.

2. MATERIAL SAFETY DATA SHEETS

The Successful Bidder shall provide Material Safety Data Sheets (MSDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in Clark County Water Reclamation facilities. If new chemical products are introduced or new janitorial employees are hired, the Successful Bidder is responsible for reviewing the MSDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The MSDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who are unable to read. Only MSDS for chemicals/cleaners used on-site are to be displayed.

A. All containers of cleaning material must be properly labeled as per OSHA requirements.

B. Successful Bidder shall be responsible for any fines imposed by OSHA for lack of their performance regarding MSDS sheets.

3. CHEMICALS

A. All chemicals and floor finishes, i.e., cleaning materials, scouring powders, etc. shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

B. All chemicals to be used on the premises for the purpose of performing the janitorial services shall be approved by the Owner in writing and signed by both successful Bidder and Owner's representative, the Project Manager, prior to use. If any chemicals are inadvertently left on the Owner's property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Successful Bidder's materials, the successful Bidder will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the successful Bidder's final payment.

4. RUBBER GLOVES

Custodial workers shall use disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap.

5. VACUUMING EQUIPMENT

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

6. SAFETY

A. The successful Bidder will be responsible for instructing his employees in safety measures considered appropriate. Personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

- B. Successful Bidder's staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.
- C. The Successful Bidder shall use CAUTION signs as required by OSHA guidelines and all such signs shall be furnished at no cost to the Owner. Signs shall be in English and Spanish. The type shall be made of rugged plastic bright color for easy viewing, and hinged at top.
- D. Eye protection shall be worn when using any acid-based product, such as bowl cleaner. Successful Bidder's staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.
- E. The Successful Bidder shall be required to demonstrate the expertise, knowledge, and capability, and implement a responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

7. BUILDING SECURITY

Successful Bidder shall be responsible for securing all buildings, offices, and facilities at the time of their service. Failure to comply will make successful Bidder responsible for all losses of Clark County Water Reclamation property.

8. BUILDING LAYOUT OF CLEANABLE AREAS

Each building is identified with a building number on the outside of the building that corresponds with the minimum task required for the listed building.

9. SECURITY PROTECTION

The successful Bidder will be able to gain access to the facilities and plant sites through the Owner's Vendor Identification Badges. If janitorial services at the site are performed after hours, the successful Bidder shall be responsible for properly locking the building and to properly store all materials in a safe and secured location.

Owner must be notified immediately upon the termination for any reason of an employee performing work at this site. Should the set of badges allotted to the Successful Bidder become lost or stolen, or otherwise compromised, the successful Bidder will notify the Owner immediately.

10. PROTECTION OF KEYS

Two (2) sets of keys will be provided to the successful Bidder to buildings and rooms which are to be cleaned but which are not accessible using the Owner's Identification Badges. The successful Bidder shall be fully responsible for the protection of keys. If janitorial services at the site are performed after hours, the successful Bidder shall be responsible for properly locking the building.

Owner reserves the right to have the corresponding locks re-keyed and a new set of keys reissued to the successful Bidder if the Owner's security is comprised through the negligent actions of the successful Bidder's employee(s); at the successful Bidder's expense in the form of a credit against their monthly invoice.

11. MINIMUM CLEANING STANDARDS

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as complete, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

12. STATEMENT OF QUALIFICATIONS

It is requested that each Bidder submit a Statement of Qualification (SOQ) providing the following information about the respective bidding company. *(The information being requested must be provided with bid submittal.)* Summarize past performance evaluations from clients. List companies you have provided janitorial services over the last five (5) years. Provide references for the two most recent janitorial services contracts you are now performing.

13. GENERAL CLEANING SPECIFICATIONS INCLUDING FREQUENCY OF TASKS

A. RESTROOMS

Restroom cleaning is understood to have the highest priority in Owner's buildings. Clean and service all employee and public restrooms and shower rooms as specified with approved cleaners and disinfectants. **Custodial workers shall use disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap.**

- 1. Trash receptacles shall be emptied, liners should be replaced and the new liner should be tied or fit securely on rim on receptacle. Clean, disinfect, and polish - **Daily**
- 2. Empty sanitary napkin disposal units. Replace liners. Clean, sanitize, and polish. – **Daily**
- 3. Wash mirrors with glass cleaner leaving no streaks. – **Daily**

4. Clean, polish and sanitize sinks, counters and trim. - **Daily**
5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits. – **Daily**
6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers. – **Daily**
7. Remove any graffiti that will scrub off. – **Daily**
8. Clean and polish all stainless steel fixtures and dispensers. – **Daily**
9. Sweep, Damp mop and sanitize tile floors. – **Daily**
10. Stocking restroom dispensers. It is extremely important that all dispenses are stocked to maximum capacities and adequate amount of supplies left for restocking during the day as specified. This includes toilet tissue, paper hand towels, toilet seat covers, hand soap and trash liners. – **Daily**
11. Clean and sanitize showers - **Daily**
12. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely. - **Weekly**
13. Wash and sanitize walls and floor tile. - **Weekly**
14. Damp-wipe and clean doors and jambs. - **Weekly**
15. Remove lime and scale buildup from plumbing fixtures. - **Weekly**
16. Spray-buff all resilient tile to restore a "just waxed" look. – **Weekly**
17. Brush and vacuum air returns, vents and area around vents. - **Monthly**
18. Vacuum brush or dust all high areas including walls and ceilings. - **Monthly**
19. Scrub and recoat all resilient tile – **Monthly**
20. Strip and refinish all resilient tile – **Semi annually**

Note: Proper size and type supplies to fit dispensers must be used. Stocking of refill supplies in the area of the dispensers is not permitted. The use of highly scented, objectionable or odoriferous cleaners, air fresheners, and deodorant blocks shall not be permitted.

B. KITCHENS/EMPLOYEE BREAK ROOMS

1. Wash and sanitize table tops, damp clean chair seats and backs. – **Daily**
2. Spot clean all mirror or glass surfaces. – **Daily**
3. Vacuum all carpet areas thoroughly, if applicable. – **Daily**
4. Sweep and damp mop all resilient flooring. – **Daily**
5. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle. – **Daily**
6. Clean sink and outside of appliances including vending machines – **Daily**
7. Refill hand soap and paper towel dispensers to a full level. – **Daily**
8. Clean interior of microwaves – **Weekly**
9. Spray-buff all resilient tile to restore a "just waxed" look. – **Weekly**
10. Scrub and recoat all resilient tile – **Monthly**
11. Strip and refinish all resilient tile – **Semi annually**

C. GENERAL OFFICE AND PUBLIC AREAS

1. Trash receptacles shall be emptied, liners should be replaced and the new liner should be tied or fit securely on rim on receptacle. - **Daily**
2. **Recycle receptacles shall be emptied and must not be combined with regular trash, the recycle items shall remain separate and place into the large recycle container located outside of the building. – Daily**
3. Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking. – **Daily**

4. Phones should be wiped clean and uniform in appearance there should be no buildup of dust, body oils or sticky residue left on phones – **Daily**
5. Computer keyboards and screens, typewriter keyboards and calculators, **shall not be cleaned in any manner by the custodial service provider.**
6. Shredder waste baskets will be emptied and cleaned and shredded material must be placed in the recycle bin. The shredding machine shall be turned off or un-plugged when performing housekeeping maintenance. – **Daily**
7. Clean, sanitize and polish drinking fountains. - **Daily**
8. Carpets shall be vacuumed, there shall be no visible dirt or debris, and staples shall be removed shall be from carpet fibers – **Daily**
9. Carpets shall be spot cleaned – **Daily**
10. Vacuum all floor mats - **Daily**
11. The entire tile floor shall be swept – **Daily**
12. The entire tile floor shall be wet mopped using appropriate cleaning agent leaving a clean and uniform appearance, no streaking – floors must rinse clean ensuring that dirt residue is not left behind by the mop. – **Daily**
13. Spray-buff all resilient tile to restore a "just waxed" look, in high foot-traffic corridors and lobby areas. - **Weekly**
14. Spot clean all interior glass and glass doors – **Daily**
15. Secure doors and turn off unnecessary lights after completion of work in the immediate area, unless otherwise instructed. – **Daily**
16. Dust picture frames and wall ornaments. - **Weekly**
17. Dust lower portion, one half of doors and door jambs. - **Weekly**
18. Spot clean to remove all spots and marks from walls around light switches and door jambs. - **Weekly**
19. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways, where no safety equipment will be required. Including clean and polish door plates, jambs, thresholds, handles, and hardware. - **Weekly**
20. Brush or vacuum air returns, vents and areas around vents. - **Monthly**
21. Vacuum, brush or dust all high areas including walls and ceilings. - **Monthly**
22. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing. - **Monthly**
23. Dust and clean cove base. - **Monthly**
24. Dust and clean all vertical or horizontal blinds. - **Monthly**
25. Clean light fixtures and diffusers. – **Monthly**
26. Scrub and recoat all resilient tile – **Monthly**
27. Shampoo/bonnet or dry powder clean carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet or dry powder will not bring back the clean uniform appearance. - **Quarterly**
28. Squeegee clean all ground floor exterior or upper floor windows where no safety equipment will be required that were not covered under the weekly frequency, including, clean and polish door plates, jambs, thresholds, sills, trim, handles and hardware. – **Quarterly**
29. Strip and refinish all resilient tile – **Semi annually**

D. STAIRWELLS

1. Police all stairwells used for normal egress for trash and debris - **Daily**
2. Thoroughly sweep stairs and landings unless if carpeted then the stairs and landing must be vacuumed – **Daily**
3. Dust handrails- **Daily**
4. If stairs and landing is not carpet then they shall be wet mopped – **Daily**
5. Strip and refinish stairs and landings on tile that requires floor finish. Brush scrub and mop concrete stairs and landings - **Monthly**

E. ELEVATORS

1. Clean elevators, remove unsightly marks, fingerprints and soil spots - **Daily**
2. Vacuum or sweep interior - **Daily**

F. EXTERIOR MAIN ENTRANCES

1. Vacuum all floor mats - **Daily**
2. Police the entrance area for trash and debris- **Daily**
3. Wash and wipe dry exterior doors and walls - **Daily**
4. Spot clean all interior glass and glass doors - **Daily**

G. FLOOR CARE

1. Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.
2. Floors, at all times, shall pass a slip-resistance test by at least a 3.5 pound pull.
3. Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.
4. Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.
5. Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.
6. The Successful Bidder shall remove and replace furniture as required; to perform the work, exercising necessary safety precautions and following procedures designed to prevent damage to Owner's property.
7. Spray-buff all resilient tile to restore a "just waxed" look. – **Weekly**
8. Scrub and recoat all resilient tile – **Monthly**
9. Strip and refinish all resilient tile – **Semi annually**

H. WINDOWS

1. All windows are to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry leaving no streaks.
2. All interior windows will be spot-cleaned - **Daily**
3. Seals on windows cleaned – **Weekly**
4. Ground floor exterior windows will be cleaned - **Quarterly**

I. AIR CONDITIONING AND HEATING REGISTERS

To be kept clean and free of dust, webs, and build-up that detracts from the overall appearance. - **Weekly**

J. WALLS AND DOORS

To be kept clean and free from spots and hand prints. - **Weekly**

21. PERFORMANCE STANDARDS

- A. If any services performed are deemed not in conformity with the specifications and requirements of this Contract, the Owner shall have the right to require the Successful Bidder to perform the services again in conformity with said specifications and requirements at no additional increase in the total contract amount.
- B. Each month the Owner's Project Manager shall conduct an inspection. The successful Bidder will be notified and requested to participate. A report on the inspection will be utilized to monitor the performance of the successful Bidder. The Successful Bidder shall meet with Owner's Project Manager to walk through and review conformance corrections for compliance with the specifications.

- C. Only dispose of trash that is in receptacles that are known to be for trash. Items outside of receptacles can be discarded if marked "TRASH" or verbal confirmation from user is received, when in doubt contact supervisor. Recycling bins shall be removed and replaced as required.
- D. To prevent airborne dust particles in the air, dusting should be accomplished with a dust rag or cloth/paper rag dampened with appropriate chemical/water. Dusting with a duster should only be used where there are fragile items or for areas that there is not room to maneuver the dusting rag. Common sense should be used when moving items to dust any surface or around any items. Personal items should not be touched unless the user has given permission. When in doubt, always check with the user or your supervisor.

20. BUILDINGS LAYOUT OF BUILDINGS TO BE CLEANED

A. **Central Plant**

- 1. Building **1-A** New Administration Building, First and Second Floor
- 2. Building **1-B** Old Administration Building
- 3. Building **1-E** Facility Maintenance Building
- 4. Trailer(s) **1-I** Training Facility
- 5. Building **1-O** Support Facilities Building
- 6. Building **3-G** OCC Building, Operational Control Center, First and Second Floors
- 7. Building **13-F** AWT Laboratory Building, Lower Level and Upper Level
- 8. Building **13-L** Fleet Facility
- 9. Building **13-** New Solids Dewatering facility
- 10. Septage **3-B** Septage Receiving Area, Main Floor
- 11. Dewatering **3-M** Sludge Dewatering Building, Second Floor
- 12. Pump Control **4-K** South Secondary RAS Pump Control Center
- 13. Sludge **5-G** Sludge Thickening, Bldg # 2
- 14. Filter **5-K** Filter Control Building
- 15. Blower **5-L** Blower Building

Desert Breeze Water Resource Center

- 16. Plant Control, Sample Multi, Entry, Hallways, Restrooms

New Administration Building 1-A

Location: 5857 E. Flamingo Rd.

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	<p>Daily</p>
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	<p>Weekly</p>
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	<p>Quarterly</p>
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers 	<p>Daily</p>

11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look	Weekly
16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile	Monthly
19. Strip and refinish all resilient tile	Semi-annually
Kitchen	
1. Wash and sanitize table tops, damp clean chair seats and backs 2. Spot clean all mirror or glass surfaces 3. Sweep and damp mop all resilient flooring 4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle 5. Clean sink and outside of appliances including vending machines 6. Refill hand soap and paper towel dispensers to a full level	Daily
7. Clean interior of microwaves 8. Spray-buff all resilient tile	Weekly
9. Scrub and recoat all resilient tile	Monthly
10. Strip and refinish all resilient tile	Semi-annually
Stairwells	
1. Police all stairwells used for normal egress for trash and debris 2. Sweep stairs and landings unless if carpeted then the stairs and landing must be vacuumed 3. Dust handrails 4. If stairs and landing is not carpet then they shall be wet mopped	Daily
5. Scrub and recoat all resilient tile	Monthly
6. Shampoo/bonnet or dry powder clean carpeting	Quarterly
7. Strip and refinish all resilient tile	Semi-annually
Elevator	
1. Clean elevators, remove unsightly marks, fingerprints and soil spots 2. Vacuum or sweep interior	Daily
Exterior Main Entrances	
1. Vacuum all floor mats 2. Police the entrance area for trash and debris 3. Wash and wipe dry exterior doors and walls 4. Spot clean all interior glass and glass doors	Daily

Total Square Footage: 32,486

Old Administration Building 1B

Location: 5877 E. Flamingo Rd.

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	<p>Daily</p>
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	<p>Weekly</p>
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	<p>Quarterly</p>
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers 	<p>Daily</p>

<ul style="list-style-type: none"> 11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look 	Weekly	
<ul style="list-style-type: none"> 16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 19. Strip and refinish all resilient tile 	Semi-annually	
<p>Kitchen</p> <ul style="list-style-type: none"> 1. Wash and sanitize table tops, damp clean chair seats and backs 2. Spot clean all mirror or glass surfaces 3. Sweep and damp mop all resilient flooring 4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle 5. Clean sink and outside of appliances including vending machines 6. Refill hand soap and paper towel dispensers to a full level 		Daily
<ul style="list-style-type: none"> 7. Clean interior of microwaves 8. Spray-buff all resilient tile 	Weekly	
<ul style="list-style-type: none"> 9. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 10. Strip and refinish all resilient tile 	Semi-annually	
<p>Stairwells</p> <ul style="list-style-type: none"> 1. Police all stairwells used for normal egress for trash and debris 2. Sweep stairs and landings unless if carpeted then the stairs and landing must be vacuumed 3. Dust handrails 4. If stairs and landing is not carpet then they shall be wet mopped 		Daily
<ul style="list-style-type: none"> 5. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 6. Shampoo/bonnet or dry powder clean carpeting 	Quarterly	
<ul style="list-style-type: none"> 7. Strip and refinish all resilient tile 	Semi-annually	
<p>Elevator</p> <ul style="list-style-type: none"> 1. Clean elevators, remove unsightly marks, fingerprints and soil spots 2. Vacuum or sweep interior 		Daily
<p>Exterior Main Entrances</p> <ul style="list-style-type: none"> 1. Vacuum all floor mats 2. Police the entrance area for trash and debris 3. Wash and wipe dry exterior doors and walls 4. Spot clean all interior glass and glass doors 		Daily

Total Square Footage: 29,187

Facilities Maintenance Building 1-E

Location: 6000 E. Rochelle

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<u>MINIMUM REQUIRED TASKS</u>	<u>FREQUENCY</u>
General Office And Public Area	
1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. Secure doors and turn off unnecessary lights	Daily
10. Dust picture frames and wall ornaments	Weekly
11. Brush or vacuum air returns, vents and areas around vents 12. Vacuum, brush or dust all high areas including walls and ceilings 13. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 14. Dust and clean cove base 15. Dust and clean all vertical or horizontal blinds 16. Clean light fixtures and diffusers	Monthly
17. Shampoo/bonnet or dry powder clean carpeting 18. Squeegee clean all ground floor exterior or upper floor windows	Quarterly
Restrooms	
1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers	Daily
11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look	Weekly
16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile	Monthly
19. Strip and refinish all resilient tile	Semi-annually

Trailers 1-I

Location: 5877 E. Flamingo Rd.

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<u>MINIMUM REQUIRED TASKS</u>	<u>FREQUENCY</u>
<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	Daily
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	Weekly
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	Monthly
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	Quarterly
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	Semi-annually

Restrooms	
1. Trash receptacles shall be emptied	
2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish	
3. Wash mirrors with glass cleaner	
4. Clean, polish and sanitize sinks, counters and trim	
5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits	
6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers	Daily
7. Remove any graffiti that will scrub off	
8. Clean and polish all stainless steel fixtures and dispensers	
9. Sweep, Damp mop and sanitize tile floors	
10. Stocking restroom dispensers	
11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely	
12. Wash and sanitize walls and floor tile	
13. Damp-wipe and clean doors and jambs	Weekly
14. Remove lime and scale buildup from plumbing fixtures	
15. Spray-buff all resilient tile to restore a "just waxed" look	
16. Brush and vacuum air returns, vents and area around vents	
17. Vacuum brush or dust all high areas including walls and ceilings	Monthly
18. Scrub and recoat all resilient tile	
19. Strip and refinish all resilient tile	Semi-annually
Kitchen	
1. Wash and sanitize table tops, damp clean chair seats and backs	
2. Spot clean all mirror or glass surfaces	
3. Sweep and damp mop all resilient flooring	
4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle	Daily
5. Clean sink and outside of appliances including vending machines	
6. Refill hand soap and paper towel dispensers to a full level	
7. Clean interior of microwaves	Weekly
8. Spray-buff all resilient tile	
9. Scrub and recoat all resilient tile	Monthly
10. Strip and refinish all resilient tile	Semi-annually
Exterior Main Entrances	
1. Vacuum all floor mats	Daily
2. Police the entrance area for trash and debris	
3. Wash and wipe dry exterior doors and walls	
4. Spot clean all interior glass and glass doors	

Total Square Footage: 4,393

Support Facilities 1-O

Location: 6000 E. Rochelle.

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS	FREQUENCY
<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	Daily
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	Weekly
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	Monthly
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	Quarterly
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	Semi-annually

Restrooms	
1. Trash receptacles shall be emptied	
2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish	
3. Wash mirrors with glass cleaner	
4. Clean, polish and sanitize sinks, counters and trim	
5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits	
6. Clean and sanitize showers	Daily
7. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers	
8. Remove any graffiti that will scrub off	
9. Clean and polish all stainless steel fixtures and dispensers	
10. Sweep, Damp mop and sanitize tile floors	
11. Stocking restroom dispensers	
12. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely	
13. Wash and sanitize walls and floor tile	
14. Damp-wipe and clean doors and jambs	Weekly
15. Remove lime and scale buildup from plumbing fixtures	
16. Spray-buff all resilient tile to restore a "just waxed" look	
17. Brush and vacuum air returns, vents and area around vents	
18. Vacuum brush or dust all high areas including walls and ceilings	Monthly
19. Scrub and recoat all resilient tile	
20. Strip and refinish all resilient tile	Semi-annually
Kitchen	
1. Wash and sanitize table tops, damp clean chair seats and backs	
2. Spot clean all mirror or glass surfaces	
3. Sweep and damp mop all resilient flooring	
4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle	Daily
5. Clean sink and outside of appliances including vending machines	
6. Refill hand soap and paper towel dispensers to a full level	
7. Clean interior of microwaves	
8. Spray-buff all resilient tile	Weekly
9. Scrub and recoat all resilient tile	Monthly
10. Strip and refinish all resilient tile	Semi-annually
Exterior Main Entrances	
1. Vacuum all floor mats	Daily
2. Police the entrance area for trash and debris	
3. Wash and wipe dry exterior doors and walls	
4. Spot clean all interior glass and glass doors	

Total Square Footage: 46,120

OCC Building 3-G

Location: 6000 E. Rochelle.

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	<p>Daily</p>
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	<p>Weekly</p>
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	<p>Quarterly</p>
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Clean and sanitize showers 7. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 8. Remove any graffiti that will scrub off 9. Clean and polish all stainless steel fixtures and dispensers 10. Sweep, Damp mop and sanitize tile floors 11. Stocking restroom dispensers 	<p>Daily</p>

<ul style="list-style-type: none"> 12. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 13. Wash and sanitize walls and floor tile 14. Damp-wipe and clean doors and jambs 15. Remove lime and scale buildup from plumbing fixtures 16. Spray-buff all resilient tile to restore a "just waxed" look 	Weekly	
<ul style="list-style-type: none"> 17. Brush and vacuum air returns, vents and area around vents 18. Vacuum brush or dust all high areas including walls and ceilings 19. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 20. Strip and refinish all resilient tile 	Semi-annually	
<p>Kitchen</p> <ul style="list-style-type: none"> 1. Wash and sanitize table tops, damp clean chair seats and backs 2. Spot clean all mirror or glass surfaces 3. Sweep and damp mop all resilient flooring 4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle 5. Clean sink and outside of appliances including vending machines 6. Refill hand soap and paper towel dispensers to a full level 		Daily
<ul style="list-style-type: none"> 7. Clean interior of microwaves 8. Spray-buff all resilient tile 	Weekly	
<ul style="list-style-type: none"> 9. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 10. Strip and refinish all resilient tile 	Semi-annually	
<p>Stairwells</p> <ul style="list-style-type: none"> 1. Police all stairwells used for normal egress for trash and debris 2. Sweep stairs and landings unless if carpeted then the stairs and landing must be vacuumed 3. Dust handrails 4. If stairs and landing is not carpet then they shall be wet mopped 		Daily
<ul style="list-style-type: none"> 5. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 6. Shampoo/bonnet or dry powder clean carpeting 	Quarterly	
<ul style="list-style-type: none"> 7. Strip and refinish all resilient tile 	Semi-annually	
<p>Elevator</p> <ul style="list-style-type: none"> 1. Clean elevators, remove unsightly marks, fingerprints and soil spots 2. Vacuum or sweep interior 		Daily
<p>Exterior Main Entrances</p> <ul style="list-style-type: none"> 1. Vacuum all floor mats 2. Police the entrance area for trash and debris 3. Wash and wipe dry exterior doors and walls 4. Spot clean all interior glass and glass doors 		Daily

Total Square Footage: 14,042

AWT Laboratory Building 13-F

Location: 4300 S. Hollywood

Service Days & Hours: Seven days a week

MINIMUM REQUIRED TASKS

FREQUENCY

<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	Daily
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	Weekly
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	Monthly
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	Quarterly
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	Semi-annually
<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Clean and sanitize showers 7. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 8. Remove any graffiti that will scrub off 9. Clean and polish all stainless steel fixtures and dispensers 10. Sweep, Damp mop and sanitize tile floors 	Daily

11. Stocking restroom dispensers	
12. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 13. Wash and sanitize walls and floor tile 14. Damp-wipe and clean doors and jambs 15. Remove lime and scale buildup from plumbing fixtures 16. Spray-buff all resilient tile to restore a "just waxed" look	Weekly
17. Brush and vacuum air returns, vents and area around vents 18. Vacuum brush or dust all high areas including walls and ceilings 19. Scrub and recoat all resilient tile	Monthly
20. Strip and refinish all resilient tile	Semi-annually
Kitchen 1. Wash and sanitize table tops, damp clean chair seats and backs 2. Spot clean all mirror or glass surfaces 3. Sweep and damp mop all resilient flooring 4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle 5. Clean sink and outside of appliances including vending machines 6. Refill hand soap and paper towel dispensers to a full level	Daily
7. Clean interior of microwaves 8. Spray-buff all resilient tile	Weekly
9. Scrub and recoat all resilient tile	Monthly
10. Strip and refinish all resilient tile	Semi-annually
Stairwells 1. Police all stairwells used for normal egress for trash and debris 2. Sweep stairs and landings unless if carpeted then the stairs and landing must be vacuumed 3. Dust handrails 4. If stairs and landing is not carpet then they shall be wet mopped 5. Scrub and recoat all resilient tile	Daily
6. Shampoo/bonnet or dry powder clean carpeting	Quarterly
7. Strip and refinish all resilient tile	Semi-annually
Elevator 1. Clean elevators, remove unsightly marks, fingerprints and soil spots 2. Vacuum or sweep interior	Daily
Exterior Main Entrances 1. Vacuum all floor mats 2. Police the entrance area for trash and debris 3. Wash and wipe dry exterior doors and walls 4. Spot clean all interior glass and glass doors	Daily

Total Square Footage: 20,945

Fleet Facility 13-L

Location: 4300 S. Hollywood

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	Daily
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	Weekly
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	Monthly
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	Quarterly
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	Semi-annually
<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Clean and sanitize showers 7. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 8. Remove any graffiti that will scrub off 9. Clean and polish all stainless steel fixtures and dispensers 10. Sweep, Damp mop and sanitize tile floors 	Daily

11. Stocking restroom dispensers	
12. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 13. Wash and sanitize walls and floor tile 14. Damp-wipe and clean doors and jambs 15. Remove lime and scale buildup from plumbing fixtures 16. Spray-buff all resilient tile to restore a "just waxed" look	Weekly
17. Brush and vacuum air returns, vents and area around vents 18. Vacuum brush or dust all high areas including walls and ceilings 19. Scrub and recoat all resilient tile	Monthly
20. Strip and refinish all resilient tile	Semi-annually
Kitchen 1. Wash and sanitize table tops, damp clean chair seats and backs 2. Spot clean all mirror or glass surfaces 3. Sweep and damp mop all resilient flooring 4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle 5. Clean sink and outside of appliances including vending machines 6. Refill hand soap and paper towel dispensers to a full level	Daily
7. Clean interior of microwaves 8. Spray-buff all resilient tile	Weekly
9. Scrub and recoat all resilient tile	Monthly
10. Strip and refinish all resilient tile	Semi-annually
Stairwells 1. Police all stairwells used for normal egress for trash and debris 2. Sweep stairs and landings unless if carpeted then the stairs and landing must be vacuumed 3. Dust handrails 4. If stairs and landing is not carpet then they shall be wet mopped 5. Scrub and recoat all resilient tile	Daily
6. Shampoo/bonnet or dry powder clean carpeting	Quarterly
7. Strip and refinish all resilient tile	Semi-annually
Elevator 1. Clean elevators, remove unsightly marks, fingerprints and soil spots 2. Vacuum or sweep interior	Daily
Exterior Main Entrances 1. Vacuum all floor mats 2. Police the entrance area for trash and debris 3. Wash and wipe dry exterior doors and walls 4. Spot clean all interior glass and glass doors	Daily

Total Square Footage: 15,390

New Solids Dewatering Building 14-A

Location: 4300 S. Hollywood

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	<p>Daily</p>
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	<p>Weekly</p>
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	<p>Quarterly</p>
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Clean and sanitize showers 7. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 8. Remove any graffiti that will scrub off 9. Clean and polish all stainless steel fixtures and dispensers 10. Sweep, Damp mop and sanitize tile floors 11. Stocking restroom dispensers 	<p>Daily</p>

<ul style="list-style-type: none"> 12. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 13. Wash and sanitize walls and floor tile 14. Damp-wipe and clean doors and jambs 15. Remove lime and scale buildup from plumbing fixtures 16. Spray-buff all resilient tile to restore a "just waxed" look 	Weekly	
<ul style="list-style-type: none"> 17. Brush and vacuum air returns, vents and area around vents 18. Vacuum brush or dust all high areas including walls and ceilings 19. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 20. Strip and refinish all resilient tile 	Semi-annually	
<p>Kitchen</p> <ul style="list-style-type: none"> 1. Wash and sanitize table tops, damp clean chair seats and backs 2. Spot clean all mirror or glass surfaces 3. Sweep and damp mop all resilient flooring 4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle 5. Clean sink and outside of appliances including vending machines 6. Refill hand soap and paper towel dispensers to a full level 		Daily
<ul style="list-style-type: none"> 7. Clean interior of microwaves 8. Spray-buff all resilient tile 	Weekly	
<ul style="list-style-type: none"> 9. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 10. Strip and refinish all resilient tile 	Semi-annually	
<p>Stairwells</p> <ul style="list-style-type: none"> 1. Police all stairwells used for normal egress for trash and debris 2. Sweep stairs and landings unless if carpeted then the stairs and landing must be vacuumed 3. Dust handrails 4. If stairs and landing is not carpet then they shall be wet mopped 		Daily
<ul style="list-style-type: none"> 5. Scrub and recoat all resilient tile 	Monthly	
<ul style="list-style-type: none"> 6. Shampoo/bonnet or dry powder clean carpeting 	Quarterly	
<ul style="list-style-type: none"> 7. Strip and refinish all resilient tile 	Semi-annually	
<p>Elevator</p> <ul style="list-style-type: none"> 1. Clean elevators, remove unsightly marks, fingerprints and soil spots 2. Vacuum or sweep interior 		Daily
<p>Exterior Main Entrances</p> <ul style="list-style-type: none"> 1. Vacuum all floor mats 2. Police the entrance area for trash and debris 3. Wash and wipe dry exterior doors and walls 4. Spot clean all interior glass and glass doors 		Daily

Total Square Footage:21,267

Septage Receiving Area 3-B

Location:

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

Restrooms	
1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers	Daily
11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look	Weekly
16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile	Monthly
19. Strip and refinish all resilient tile	Semi-annually

Total Square Footage: 2,346

Sludge Dewatering Building 3-M

Location: 6000 E. Rochelle

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>General Office And Public Area</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights 	<p>Daily</p>
<ol style="list-style-type: none"> 13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways 	<p>Weekly</p>
<ol style="list-style-type: none"> 18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows 	<p>Quarterly</p>
<ol style="list-style-type: none"> 27. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers 	<p>Daily</p>

<ul style="list-style-type: none"> 11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look 	<p>Weekly</p>
<ul style="list-style-type: none"> 16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ul style="list-style-type: none"> 19. Strip and refinish all resilient tile 	<p>Semi-annually</p>

Total Square Footage: 30,311

South Secondary RAS Pump Control Center 4-K

Location: 6000 E. Rochelle

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers 	<p>Daily</p>
<ol style="list-style-type: none"> 11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look 	<p>Weekly</p>
<ol style="list-style-type: none"> 16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 19. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Exterior Main Entrances</p> <ol style="list-style-type: none"> 1. Vacuum all floor mats 2. entire resilient tile floor shall be swept 3. resilient tile floor shall be wet mopped 4. Police the entrance area for trash and debris 5. Wash and wipe dry exterior doors and walls 6. Spot clean all interior glass and glass doors 	<p>Daily</p>

Total Square Footage: 3,261

Sludge Thickening Building #2, 5-G

Location: 6000 E. Rochelle

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers 	Daily
<ol style="list-style-type: none"> 11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look 	Weekly
<ol style="list-style-type: none"> 16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile 	Monthly
<ol style="list-style-type: none"> 19. Strip and refinish all resilient tile 	Semi-annually
<p>Exterior Main Entrances</p> <ol style="list-style-type: none"> 1. Vacuum all floor mats 2. entire resilient tile floor shall be swept 3. resilient tile floor shall be wet mopped 4. Police the entrance area for trash and debris 5. Wash and wipe dry exterior doors and walls 6. Spot clean all interior glass and glass doors 	Daily

Total Square Footage: 10,720

Filter Control Building 5-K

Location: 6000 E. Rochelle

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers 	<p>Daily</p>
<ol style="list-style-type: none"> 11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look 	<p>Weekly</p>
<ol style="list-style-type: none"> 16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 19. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Exterior Main Entrances</p> <ol style="list-style-type: none"> 1. Vacuum all floor mats 2. entire resilient tile floor shall be swept 20. resilient tile floor shall be wet mopped 21. Police the entrance area for trash and debris 22. Wash and wipe dry exterior doors and walls 23. Spot clean all interior glass and glass doors 	<p>Daily</p>

Total Square Footage: 750

Blower Building 5-L

Location: 6000 E. Rochelle

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS

FREQUENCY

<p>Restrooms</p> <ol style="list-style-type: none"> 1. Trash receptacles shall be emptied 2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish 3. Wash mirrors with glass cleaner 4. Clean, polish and sanitize sinks, counters and trim 5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits 6. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers 7. Remove any graffiti that will scrub off 8. Clean and polish all stainless steel fixtures and dispensers 9. Sweep, Damp mop and sanitize tile floors 10. Stocking restroom dispensers 	<p>Daily</p>
<ol style="list-style-type: none"> 11. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely 12. Wash and sanitize walls and floor tile 13. Damp-wipe and clean doors and jambs 14. Remove lime and scale buildup from plumbing fixtures 15. Spray-buff all resilient tile to restore a "just waxed" look 	<p>Weekly</p>
<ol style="list-style-type: none"> 16. Brush and vacuum air returns, vents and area around vents 17. Vacuum brush or dust all high areas including walls and ceilings 18. Scrub and recoat all resilient tile 	<p>Monthly</p>
<ol style="list-style-type: none"> 19. Strip and refinish all resilient tile 	<p>Semi-annually</p>
<p>Exterior Main Entrances</p> <ol style="list-style-type: none"> 1. Vacuum all floor mats 2. entire resilient tile floor shall be swept 3. resilient tile floor shall be wet mopped 4. Police the entrance area for trash and debris 5. Wash and wipe dry exterior doors and walls 6. Spot clean all interior glass and glass doors 	<p>Daily</p>

Total Square Footage: 1755

Desert Breeze

Location: 4085 S. Tomsik

Service Days & Hours: Monday through Friday – Must start by 5:00 pm

MINIMUM REQUIRED TASKS	FREQUENCY
General Office And Public Area	
1. Trash receptacles shall be emptied 2. Dust and clean fingerprints from all exposed furniture tops 3. Phones should be wiped clean 4. Shredder waste baskets will be emptied and cleaned 5. Clean, sanitize and polish drinking fountains 6. Carpets shall be vacuumed 7. Carpets shall be spot cleaned 8. Vacuum all floor mats 9. entire resilient tile floor shall be swept 10. resilient tile floor shall be wet mopped 11. Spot clean all interior glass and glass doors 12. Secure doors and turn off unnecessary lights	Daily
13. Spray-buff all resilient tile 14. Dust picture frames and wall ornaments 15. Dust lower portion, one half of doors and door jambs 16. remove all spots and marks from walls around light switches and door jambs 17. Squeegee clean all interior glass doors, ground floor exterior or upper floor windows along public accessible walkways	Weekly
18. Brush or vacuum air returns, vents and areas around vents 19. Vacuum, brush or dust all high areas including walls and ceilings 20. Shampoo/bonnet or dry powder clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing 21. Dust and clean cove base 22. Dust and clean all vertical or horizontal blinds 23. Clean light fixtures and diffusers 24. Scrub and recoat all resilient tile	Monthly
25. Shampoo/bonnet or dry powder clean carpeting 26. Squeegee clean all ground floor exterior or upper floor windows	Quarterly
27. Strip and refinish all resilient tile	Semi-annually

Restrooms	
1. Trash receptacles shall be emptied	
2. Empty sanitary napkin disposal units, replace liners, clean, sanitize, and polish	
3. Wash mirrors with glass cleaner	
4. Clean, polish and sanitize sinks, counters and trim	
5. Clean and sanitize toilets, seats, urinals, and chrome fixtures. Remove mineral deposits	
6. Clean and sanitize showers	Daily
7. Spot clean partition doors. Spot clean partition walls and tile or painted walls beside urinals and toilets. Spot clean walls around trash receptacle, soap dispensers, sinks, around and under hand towel dispensers	
8. Remove any graffiti that will scrub off	
9. Clean and polish all stainless steel fixtures and dispensers	
10. Sweep, Damp mop and sanitize tile floors	
11. Stocking restroom dispensers	
12. Sanitize and wipe dry all partitions, walls and doors, tile walls, or any other cleanable wall surfaces entirely	
13. Wash and sanitize walls and floor tile	
14. Damp-wipe and clean doors and jambs	Weekly
15. Remove lime and scale buildup from plumbing fixtures	
16. Spray-buff all resilient tile to restore a "just waxed" look	
17. Brush and vacuum air returns, vents and area around vents	
18. Vacuum brush or dust all high areas including walls and ceilings	Monthly
19. Scrub and recoat all resilient tile	
20. Strip and refinish all resilient tile	Semi-annually
Kitchen	
1. Wash and sanitize table tops, damp clean chair seats and backs	
2. Spot clean all mirror or glass surfaces	
3. Sweep and damp mop all resilient flooring	
4. Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle	Daily
5. Clean sink and outside of appliances including vending machines	
6. Refill hand soap and paper towel dispensers to a full level	
7. Clean interior of microwaves	
8. Spray-buff all resilient tile	Weekly
9. Scrub and recoat all resilient tile	Monthly
10. Strip and refinish all resilient tile	Semi-annually
Exterior Main Entrances	
1. Vacuum all floor mats	Daily
2. Police the entrance area for trash and debris	
3. Wash and wipe dry exterior doors and walls	
4. Spot clean all interior glass and glass doors	

Total Square Footage:

CLARK COUNTY WATER RECLAMATION DISTRICT

V - BID FORM BID NO. 918-11 JANITORIAL SERVICES

Name of Firm

This bid is submitted in response to DISTRICT'S Invitation To Bid and is in accordance with all conditions and specifications in this document.

Item #	DESCRIPTION	QUANTITY	YEARLY COST
1	New Administration Building, Building 1-A Cost per Monthly Cleaning \$ _____	X 12	\$ _____
2	Old Administration Building, Building 1-B Cost per Monthly Cleaning \$ _____	X 12	\$ _____
3	Facilities Maintenance Building, Building 1-E Cost per Monthly Cleaning \$ _____	X 12	\$ _____
4	Trailers, Building 1-I Cost per Monthly Cleaning \$ _____	X 12	\$ _____
5	Support Facilities, Building 1-O Cost per Monthly Cleaning \$ _____	X 12	\$ _____
6	OCC Building, Building 3-G Cost per Monthly Cleaning \$ _____	X 12	\$ _____
7	AWT Laboratory, Building 13-F Cost per Monthly Cleaning \$ _____	X 12	\$ _____
8	Fleet Facility, Building 13-L Cost per Monthly Cleaning \$ _____	X 12	\$ _____
9	New Solids Dewatering, Building 14-A Cost per Monthly Cleaning \$ _____	X 12	\$ _____
10	Septage Receiving Area – Main floor, Building 3-B Cost per Monthly Cleaning \$ _____	X 12	\$ _____
11	Sludge Dewatering Building, Building 3-M Cost per Monthly Cleaning \$ _____	X 12	\$ _____
12	South Secondary RAS Pump Control Center, Building 4-K Cost per Monthly Cleaning \$ _____	X 12	\$ _____
13	Sludge Thickening Building, Building 5-G Cost per Monthly Cleaning \$ _____	X 12	\$ _____
14	Filter Control Building, Building 5-K Cost per Monthly Cleaning \$ _____	X 12	\$ _____
15	Blower Building, Building 5-L Cost per Monthly Cleaning \$ _____	X 12	\$ _____
16	Desert Breeze Water Resource Center Cost per Monthly Cleaning \$ _____	X 12	\$ _____
Grand Total			\$ _____

TERMS OF PAYMENT:

_____% , _____ calendar days.

ATTACHMENTS TO BID FORM

FAILURE TO SUBMIT REQUIRED ATTACHMENTS AS LISTED BELOW MAY RESULT IN REJECTION OF BID.

1. **Attachment 2**, Subcontractor Information, is attached.
2. Copies of the Technical Specification pages showing conformance to or variations from the specifications are attached.
3. Bid bond is attached.

Bidder is responsible to ascertain the number of Addenda issued and hereby acknowledges receipt of the following Addendum: **FAILURE TO ACKNOWLEDGE ALL ADDENDA ISSUED AND USE THE CORRECT BID FORM AS REQUIRED, MAY RESULT IN REJECTION OF BID.**

Addendum No. _____	Addendum No. _____	Addendum No. _____	_____
Addendum No. _____	Addendum No. _____	Addendum No. _____	_____
Addendum No. _____	Addendum No. _____	Addendum No. _____	_____

Bidder hereby offers and agrees to furnish the material(s) and service(s) in compliance with all terms, conditions, specifications, and amendments in the Invitation to Bid and any written exceptions in the offer. We understand that the items in this Invitation to Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Clark County Water Reclamation District.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

SIGNATURE OF AUTHORIZED REPRESENTATIVE	LEGAL NAME OF FIRM
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)	ADDRESS OF FIRM
PHONE NUMBER OF AUTHORIZED REPRESENTATIVE	CITY, STATE ZIP
EMAIL ADDRESS	DATE
BUSINESS LICENSE INFORMATION	
CURRENT STATE: LICENSE NO.	ISSUE DATE: EXPIRATION DATE:
CURRENT COUNTY: LICENSE NO.	ISSUE DATE: EXPIRATION DATE:
CURRENT CITY: LICENSE NO.	ISSUE DATE: EXPIRATION DATE:

FOR INFORMATIONAL PURPOSES ONLY:

The above referenced firm is a MBE WBE PBE SBE NBE LBE as defined below.

STATE OF NEVADA BUSINESSES

MINORITY OWNED BUSINESS ENTERPRISE (MBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

WOMEN OWNED BUSINESS ENTERPRISE (WBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

PHYSICALLY-CHALLENGED BUSINESS ENTERPRISE (PBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

SMALL BUSINESS ENTERPRISE (SBE):

An independent and continuing Nevada business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

NEVADA BUSINESS ENTERPRISE (NBE):

Any Nevada business which has the resources necessary to sufficiently perform identified DISTRICT projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

BUSINESSES IN OTHER STATES

LARGE BUSINESS ENTERPRISE (LBE):

An independent and continuing business for profit which performs a commercially useful function and is not located in Nevada.

BID BOND

IMPORTANT: SURETY COMPANIES EXECUTING BONDS MUST BE LICENSED TO ISSUE SURETY BY THE STATE OF NEVADA INSURANCE DIVISION PURSUANT TO NEVADA REVISED STATUTE 683A AND ISSUED BY AN APPOINTED PRODUCER OF INSURANCE PURSUANT TO NEVADA REVISED STATUTE 683A. INDIVIDUAL SURETY BONDS ARE NOT ACCEPTABLE.

KNOW ALL MEN BY THESE PRESENTS,

That we, the undersigned, _____ as Principal Contractor, and _____ as Surety, are hereby held and firmly bound unto CLARK COUNTY WATER RECLAMATION DISTRICT in the penal sum of five (5) percent of the base bid amount for the payment of which, well and truly to be made, were hereby jointly and severally bind ourselves, successors and assigns.

Signed this _____ day of _____, 20_____.

The condition of the above obligation is such that whereas the Principal has submitted to CLARK COUNTY WATER RECLAMATION DISTRICT a certain BID, attached hereto and hereby made a part hereof to enter into a CONTRACT in writing, for **BID NO. ASK PROJECT NUMBER, ASK PROJECT DESCRIPTION.**

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal Contractor shall deliver a insurance certificate and bonds pursuant to the forms attached hereto properly completed in accordance with said BID, and shall furnish a BOND for their faithful performance of said CONTRACT, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the Agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect: it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the DISTRICT may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and the Surety has caused their seal to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Bond must be acceptable to Clark County. (SEAL AND NOTARIAL ACKNOWLEDGMENT OF SURETY)

<p>_____ (Principal Contractor)</p> <p>_____ (Authorized Representative and Title)</p> <p>By: _____ (Signature)</p>	<p>_____ Surety: _____</p> <p>_____ (State of Nevada, License Number)</p> <p>_____ (Appointed Agent Name)</p> <p>By: _____ (Signature)</p> <p>Address: _____</p> <p>Telephone: _____</p>
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SUBCONTRACTOR INFORMATION

It is our intent to utilize the following MBE, WBE, PBE, SBE, and NBE subcontractors in association with CONTRACT:

1. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

 2. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

 3. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

 4. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

 5. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

 6. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

 7. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE
- No MBE, WBE, PBE, SBE, NBE subcontractors will be used.

INSURANCE REQUIREMENTS

TO ENSURE COMPLIANCE WITH THE BID DOCUMENT, BIDDERS SHOULD FORWARD THE FOLLOWING INSURANCE CLAUSE AND SAMPLE INSURANCE FORM TO THEIR INSURANCE AGENT PRIOR TO BID SUBMITTAL

1. FORMAT / TIME

SUCCESSFUL BIDDER shall provide DISTRICT with Certificates of Insurance, per the sample format (page 2-3), for coverages as listed below, and endorsements affecting coverage required by this bid within ten **(10) calendar days** after the award by DISTRICT. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the certificate of insurance, and shall be maintained for the duration of CONTRACT and any renewal periods.

2. BEST KEY RATING

DISTRICT requires insurance carriers to maintain during CONTRACT term, a Best Key Rating of A.VII or higher, which shall be fully disclosed and entered on the certificate of insurance.

3. DISTRICT COVERAGE

DISTRICT, its officers and employees must be expressly covered as additional insureds except on workers' compensation insurance coverages. SUCCESSFUL BIDDER'S insurance shall be primary as respects DISTRICT, its officers and employees.

4. ENDORSEMENT / CANCELLATION

SUCCESSFUL BIDDER'S commercial general liability and automobile liability insurance policy shall be endorsed to recognize specifically SUCCESSFUL BIDDER'S contractual obligation of additional insured to DISTRICT. All policies must note that DISTRICT will be given thirty (30) calendar days advance notice by certified mail "return receipt requested" of any policy changes, cancellations, or any erosion of insurance limits.

5. DEDUCTIBLES

All deductibles and self insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed **\$25,000**.

6. AGGREGATE LIMITS

If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than **\$2,000,000**.

7. COMMERCIAL GENERAL LIABILITY

Subject to paragraph 6 of this attachment, SUCCESSFUL BIDDER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial General Liability coverage shall be on a "per occurrence" basis only, not "claims made", and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form.

8. AUTOMOBILE LIABILITY

Subject to paragraph 6 of this attachment, SUCCESSFUL BIDDER shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury and property damage, to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by SUCCESSFUL BIDDER and any auto used for the performance of services under CONTRACT.

9. WORKERS' COMPENSATION

SUCCESSFUL BIDDER shall obtain and maintain for the duration of CONTRACT, a work certificate **and/or** a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Bidder who is a Sole Proprietor shall be required to submit an affidavit (Attachment 3) indicating that Bidder has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

10. FAILURE TO MAINTAIN COVERAGE

If SUCCESSFUL BIDDER fails to maintain any of the insurance coverages required herein, DISTRICT may withhold payment, order SUCCESSFUL BIDDER to stop the work, declare SUCCESSFUL BIDDER in breach, suspend or terminate CONTRACT, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. DISTRICT may collect any replacement insurance costs or premium payments made from SUCCESSFUL BIDDER or deduct the amount paid from any sums due SUCCESSFUL BIDDER under CONTRACT.

11. ADDITIONAL INSURANCE

SUCCESSFUL BIDDER is encouraged to purchase any such additional insurance as it deems necessary.

12. DAMAGES

SUCCESSFUL BIDDER is required to remedy all injuries to persons and damage or loss to any property of DISTRICT, caused in whole or in part by SUCCESSFUL BIDDER, their subcontractors or anyone employed, directed or supervised by SUCCESSFUL BIDDER.

13. COST

SUCCESSFUL BIDDER shall pay all associated costs for the specified insurance. The cost shall be included in the bid price(s).

14. INSURANCE SUBMITTAL ADDRESS

All Insurance Certificates requested shall be sent to the Clark County Water Reclamation District Purchasing and Contracts Department, Attention: Insurance Coordinator. See the "Submission of Bids" clause in the Instruction to Bidders section of this bid for the appropriate mailing address.

15. INSURANCE FORM INSTRUCTIONS

The following information must be filled in by SUCCESSFUL BIDDERS' Insurance Company representative:

- A. Insurance Broker's name, complete address, contact name, phone and fax numbers.
- B. SUCCESSFUL BIDDER'S name, complete address, phone and fax numbers.
- C. Insurance Company's Best Key Rating
- D. Commercial General Liability (Per Occurrence)
 - (A) Policy Number
 - (B) Policy Effective Date
 - (C) Policy Expiration Date
 - (D) General Aggregate (\$2,000,000)
 - (E) Products - Completed Operations Aggregate (\$2,000,000)
 - (F) Personal & Advertising Injury (\$1,000,000)
 - (G) Each Occurrence (\$1,000,000)
 - (H) Fire Damage (\$50,000)
 - (I) Medical Expenses (\$5,000)
- E. Automobile Liability (Any Auto)
 - (J) Policy Number
 - (K) Policy Effective Date
 - (L) Policy Expiration Date
 - (M) Combined Single Limit (\$1,000,000)
- F. Worker's Compensation
- G. Description: Bid Number ASK Project Number and ASK project description (must be identified on the initial insurance form and each renewal form).
- H. Certificate Holder
Clark County Water Reclamation District
c/o Purchasing and Contracts Department
5857 East Flamingo Road
Las Vegas, Nevada 89122
- I. Appointed Agent Signature to include license number and issuing state.

CLARK COUNTY CERTIFICATE OF INSURANCE

ISSUED DAY (MM/DD/YY)

PRODUCER 1. INSURANCE BROKER'S NAME, ADDRESS, CONTACT NAME, PHONE & FAX NUMBERS	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED 2. SUCCESSFUL BIDDER'S NAME, ADDRESS, PHONE & FAX NUMBERS	COMPANIES AFFORDING COVERAGE	3. BEST RATING
	COMPANY A LETTER	COMPANY'S
	COMPANY B LETTER	BEST KEY
	COMPANY C LETTER	RATING
	COMPANY D LETTER	

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
4.	GENERAL LIABILITY	(A)	(B)	(C)	GENERAL AGGREGATE	\$(D) 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$(E) 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$(F) 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$(G) 1,000,000
	<input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE				FIRE DAMAGE (Any one fire)	\$(H) 50,000
	DEDUCTIBLE \$ _____				MED. EXPENSE (Any one person)	\$(I) 5,000
	5.	AUTOMOBILE LIABILITY	(J)	(K)	(L)	COMBINED SINGLE LIMIT
<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident)	\$
<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE	\$
<input type="checkbox"/> HIRED AUTOS						
<input type="checkbox"/> NON-OWNED AUTOS						
DEDUCTIBLE \$ _____						
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASECPOLICY LIMIT	\$
					DISEASECEACH EMPLOYEE	\$
7.	PROFESSIONAL LIABILITY	(N)	(O)	(P)	AGGREGATE	\$(Q) 1,000,000
8.	HOMEOWNER'S LIABILITY	(R)	(S)	(T)	LIMIT (PER OCCURRENCE)	\$(U) 300,000

9. DESCRIPTION OF BID: BID NO. ASK project number; ASK project description.

10. CERTIFICATE HOLDER CLARK COUNTY WATER RECLAMATION DISTRICT C/O PURCHASING AND CONTRACTS DEPARTMENT 5857 E. FLAMINGO RD LAS VEGAS, NV 89122	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. 11. APPOINTED AGENT SIGNATURE _____ INSURER LICENSE NUMBER _____ ISSUED BY STATE OF _____
---	--

POLICY NUMBER: _____

COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY

BID NUMBER AND PROJECT NAME: _____

THIS ENDORSEMENT CHANGED THE POLICY. PLEASE READ IT CAREFULLY
ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CLARK COUNTY WATER RECLAMATION DISTRICT
C/O PURCHASING AND CONTRACTS DEPARTMENT
5857 EAST FLAMINGO ROAD
LAS VEGAS, NEVADA 89122

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

CLARK COUNTY, NEVADA, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.

**AFFIDAVIT
(ONLY REQUIRED FOR A SOLE PROPRIETOR)**

I, _____, on behalf of my company, _____, being
(Name of Sole Proprietor) (Legal Name of Company)
duly sworn, depose and declare:

1. I am a Sole Proprietor;
2. I will not use the services of any employees in the performance of CONTRACT, identified as Bid No. ASK project number, entitled ASK project description;
3. I have elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and
4. I am otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

I release Clark County Water Reclamation District from all liability associated with claims made against me and my company, in the performance of CONTRACT, that relate to compliance with NRS Chapters 616A-616D, inclusive.

Signed this _____ day of _____, _____.

Signature

State of Nevada)
)ss.
County of Clark)

Signed and sworn to (or affirmed) before me on this _____ day of _____, _____,
by _____ (name of person making statement).

Notary Signature

STAMP AND SEAL

PERFORMANCE BOND

IMPORTANT: SURETY COMPANIES EXECUTING BONDS MUST BE LICENSED TO ISSUE SURETY BY THE STATE OF NEVADA INSURANCE DIVISION PURSUANT TO NEVADA REVISED STATUTE 683A AND ISSUED BY AN APPOINTED PRODUCER OF INSURANCE PURSUANT TO NEVADA REVISED STATUTE 683A. INDIVIDUAL SURETY BONDS ARE NOT ACCEPTABLE.

KNOW ALL MEN BY THESE PRESENTS,

That _____, as Principal Contractor, and _____, as Surety, are held and firmly bound unto CLARK COUNTY WATER RECLAMATION DISTRICT, hereinafter called DISTRICT, in the sum of _____ dollars, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Contractor has been recommended for award and shall enter into CONTRACT with said DISTRICT to perform all work required under the Bidding Schedule(s) **BID NO. ASK PROJECT NUMBER** of the DISTRICT'S specifications, entitled **ASK PROJECT DESCRIPTION**.

NOW THEREFORE, if said Contractor shall perform all the requirements of said CONTRACT required to be performed on their part, at the times and in the manner specified therein, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

PROVIDED, that any change order(s), alterations in the work to be done or the materials to be furnished, which may be made pursuant to the terms of said CONTRACT, shall not in any way release said Contractor or said Surety thereunder, nor shall any extensions of time granted under the provisions of said CONTRACT release either said Contractor or said Surety, and notice of such change order(s), alterations or extensions of CONTRACT is hereby waived by said Surety.

SIGNED this _____ day of _____, 20_____

(SEAL AND NOTARIAL ACKNOWLEDGMENT OF SURETY)

(Principal Contractor)

(Authorized Representative and Title)

By: _____
(Signature)

Surety: _____

(Appointed Agent Name)

(State of Nevada, License Number)

By: _____
(Signature)

(Appointed Agent Name)

(License Number and Issuing State)

By: _____
(Signature)

Address: _____

Address: _____

Telephone: _____

Telephone: _____

ISSUING COMPANY MUST HOLD CERTIFICATES OF AUTHORITY AS ACCEPTABLE SURETY ON FEDERAL BONDS AND AS ACCEPTABLE REINSURING COMPANY WITH LISTING IN THE DEPARTMENT OF TREASURY, FISCAL SERVICE, (DEPARTMENT OF CIRCULAR "570," CURRENT REVISIONS).

Purpose of the Form

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of County Commissioners ("BCC") in determining whether members of the BCC should exclude themselves from voting on agenda items where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

General Instructions

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the appropriate Clark County government entity. Failure to submit the requested information may result in a refusal by the BCC to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

Detailed Instructions

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

Business Entity Type – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting 'Other', provide a description of the legal entity.

Non-Profit Organization (NPO) - Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

Business Designation Group – Indicate if the entity is a Minority Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Small Business Enterprise (SBE), or Physically-Challenged Business Enterprise (PBE). This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose.

Minority Owned Business Enterprise (MBE):

An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

Women Owned Business Enterprise (WBE):

An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

Physically-Challenged Business Enterprise (PBE):

An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

Small Business Enterprise (SBE):

An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

Business Name (include d.b.a., if applicable) – Enter the legal name of the business entity and enter the "Doing Business As" (d.b.a.) name, if applicable.

Corporate/Business Address, Business Telephone, Business Fax, and Email – Enter the street address, telephone and fax numbers, and email of the named business entity.

Local Business Address, Local Business Telephone, Local Business Fax, and Email – If business entity is out-of-state, but operates the business from a location in Nevada, enter the Nevada street address, telephone and fax numbers, point of contact and email of the local office. Please note that the local address must be an address from which the business is operating from that location. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

Number of Clark County Nevada Residents employed by this firm.

List of Owners/Officers – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

For All Contracts – (Not required for publicly-traded corporations)

- 1) Indicate if any individual members, partners, owners or principals involved in the business entity are a Clark County full-time employee(s), or appointed/elected official(s). If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any individual members, partners, owners or principals involved in the business entity have a second degree of consanguinity or affinity relation to a Clark County full-time employee(s), or appointed/elected official(s) (reference form on Page 2 for definition). If **YES**, complete the Disclosure of Relationship Form. Clark County is comprised of the following government entities: Clark County, University Medical Center of Southern Nevada, Department of Aviation (McCarran Airport), and Clark County Water Reclamation District. Note: The Department of Aviation includes all of the General Aviation Airports (Henderson, North Las Vegas, and Jean).

A professional service is defined as a business entity that offers business/financial consulting, legal, physician, architect, engineer or other professional services.

Signature and Print Name – Requires signature of an authorized representative and the date signed.

Disclosure of Relationship Form – If any individual members, partners, owners or principals of the business entity is presently a Clark County employee, public officer or official, or has a second degree of consanguinity or affinity relationship to a Clark County employee, public officer or official, this section must be completed in its entirety.

DISCLOSURE OF OWNERSHIP/PRINCIPALS

Business Entity Type						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
Business Designation Group						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/>	<input type="checkbox"/>	
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise			
Corporate/Business Entity Name:						
(Include d.b.a., if applicable)						
Street Address:			Website:			
City, State and Zip Code:			POC Name and Email:			
Telephone No:			Fax No:			
Local Street Address:			Website:			
City, State and Zip Code:			Local Fax No:			
Local Telephone No:			Local POC Name Email:			
Number of Clark County Nevada Residents Employed:						

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned <small>(Not required for Publicly Traded Corporations/Non-profit organizations)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____

This section is not required for publicly-traded corporations.

1. Are any individual members, partners, owners or principals, involved in the business entity, a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?

Yes No (If yes, please note that County employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?

Yes No (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Signature	Print Name
Title	Date

DISCLOSURE OF RELATIONSHIP

List any disclosures below:
(Mark N/A, if not applicable.)

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF COUNTY* EMPLOYEE/OFFICIAL AND JOB TITLE	RELATIONSHIP TO COUNTY* EMPLOYEE/OFFICIAL	COUNTY* EMPLOYEE'S/OFFICIAL'S DEPARTMENT

* County employee means Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District.

“Consanguinity” is a relationship by blood. “Affinity” is a relationship by marriage.

“To the second degree of consanguinity” applies to the candidate’s first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes No Is the County employee(s) noted above involved in any way with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

DISCLOSURE OF RELATIONSHIP

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes No Is the County employee(s) noted above involved in any way with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

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If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

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Notes/Comments:

Signature

Print Name
Authorized Department Representative