



**Washoe County Purchasing Office
Post Office Box 11130
Reno, Nevada 89520-0027
(775) 328-2282 Fax (775) 325-8062
www.washoecounty.us
"Dedicated to Excellence in Public Service"**

Washoe County Invitation to Bid No. 3058-18

Janitorial Services High Security Buildings

BID SURETY REQUIRED

ORIGINAL

**Release Date: June 29, 2018
By: Joan Maddalena, CPSM, C.P.M.**

**Sealed Bids shall be accepted until 5:00 P.M. on
Wednesday July 25, 2018, at the
Washoe County Purchasing Office
1001 E. Ninth St., Bldg. D, Rm. D200
Reno, NV 89512-2845
or through the online bidding services of
www.demandstar.com**

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1. Introduction and Background:

Washoe County is located along the eastern slopes of the Sierra Nevada Mountains in western Nevada. The County covers an area of 6,600 sq. miles in the northwest section of the State bordering California and Oregon and has an approximate population of 400,000 and growing. The County seat is in the City of Reno, the second largest city in Nevada. Other communities in Washoe County are the City of Sparks and Incline Village/Crystal Bay, at Lake Tahoe.

The Washoe County organization employs approximately 2,750 people. The County organization fulfills major roles, as an administrative arm-of-the-state, providing a variety of regional and community services. Refer to the County's website at www.washoecounty.us for more specific information regarding the County's organization.

2. Scope and Intent:

Washoe County Purchasing is currently accepting sealed bids for **JANITORIAL SERVICES FOR HIGH SECURITY BUILDINGS** on behalf of the Operations Division of the Washoe County Community Services Department.

It is the intent of this bid to select an Independent Contractor(s), to provide janitorial services as described herein, for High Security buildings for Washoe County, NV, subject to the terms and conditions contained in this Invitation to Bid and attachments thereto. While the intent is to select a single contractor, the County reserves the right to make multiple awards if a single qualified bidder is not identified for all of the sites identified through this Invitation to Bid process.

Because these are High Security sites, Independent Contractors must have background checks on all employees and carry a Fidelity Bond (Employee Theft Insurance) of \$5,000,000 per occurrence per individual. All employees assigned to these buildings must sign a non-disclosure document (attached to contract) with Washoe County for security and confidentiality purposes prior to beginning work on site.

The County reserves the right to adjust the number of days of service and the service levels themselves at any time during the term of the resultant agreement and shall provide the successful bidder(s) not less than seven (7) days' notice of any change in service level(s). The successful bidder(s) shall agree to prorate the cost for services at any of the locations whereby service levels shall be changed in a fair and equitable manner agreeable to Washoe County.

3. Schedule of Events:

The following is a tentative schedule of events concerning the bidding process:

- June 29, 2018 Release of ITB #3058
- July 10-11 9AM - 3 PM Mandatory Walk thru
- July 18, 2018 5:00 p.m. Deadline for submitting questions
- July 25, 2018 5:00 p.m. Bids Due
- July 26, 2018 9:00 a.m. Bids Opened and acknowledged
- Week of July 30th Evaluations of ITBs
- On or before August 6, 2018 Vendor Selection/Contract Negotiations
- August 28, 2018 Award by the Board of County Commissioner

4. Bid Receipt and Opening Time:

It is mandatory that bids be signed by a duly authorized representative of the firm, and be received and time-stamped in the Washoe County Purchasing Office by 5 p.m. on July 25, 2018. Electronic bid submittals must be received and uploaded successfully to www.demandstar.com **not later than the date and time indicated above.**

Bids shall be delivered to: Washoe County Purchasing
Bldg. D, Room D-200
1001 E. Ninth Street
Reno, NV 89512-2845

Late bids shall not be considered.

Bids shall be formally opened and acknowledged at 9:00 a.m. on Thursday July 26, 2018.

Bid response envelopes/packages shall be clearly marked with the company name, number and title of bid, and date and time of bid opening, unless submitting electronically through the online services of www.demandstar.com.

Telephone, facsimile or emailed bids, or modifications thereto, shall not be accepted.

Washoe County assumes no responsibility for errant delivery of bids relegated to a courier agent who fails to deliver in accordance with the specified receiving point and time herein stated.

5. Questions/Clarifications

Questions regarding the Invitation to Bid shall be directed to Joan Maddalena, email jmaddalena@washoecounty.us, and should be submitted no less than seven (7) calendar days prior to bid opening. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal amendment only. Contact with any other County employees after the ITB's official release date is strictly prohibited. Vendors' directly contacting County employees risk elimination of their bid from further consideration.

6. Term of Agreement:

The initial Agreement shall be for three (3) years, commencing approximately December 1, 2018 through November 31, 2021. Pricing shall remain firm for the duration of the initial Agreement.

The County shall reserve the option to renew any resultant Agreement from this Invitation to Bid, for two (2) additional one (1) year periods, at the sole option of Washoe County and with the Contractor's agreement.

Any request for rate increases for the renewal period are to be submitted in writing to Washoe County Purchasing and Contracts Manager, P.O. Box 11130, Reno, NV 89520-0027, not less than sixty days prior to the renewal date. Rate increase requests are subject to final negotiation between the successful bidder(s) and Washoe County Purchasing.

7. Mandatory Walk-Thru:

Mandatory walk-thru of the facilities shall be conducted over a two day period beginning on Tuesday July 10, 2018 from 9:00 a.m. until 3:00 p.m., then continuing on Wednesday July 11, 2018 from 9:00 a.m. until finished. The walk-thru or site inspections will commence each of the two days in the front entrance lobby of Building C at the Washoe County Complex, 1001 East Ninth Street, Reno, NV 89512.

This walk-thru shall enable prospective bidders to become fully cognizant of the janitorial services required. Bidders who do not attend both days of the walk-thru shall be disqualified from consideration unless alternate arrangements, acceptable to Washoe County, are made to view the sites prior to bid submittal.

Bidders are requested to confirm their intention to participate in the walk-thru with Joan Maddalena at 775-328-2282, or JMaddalena@washoecounty.us.

8. Bid Surety:

Response to this Invitation to Bid shall include a bid surety in the amount of Ten Thousand (\$10,000) dollars.

Surety shall consist of a bond or a cashier's check, drawn in favor of the County of Washoe, a political subdivision of the State of Nevada. Washoe County reserves the right to deposit all cashier's checks until any award or rejection of this invitation to Bid is decided by the Board of County Commissioners.

Washoe County shall retain the successful bidder's surety until successful bidder furnishes any required fidelity bonds and executes and delivers the resulting agreement. If successful bidder refuses or fails to perform any of the above, he shall forfeit the bid surety. The forfeiture of the bid surety is intended by Washoe County as a penalty.

Should this occur, in addition to forfeiting the bid surety, Washoe County reserves the right to seek any damages resulting from successful bidder's refusal or failure to perform.

Washoe County will return bid sureties to the unsuccessful bidders within thirty (30) days of award by the Washoe County Board of Commissioners.

9. Preparation of Bid:

Bidder shall examine all specifications, attachments, special instructions, and terms and conditions of the Invitation to Bid. Failure to do so will be at the bidder's risk.

- Any irregularities or lack of clarity in the Invitation to Bid should be brought to the attention of the Washoe County Purchasing Office for correction or clarification.
- Any addenda issued shall forthwith become an integral part of the bid. Bidder shall be required to acknowledge receipt of it by signing and returning the addenda with the original bid document.
- Bidder shall furnish the required information typed or written in ink.
- The person signing the bid must initial erasures or other changes in ink.
- In the space provided, a duly authorized representative of the bidding firm shall sign the bid document.
- Bidder shall proofread his bid carefully for errors.
- In the event of a difference between written words and figures, the amount stated in written words shall govern.
- In the event of a difference between a unit price and the extended price, the unit price shall govern.

10. Submission of Bid:

Bidders shall provide one (1) original (clearly marked as such), and one electronic copy of their bid response on a CD or Flash Drive, unless submitting their bid response electronically through www.demandstar.com.

Bids and addenda thereto shall be enclosed in a sealed envelope addressed to Washoe County Purchasing, 1001 E. Ninth Street, Building D, Room D-200, Reno, Nevada 89512-2845. *Bid envelope must indicate name and address of bidder, bid number, and opening date*, unless submitting an electronic bid through www.demandstar.com.

In order for a bid to be considered it shall be mandatory that the bid document be received and time-stamped in the Washoe County Purchasing Office no later than the receiving time specified in the bid document, unless submitting an electronic bid through www.demandstar.com

Washoe County assumes no responsibility for errant delivery of bids, including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.

Washoe County shall not be responsible for the premature opening of a bid, which is not properly addressed or identified.

A bid submitted by telephone, email, telegraphic notice, or facsimile will not be accepted.

Prices offered shall only be considered if they are provided in the appropriate space(s) on the bid schedule. For consideration, any additions or deductions to the bid prices offered must be shown under the exceptions section of the bid. Extraneous numbers, prices, comments etc. appearing elsewhere on the bid shall be deemed to have no effect on the prices offered in the designated locations.

When a bid surety is required, such surety shall be acceptable only in the form of a bid bond or cashier's check in the amount stated. The surety must accompany the bid. After award of bid by the Board of County Commissioners, the bid surety of the unsuccessful bidders shall be returned. The surety of the successful bidder shall be retained upon execution of an agreement for the work and/or the receipt by Washoe County of a performance bond if applicable.

Bidders shall complete and return with their bid a signed copy of the Bid Schedule, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form, the "Public Disclosure" form and the "Disclosure of Principals Statement".

Washoe County reserves the right to waive any informalities in the bidder's response based solely on the considered opinion of the Washoe County Purchasing Office.

11. Late Bid:

A bid received after the receiving time specified shall be rejected.

BIDDERS NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

12. Withdrawal of Bid:

A bid may be withdrawn by written notice, provided such notice is received prior to the date and time set for the bid opening.

A request for withdrawal of a bid received after the scheduled bid opening will not be considered.

13. Customer References:

Bid responses shall be accompanied by four (4) VERIFIABLE customer references for clients for whom the bidder has provided continual janitorial services, for comparable services in similar sized facilities, with high security requirements for a minimum of two (2) years. References shall include the name of firm, person to contact, telephone & facsimile number with area code.

Failure to provide verifiable references, as specified above, shall be grounds for disqualification of the bidder's response.

14. Ability to Perform:

The Washoe County Purchasing and Contracts Manager and the Contract Services Supervisor may make such investigation as he deems necessary to determine the ability of a bidder to perform the work, and any bidder shall furnish to the Washoe County all information and data requested for such purpose.

Washoe County reserves the right to reject any bid if the evidence submitted by, or independent investigation of, such bidder fails to satisfy Washoe County that such bidder is properly qualified to carry out the obligation of the contract and to complete the performance contemplated herein.

15. Bid Evaluation:

Bid evaluation shall include, but not be limited to, the actual cost of service, customer references, including those not necessarily supplied by the bidder, walk-thru attendance, ability to provide the required Insurance and Fidelity/Crime bond, meeting requirements of the background check, staff and supervision levels (including hours/per person to be worked) listed on the Bid Schedule and adherence to all the terms and conditions of this Invitation to Bid, and attachments thereto, and

Any bid(s) submitted which appears unrealistic in terms of technical commitments, lack of technical competence, or is indicative of failure to comprehend the complexity and risk of the agreement may be grounds for rejection of the bid(s).

16. Award of Bid:

Award of bid shall be made on the basis of the bid, which is most advantageous to Washoe County. In all instances, the decision rendered by the Board of County Commissioners shall be final.

Washoe County reserves the right to reject any or all bids, and to waive any informalities or irregularities.

Washoe County reserves the right to hold bids for a period of ninety (90) days from date of opening before awarding or rejecting said bids.

Severability exists with regard to acceptance or rejection of any item, group of items, or section unless bidder has stipulated specific limitations.

A purchase order and/or contract issued to the successful bidder shall be considered sufficient notification of the award of bid.

A contract shall not be assigned to any other person or entity without the consent of Washoe County. Requests for assignment shall be submitted, in writing, to the Purchasing and Contracts Manager.

17. Proposed Agreement:

Attachment "F", Sample Agreement for Janitorial Services represents some of the proposed terms and conditions to be incorporated in any Agreement to be executed between Washoe County and the successful bidder. The resulting Agreement shall incorporate this Invitation to Bid as awarded and attachments thereto.

18. Submittal of Monthly Reports:

Successful bidder shall submit monthly reports, when requested, of work performed. Said reports shall be submitted by the successful bidder or his designee certifying the adherence of the successful bidder to the performance of services and specifications agreed to. Reports shall be submitted for work performed under the resulting agreement either electronically by email, or to the following address:

Washoe County Facility Management
Attn: Contract Services Supervisor
PO Box 11130
Reno, NV 89520-0027

These monthly reports will include, but not be limited to, the following:

- Problems encountered during the past month;
- Dates that periodic work was completed;
- Instructions to employees regarding deficient conditions, including the date; and
- Schedule for the next month's periodic work.

19. Supplies and Equipment:

Washoe County shall supply all hand towels, toilet paper, toilet seat covers, trash-can liners, hand soap, and replacement batteries for paper towel dispensers.

The successful bidder shall agree to fill out an order to order all necessary Washoe County supplied janitorial products, as stated above, from the appropriate person, as noted in Section 18, every Friday, for the following week. Successful bidder shall leave a message of their requirements for the appropriate person if they are unable to contact the proper person at that time.

The successful bidder shall be required to supply all other cleaning supplies and equipment necessary for the satisfactory performance of duties. All equipment and supplies used shall receive prior approval of the appropriate person, as noted in Section 18.

20. Janitorial Service Bond Requirements:

Prior to performance as a result of award of this bid solicitation, the successful bidder(s) shall provide a Fidelity/Crime bond covering all employees and owners, providing janitorial service or supervision for all the afore listed locations and the bond shall be effective for the entire agreement period and any subsequent renewals.

Fidelity/Crime bonds shall provide a minimum coverage of \$5,000,000.00 per employee/owner per occurrence.

Bonds shall be drawn in favor of the County of Washoe, a political subdivision of the State of Nevada.

Renewal agreement will require a new Fidelity bond, as specified above.

If an apparent low bidder fails to comply with the Fidelity/Crime bond requirements or insurance they shall be disqualified.

21. Insurance Requirements:

Attachment "E" to this Invitation to Bid specifies the insurance and indemnification requirements established by the Washoe County Risk Manager for projects as described herein, and shall be incorporated and made a part of any agreement resultant from award of this bid. The cost of any required insurance coverages shall be borne by the bidder.

If an apparent low bidder fails to comply with the insurance requirements they shall be disqualified.

22. Technical Specifications:

Attachment "H", Technical Specifications for Janitorial Services, specifies the duties, standards and frequencies required by Washoe County to be performed by the successful bidder(s).

23. Employee Background Check and Non-Disclosure:

All staff that successful bidder will be using for these locations must undergo a background check by the Washoe County Sheriff's Office for security clearance before working at all the High Security Buildings listed in this Bid. The cost of the background checks shall be paid by the successful bidder(s).

All employees assigned to these buildings must sign a non-disclosure document Attachment "G" with Washoe County for security and confidentiality purposes, prior to beginning work on site.

24. Telephone Contact:

Successful bidder(s) shall be required to maintain telephone service such that Washoe County may contact or leave a message for the successful bidder(s) or their designee at any time. Successful bidder(s) shall provide advance notice to Washoe County Purchasing and the Contract Services Supervisor of any change in telephone number, fax number, emergency number, and cell phone number.

25. Keys/Badges:

Successful bidder(s) shall be issued building keys and/or badges, where applicable, for the performance of services as specified herein. In the event such building keys and/or badges, entrusted to the successful bidder(s), should become lost, a fee of \$450.00 per set, shall be deducted from any payment to be rendered to successful bidder(s).

26. Hazardous Substances and Material:

Successful bidder(s) agrees to submit complete and up-to-date Safety Data Sheets, herein referred to as SDS, as defined and prescribed in 29CFR Section 1910.1200, for all chemicals/materials to be utilized in the performance of services as specified herein.

Successful bidder(s) shall submit all applicable SDS to the Washoe County Facility Management office prior to commencement of services.

Successful bidder(s) shall maintain on-site, SDS for chemicals/materials in storage or in use at the Washoe County Facility, and conform with all applicable safety requirements regarding same, including the labeling of all secondary containers, as to their contents.

27. Business License:

Successful bidder(s) shall be required to have appropriate City and/or County business licenses prior to performance of the work.

28. Compliance with Immigration and Naturalization Laws:

Successful bidder(s) shall at all times agree to be in compliance with Immigration and Naturalization Laws regarding eligibility of their employees or successful bidder(s) to work in the United States.

29. Status of Successful Bidder(S):

Successful bidder(s) shall have the status of an "Independent Contractor", and shall not be entitled to any of the rights, privileges, benefits, and emoluments of either an officer or employee of Washoe County.

30. Protest of Specifications or Contract Terms:

A bidder who believes bid specifications are unnecessarily restrictive or limit competition may submit a protest, in writing to the Washoe County Purchasing Office. To be considered, protests must be received at seven days before the bid closing date. The Purchasing Office will promptly respond in writing to each written protest, and where appropriate, issue all revisions, substitutions, or clarifications via addenda.

Protests of technical or contractual requirements shall include the reason for the protest, supported by documented factual information, and any proposed changes to the requirements.

31. Appeal By Unsuccessful Bidder:

Any unsuccessful bidder may appeal a pending bid award prior to award by Washoe County. The appellant must:

Submit a written protest to Purchasing and Contracts Manager within seven (7) calendar days of posting of the Recommendation to Award or Intent to Award Notice on www.DemandStar.com.

Describe, in the written protest, the issues to be addressed on appeal.

Post, with the written protest, a bond with good and solvent surety authorized to do business in this state or submit other security in a form approved by Washoe County, who will hold the bond or other security until a determination is made on the appeal.

Post the bond or other security in the amount of 25% of the total dollar value of appellant's bid, up to a maximum bond or other security amount of \$250,000.

Not seek any type of judicial intervention until Washoe County has rendered its final decision on the protest.

Washoe County will stay any award actions until after the Purchasing and Contracts Manager has responded in writing to the protest. If the appellant is not satisfied with the response, appellant may then protest to the Washoe County Board of Commissioners, who will render a final decision for the County. No bid protests will be heard by the Board of Commissioners unless the bidder has followed the appeal process.

If an appeal is granted, the full amount of the posted bond will be returned to the appellant. If the appeal is denied or not upheld, a claim may be made against the bond for expenses suffered by the County because of the unsuccessful appeal.

32. Notice To Proceed:

Washoe County Purchasing shall issue a written Notice to Proceed upon satisfactory evidence that all licensing, bonding, background checks, insurance requirements and fidelity bond placement have been met, which shall be in the form of a Washoe County Purchase Order. Successful bidder(s) shall not perform on any portion of a resultant agreement with Washoe County without said written notification.

33. Assignment:

No assignment of any agreement resulting from award of this bid shall be allowed, including the right to receive payment, without the express written permission of the Washoe County Purchasing and Contracts Manager or designee.

Washoe County is not liable for any costs, expenses, attorney's fees, and loss of income or other damages sustained by the appellant in a bid process.

34. Open Meeting Law:

NRS 241 provides that public business shall be conducted in open meeting. The office of the Washoe County District Attorney shall defend challenges to any resultant award.

35. Joinder Provision:

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for the services as described herein.

Each participating entity shall execute agreements for the required services in accordance with the procedures of the Accounting and Purchasing Office of the public entities involved.

Within the scope of this Invitation to Bid, Washoe County shall be held harmless in any and all transactions between the bidder and the other participating governmental entities.

The bidder shall acknowledge the joinder process and shall acknowledge Washoe County as the situs of the bid procedure.

36. Funding-Out Clause:

The County reasonably believes that funds can be obtained sufficiently to make all payments during the term of this Agreement. If the County does not allocate funds to continue the function performed by the Contractor obtained under this Agreement, this Agreement shall be terminated when appropriated funds expire.

37. Cancellation of Agreement:

Contractor shall reserve the right to cancel the Agreement, provided a written, dated notice of intent to cancel shall be delivered to the County in the person of the Washoe County Purchasing and Contacts Manager at least thirty (30) days prior to the anticipated cancellation date.

The County shall reserve the right to cancel the resulting Agreement without cause, upon a thirty (30) day written notice, without termination charge or penalty. In the event the Contractor shall fail to accept delivery of said notice, the effective date for termination shall be thirty (30) days after the date of posting.

The County shall reserve the right to cancel or reduce portions of the total cost of the resulting Agreement based on reduced service requirements at any location, or the closing of a location or the relocation of a Washoe County Department, Division or Agency, with a seven (7) days written notice. In the event the Contractor shall fail to accept delivery of said notice, the effective date for service level change shall be seven (7) days after the date of posting.

Cancellation may also occur in the event of any of the following:

- Discontinuance of service due to Washoe County's decision to conduct said services utilizing Washoe County employees. Washoe County will provide successful bidder, and their respective bonding company, no less than thirty (30) days written notice. Successful bidder's Fidelity bond will be returned.
- On the opinion of Washoe County, of the employment of unacceptable personnel by the successful bidder and failure of the successful bidder to replace such personnel;
- Receipt of delinquency or cancellation notice regarding successful bidder's required insurance coverages i.e. Workers Compensation Insurance and/or general liability, auto and fidelity bond in which case termination may be immediate and without pay;
- Failure of the successful bidder to satisfactorily correct deficiencies, and/or persistent deficiencies, brought to their attention by the appropriate person as noted in Section 18 or by Washoe County Purchasing after thirty (30) days notice of such deficiencies, and/or;
- Evidence that the successful bidder shall be adjudicated a bankrupt, or is in receivership, or has made an assignment to creditors of the successful bidder, or on evidence of any other indication that the financial or legal situation of the successful bidder shall preclude the ability of the successful bidder to continue to operate successfully. In such cases, termination may be immediate.

	Janitorial Service Locations	Cost per month	Number of persons to be utilized on a daily basis	Number of hours each person anticipated to work daily	Number of supervisors assigned to this facility	Frequency of supervision daily, as needed	Number of back-up Personnel available	Cost for call-back service per hour
1.	Washoe County Complex, 1001 E. 9th Street Reno, NV 89512	\$12,995.-	9	7	2	DAILY WEEKLY	6	\$50.-
2.	Washoe County Medical Examiner, 990 E. 9th Street, Reno, NV 89512	\$2,250.-	1	6	1	DAILY WEEKLY	2	\$50.-
3.	Mills Lane Building South Tower, 1 So. Sierra Street, Reno, NV 89501	\$10,225.-	5	6	3	DAILY WEEKLY	4	\$50.-
4.	Mills Lane Building North Tower, 1 So. Sierra Street, Reno, NV 89512	\$5,995.-	3	6	3	DAILY WEEKLY	4	\$50.-
5.	Courthouse, 75 Court Street, Reno, NV 89501	\$7,685.-	3	4	3	DAILY WEEKLY	4	\$50.-
6.	Liberty Center, 250 S. Center Street, Reno, NV 89501	\$5,975.-	4	7	1	DAILY WEEKLY	2	\$50.-
7.	Sheriff Admin Offices, 911 Parr Blvd., Reno, NV 89512	\$5,505.-	3	8	1	DAILY WEEKLY	3	\$50.-
8.	Fusion Center Admin Offices, 911 Parr Blvd., Reno, NV 89512	\$350.-	1	1.5	1	AS NEEDED	1	\$50.-
9.	Jan Evans Juvenile Justice Center, 650 Ferrari Mcleod, Reno, NV 89512	\$2,300.-	2	6	2	WEEKLY	3	\$50.-

	Janitorial Service Locations	Cost per month	Number of persons to be utilized on a daily basis	Number of hours each person anticipated to work daily	Number of supervisors assigned to this facility	Frequency of supervision daily, as needed	Number of back-up Personnel available	Cost for call-back service per hour
10.	Emergency Operations Center, 5195 Spectrum Blvd., Reno, NV 89512	\$ 2,090.-	2	5	1	WEEKLY AS NEEDED	2	\$ 50.-
11.	Edison Way Building, 230 Edison Way, Ste. 100, Reno, NV 89502	\$ 725.-	1	4	1	WEEKLY	2	\$ 50.-
12.	Public Administrator, 224 Edison Way, Ste. 100, Reno, NV 89502	\$ 550.-	1	2	1	WEEKLY	2	\$ 50.-
13.	Sparks Justice Court, 1675 E. Prater Way, Sparks, NV 89434	\$ 1,875.-	2	4	2	DAILY AS NEEDED	2	\$ 50.-
14.	Public Guardian, 2265 Green Vista Dr., Sparks, NV 89434	\$ 625.-	1	2	1	WEEKLY	1	\$ 50.-
15.	Child Advocacy Center, 2097 Longley Lane, Reno, NV 89502	\$ 725.-	1	2.5	1	WEEKLY	2	\$ 50.-

	Cost per hour	Number of back-up Personnel available
Porter Duties – Various locations	\$ 35.-	3

MINORITY STATUS: Has this firm been certified as a minority, women or disadvantaged business enterprise by any governmental agency? Yes ☒ No ☐
If yes, please specify government agency: Supplier Clearinghouse
Date of certification: 10/1988

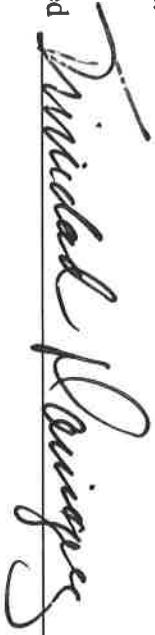
Is the firm registered as an Emerging Small Business in The State of Nevada Yes ☐ No ☒

The above is for information only. Washoe County encourages minority business participation, however no preferences shall be given.

EXCEPTIONS: Does the bidder take exception to any of the terms or conditions of this Invitation to Bid and attachment thereto? Yes ☐ No ☒. If yes, please indicate the specific nature of the exception or clarification, in the space provided below. Attach additional sheet(s) if necessary.

Firm Name Qual-Econ USA Inc.
Address 1015 Telegraph St. Suite C
City Reno
State NV Zip Code 89502
Telephone 775 358-3655
Terms 0 % 10 Days Net 30
Bidder's Federal Tax I.D. # 88-0310958

In compliance with this "Invitation to Bid" and subject to all the Terms and Conditions thereof, the undersigned offers and agrees, if this bid is accepted to furnish any and all goods or services described herein at the prices, terms and delivery stated.

Signed 
Print Name Trinidad Dominguez
Print Title Owner

Washoe County Invitation to Bid #3058-18
Janitorial Services High Security Buildings
Attachment "B"
Disclosure of Principals Statement
Page 1 of 1

(Please print or type)

Qual-Econ U.S.A. Inc

COMPANY NAME

775 358-3655

TELEPHONE # WITH AREA CODE

1015 Telegraph St. Suite C

STREET ADDRESS

775 358-3656

FAX NUMBER WITH AREA CODE

Reno, NV 89502

CITY, STATE AND ZIP CODE

88-0310958

FEDERAL TAX I.D. NUMBER

NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, FIRM

Trinidad Dominguez

NAME

Owner

OFFICIAL CAPACITY

1015 Telegraph St. Suite C

STREET ADDRESS

Reno, NV 89502

CITY, STATE AND ZIP CODE

Claudia Gamino

NAME

Administrative Secretary

OFFICIAL CAPACITY

1015 Telegraph St. Suite C

STREET ADDRESS

Reno, NV 89502

CITY, STATE AND ZIP CODE

Alma Herrera

NAME

Supervisor/Inspector

OFFICIAL CAPACITY

1015 Telegraph St. Suite C

STREET ADDRESS

Reno, NV 89502

CITY, STATE AND ZIP CODE

NAME

OFFICIAL CAPACITY

STREET ADDRESS

CITY, STATE AND ZIP CODE

IF FURTHER SPACE IS REQUIRED, PLEASE ATTACH ADDITIONAL SHEET(S)

Washoe County Invitation to Bid #3058-18
Janitorial Services High Security Buildings
Attachment "C"
Public Disclosure Form
Page 1 of 2

Pursuant to NRS 332.800, with limited exceptions, a member of a governing body nor an evaluator may be interested directly or indirectly in any contract awarded by the governing body:

1. Except as otherwise provided in NRS 281.230 and 281A.430, a member of the governing body may not be interested, directly or indirectly, in any contract entered into by the governing body, but the governing body may purchase supplies, not to exceed \$1,500 in the aggregate in any 1 calendar month, from a member of such governing body when not to do so would be of great inconvenience due to a lack of any other local source.
2. An evaluator may not be interested, directly or indirectly, in any contract awarded by such governing body or its authorized representative.
3. A member of a governing body who furnishes supplies in the manner permitted by subsection 1 may not vote on the allowance of the claim for such supplies.
4. A person who violates this section is guilty of a misdemeanor and, in the case of a member of a governing body, a violation is cause for removal from office.

Washoe County therefore requires you list all personal relationships and financial interests between the company, company officers, and key employees with current Washoe County Board of County Commission members and current Washoe County authorizing officials. Please complete form below. Additional sheets may be attached if necessary.

Company/Employee	Position	Date of Hire	County authorizing Official/ Commissioner	Relationship/ Interest
		N/A		

By my signature I hereby certify that I understand:

- Washoe County employees, officers and elected officials shall not receive unlawful compensation, commission or personal profit in the course of performing Washoe duties.
- Washoe County positions may not be used for unlawful purposes or personal gain.
- I am required and have listed all personal relationships and financial interests between the company, company officers, and key employees with current Washoe County Board of County Commission members and current Washoe County authorizing officials.

- Failure to disclose all facts relative to a conflict or potential conflict of interest with regard to my contract/agreement with Washoe County may result in termination of said contract/agreement.

Signature: Trinidad Dominguez
Authorized Firm Representative

Name of Firm: Qual-Econ U.S.A Inc.

Print Name: Trinidad Dominguez

Title: Owner Date: 07/19/18

Washoe County Invitation to Bid #3058-18
Attachment "D"
Certification Regarding Debarment, Suspension,
and Other Responsibility Matters
Page 1 of 1

IF FURTHER SPACE IS REQUIRED, PLEASE ATTACH ADDITIONAL SHEET (S)

The prospective supplier, Qual-Econ U.S.A certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil Judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Trinidad Dominguez - Owner

Typed Name & Title of authorized Representative


Signature of Authorized Representative

07/19/18

Date

I am unable to certify to the above statement. My explanation is attached.

Signature _____ Date _____

INTRODUCTION

Washoe County has established specific insurance and indemnification requirements for service providers contracting with the County. Indemnification and hold harmless clauses and insurance requirements are intended to assure that a service provider accepts and is able to pay for a loss or liability related to its activities.

ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT PROVIDERS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF THERE ARE ANY QUESTIONS REGARDING THESE INSURANCE REQUIREMENTS, IT IS RECOMMENDED THAT THE AGENT/BROKER CONTACT THE COUNTY RISK MANAGEMENT DEPARTMENT DIRECTLY AT (775) 328-2665.

INDEMNIFICATION AGREEMENT

PROVIDER agrees to hold harmless, indemnify, and defend COUNTY, its officers, agents, employees, and volunteers from any loss or liability, financial or otherwise resulting from any claim, demand, suit, action, or cause of action based on bodily injury including death or property damage, including damage to PROVIDER'S property, caused by the omission, failure to act, or negligence on the part of PROVIDER, its employees, agents, representatives, or Subcontractors arising out of the performance of work under this Agreement by PROVIDER, or by others under the direction or supervision of PROVIDER.

In the event of a lawsuit against the COUNTY arising out of the activities of PROVIDER, should PROVIDER be unable to defend COUNTY due to the nature of the allegations involved, PROVIDER shall reimburse COUNTY, its officers, agents, and employees for cost of COUNTY personnel in defending such actions at its conclusion should it be determined that the basis for the action was in fact the negligent acts, errors or omissions of PROVIDER.

GENERAL REQUIREMENTS

PROVIDER shall purchase Industrial Insurance, General Liability, and Automobile Liability as described below. The cost of such insurance shall be borne by PROVIDER. PROVIDER may be required to purchase Professional Liability coverage based upon the nature of the service agreement.

INDUSTRIAL INSURANCE (Workers' Compensation)

It is understood and agreed that there shall be no Industrial Insurance coverage provided for PROVIDER or any Sub-consultant by COUNTY. PROVIDER agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of the COUNTY to make any payment under this Agreement to provide COUNTY with a certificate issued by an insurer showing coverage in accordance with NRS 616B.627 and NRS 617.210 for PROVIDER and any sub-contractors used pursuant to this Agreement.

If PROVIDER is a sole proprietor, coverage for the sole proprietor must be purchased and evidence of coverage must appear on the Certificate of Insurance. Such requirement may be waived for a sole proprietor who does not use the services of any employees, subcontractors, or independent contractors and completes an Affirmation of Compliance pursuant to NRS 616B.627.

Should PROVIDER be self-funded for Industrial Insurance, PROVIDER shall so notify COUNTY in writing prior to the signing of this Agreement. COUNTY reserves the right to approve said retentions and may request additional documentation financial or otherwise for review prior to the signing of this Agreement.

It is further understood and agreed by and between COUNTY and PROVIDER that PROVIDER shall procure, pay for, and maintain the above-mentioned industrial insurance coverage at PROVIDER'S sole cost and expense.

MINIMUM LIMITS OF INSURANCE

PROVIDER shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per claim for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to each project or location.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. No aggregate limits may apply.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY Risk Management Division. COUNTY reserves the right to request additional documentation, financial or otherwise, prior to giving its approval of the deductibles and self-insured retention and prior to executing the underlying agreement. Any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy, must be approved by the COUNTY Risk Manager prior to the change taking effect.

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. COUNTY, its officers, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of PROVIDER, including COUNTY'S general supervision of PROVIDER; products and completed operations of PROVIDER; premises owned, occupied or used by PROVIDER; or automobiles owned, leased, hired, or borrowed by PROVIDER. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its officers, employees or volunteers.

2. PROVIDER'S insurance coverage shall be primary insurance as respects COUNTY, its officers, employees and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, employees or volunteers shall be excess of PROVIDER'S insurance and shall not contribute with it in any way.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to COUNTY, its officers, employees or volunteers.
4. PROVIDER'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to COUNTY except for nonpayment of premium.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-: VII. COUNTY, with the approval of the Risk Manager, may accept coverage with carriers having lower Best's Ratings upon review of financial information concerning PROVIDER and insurance carrier. COUNTY reserves the right to require that PROVIDER'S insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted list.

VERIFICATION OF COVERAGE

PROVIDER shall furnish COUNTY with certificates of insurance and with original endorsements affecting coverage required by this exhibit. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be addressed to the specific COUNTY contracting department and be received and approved by the COUNTY before work commences.** COUNTY reserves the right to require complete, certified copies of all required insurance policies, at any time.

SUBCONTRACTORS

PROVIDER shall include all Subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

MISCELLANEOUS CONDITIONS

1. PROVIDER shall be responsible for and remedy all damage or loss to any property, including property of COUNTY, caused in whole or in part by PROVIDER, any Subcontractor, or anyone employed, directed or supervised by PROVIDER.

Washoe County Bid #3058-18
Janitorial Services High Security Buildings
Insurance, Indemnification And Hold Harmless
Requirements For Service Providers
Attachment "E"
Page 4 of 4

2. Nothing herein contained shall be construed as limiting in any way the extent to which the PROVIDER may be held responsible for payment of damages to persons or property resulting from its operations or the operations of any Subcontractor under it.
3. In addition to any other remedies COUNTY may have if PROVIDER fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, COUNTY may, at its sole option:
 - a. Order PROVIDER to stop work under this Agreement and/or withhold any payments which become due PROVIDER hereunder until PROVIDER demonstrates compliance with the requirements hereof; or
 - b. Terminate the Agreement.

THIS AGREEMENT is made between the County of Washoe hereinafter referred to as the "County", and _____, hereinafter referred to as "Contractor".

WITNESSETH

RECITALS: The County requires janitorial services for the _____ located at _____, Reno, NV and the Contractor represents that he/she is qualified, equipped, staffed, ready, willing and able to perform and render such service as shall be necessary, required or desired, for and on behalf of the County.

SCOPE AND INTENT: For the purpose of this Agreement, service shall be provided for the High Security Buildings at the five (5) days per week for public area and one (1) day a week for staff area, Monday through Friday, 6:00 p.m. to 6:30 a.m. excluding Washoe County observed holidays.

Contractor must perform the duties contained herein with minimum involvement of County.

The County reserves the right to adjust the number of days of service and the service levels themselves at any time during the term of the resultant agreement and shall provide the successful bidder(s) not less than seven (7) days notice of any change in service level(s). The successful bidder(s) shall agree to prorate the cost for services at any of the locations whereby service levels shall be changed in a fair and equitable manner agreeable to Washoe County.

The CONTRACTOR'S relationship to the COUNTY will be that of independent contractor and at all times this relationship will be governed by and be in compliance with the terms of this Agreement. Nothing in this Agreement is intended to, nor will in any manner be construed to create the relationship of employer/employee between the parties. COUNTY will not be responsible for payment or withholding of unemployment compensation, FICA, income tax, retirement, life and/or medical insurance and worker's compensation based on payments due CONTRACTOR hereunder as CONTRACTOR is an independent contractor. Further, it is understood that CONTRACTOR, in its performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind COUNTY to any agreements or undertakings.

TERM OF AGREEMENT: This Agreement shall be commence on December 1, 2018 through November 30, 2021. Pricing shall remain firm for the duration of the initial Agreement.

The County reserves the option to renew with the Contractor for two (2) additional one (1) year periods, at the sole discretion of the County and the concurrence of the Contractor.

Any request for rate increases for the renewal agreement is to be submitted in writing to Washoe County Purchasing, P.O. Box 11130, Reno, NV 89520-0027, not less than sixty (60) days prior to the renewal date. Rate increase requests are subject to negotiation between Contractor and Washoe County Purchasing.

FUNDING-OUT CLAUSE: The County reasonably believes that funds can be obtained sufficiently to make all payments during the term of this Agreement. If the County does not allocate funds to continue the function performed by the Contractor obtained under this Agreement, this Agreement shall be terminated when appropriated funds expire.

INDEPENDENT CONTRACTOR: Contractor is an independent contractor, not a County employee. Contractor's employees or contract personnel are not County employees. Contractor and County agree to the following rights consistent with an independent contractor relationship:

- a. Contractor has the right to perform services for others during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
- c. Contractor shall not be assigned a work location on County premises, and Contractor has the right to perform the services required by this Agreement at any place, location or time.
- d. Contractor will furnish all equipment and materials used to provide the services required by this Agreement.
- e. Contractor has the right to hire assistants as subcontractors, or to use Contractor's employees to provide the services required by this Agreement.
- f. Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement and Contractor agrees to the faithful performance and delivery of described services in accordance with the time frames contained herein; County shall not hire, supervise or pay any assistants to help Contractor.
- g. Neither Contractor nor Contractor's employees or contract personnel shall receive any training from County in the skills necessary to perform the services required by this Agreement.
- h. County shall not require Contractor or Contractor's employees or contract personnel to devote full time to performing the services required by this Agreement.

Further, Contractor hereby certifies:

- i. That Contractor is not an employee of County and thereby Contractor waives any and all claims to benefits otherwise provided to employees of the County, including, but not limited to: medical, dental, or other personal insurance, retirement benefits, unemployment benefits, and liability or worker's compensation insurance.
- j. That Contractor is licensed by the State or other political subdivisions to provide similar services for other clients/customers. Contractor's business license # is _____. Contractor must provide Federal Tax or Social Security Number on required Form W-9. OR Contractor is not licensed as Contractor and is exempt because _____.
- k. That Contractor understands that he/she is solely responsible, individually for federal taxes and social security payments applicable to money received for services herein provided. Contractor understands that an IRS Form 1099 will be filed by the County for all payments received.
- l. That Contractor agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of the County to make any payment under this Agreement, to provide County with a certificate issued by an insurer in accordance with NRS 616B.627 and NRS 617.210.

INTEGRATION: This Agreement shall incorporate resulting purchase order, the Invitation to Bid as awarded, and all Attachments thereto, and represents the entire understanding between the parties. Any amendments to this Agreement shall be agreed upon in writing between the County and Contractor.

FIDELITY BOND: Prior to performance, Contractor shall provide a Fidelity bond covering all employees, and owners, assigned to Washoe County, and the bond shall be effective for the entire three (3) year Agreement period.

Fidelity bonds shall provide a minimum coverage of \$5,000,000.00/per employee/owner/per occurrence.

Bonds shall be drawn in favor of the County of Washoe, a political subdivision of the State of Nevada.

Renewal agreement will require a new Fidelity bond, as specified above, for an additional renewal period if required.

TRANSFER OF OWNERSHIP, CHANGE OF NAME, CHANGE IN PRINCIPLES:

Contractor hereby agrees that, prior to any sale, transfer, business name change, change in principles, assignment or any other occurrence that alters this Agreement in any way between the Contractor and County, they shall notify County, in the person of the Purchasing and Contracts Manager, at least thirty (30) days prior to making such change

CANCELLATION OF AGREEMENT: Contractor shall reserve the right to cancel the Agreement, provided a written, dated notice of intent to cancel shall be delivered to the County in the person of the Washoe County Purchasing and Contacts Administrator at least thirty (30) days prior to the anticipated cancellation date.

The County shall reserve the right to cancel the resulting Agreement without cause, upon thirty (30) days written notice, without termination charge or penalty. In the event the Contractor shall fail to accept delivery of said notice, the effective date for termination shall be thirty (30) days after the date of posting.

The County shall reserve the right to cancel portions of the total cost of the resulting Agreement based on the closing of a location or the relocation of a Washoe County Department, Division or Agency with a seven (7) days written notice without termination charge or penalty. In the event the Contractor shall fail to accept delivery of said notice, the effective date for termination shall be seven days after the date of posting.

Cancellation may also occur in the event of any of the following:

- Discontinuance of service due to Washoe County's decision to conduct said services utilizing Washoe County employees. Washoe County will provide Contractor, and their respective bonding company, no less than thirty (30) days written notice. Contractor's Fidelity bond will be returned.
- On the opinion of Washoe County, of the employment of unacceptable personnel by Contractor and failure of Contractor to replace such personnel;
- Receipt of delinquency or cancellation notice regarding Contractor's required insurance coverages i.e. Workers Compensation Insurance and/or general liability, auto and fidelity bond in which case termination may be immediate and without pay;
- Failure of Contractor to satisfactorily correct deficiencies, and/or persistent deficiencies, brought to their attention by the appropriate person as noted in Section 18 or by Washoe County Purchasing after thirty (30) days notice of such deficiencies, and/or;
- Evidence that Contractor shall be adjudicated a bankrupt, or is in receivership, or has made an assignment to creditors of Contractor, or on evidence of any other indication that the financial or legal situation of Contractor shall preclude the ability of Contractor to continue to operate successfully. In such cases, termination may be immediate.

PRICING: The prices named herein are for the completed work, and include the furnishing of all materials not provided by the County and all labor, equipment, tools and appliances and all expense, direct or indirect, connected with the proper execution of the work.

COMPLIANCE WITH IMMIGRATION AND NATURALIZATION LAWS: Contractor shall at all times agree to be in compliance with Immigration and Naturalization Laws regarding eligibility of their employees to work in the United States.

INSPECTIONS: The County reserves the right to make periodic unannounced inspections of Contractor's services in order to ensure compliance with this Agreement and attachments thereto.

TELEPHONE CONTACT: Contractor shall be required to maintain telephone service such that County may contact or leave a message for the Contractor or their designee at any time. Contractor shall provide advance notice to County of any change in telephone number.

BACKGROUND CHECK: All staff that Contractor will be using for this location must undergo a background check by the Washoe County Sheriff's Department for security clearance before working. The cost of the background checks shall be paid by the Contractor.

KEYS/BADGES: Contractor shall be issued building keys and/or badges, where applicable, for the performance of services as specified herein. In the event such building keys and/or badges, entrusted

to Contractor, should become lost, a fee of \$450.00 per set, shall be deducted from any payment to be rendered to Contractor.

PAYMENT: For successful performance of the terms and conditions contained herein, County shall agree to pay Contractor for the sum of \$_____ per month for janitorial services at the. All services are payable within thirty (30) days following satisfactory performance and rendering of correct invoice(s), whichever is later. County shall not render payment in advance of services performed.

All invoices shall be mailed to the Washoe County Comptroller, c/o Accounts Payable, P.O. Box 11130, Reno, NV 89520-0027.

NOTICES: Except as otherwise specified, all notices under this Agreement shall be in writing.

Notice to Contractor shall be addressed to:

Notice to County shall be addressed to:

Washoe County Purchasing
Purchasing & Contracts Manager
P.O. Box 11130
Reno, NV 89520-0027

A party upon written notice may change the person and addresses to which notices are to be given at any time to the other party. All notices given pursuant to this Agreement shall be deemed given on the date showing on the return receipt, or in the case of refusal or failure to accept delivery, the date of the postmark on the return receipt.

IN WITNESS WHEREOF, the parties hereto or a representative of either have set their hands and subscribed their signatures as of the date and year indicated.

By: _____
Pamela Mann
Purchasing & Contracts Manager
Date: _____

Contractor:

By: _____
Title: _____
Date: _____

This instrument was acknowledged before
me on _____, 2018 by

NOTARY

I, Trinidad Dominguez, an employee of Qual-Econ USA, understand that I will be performing custodial services for Washoe County. I understand that Washoe County considers maintaining the security and confidentiality of confidential information of high priority. I further understand that any paperwork, files or court documents located within the any areas in which I perform services, as well as information contained on Court/County computers, is considered to be confidential information.

I agree that I will not:

- Seek to read or copy any confidential information I may encounter while performing my job duties;
- Remove any confidential information from the premises;
- Seek to benefit or permit others to benefit personally from using any confidential information obtained from the County Court.

In the event that I am a party to an action filed in any Washoe County Court, I agree to tell my employer immediately.

By signing this Agreement, I acknowledge that if I fail to comply with its terms, I will be prohibited from performing services for Washoe County and as a result, may be terminated from my employment.


Signature

TECHNICAL SPECIFICATIONS FOR JANITORIAL SERVICES

Minimum Cleaning Standards

It is the intent of the County 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.

Clean

The term "clean" as defined generally shall be construed to mean the removal of trash, dirt, dust, lint, marks, stains, spots, and streak free. This general definition is not exclusive.

General Cleaning Instructions

Restrooms: Restroom cleaning is understood to have the highest priority to the County's building(s). Clean and service all employee and public restrooms as specified.

Wash urinals, mirrors and lavatories with approved cleaners and disinfectants.

Floors in these rooms shall be mopped with an approved disinfectant and cleaner that will not harm or remove special floor finishes. Floors are to be streak-free.

Urinals shall be cleaned with quality materials using techniques, which will remove and prevent any formation of encrustations or stains under lids, ledges or rims without harming the finish.

Towel dispenser, soap dispensers, toilet paper holders and cabinet seat cover dispensers, and sanitary napkin dispensers shall be checked and refilled daily.

Stocking of refill supplies in the area of the dispensers is not permitted.

The term "clean" as defined here shall be construed to mean that no film, odors, stains, dust, lint, cobwebs or spots can be detected on floors, wall, partitions, ledges, trim, doors, moldings, or fixtures within the restroom.

The use of highly scented disinfectants, objectionable or odoriferous cleaners, air fresheners and deodorant blocks shall not be permitted.

Office Areas: General cleaning of office areas shall include the following:

Removal of trash from wastebaskets, and other waste material labeled as trash must be taken to the dumpster location. Empty recycling, dry paper trash and cardboard, when needed per location.

Dusting, glass cleaning and removal of dust, soil, stains, cobwebs, smudges and marks from furniture, walls, and partitions, etc.

Floor Care

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.

Floors, at all times, shall pass a slip-resistance test by at least a 3.5-pound pull.

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.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor.

Approved finish shall be applied only to appropriate areas free of residual dirt and buildup.

Attention should be given to corners.

There will be no finish on any restroom floors.

Proper carpet vacuuming shall result in a carpet free from all types of airborne soil and dry dirt.

A clean carpet shall be uniform in appearance when dry and vacuumed.

Contractor shall remove and replace furniture, as required, to perform the work, exercising necessary safety precautions and following procedures designed to prevent damage to the County's property.

Windows

All inside windows are to be cleaned streak-free to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry.

Air Conditioning And Heating Registers

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

Walls and Doors

To be kept clean and free from spots, webs, and hand prints.

Detailed Instructions for Public Areas

Daily

Empty wastebaskets and trash receptacles, unless otherwise directed, and line with plastic bags each time they are emptied.

Wastebaskets are to be cleaned, as needed, before placing liners. Dirty liners must be replaced daily.

Recycling of boxes or cardboard, if marked, "Recycle"

Removal of all items marked trash.

Empty large recycling bins located in common area when over ½ full. Large bins shall be emptied in the metal recycling bins provided by Waste Management outside of the buildings. (Please note – Washoe County employees will empty the small paper recycling bins from offices into the large blue recycling bins in the common areas.)

Clean ashtrays, where applicable.

Clean ashtrays and sand urns. Refill sand as required.

Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, computers, copiers, calculators, 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, i.e. feather duster.

A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.

Clean and sanitize telephones with a damp cloth using approved disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephone or other electronics.

Clean, sanitize and polish drinking fountains.

Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, elevators and lobby.

Dust mop and spot damp mop all resilient tile/hard surface areas.

Vacuum all rubber/carpeted mats.

Vacuum upholstered surfaces on an as-needed basis.

Clean elevators; remove unsightly marks, fingerprints and soil spots.

Spot clean all interior glass and glass doors.

Remove trash and debris on stairwells, pan sweep as necessary.

Keep janitorial closet clean and orderly.

Secure doors and turn off unnecessary light(s) after completion of work in the immediate area, unless otherwise instructed.

Door glass, exterior glass on display cases, and partitions to be cleaned and/or spot cleaned as needed.

Weekly

Clean soil marks, dust, and fingerprints from all exposed furniture tops and sides. 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. An appropriate County approved cleaner or polish should be used to accomplish this task. When completed, the surface should have no oily residue feel or streaking.

Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture.

Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

Vacuum and spot clean all upholstered surfaces.

Dust picture frames and wall ornaments.

Dust doors, doorjams and moldings

Spot clean to remove all spots and marks from walls around light switches and doorjambs.

Clean all interior glass.

Clean and polish doorplates, jambs, thresholds, handles, and hardware.

Wet mop and spray-buff all resilient tile/hard surfaces to restore a "just waxed" look.

Dust; vacuum all wall surfaces and all upholstered freestanding space divider walls.

Sweep, mop or vacuum steps and landings in stairwells, clean handrails.

Monthly

Brush or vacuum air returns, vents and areas around vents.

Vacuum draperies and wall hangings.

Vacuum, brush or dust all high areas including walls and ceilings.

Dust and clean cove base.

Dust and clean all vertical or horizontal blinds.

Vacuum carpet edging, along baseboards, around table legs and under desks.

Vacuum or wash, depending on the type of fabric being cleaned, all conference room, lobby, waiting room chairs, and cushions.

Semi-Annually

Strip and apply three (3) coats of approved floor finish to all hard floors, except restrooms. Finish to be approved by the Contract Services Supervisor or designee. Carpeted floors should be spotted for spills, drips, etc.

Carpet shampooing will be performed under another County awarded Agreement. This is not the Contractor's responsibility.

Annually

Walls are to be washed from bottom to top.

Contractor may perform wall washing over a period of time, provided all walls have been thoroughly cleaned by the year's end.

Clean and damp wipe all lighting fixtures.

Detailed Instructions for General Office Area

Weekly (or frequency provided by County)

Empty wastebaskets and trash receptacles, unless otherwise directed, and line with plastic bags each time they are emptied.

Wastebaskets are to be cleaned, as needed, before placing liners. Dirty liners must be replaced daily.

Recycling of boxes or cardboard, if marked, "Recycle"

Removal of all items marked trash.

Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, computers, copiers, calculators, 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, i.e. feather duster.

A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.

Clean and sanitize telephones with a damp cloth using approved disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephone or other electronics.

Vacuum and spot clean all carpeted areas

Dust mop and spot damp mop all resilient tile/hard surface areas.

Vacuum all rubber/carpeted mats.

Vacuum upholstered surfaces on an as-needed basis.

Spot clean all interior glass and glass doors.

Secure doors and turn off unnecessary light(s) after completion of work in the immediate area, unless otherwise instructed.

Door glass, exterior glass on display cases, and partitions to be cleaned and/or spot cleaned as needed.

Clean soil marks, dust, and fingerprints from all exposed furniture tops and sides. 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. An appropriate County approved cleaner or polish should be used to accomplish this task. When completed, the surface should have no oily residue feel or streaking.

Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture.

Dust picture frames and wall ornaments.

Dust doors, doorjambs and moldings

Spot clean to remove all spots and marks from walls around light switches and doorjambs.

Clean all interior glass.

Clean and polish doorplates, jambs, thresholds, handles, and hardware.

Wet mop and spray-buff all resilient tile/hard surfaces to restore a "just waxed" look.

Dust; vacuum all wall surfaces and all upholstered freestanding space divider walls.

Monthly

Brush or vacuum air returns, vents and areas around vents.

Vacuum draperies and wall hangings.

Vacuum, brush or dust all high areas including walls and ceilings.

Dust and clean cove base.

Dust and clean all vertical or horizontal blinds.

Vacuum carpet edging, along baseboards, around table legs and under desks.

Vacuum or wash, depending on the type of fabric being cleaned, all conference room, lobby, waiting room chairs, and cushions.

Semi-Annually

Strip and apply three (3) coats of approved floor finish to all hard floors, except restrooms. Finish to be approved by the Contract Services Supervisor or designee.
Carpeted floors should be spotted for spills, drips, etc.

Carpet shampooing will be performed under another County awarded Agreement. This is not the Contractor's responsibility.

Annually

Walls are to be washed from bottom to top.

Contractor may perform wall washing over a period of time, provided all walls have been thoroughly cleaned by the year's end.

Clean and damp wipe all lighting fixtures.

Detailed Instructions for Restrooms

Note: Disinfectant must stand for proper product time to allow for proper disinfectant action.

Daily

Refill hand soap, toilet paper and start roll, paper towel, and seat cover dispensers.

Empty trash containers, spray and damp-wipe with approved disinfectant and change liners.

Empty sanitary napkin disposal units, spray and damp-wipe with approved disinfectant.

Wash mirrors with approved glass cleaner.

Remove spots from partitions, walls, and light fixtures.

Clean, polish, and sanitize basins and trim.

Clean and sanitize toilets, seats and trim.

Clean and sanitize urinals and trim.

Damp mop and sanitize tile floors. Attention should be given to corners. There will be no finish on restroom floors.

Remove any graffiti that will scrub off.

Clean plumbing fixtures, below sinks and behind toilets.

Clean chrome leave streak-free.

Check and replace batteries in paper towel dispensers as needed.

Weekly

Wash and sanitize walls and floor tile.

Wash and sanitize metal partitions and railings.

Damp-wipe and clean doors and jambs.

Remove lime and scale buildup from plumbing fixtures.

Spray-buff all resilient tile/hard surface.

Monthly

Brush or vacuum air returns, vents and area around vents.

Vacuum brush or dust all high areas including walls and ceilings.

Semi-Annually

Strip and apply three (3) coats of County approved floor finish to all vinyl floors (tile floors excluded).

Light fixtures will be washed, unless required sooner.

Daily Detailed Instructions for Employee Lounges

Wash and sanitize table tops, damp clean chair seats and backs.

Spot clean all mirror or glass surfaces.

Vacuum all carpet areas thoroughly.

Sweep and damp mop all resilient flooring.

Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle.

Clean sink and outside of appliances, without disturbing any dishes or moving food items.

Check and replace batteries in paper towel dispensers as needed.

If dishes are in sink, cleaning of the sink will be omitted.

All other frequencies are the same as under "GENERAL OFFICE AND PUBLIC AREAS."

General Duties – Miscellaneous

Stairwells - Bi-Monthly sweep, wet mop steps, raisers and landings. Spot clean walls to a height of approximately 70 inches of the floor.

Stairs - Daily clean areas for obvious debris and dirt.

Elevators - Daily clean passenger elevators interior surfaces, including hoist doors and threshold on the corridor side of the elevator and polish bright metal surfaces. Vacuum carpets. Spot Clean carpets as requested or required.

Drinking Fountains - Clean daily. Use special solution to remove graffiti, as required.

Maintain a current, posted up-to-date Schedule of General Duties, showing completions of all duties. Provide a copy to the Contract Services Supervisor (or designee).

Complete and post on-site an up-to-date inventory of all chemicals being used.

Maintain and update all Safety Data Sheets (SDS) on all chemicals and items being utilized.

Forward a copy of the up-to-date inventory and the most current applicable SDS information to the Washoe County Facility Management Division, Contract Services Supervisor, P.O. Box 11130, Reno, NV 89520-0027.

Porter Duties

Daytime Janitorial Assignments Court Complex Based Porter
Monday through Friday, 7:00am to 4:00pm (excluding County holidays)

Breaks

9:30am – 9:45am

2:30pm – 2:45 pm

Lunch at 9th Street

11:00am – 12:00 noon

Duties

Priority: Respond to Emergency calls throughout the Washoe County Buildings as needed.

General Cleaning Maintenance in the following locations: Mills Lane Building North Tower, Mills Lane Building South Tower, Courthouse and Liberty Center (including Parking Garage). County may add other locations as needed.

Other Duties

Ice and Snow

Clear snow from entrances and apply ice melt

Apply ice melt to parking lot if icy

General Cleaning

Empty outside trashcans

Look for and pick up litter

Sweep Courts entrances

Wash or pressure wash building entries once per week or as needed due to body fluids

Clean the window from entrances and first floors

Bathrooms

Check and restock public bathrooms on the first floor

Clean bathrooms as needed

Elevators and Stairs

Clean and disinfect elevators

Pick up trash from under stairs and landing if applicable

1. Washoe County Complex, 1001 E 9th Street Reno, NV 89512

The work at the WASHOE COUNTY COMPLEX shall encompass approximately 293,662 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms, and one day per week for General Office Areas between 6:00pm Friday to 6:00am, Saturday, excluding Washoe County observed Holidays; and the Public area inside the Clerk's Office in Building A and the Restrooms located across the hallway of the Clerk's office in Building A on Saturday's and Sunday's between 3:00pm and 5:00pm including Washoe County observed Holidays.

2. Washoe County Medical Examiner, 990 E. 9th Street Reno, NV 89512

The work at the MEDICAL EXAMINER shall encompass approximately 5,500 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am, Saturday, excluding Washoe County observed Holidays.

3. Mills Lane Building South Tower, 1 So. Sierra Street Reno, NV 89501

The work at the MILLS LANE BUILDING shall encompass approximately 154,000 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday through Friday for all Public Areas, Employee Lounges, Restrooms, and Courtrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am Saturday, excluding Washoe County observed Holidays.

4. Mills Lane Building North Tower, 1 So. Sierra Street Reno, NV 89501

The work at the North Tower shall encompass approximately 99,100 sq. feet for janitorial services to be performed five days per week, between 6 p.m. and 6 a.m., Monday-Friday for all Public Areas, Employee Lounges, Restrooms Courtrooms and Hearing Rooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am, Saturday, excluding Washoe County observed Holidays

5. Courthouse, 75 Court St, Reno NV 89501

The work at the COURTHOUSE shall encompass approximately 90,956 sq. feet for janitorial services to be performed five days per week, between 5 p.m. and 9:00pm., Monday through Friday for all Public Areas, Employee Lounges, Courtrooms, Jury Rooms and Restrooms; and one day per week for General Office Areas, between 5:00pm and 9:00pm on Fridays, excluding Washoe County observed Holidays.

The work at the COURTHOUSE on weekends shall encompass approximately 16,000 sq. feet for janitorial services to be performed two days per week, between 8:00am and 3:00pm, Saturday and Sunday for all Public Areas, Employee Lounges, and Restrooms, excluding Washoe County observed Holidays.

6. Liberty Center, 350 So. Center Street Reno, NV 89501

The work at the LIBERTY CENTER (including Parking Garage, elevators and 7 levels of receptacles to empty) shall encompass approximately 89,000 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am, Saturday, excluding Washoe County observed Holidays.

7. Sheriff Admin Offices, 911 Parr Blvd. Reno, NV 89512

The work at the SHERIFF ADMIN OFFICES shall encompass approximately 88,000 sq. feet for janitorial services to be performed five days per week, between 6:00am and 5:00pm, Monday-Friday for all Public Areas, Employee Lounges and Restrooms, and one day per week, for General Office Areas between 6:00am to 5:00pm on Fridays, including Washoe County observed Holidays.

8. Fusion Center Admin Offices, 911 Parr Blvd. Reno, NV 89512

The work at the FUSION CENTER ADMIN OFFICES shall encompass approximately 2,100 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am Saturday, excluding Washoe County observed Holidays.

9. Jan Evans Juvenile Justice Center, 650 Ferrari Mcleod Reno NV 89512

The work at the JAN EVANS JUVENILE JUSTICE CENTER shall encompass approximately 43,800 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am, Saturday, excluding Washoe County observed Holidays.

10. Emergency Operations Center, 5195 Spectrum Blvd 89512

The work at the EMERGENCY OPERATIONS CENTER shall encompass approximately 24,769 sq. feet for janitorial services to be performed seven days per week, between 6:00pm and 6:00am, Sunday-Saturday for all Public Areas, Restroom, Employee Lounges and General Office Areas, excluding Washoe County observed Holidays.

11. Edison Way Building, 230 Edison Way, Ste. 100, Reno, NV 89502

The work at the EDISON WAY BUILDING shall encompass approximately 48,000 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am Saturday, excluding Washoe County observed Holidays.

12. Public Administrator, 224 Edison Way, Ste. 100, Reno, NV 89502

The work at the PUBLIC ADMINISTRATOR shall encompass approximately 23,848 sq. feet for janitorial services to be performed five days per week, between 8:00am and 5:00pm, Monday-

Friday for all Public Areas, Employee Lounges and Restrooms; and one day per week, for General Office Areas between 8:00am to 5:00pm on Friday, excluding Washoe County observed Holidays.

13. Sparks Justice Court, 1675 E. Prater Way, Ste. 107, Sparks, NV 89434

The work at the SPARKS JUSTICE COURT shall encompass approximately 28,136 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am Saturday, excluding Washoe County observed Holidays.

14. Public Guardian, 2265 Green Vista Dr. Sparks, NV 89434

The work at the PUBLIC GUARDIAN shall encompass approximately 5,000 sq. feet for janitorial services to be performed five days per week, between 6:00pm and 6:00am, Monday-Friday for all Public Areas, Employee Lounges, and Restrooms; and one day per week for General Office Areas between 6:00pm Friday to 6:00am Saturday, excluding Washoe County observed Holidays.

15. Child Advocacy Center (CAC), 2097 Longley Lane, Reno, NV 89502

The work at CAC shall encompass approximately 8,547 sq. feet for janitorial services to be performed two days per week, between 5:00pm and 5:30am on Tuesdays and Fridays for all Public Areas, Employee Lounges and Restrooms; and one day per week for General Office Areas between 5:00pm Friday and 5:30am Saturday, excluding Washoe County observed Holidays.

Business References

Qual-Econ U.S.A

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