



HENDERSON  
LIBRARIES

**REQUEST FOR BID PROPOSALS**

**RFB NO. 24-02**

**JANITORIAL MAINTENANCE  
SERVICES**

**May 25, 2024**

**HENDERSON DISTRICT PUBLIC LIBRARIES  
REQUEST FOR BID PROPOSALS (RFB)  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

The Henderson District Public Libraries is soliciting Bid Proposals from qualified and experienced contractors to provide janitorial maintenance services and supplies for various HDPL facilities.

**MANDATORY PRE-BID BID PROPOSAL CONFERENCE:** The **MANDATORY** Pre-Bid Bid Proposal Conference will be held on **Wednesday, June 5, 2024, 9:00 AM (PST)**, in the Board Room, at the Paseo Verde Library, 280 S Green Valley Parkway, Henderson, Nevada 89012. The purpose of the Pre-Bid Bid Proposal Conference is to review and discuss the specification documents for the Request for Bid Proposals. Immediately following the Pre-Bid Bid Conference, the **MANDATORY** walk-throughs of each facility included within the RFB will begin. The schedule for the **MANDATORY** walk-throughs is as follows:

<u>Walk-Through Start Time</u>	<u>Library</u>
Immediately following the Pre-Bid Bid Proposal Conference	Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, NV 89012
10:30 am	James I. Gibson Library, 100 W Lake Mead Pkwy, Henderson, NV 89015
11:30 am	Green Valley Library, 2797 N. Green Valley Parkway, Henderson, NV 89014
12:30 pm	West Henderson Library, 3242 Bicentennial Parkway, Henderson, NV 89044

To be eligible, Bid Proposers are **REQUIRED** to attend the Pre-Bid Bid Proposal Conference and the facility walk-throughs.

Bid Proposals will be received at the Circulation Desk at the Paseo Verde Library, 280 S Green Valley Parkway, Henderson, Nevada 89012, on or before **1:00 PM (PST), Monday, June 17, 2024**. Bid Proposals received at 1:01 PM (PST) or after will be returned unopened to the Bid Proposer.

**BID PROPOSAL OPENING:** The Bid Proposal opening will be held **Monday, June 17, 2024, 1:00 PM (PST)**, in the Conference Room, at the Paseo Verde Library, 280 S Green Valley Parkway, Henderson, Nevada 89012. Bid Proposers and other interested parties are invited to attend the Bid Proposal opening.

Specification documents for the Request for Bid Proposals will be available after 9:30 AM (PST), **Saturday, May 25, 2024**, at the Circulation Desk of the Administrative Offices in the Paseo Verde Library, 280 S Green Valley Parkway, Henderson, Nevada 89012. Specification documents will also be posted on the Henderson Libraries website at [www.hendersonlibraries.com](http://www.hendersonlibraries.com). Select the "About" tab, then click on "Request for Proposals".

To request a faxed copy of this Request for Bid Proposals notice, email Tawana Keels, Chief Financial Officer/Human Resources Director at [tkeels@hendersonlibraries.com](mailto:tkeels@hendersonlibraries.com). Include RFB No. 24-02 in the subject line of the email.

Questions regarding this Request for Bid Proposals may be directed to Tawana Keels, Chief Financial Officer/Human Resources Director, telephone number (702) 492-6583.

HENDERSON DISTRICT PUBLIC LIBRARIES

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## **SCOPE AND INTENT**

Henderson District Public Libraries (“HDPL”) is currently accepting sealed Bid Proposals to provide janitorial maintenance services and supplies to all the libraries of HDPL.

It is the intent of HDPL, as a result of this Request for Bid Proposals (RFB), to select qualified, licensed and insured contractor(s) to enter into an agreement(s) with HDPL to provide janitorial maintenance services and supplies as specified.

The libraries where Bid Proposals are being accepted for are:

- James I Gibson Library (GIB), 100 W Lake Mead Parkway, Henderson, NV 89015
- Green Valley Library (GRN), 2797 N. Green Valley Parkway, Henderson, NV 89014
- Paseo Verde Library (PVL), 280 S. Green Valley Parkway, Henderson, NV 89012
- West Henderson Library (WHL), 3242 Bicentennial Parkway, Henderson, NV 89044

**INSTRUCTIONS TO BID PROPOSERS**  
**RFB NO. 24-02**  
**JANITORIAL MAINTENANCE SERVICES**

The term "Contractor" shall mean the contractor proposing to undertake this work. The term "HDPL" shall mean the Henderson District Public Libraries.

**1. REQUIRED INFORMATION AND PREPARATION OF BID PROPOSAL:**

Bid Proposal responses shall be based on providing the level of service in accordance with the scope and intent, instructions to bid proposers, general provisions, and service specifications stated in the Request for Bid Proposals document.

**One (1) original and four (4) copies** of the Bid Proposal documents are required to be submitted. *The "original" shall be clearly and conspicuously marked as such.* Bid Proposal responses shall be clear, concise, and shall provide definitive responses to all of the information required as outlined below. To facilitate the evaluation process, Contractors are required to format their RFB response in accordance with the sequence noted below. Each category shall be separated by index dividers labeled with the corresponding tab references noted below.

**The following information is *required* to be submitted:**

**Tab 1: Bid Proposal Submission and Format Checklist**

The **Bid Proposal Submission and Format Checklist** is attached hereto and incorporated herein by reference as **Attachment A**. It must be fully completed, executed and submitted as a part of the Bid Proposal.

**Tab 2: Profile of Contractor Form**

The **Profile of Contractor Form** is attached hereto and incorporated herein by reference as **Attachment B**. **It and its required attachments** must be fully completed, executed and submitted as a part of the Bid Proposal.

**Tab 3: Managerial Experience and Staffing Capacity**

Provide a detailed description of Contractor's managerial and supervisory experience and staffing capacity to deliver the proposed services. Information shall include the Contractor's qualifications to provide the services and a description of the firm's history and current organizational structure.

**Tab 4: Personnel Selection, Training, Retention, Quality Control Program, and Supervision Methods**

Provide a detailed description of the following:

- 4.1. Janitorial staff recruitment and screening methods.
- 4.2. Hiring standards.
- 4.3. Orientation program and training provided for newly hired janitorial staff and ongoing training provided and typical completion schedule. Provide training topics, course outlines, time spent training on each topic, and how training is verified.
- 4.4. Conditions janitorial staff must meet for continued employment.

- 4.5. Compensation program provided to janitorial staff.
- 4.6. Janitorial staff retention strategies (in addition to compensation program).
- 4.7. Overall program and supervision provided to monitor and control the quality of services.

#### **Tab 5: Operating Procedures, Reports and Documentation**

Provide a detailed description of the following:

- 5.1. Contractor's standard operating procedures for supervisors and janitorial staff (include copies of written procedures).
- 5.2. Contractor's procedures for complying with all applicable OSHA standards (include copies of written procedures).
- 5.3. Types and frequency of reports and documentation (include samples of report forms).

#### **Tab 6: Uniform(s) and Employee Identification Badge**

Provide a detailed description of the following:

- 6.1. The proposed Contractor issued uniform(s). Provide full-length **color** photographs of a uniformed male and female janitor.
- 6.2. Employee identification badge. Provide a sample of actual badge.

#### **Tab 7: Client References**

Submit at least five (5) current or past clients for whom the Contractor has performed like (or similar) services to those being proposed herein within the preceding twenty-four (24) months. The **Client Reference Form** is attached hereto and incorporated herein by reference as **Attachment C**. It must be fully completed for **each** client reference, executed and submitted as a part of the Bid Proposal.

#### **Tab 8: Miscellaneous Submittal Documents**

Provide the following submittal documents:

- 8.1. Copy of City of Henderson, NV business license.
- 8.2. **Acknowledgement of Required Insurance Coverage Form** attached hereto and incorporated herein by reference as **Attachment D**. It must be fully completed, executed and submitted as a part of this Bid Proposal.

#### **Tab 9: Subcontractor/Joint Venture Information**

The Contractor shall identify which services, if any, it intends to use subcontractors for, if awarded, and/or if the Bid Proposal is a joint venture with another firm. Information required from the Contractor under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture partner.

**If no subcontractor's or joint venture partner(s) are to be used, Contractor shall include a letter indicating so.**

## Tab 10: Proposed Billable Rates

The **Proposed Billable Rates Forms** are attached hereto and incorporated herein by reference as **Attachments E-1 to E-4**. They must be fully completed, executed and submitted as a part of this Bid Proposal. **A separate Proposed Billable Rates form must be submitted for each location.**

## 2. BID PROPOSAL SUBMISSION AND OPENING:

For consideration, Bid Proposals must be signed by a duly authorized representative of the Contractor and received and date/time-stamped at Henderson District Public Libraries on or before 1:00 PM (PST), Monday, June 17, 2024. Bid Proposals received at 1:01 PM (PST) or after will be returned unopened to the Contractor.

The following are detailed delivery/mailling instructions for Bid Proposals:

### Hand Delivery

Henderson District Public Libraries  
Paseo Verde Library  
Attention: Tawana Keels  
CFO/HR Director  
Deliver to Circulation Desk  
280 S. Green Valley Parkway  
Henderson, Nevada  
89012

### U.S. Mail Delivery

Henderson District Public Libraries  
Paseo Verde Library  
Attention: Tawana Keels, CFO/HR Director  
280 S. Green Valley Parkway  
Henderson, Nevada  
89012

### Express Delivery

Henderson District Public Libraries  
Paseo Verde Library  
Attention: Tawana Keels  
CFO/HR Director  
280 S. Green Valley Parkway  
Henderson, Nevada  
89012

**Regardless of the method used for delivery, Contractor(s) shall be wholly responsible for the timely delivery of submittals.**

Bid Proposals shall be clearly labeled in a sealed envelope or box as follows:

**REQUEST FOR BID PROPOSALS:** No. 24-02  
**BID PROPOSAL OPENING DATE:** June 17,2024  
**FOR:** Janitorial Maintenance Services

Late Bid Proposals will not be considered.

HDPL is not responsible for Bid Proposals given to third-party delivery agents.

**Bid Proposals shall be formally opened and acknowledged at 1:00 PM (PST), Monday, June 17, 2024.** Although it is a public opening, only the names of the contractors submitting Bid Proposals and the proposed monthly costs per square foot will be announced. Technical and other cost details about Bid Proposals submitted will not be disclosed, subject to General Provisions, Paragraph 2.

Copies of the Request for Bid Proposals (RFB) may be obtained at the Circulation Desk at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, NV 89012.



Irregularities or lack of clarity in this RFB shall be brought to the attention of Tawana Keels, Chief Financial Officer/Human Resources Director/Human Resources Director, Henderson District Public Libraries in writing, and not less than five (5) days prior to the Bid Proposal submission date, for correction and/or clarification. In the event said irregularities and ambiguities are not brought to the attention of the Chief Financial Officer/Human Resources Director, they shall be construed in favor of HDPL.

All copies of the response to this RFB shall be signed by a person duly authorized to submit said Bid Proposal in the name of the responding Contractor, and with the authority to commit and bind the Contractor.

The person signing the response shall initial erasures, interlineations, or other changes in the response, in ink.

### **3. BID PROPOSAL REVISIONS OR AMENDMENTS:**

HDPL may, by written notice to all Contractors, revise or amend the Request for Bid Proposals prior to the submission date for Bid Proposals. If, in the opinion of HDPL, the revisions or amendments will require material changes in Bid Proposals, the submission date may be extended.

### **4. MODIFICATION OF BID PROPOSAL:**

No oral, telephonic, or facsimile modifications of any Bid Proposal submitted will be considered. Modifications must be presented in a sealed envelope, identified as RFB NO. 24-02, and received prior to the date and time of the established Bid Proposal openings.

### **5. BID PROPOSAL EXCEPTIONS:**

Any exceptions taken in response to this RFB must be clearly stated in Contractor's response. Any exceptions taken will be considered and weighed on relative importance by HDPL. Allowance of exceptions will be determined by HDPL, whose findings shall be final. No Bid Proposal exception or additional conditions will be accepted after Bid Proposal closing.

### **6. ERRORS AND OMISSIONS:**

HDPL shall not be responsible for any error or omission in the Bid Proposal. Failure to provide all required information or answers to any item(s) may subject the Bid Proposal to rejection.

### **7. WITHDRAWAL OF BID PROPOSALS:**

Bid Proposals may be withdrawn at any time up to the opening and acknowledgment upon written notice to Tawana Keels, Chief Financial Officer/Human Resources Director. Withdrawal requests received after the time set for opening and acknowledgment shall not be considered.

### **8. DESIGNATED CONTACT**

The designated contact for questions or submission of notices pertaining to the

Request for Bid Proposals is Tawana Keels, Chief Financial Officer/Human Resources Director/Human Resources Director, 280 S. Green Valley Parkway, Henderson, NV 89012, telephone number (702) 492-6583.

**9. BID PROPOSAL EVALUATION AND SELECTION CONSIDERATIONS:**

Evaluation of Bid Proposals will be conducted by an Evaluation Committee of HDPL staff. The committee will evaluate all responsive Bid Proposals based upon the information contained in the Bid Proposals as submitted. The committee will score and rank all responsive Bid Proposals and establish a short-list of finalists for further consideration. The following considerations will be utilized to evaluate each responsive Bid Proposal submitted (other factors may be considered if need shall arise during the evaluation process):

<b>TAB CONSIDERATION</b>	<b>MAX POINT VALUE</b>
2 & 3 Experience and qualifications of Contractor and managerial and supervisory staff and staffing capacity	15
4 Personnel Selection, Training, Retention, Quality Control Program, and Supervision Methods	15
5 Operating Procedures, Reports and Documentation	15
6 Uniform(s) and Employee Identification Badge	5
7 Client References	10
10 Proposed Billable Rates	<u>40</u>
<b>TOTAL MAXIMUM POINTS 100</b>	

The finalists may be requested to provide HDPL a presentation and/or an oral interview. If interviews are necessary, the interview process shall include principal(s) of the Contractor. HDPL reserves the right to make site inspections of a Finalist's facilities to further determine the ability of a Finalist to perform the work.

HDPL may make such investigation as it deems necessary to determine the ability of a Contractor to perform the work, and any Contractor shall furnish all information and data requested for such purpose. HDPL reserves the right to reject any Bid Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy HDPL that such Contractor is properly qualified to carry out the obligation of the resulting agreement and to complete the performance contemplated herein.

**GENERAL PROVISIONS**  
**RFB NO. 24-02**  
**JANITORIAL MAINTENANCE SERVICES**

The term "Contractor" shall mean the contractor proposing to and undertaking this work. The term "Contract" shall mean the agreement based on these general provisions and service specifications and the terms of the contractor's Bid Proposal as agreed upon. The term "HDPL" shall mean the Henderson District Public Libraries. The term "BOT" as used throughout this document will mean the Board of Trustees which is the Governing Body of the Henderson District Public Libraries. The term "RFB" as used throughout this document will mean Request for Bid Proposals. The term "submittal" as used throughout this document shall mean the document(s) submitted in response to this Request for Bid Proposals.

**1. ACCEPTANCE OR REJECTION OF BID PROPOSALS:**

HDPL reserves the right to accept or reject any or all Bid Proposals submitted or portions thereof, including exceptions, and to waive any informality in a Bid Proposal, based solely on the considered value of such submittals to HDPL. HDPL shall not be liable for any costs incurred by Contractors prior to the execution of the resulting Contract.

HDPL reserves the right to hold Bid Proposals for a maximum ninety-day (90) period from the opening date before awarding or rejecting Bid Proposals.

**2. BID PROPOSAL DISPOSITION/PUBLIC RECORDS:**

All Bid Proposals shall become the property of HDPL and shall not be returned to the Contractor.

HDPL is a public agency as defined by state law, and as such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under that law, all of HDPL's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Contractor(s) are advised that once a submittal is received by HDPL, its contents will become a public record and nothing contained in the submittal will be deemed to be confidential except proprietary information. Contractor(s) shall not include any information in their submittal that is proprietary in nature or that they would not want to be released to the public. Submittals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information.

If a Contractor feels that they cannot submit their Submittal without including proprietary information, they must adhere to the following procedure or their submittal may be deemed unresponsive and will not be recommended to the Executive Director for selection:

Contractor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFB number. The envelope must contain a letter from the Contractor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document meets the narrow definitions of proprietary information set forth in NRS 332.025, 332.061 and NRS Chapter 600A, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a submittal accompanied by such a separate, sealed envelope, HDPL will open the envelope to determine whether the procedure described above has been followed.

Any information submitted pursuant to the above procedure will be used by HDPL only for the purposes of evaluating submittals and conducting negotiations and might never be used at all.

If a lawsuit or other court action is initiated to obtain proprietary information, a Contractor(s) who submits the proprietary information according to the above procedure must have legal counsel intervene in the court action and defend the secrecy of the information. Failure to do so shall be deemed Contractor's consent to the disclosure of the information by HDPL, Contractor's waiver of claims for wrongful disclosure by HDPL, and Contractor's covenant not to sue HDPL for such a disclosure.

Contractor(s) also agrees to fully indemnify HDPL if HDPL is assessed any fine, judgment, court cost or attorney's fees as a result of a challenge to the designation of information as proprietary.

### **3. BID PROPOSAL DISCUSSIONS AND/OR NEGOTIATIONS:**

HDPL reserves the right to accept a Bid Proposal without further discussion or negotiations provided the acceptance is made within the time specified for acceptance of the Bid Proposal. Therefore, the Bid Proposal shall be submitted initially on the most favorable terms for billable rates, experience of Contractor and its staff, personnel selection methods, operating procedures, and other considerations listed under "Bid Proposal Evaluation and Selection Considerations" found on Page 9 that the Contractor can furnish to HDPL.

HDPL reserves the right to negotiate the exact terms and fees of a resulting Contract, before recommendation for award of this RFB, and at any time during the term of the resulting Contract or extension(s) thereof, including additional fees, if HDPL requirements for janitorial maintenance services change.

- A. Such negotiations may begin after HDPL's Evaluation Committee has chosen an apparent successful Contractor(s). If such negotiations are not, in the sole opinion of HDPL's Chief Financial Officer/Human Resources Director/Human Resources Director, successfully concluded within five (5) business days, HDPL shall retain the right to end such negotiations and begin negotiations with the next rated Contractor.

If HDPL's requirements change, and HDPL and successful Contractor(s) are unable to reach an agreement on modifying the Contract, either party may terminate the Contract subject to the provisions of Paragraph 11 below.

### **4. AWARD OF BID PROPOSAL:**

HDPL reserves the right to award this RFB to the responsive and responsible Contractor(s) who, in the sole opinion of HDPL, submits the most comprehensive and advantageous Bid Proposal with respect to billable rates, experience of Contractor and its staff, financial responsibility of Contractor, past performance of Contractor, ability of the Contractor to perform the contract, conformity to specifications, and other considerations listed under "Bid Proposal Evaluation and

Selection Considerations” found on Page 9 and within the budgetary constraints of HDPL. Contracts shall be awarded on an individual location basis. Bid Proposals submitted for more than one location do not guarantee an award of contract for all locations Bid Proposals are submitted for. HDPL reserves the right to award a contract for only one, or more than one but less than all, or all locations bid by the Contractor. The Executive Director shall make the award(s) and her decision is final.

## **5. PROTEST BY CONTRACTORS:**

Any Contractor, which submitted a Bid Proposal, who is allegedly aggrieved in connection with the solicitation or award of a contract, may protest. The protest must be submitted in writing to Tawana Keels, Chief Financial Officer/Human Resources Director/Human , within seven (7) calendar days after the bid proposal opening. The letter of protest must, at a minimum, contain the following information: (a) The alleged violation(s) of: 1) Contract bid documents referencing page number, item, and paragraph, 2) Nevada Revised Statute referencing the specific chapter, section and subsection, 3) local codes or ordinances referencing section number; and (b) supporting documentation and other detailed proof to substantiate the protest. If the protest is not resolved by mutual agreement, Tawana Keels, Chief Financial Officer/Human Resources Director/Human Resources Director, will promptly issue a decision in writing to the protester and any other party intervening. If the protester wishes to appeal the decision rendered by Tawana Keels, Chief Financial Officer/Human Resources Director, such appeal must be made, in writing, within 48 hours of receipt of the decision of the Chief Financial Officer/Human Resources Director, to the Board of Trustees. An award recommendation shall be made and presented to HDPL’s Executive Director for a final decision. The Owner need not consider protests unless this procedure is followed.

## **6. BID PROPOSAL CONTRACT:**

The Contractor(s) to whom the award is made will be required to enter into written Contract(s) with HDPL. The contents of the Bid Proposal and any clarifications thereto submitted by the successful Contractor(s) and accepted by HDPL shall become part of the contractual obligation and incorporated by reference into the ensuing Contract. The final Contract shall incorporate the Request for Bid Proposal, Contractor's response, and any negotiated points of Contract between the parties.

## **7. CONTRACT TERM, EXTENSION, AND ESCALATION:**

The resulting Contract(s) for Janitorial Maintenance Services shall be for twelve (12) months commencing on July 1, 2024. THIS IS A TWELVE (12) MONTH CONTRACT WITH NO GUARANTEE OF EXTENSION. All Contract billable rates shall be good for a period of twelve months from the commencement date of Contract. The Contract may be extended for an additional one (1) year period only by consent of HDPL. If the Contract is extended for an additional one (1) year period, the Contractor shall be allowed an escalation in the Contract billable rates. Such increase shall be allowed subject to 100% of the Consumer Price Index for All Urban Consumers (CPI-U) U.S. City Average (not seasonally adjusted) for the eleven-month (11) period following the Contract commencement/extension date. This option to extend may be exercised by HDPL up to three (3) times. Each extension shall allow an escalation in the Contract billable rates as set forth above.

## **8. PROBATIONARY PERIOD:**

Successful Contractor(s) will be on a probationary period for the first ninety (90) calendar days of the initial Contract period for HDPL to evaluate their performance. HDPL may terminate the contract for any reason, with or without cause, during the probationary period by written notice of the termination to the Contractor at least ten (10) calendar days prior thereto.

**9. TERMINATION OF CONTRACT BY HDPL FOR CAUSE:**

After the Probationary Period, HDPL may terminate its contract with the contractor, upon ten (10) days written notice, under the following circumstances:

- A. The contractor fails to maintain the required business license(s) and insurance coverage's or any other licenses or coverage required by State Law, Local Law, and this document.
- B. The contractor employs unauthorized aliens or does not have its' employees subscribe to the requirements of a drug free workplace.
- C. The contractor fails to maintain the minimum man-hour staffing levels bid for performing daily services.
- D. The contractor assigns or otherwise disposes of its rights, interest or obligations under this Contract without prior written consent of HDPL.
- E. The contractor fails to satisfactorily perform periodic services as scheduled.
- F. The contractor fails to comply with the provisions and specifications of the RFB documents after written notice has been received by facsimile or certified mail and the default has not been satisfactorily corrected within two (2) calendar days of the receipt of the notification.
- G. The contractor receives two (2) or more notices for the same default(s) within a thirty (30) calendar day period and regardless of whether the default has been previously cured.

Failure of HDPL to terminate the contract under any of the foregoing circumstances or conditions shall not act as a waiver by HDPL to enforce the provisions set forth herein.

The contractor may appeal to the Chief Financial Officer/Human Resources Director/Human Resources Director any action by HDPL to terminate the Contract for cause before the end of the Contract term.

**10. COMMENCEMENT OF SERVICES TIME FRAME:**

The Contractor will have thirty (30) calendar days after the Notice of Award is issued to commence services and be fully operational. The contract period may commence prior to the thirty (30) calendar day period.

**11. TERMINATION:**

Either party to the resulting Contract(s) may terminate the Contract(s) without cause, upon thirty (30) days prior written notice to the other. If the Contractor shall terminate the Contract, HDPL reserves the right to enter into a Contract for Janitorial Maintenance Services with another provider of such service for the duration of the terminated Contract and any allowable extensions thereof. HDPL reserves the right to immediately terminate the Contract(s) for cause.

**12. COLLUSION AND ADVANCE DISCLOSURES:**

Pursuant to 332.820 evidence of agreement or collusion among Contractor(s) and prospective Contractor(s) acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the offers of such Contractor(s) void.

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

### **13. CONTACT WITH HDPL DURING RFB PROCESS:**

Communication between a Contractor and a member of the BOT or between a Contractor and a non-designated HDPL contact regarding the award of a contract is prohibited from the time the RFB is advertised until the item is posted on an agenda for the award of the contract(s). Questions pertaining to this RFB shall be addressed to the designated contact specified in the RFB document. Failure of a Contractor, or any of its representatives, to comply with this paragraph may result in their submittal being rejected.

### **14. CONDITIONS ON SITE:**

The Contractor shall examine the site and shall familiarize himself with all conditions that may affect his work. Failure to do so shall not lessen his responsibility or entitle him to additional compensation for work not included in his Bid Proposal.

### **15. TAXES:**

HDPL is tax exempt from State Retail tax and state, local, and Federal Excise tax. (These taxes are not to be included in the billable rates quoted in the Bid Proposal.) The Contractor shall pay all taxes, levies, duties and assessments of every nature which may be applicable to any work under this Contract. The Contract rates and any agreed variations thereof shall include all taxes imposed by law. Contractor shall make any and all payroll deductions required by law. Contractor herein indemnifies and holds HDPL harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

### **16. LICENSES:**

Contractor shall comply with all Federal, State and Local laws relative to conducting business in Clark County, NV and the City of Henderson, NV including, but not limited to, payment of sales and use taxes, licensing, labor and health laws, OSHA Standards, and NRS Chapters 332 and 648, as amended, if applicable. The laws of the State of Nevada will govern as to the interpretation, validity, and effect of this RFB, its award, and any contract entered into. The cost of required licenses shall be included in all Bid Proposal rates quoted.

### **17. INSURANCE AND INDEMNITY:**

#### **Insurance:**

A. Contractor agrees to maintain **Workers Compensation** coverage at

statutory limits throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the Contract, Contractor agrees that HDPL may, at any time the coverage is not maintained by Contractor, order the Contractor to stop work, suspend the Contract, or terminate the Contract.

- B. The Contractor shall furnish, prior to start of Contract term, all required insurance. The certificates for each insurance policy are to be signed by a person authorized by that insurer.
- C. As a condition precedent to receiving payments, Contractor shall have on file with HDPL current certificates of insurance evidencing the required coverage. Upon expiration, cancellation or renewal of such policies, HDPL shall be notified in writing and new certificates provided.
- D. The adequacy of the insurance supplied by the Contractor, including the rating and financial health of each insurance company providing coverage, is subject to the approval of HDPL.
- E. HDPL, its officers, employees, and volunteers must be expressly covered as **Additional Insured** with respect to liability arising out of the activities by or on behalf of the named insured in connection with this service.
- F. Each insurance policy supplied by the Contractor must be endorsed to provide that the coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except after thirty (30) days prior written notice by Certified Mail, Return Receipt Requested, has been given to HDPL. This notice requirement does not waive the insurance requirements contained herein.
- G. All deductibles and self-insured retention shall be fully disclosed in the Certificate of Insurance.
- H. The Contractor shall obtain and maintain, for the duration of the Contract or longer period if specified herein, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, or subcontractors of any tier. The cost of such insurance shall be included in Contractor's billable rates. The Contractor is required to obtain and maintain the following coverage:
  - (1) General Liability: General Liability coverage shall be on "occurrence" basis only and not "claims made." The coverage must be provided either on an ISO Commercial General Liability form or an ISO Broad Form Comprehensive General Liability form. Any exceptions to coverage must be fully disclosed on the required certificates. If other than these forms are submitted as evidence of compliance or additional exclusions are attached, complete copies of such policy forms must be submitted to HDPL within ten (10) days after notice of award. Policies must include, but need not be limited to, coverage with limits of no less than **One Million Dollars (\$1,000,000.00)** combined single limit per occurrence, with an aggregate limit of **Two Million Dollars (\$2,000,000.00)**.
  - (2) Automobile Liability: Automobile Liability must provide coverage for



claims for damage because of bodily injury or death of any person, or property damage arising out of the ownership, maintenance or use of any motor vehicles whether owned, hired or non-owned. Contractor shall maintain limits of no less than **One Million Dollars (\$1,000,000.00)** combined single limit "per accident" for bodily injury and property damage.

- (3) Excess Liability: Contractor shall provide excess liability coverage with limits of no less than **One Million Dollars (\$1,000,000.00)** for general liability and automobile liability.
- (4) Client Property Coverage: Contractor shall provide client property coverage for the loss or injury to or destruction of property of HDPL entrusted to the Contractor caused by dishonesty of its employees with limits of no less than **One Hundred Thousand Dollars (\$100,000.00)** per occurrence.

- I. If the Contractor fails to maintain any of the insurance coverage required herein, then HDPL will have the option to declare the Contractor in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order that the required coverage may be maintained. The Contractor is responsible for any expenses paid by HDPL to maintain such insurance and HDPL may collect the same from the Contractor or deduct the amount paid from any sums due the Contractor under the Contract.
- J. The insurance requirements specified herein do not relieve the Contractor of their responsibility or limit the amount of their liability to HDPL or other persons and the Contractor is encouraged to purchase such additional insurance, as he deems necessary.
- K. The Contractor is responsible for and must remedy all damage or loss to any property, including property of HDPL, caused in whole or in part by the Contractor, any subcontractor or anyone employed, directed or supervised by Contractor. The Contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- L. **The Contractor will pay all premiums and costs of insurance which shall be included in the proposed billable rates quoted.**

**Indemnity:**

Regardless of the coverage provided by any insurance policy, Contractor agrees to defend, indemnify, save and hold harmless HDPL, its officers, agents, representatives and employees from and against all losses, damages, claims and liabilities (including reasonable attorneys' fees) based upon or arising out of damages or injuries caused by the negligence or willful misconduct of Contractor or its employees in the performance of services under the services Contract; provided, however, that Contractor's indemnification obligations hereunder shall not apply to the extent of HDPL's negligence or willful misconduct. HDPL agrees to defend, indemnify, save and hold harmless Contractor, its officers, agents, representatives and employees from and against all losses, damages, claims and liabilities (including reasonable attorneys fees) based upon or arising out of damages or injuries caused by the negligence or willful misconduct of HDPL or its employees. In the event of any claims made or suits filed against HDPL, Contractor shall be given prompt

written notice thereof, and Contractor shall have the right to defend or settle the same to the extent of its interest hereunder.

It is not the intention of this agreement or of anything herein provided to confer a third party beneficiary right of action upon any person whatsoever, and nothing herein before or hereinafter set forth shall be construed so as to confer upon any person other than Contractor and HDPL a right of action either under this Contract or in any manner whatsoever.

**18. COMPLIANCE WITH LAWS:**

Contractor shall agree at all times to comply with all applicable laws, ordinances or regulations of governmental entities having jurisdiction over matters which are the subject of this RFB.

**19. STATUS OF CONTRACTOR:**

The Contractor shall have the status of an "Independent Contractor" as defined by NRS 284.173. Neither the Contractor nor anyone employed by the Contractor shall be deemed for any purpose to be the employee, agent, servant or representative of HDPL.

**20. EMPLOYMENT OF UNAUTHORIZED ALIENS:**

In accordance with the Immigration Reform and Control Act of 1986, the Contractor agrees that they will not employ unauthorized aliens in the performance of this Contract.

**21. NON-DISCRIMINATION:**

HDPL is committed to promoting full and equal business opportunity for all persons doing business with HDPL.

The Contractor(s) acknowledges that HDPL has an obligation to ensure that public funds are not used to subsidize private discrimination. The Contractor(s) recognizes that if they or their subcontractors refuse to hire or do business with an individual or company due to reasons of race, color, gender, ethnicity, disability, national origin, age or any other protected status, HDPL may declare the Contractor(s) in breach of the contract, terminate the contract, and designate the Contractor(s) as non-responsible. Contractor(s) must be an Equal Opportunity Employer. In addition, the Contractor(s) shall require like-compliance by any subcontractors employed.

**22. INVOICING:**

Contractor shall furnish monthly invoices to the Henderson District Public Libraries, Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, NV 89012, Attn: Tawana Keels, CFO/HR Director. All invoices will be reviewed and approved for payment by the Chief Financial Officer/Human Resources Director or designee. Invoices may also be emailed to Tkeels@hendersonlibraies.com.

**The Contractor shall be paid for services Net 30 upon receipt of proper invoicing and required reports.**

### **23. STAFFING:**

A competent English-speaking supervisor with authority to act for the Contractor must be available to HDPL at all times.

The Contractor shall, at all times, employ and maintain an adequate English-speaking staff for consistent and efficient operation of all services specified under this Contract. HDPL may, at any time or from time to time and for any reason whatsoever, notify the Contractor that it will no longer accept services performed by any one or more of the Contractor's employees. HDPL shall have no obligation to disclose to the Contractor the reasons for any such notice. In the event of such notification, the Contractor shall promptly remove such employee or employees from HDPL's premises and take immediate steps to insure that its performance under this Contract will not be reduced.

The Contractor shall also provide sufficient backup in times of staff shortages due to vacations, illnesses, and inclement weather.

### **24. STAFF PRESENCE ON HDPL PREMISES:**

The Contractor agrees that all persons working for or on their behalf, while on HDPL premises, shall obey the policies, procedures, rules and regulations that are established by HDPL and shall comply with the reasonable requests of HDPL managers or designees.

The Contractor shall be responsible for the acts of its employees and agents while on HDPL premises. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on HDPL premises. The Contractor shall be responsible for all damages to persons or property caused by the Contractor or any of its agents or employees. The Contractor shall promptly repair to the specifications of HDPL any damage that it or its employees or agents may cause to HDPL premises or equipment; on the Contractor's failure to do so, HDPL may repair such damage and the Contractor shall reimburse HDPL promptly for the cost of repair.

The Contractor agrees that, in the event of an accident of any kind, the Contractor will immediately notify the Chief Financial Officer/Human Resources Director, or designee, and thereafter furnish a full written report of such accident.

### **25. SCHEDULE OF SERVICES AND HOLIDAYS**

For the James I. Gibson Library, the Green Valley Library, and West Henderson Library, the Contractor's services will be performed five days per week (currently Tuesday through Saturday) unless specified otherwise. For the Paseo Verde Library, the Contractor's services will be performed 6 days per week (Monday through Saturday). Services for all locations shall normally be performed between the hours of 9:00 PM and 7:00 AM unless specified otherwise.

Services for all locations shall be not provided on the following HDPL holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Staff Training Day (when approved), Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day (the Friday following Thanksgiving Day), Christmas Eve Day and Christmas Day. If any of these days occur on a Saturday, the holiday shall be observed on the Friday proceeding the holiday, the

recognized legal holiday, and services shall not be provided on that day or the actual holiday.

**26. JOINDER PROVISION:**

In accordance with the provisions of NRS 332.195, certain other public entities may avail themselves of the provisions of any resulting Contracts, provided they abide by the terms and conditions thereof.

- A. Each participating entity shall execute Contracts in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.
- B. Within the scope of this Request for Bid Proposal, HDPL shall be held harmless in any and all transactions between the Contractor and the other participating public entities.

**27. FORCE MAJEURE:**

Neither party shall be liable for defaults or delays due to Acts of God or the public enemy, acts or demands of any government or governmental agency, strikes, fires, floods, accidents or other unforeseeable causes beyond its control and not due to its fault or negligence. Each party shall notify the other in writing of the cause of such delay within five (5) days after the beginning thereof.

**28. ASSIGNMENT:**

No assignment of any Contract resulting from award of this Request for Bid Proposal shall be allowed, including the right to receive payment, without the express written permission of HDPL.

**LOCATIONS AND BUILDING SQUARE FOOTAGES  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

1. After the mandatory walk-through and prior to submitting Bid Proposals, all proposers are invited and encouraged to revisit the locations listed. Proposers are responsible for taking all building measurements and fixture inventories necessary to do workload calculations to establish appropriate staffing levels and all other associated costs.
2. HDPL locations are listed below and are to be bid **separately**. Proposers may submit Bid Proposals on any number of locations.

<u>LOCATION</u>	<u>BUILDING SQUARE FOOTAGE</u>	<u>APPROX. # EMPLOYEES PER DAY</u>	<u>APPROX. # PATRONS PER DAY</u>
James I. Gibson Library (GIB) 100 W Lake Mead Pkwy Henderson, NV 89015	19,919	20	425
Green Valley Library (GRN) 2797 N. Green Valley Pkwy Henderson, NV 89014	22,500	25	235
Paseo Verde Library (PVL) 280 S. Green Valley Pkwy Henderson, NV 89012 (Administrative offices located here)	43,313	52	860
West Henderson Library (WHL) 3243 Bicentennial Parkway Henderson, NV 89044	3,500	6	145

**SERVICE SPECIFICATIONS  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

The term "Contractor" shall mean the contractor proposing to undertake this work. The term "HDPL" shall mean Henderson District Public Libraries.

**ACCOUNT MANAGER**

Contractor shall provide an Account Manager to oversee all job assignments and operations as needed. Account Manager will be the liaison with HDPL's Chief Financial Officer/Human Resources Director, or designee, and all location Library Managers and must be able to be reached at all times in case of emergencies. Account Manager shall also be the direct link for all correspondence between the Chief Financial Officer/Human Resources Director, or designee, and the main office of the Contractor.

**INITIAL CLEAN-UP OF BUILDING**

**Within thirty (30) calendar days of the start of the contract period, Contractor shall be responsible for cleaning the entire building, regardless of its current state of cleanliness, to the level of the cleaning standards specified below. Contractor shall incorporate this cost into the monthly cost per square foot rate proposed.**

**EMPLOYEE/SECURITY REQUIREMENTS**

Employees assigned to HDPL shall be carefully interviewed, screened and trained. They must have the right to work in the United States with proper documentation made available to HDPL upon request. They shall be neat and clean in appearance and properly identified.

Contractor shall provide HDPL with a complete roster of employees assigned to each location, including their scheduled work days and hours. Any change in the employee roster shall be given to HDPL's Chief Financial Officer/Human Resources Director within 48 hours of such change.

A **Man-hour Log Book** shall be maintained in the building in which each employee shall print and sign his/her own name and make a notation of the date and time they enter and leave the building for each work shift.

An **Events Log Book** shall be maintained in the building in which a record shall be made of any events requiring HDPL's or contractor's attention.

Employees shall abide by all HDPL policies, regulations and safety rules.

Employees shall not eat, drink, or smoke on duty. They shall not disturb paper on desks, open drawers, cabinets, refrigerators, or use telephones, computers or other library equipment. They shall not bring children with them to the library while on duty.

HDPL reserves the right to request removal of any employee upon submitting proper justification, should such action be considered necessary to the best interests of HDPL.

**Janitorial service workers shall be required to wear a distinctive uniform and ID badge of a type selected by the Contractor and approved by HDPL.**

The Contractor will provide HDPL, upon request, the following information, which may be

utilized by HDPL to investigate a services worker's background, prior to or while the worker is being utilized in HDPL buildings: Social Security Number, Date of Birth, Weight, Hair Color, Eye Color and local address. The contractor shall, upon request, provide HDPL with a release or authorization from each employee acknowledging that and permitting HDPL to investigate the employee.

**Security Procedures** - Contractor shall provide to HDPL for approval, **prior to the start of the contract**, a written document that specifies the contractor's security procedures which are to be followed by his/her supervisors and cleaning staff. Security procedures shall be effective in minimizing the opportunity for thefts to occur from the building(s). Procedures shall include, but not be limited to: key control, trash removal, ingress and egress control, supervision of employee movement within the buildings, etc.

**Protection of Keys** - The Contractor shall be fully responsible for protection of keys and CyberKeys, furnished him/her and shall also be responsible to see that the building is properly locked and alarmed upon completion of the work, if such action is directed by HDPL's representative. Should the key(s) or CyberKeys allotted to the contractor or his/her employees become lost or stolen, HDPL reserves the right to have the corresponding locks re-keyed and the sufficient amount of keys re-issued to HDPL's involved personnel at the Contractor's expense.

Contractor shall furnish a list of all employees' assigned keys to libraries showing the key number assigned. Changes in key assignment shall be immediately made known to HDPL's Chief Financial Officer/Human Resources Director, or designee.

## **SUPERVISION REQUIREMENTS**

The Contractor shall furnish, at Contractor's expense, the supervision required to insure the necessary management of its personnel, and performance of the functions involved in the general provisions and service specifications. The supervisor is responsible for distributing and monitoring keys and CyberKeys.

**Each cleaning crew assigned to a location shall have a supervisor/lead, fluent in the English language, on site at all times while cleaning crew is working.**

## **CONTRACT COMPLIANCE**

Contractor or supervisory employee(s) of the Contractor shall accompany HDPL's Chief Financial Officer/Human Resources Director or designee on periodic inspections of each facility as requested by HDPL's Chief Financial Officer/Human Resources Director, or designee. HDPL shall perform additional periodic inspections to insure Contractor compliance with contract provisions and specifications.

**Submittal of Monthly Reports** - The Contractor shall submit monthly reports of work performed; format to be approved by HDPL. Said reports shall be certified by the Contractor or his designee certifying the adherence of the Contractor to the performance of services and specifications. The reports shall be submitted to HDPL's Chief Financial Officer/Human Resources Director, or designee. The monthly reports shall include, but shall 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, schedule for the next month's periodic work, etc.

Reports shall be submitted with invoice(s) for prior months services no later than the 7th of the month. Invoices for prior months services will not be processed for payment until

complete reports are received and accepted.

## **PERFORMANCE STANDARDS/PENALTIES**

If any services performed are deemed not in conformity with the specifications and requirements of the contract, HDPL shall have the right to require the Contractor to perform the services again in conformity with said specifications and requirements at no additional increase in the total contract amount.

HDPL reserves the right to deduct a prorated amount from the contract amount due for that period when services do not meet cleaning standards or specifications and/or impose a flat penalty of \$100.00 per occurrence for a cleaning standards or specifications default that has not been satisfactorily corrected within two (2) calendar days of receipt of the notification; and/or impose an additional flat penalty of \$250.00 per occurrence for more than one (1) notice for the same default within a thirty (30) calendar day period. Additionally, the contract may be canceled per the provisions of General Provisions, Paragraph 9 on page 13.

HDPL also reserves the right to have periodic services, not performed as specified and scheduled, completed by another party and then shall back charge actual expenses to Contractor.

HDPL shall deduct all deductions for insufficient service, flat penalties, back charges, etc. from the Contractor's invoice for the period they apply.

HDPL shall supply to its Staff a Janitorial Service Deficiency Log to receive notice of deficiencies from the facilities. HDPL shall verify the accuracy and veracity of each notice before sending the Janitorial Service Deficiency Log to the Contractor for appropriate remedial action. HDPL shall solely decide all questions or interpretations which may arise as to the quality and acceptability of any work performed under the contract.

## **SUPPLIES AND EQUIPMENT**

**Contractor is to supply at its expense, at a minimum, all appropriate paper products, trash container liners, deodorizers, cleaning chemicals and supplies, safety signage, and equipment (including an on-site carpet extractor for daily spotting of carpets and upholstery at each location).**

Contractor shall leave, in an assigned place, extra paper products, cleaning supplies and equipment that may, from time to time, be required for use by library staff. For equipment, a minimum of a vacuum cleaner, carpet extractor, mop with bucket and wringer, broom and dust pan shall be left in each building at all times. HDPL shall not be responsible for the loss of equipment or supplies from any cause.

## **SPECIAL CALL**

From time to time it may be necessary for HDPL to require additional janitorial service beyond the scope of the contract. Contractor shall state on the Proposed Billable Rates Form the minimum hours for each such occurrence, if any, and the hourly rate to be paid.

## **EMERGENCIES/MAINTENANCE CONDITIONS/DAMAGE BY EMPLOYEES**

Contractor shall provide HDPL's Chief Financial Officer/Human Resources Director, or designee with a current emergency phone contact list. Contractor shall respond



immediately to all emergency janitorial problems upon request. The supervisor will report to HDPL's Chief Financial Officer/Human Resources Director or designee any maintenance conditions such as leaky faucets, stopped toilets and drains, broken fixtures, etc. The supervisor will also report any unusual happenings in the building noticed or called to his/her attention by Contractor's employees.

Upon completion of work, the contractor will leave all slop sinks, supplies and equipment storage areas in a clean, neat and orderly condition; and be sure all unnecessary building lights are turned off and all doors locked.

Regardless of insurance coverage provided, Contractor shall be responsible for reimbursing HDPL for costs incurred due to the intentional or accidental damage to facilities, equipment or furnishings caused by Contractor's employees, for costs incurred due to theft by the Contractor's employees, or for the setting off of false burglar and/or fire alarms by Contractor's employees.

## **CLEANING STANDARDS**

### **Minimum Cleaning Standards**

It is the intent of HDPL that all premises be maintained at a high standard of cleanliness. All materials and equipment required for cleaning, including floor finishes and restroom chemicals, shall be of acceptable industrial quality and are subject to approval by HDPL. 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, and spots. This general definition is not exclusive.

### **Safety**

The supervisor/contractor will be responsible for instructing his/her 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 and OSHA Standards will be complied with in all activities.

### **General Requirements/Standards**

Contractor is responsible for cleaning **all** areas of the building interior including, but not limited to, entry foyers, public service areas, offices, general work areas, corridors, stairways, restrooms, kitchen areas, etc. **Also**, for cleaning all exterior trash receptacles and ash trays. **Clean all dirt, debris, spillage, etc., regardless of the source or reason for its existence.**

For energy conservation reasons, HDPL may not operate all interior and exterior lighting all night. Therefore, services that are difficult to properly accomplish during dark hours, due to poor lighting, shall be scheduled and completed during daylight hours (e.g., interior work such as window cleaning, cleaning smudges on walls and doors, high dusting, etc.)

### **Restrooms**

**Restroom cleaning is understood to have the highest priority in HDPL's buildings.**

Clean and service all employee and public restrooms as specified. Wash urinals, toilets, 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. Toilets and urinals shall be cleaned with disinfectant and other quality materials using techniques that will remove and prevent any formation of encrustation or stains under lids, ledges or rims without harming the finish.

Towel dispensers, soap dispensers, toilet paper holders and seat cover 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 or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures anywhere within the restroom. The use of highly scented disinfectants or objectionable or odoriferous cleaners shall not be permitted.

### **Office/Public Areas**

General cleaning of office/public areas shall include the removal of trash from wastebaskets, and other waste material labeled as trash or recycle must be taken to the designated recycling bin or dumpster location. It further includes dusting, glass cleaning, and removal of dust, soil, stains, smudges, and marks from furniture, equipment, walls, 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. **No computer equipment or other equipment shall be unplugged to make room to use cleaning equipment.**

Floors shall, at all times, be maintained with a safe slip-resistant finish. **Contractor shall use sealers and finishes appropriate for the type of floor, i.e. vinyl tile, concrete, etc.**

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. Edges, corners and baseboards, shall be clean.

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 build-up.

Proper shampooing shall result in a carpet that is 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.

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

### **Air Conditioning, Heating and Ventilation 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 washable spots, marks, hand and foot prints.

## **Dusting**

Dusting, as specified, is defined as being unable to see dust when looking at an appropriate angle at arms length and after wiping surface six inches with finger tip, being unable to see dust on finger tip or on surface.

## **Bloodborne Pathogen Related Incidents**

Contractor shall be "on-call" (able to respond within one (1) hour) and responsible for the safe and proper clean-up and disposal of spilled human body fluids and waste such as blood, urine, fecal matter, semen, etc. in accordance with OSHA's Bloodborne Pathogens Standard.

## **DETAILED CLEANING INSTRUCTIONS**

### ***RESTROOMS/KITCHEN AREAS, ETC.***

#### **DAILY:**

Clean all mirrors with glass cleaner.

Empty wastebaskets and trash receptacles, unless otherwise directed, all are to be lined with plastic bags each time they are emptied. Wastebaskets are to be cleaned and sanitized before replacing liners. Dirty liners must be replaced daily. Stainless enclosures are to be cleaned and polished inside and out.

Clean and disinfect, with approved disinfectant, lavatories and counters. Clean with a non-abrasive cleaner. Remove water spots.

Clean and disinfect, with approved disinfectant, urinals.

Clean and disinfect, with approved disinfectant, toilets, seats and trim.

Wet mop and disinfect floors. Remove water spots, streaks and film from floors. Clean edges, corners and base. Vacuum and spot clean if floors are carpeted.

Remove graffiti that will scrub off walls, partitions and fixtures.

Refill hand soap, towels, toilet paper and toilet seat cover dispensers. Ensure dispensers are operating properly.

Clear clogged toilets as necessary.

Empty sanitary napkin disposal units, spray and damp-wipe with disinfectants. Replace plastic liners.

Provide urinal deodorant screens in all urinals. Replace immediately when deodorant cakes are depleted.

#### **WEEKLY:**

Wash and sanitize walls, partitions and railings. They are to be free of handprints, smudges and dust.

Damp-wipe all doors and jambs. They are to be free of handprints, footprints, smudges and dust.

Remove lime and scale build-up from plumbing fixtures. Extreme care should be taken not to remove finish from fixtures.

Brush or vacuum air returns, vents and surface areas around vents. Damp wipe if necessary.

Spray-buff vinyl tile and linoleum floors and all other waxed/finished floor surfaces where applicable, to restore a "just-waxed" appearance.

**MONTHLY:**

Power scrub floors with a germicidal solution. Scrub grout lines under urinals and around toilets to remove stains.

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

Top scrub and apply floor finish on vinyl tile and linoleum floors and all other waxed/finished floor surfaces where applicable.

**3 X ANNUALLY (April, July, October):**

Floors - Strip and refinish vinyl tile and linoleum floors and all other waxed/finished floor surfaces where applicable. Refinishing is not necessary if top scrubbing and applying finish will return to clear, clean appearance.

**ANNUALLY (January):**

Strip and refinish all vinyl tile and linoleum floors and all other waxed/finished floor surfaces where applicable. Apply a minimum of two (2) coats of sealer and four (4) coats of top finish.

**Optional Service - Mid-Day Public Restroom Cleaning:**

As an option to the above services, HDPL requires the public restrooms shall be cleaned 2X Daily the James I. Gibson Library on days that these libraries are open longer periods of time, currently Tuesday through Thursday and all open days at the Paseo Verde Library, currently Monday-Saturday. The first cleaning shall be between 1:00 PM and 2:00 PM and second cleaning shall be after closing. DAILY specifications apply to both cleanings. This is an optional service that should be quoted separately. HDPL reserves the right to include, expand, contract, or remove this option from the contracted services.

***OFFICES, PUBLIC SERVICE AREAS, GENERAL WORK AREAS, STAFF LOUNGES, ENTRY FOYERS, MEETING ROOMS, CORRIDORS, ETC.***

**DAILY:**

**Dusting** - All furniture, built-in and free-standing counters and cabinets, railings, office equipment, appliances, book shelves (all around books), decorative panels, window sills, ledges, low moldings, handrails, fire points, etc., from a height of eight feet (8') and below, will be dusted with a treated cloth or static duster. Clean fingerprints and soil marks as required. Desks and tables not cleared of paper and work materials will only be dusted where desk is exposed.

**Dust Mopping** - After furniture dusting is completed, all non-carpeted floor areas will be dust mopped, with a treated dust mop, with special attention being given to areas under desks and furniture to prevent accumulation of dust and dirt.

**Vacuuming** - All rugs, carpets and mats are to be vacuumed daily in all areas, under tables and study carrels in public areas and easy to reach places beneath desks, tables, furniture, equipment, etc. in all other areas. Spot vacuum upholstered furniture, space divider walls and other fabric covered surfaces as required. Care shall be taken not to damage or mar baseboards, counters, walls, furniture etc. with floor cleaning equipment. Contractor will be

responsible for the repair cost of such damage.

**Waste Cans/Trash Disposal** - Waste cans will be emptied and damp wiped clean as required. Waste cans are to be lined with plastic bags each time they are emptied. Dirty waste can liners must be replaced daily. **Trash shall be collected and transported throughout the building in leak proof containers.** Trash will be removed, sorted, and deposited for pickup in designated containers **(including recycling containers)**. Waste not in cans will not be removed unless clearly marked "trash" or "recycle".

**Cleaning Carpets and Upholstered Furniture** - All carpeted areas and upholstered furniture and space divider walls will be inspected for spots and stains. All spots and stains will be removed immediately. Where difficult spots are encountered, HDPL or his agent will be notified. **Note: Rooms where food and beverages are allowed will require extensive cleaning on a frequent basis.**

**Floors** - Dust mop and spot damp mop all vinyl tile, linoleum, ceramic tile, rubber, concrete (natural & painted), etc., floors. Power scrub if required. Remove water spots and streaks. Extreme care shall be used in all mopping to avoid splashing walls or furniture, remove if occurs. Keep baseboards clean. Moving water and other liquids over carpeted areas will be done in a manner to avoid spilling. Contractor will be responsible for the cost of repairing or replacing damaged carpet due to spillage of liquids/cleaners.

**Drinking Fountains** - Drinking fountains will be cleaned, sanitized and polished daily to remove all water spots and lime and scale build-up.

**Telephones** - Clean and sanitize telephones with a damp cloth using disinfectant. Extreme care must be taken not to spray or drip any water or cleaning products into or onto the telephone.

**Glass Cleaning** - Spot clean all interior glass windows, walls and glass doors (interior and exterior on doors) to remove dust, fingerprints, smudges, etc.

**Computer Equipment** - Computer equipment shall be cleaned with only a damp cloth and/or alcohol swabs.

**Janitorial Closets** - Keep clean and orderly.

**WEEKLY:**

**Vacuuming** - Completely vacuum all hard to reach carpeted areas beneath desks, tables, furniture, equipment and other areas not vacuumed under daily cleaning. Included are narrow spaces under, between and behind furniture, shelving units, equipment, built-in cabinets and counters, etc. on carpeted and non-carpeted floors. Vacuum all upholstered surfaces.

**Walls and Doors** - Spot clean to remove all washable spots, marks, dust, hand and foot prints. Clean around light switches. Clean and polish door plates, jambs, thresholds, handles and hardware.

**Dusting** - Dust picture frames and wall ornaments.

**Floors** - Spray-buff all vinyl tile and linoleum floors and all other waxed/finished floor surfaces where applicable to restore a "just waxed" appearance. There shall be no build-up in corners or at edges along walls.

**MONTHLY:**

**Dusting** - Vacuum brush or dust all high areas including walls, ceilings, exposed duct work and trusses, steel beams, etc. Dust all vertical and horizontal blinds.

**Floors** - Top scrub and apply floor finish on vinyl tile and linoleum floors and all other waxed/finished floor surfaces where applicable. Sweep and wet mop floors in storage rooms.

**QUARTERLY (January, April, July, October):**

**Vacuumping** - Completely vacuum all draperies and ceiling hangings.

**Wood Furniture** - Completely polish all surfaces of wood furniture, cabinets, counters, etc.

**Light Fixtures** - Dust and clean light fixtures and diffusers (inside and outside).

**3X ANNUALLY (April, July, October):**

**Floors** - Strip and refinish vinyl tile and linoleum floors and all other waxed/finished floor surfaces where applicable. Refinishing is not necessary if top scrubbing and applying finish will return to clear, clean appearance.

**ANNUALLY (January):**

**Floors** - Strip and refinish all vinyl tile and linoleum floors, and all other waxed/finished floor surfaces where applicable. Apply a minimum of two (2) coats of sealer and four (4) coats of top finish.

***CARPET CLEANING (including rugs and mats)***

**Note: Contractor is required to provide, and have on site at all times at each location, a carpet extractor capable of spotting carpet and upholstery. Janitorial staff assigned to each location shall be trained on the proper use of equipment and chemicals in order to perform daily spotting requirements.**

**DAILY:**

As specified on page 29.

**WEEKLY:**

As specified on page 29.

**QUARTERLY:**

Using a **truck mount extraction system**, steam/hot water extract all carpeting throughout the libraries. Truck mount system used shall have an adequate water pressure and vacuum system to thoroughly clean the furthest point within the building from the closest access point that can be reached.

*NOTE: Carpet cleaning shall be accomplished within a five (5) consecutive day period for each periodic activity. Carpets need to be dry prior to the scheduled opening time of the facility.*

***UPHOLSTERED FURNITURE AND OTHER FABRIC COVERED SURFACES***

**DAILY:**

As specified on page 28.

**WEEKLY:**

As specified on page 29.

**2X ANNUALLY (January and July):**

Using **steam/hot water extraction**, thoroughly clean all upholstered furniture and other fabric covered surfaces.

***WINDOWS***

**DAILY:**

As specified on page 28.

**QUARTERLY (January, April, July, October):**

Squeegee clean all interior and exterior windows. Includes cleaning and polishing door plates, jambs, thresholds, sills, trim, handles and hardware. Includes cleaning of bird droppings on sills and face of building below sills. Remove bird nests from sills if required.

***EXTERIOR PATIOS, COURTYARDS, LIGHTWELLS, AND DUMPSTER ENCLOSURES***

**DAILY:**

Patios, courtyards and dumpster enclosures shall be cleaned of spillage, litter, cigarette butts, and other debris. Wet mop/scrub to remove stains & spillage as required.

Empty trash receptacles. Clean receptacles as required. Replace liners.

Clean ashtrays and sand urns. Provide and refill sand as required.

Clean exterior patio furniture of dust, debris, spillage, etc.

**CHEMICALS, SUPPLIES AND EQUIPMENT**

**Contractor is to supply at its expense, at a minimum, all appropriate paper products, trash container liners, hand soaps, deodorizers, cleaning chemicals and supplies, and equipment (including an on-site carpet extractor for daily spotting of carpets and upholstery at each location).**

All paper products, cleaning chemicals, trash liners, hand soaps, and deodorizers are to be as specified below. Hand soaps and paper products must properly fit existing dispensers. Contractor shall be responsible for providing and installing, at its' own expense, hand soap and paper product dispensers necessary to accommodate alternative products.

Contractor shall maintain a complete and current set of Materials Safety Data Sheets (MSDS) for all chemicals/products used at each location and shall implement and maintain a Hazard Communication/Right-to-Know program that is in compliance with OSHA Standards at the start of the contract period. A second complete set, updated as required, of MSDS's shall be provided to HDPL's Chief Financial Officer/Human Resources Director, or designee.

All spray bottles and all other containers must be properly labeled according to OSHA Standards.

Alternate supplies to those specified below must be approved by HDPL's Chief Financial Officer/Human Resources Director or designee prior to use. Change and installation of hand soap and paper product dispensers shall be approved in advance by HDPL's Chief Financial Officer/Human Resources Director or designee. New dispensers become property of HDPL.

**Cleaning Chemicals/Disinfectants/Polishes/Floor Finishes, etc.:**

Contractor shall use professional quality products that are appropriate for the surfaces to be cleaned/disinfected/finished and of a quality necessary to achieve the highest quality results. **Use of bleach products is prohibited.**

**Hand Soap:**

As required to accommodate existing soap dispensers.

**Paper Products:**

- 1) Toilet tissue shall be soft, absorbent, and **2-ply**.
- 2) Roll paper towels shall be **bleached** and absorbent.
- 3) Folded paper towels shall be **bleached**, absorbent, and 1-ply.
- 4) Toilet Seat Covers – 1-ply.

**Trash Liners:**

Shall be appropriate size to fit existing trash cans and other types of waste receptacles and shall be of sufficient strength to prevent leakage and tearing.

**Deodorants:**

- 1) Deodorant Urinal Screens – Unisource: AllStar Deomatic Urinal Screen w/Enzymes, catalog #10022574, or equal upon approval of HDPL's Chief Financial Officer/Human Resources Director.



**SAMPLE  
JANITORIAL MAINTENANCE SERVICE  
AGREEMENT**

In consideration of the provisions contained hereinafter, the Henderson District Public Libraries hereinafter called "HDPL", and \_\_\_\_\_, hereinafter called "Contractor", mutually understand and agree to the following conditions and specifications:

The Contractor shall provide services to the Owner in accordance with Request for Bid Proposal No. 24-02 Janitorial Maintenance Services dated May 25, 2024

FACILITY LOCATION:           The Facility at which the services are to be provided is:  
Library Location: \_\_\_\_\_  
Address: \_\_\_\_\_

**BILLABLE RATES:**

General Provisions and Service Specifications outlined in the Request for Bid Proposal No. 24-02:

Based on service performed \_\_\_ days per week on \_\_\_\_\_ sq. ft. @ \$ \_\_\_\_\_/sq. ft. /month  
Total Monthly Payment \$ \_\_\_\_\_.

Optional Mid-Day Public Restroom Cleaning performed \_\_\_ days per week \$ \_\_\_\_\_./month.

Additional services performed by the Contractor explicitly for HDPL, and outside the scope of the requirements of this Agreement and with prior HDPL authorization will be billed in addition to the Agreement at the following rates:

**Periodic Services:**

Other Services: Special Call hourly rate of \$ \_\_\_\_\_ per man-hour and with a minimum of \_\_\_\_\_ man-hours per call.

**TERM OF AGREEMENT:** This Agreement and the services to be provided hereunder shall commence at 12:01 A.M. on July 1, 2024, and end at 12:00 midnight on June 30, 2025. This is a twelve (12) month agreement with no guarantee of extension. All Contract billable rates shall be good for a period of twelve months from the commencement date of Contract. The Contract may be extended for an additional one (1) year period only by consent of HDPL. If the Contract is extended for an additional one (1) year period, the Contractor shall be allowed an escalation in the Contract billable rates. Such increase shall be allowed subject to 100% of the Consumer Price Index for All Urban Consumers (CPI-U) U.S. City Average (not seasonally adjusted) for the eleven-month (11) period following the Contract commencement/extension date. This option to extend may be exercised by HDPL up to three (3) times. Each extension shall allow an escalation in the Contract billable rates as set forth above.

**CANCELLATION:** This Agreement may be canceled by either party with thirty (30) days written notice.

**SCHEDULE OF SERVICES AND HOLIDAYS:** The Contractor's services will be performed \_\_\_\_\_ days per week unless specified otherwise. Services shall normally be performed between the hours of 9:00 PM and 7:00 AM unless specified otherwise. Services shall be not provided on the following HDPL holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Staff Training Day (when approved), Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day (Friday following Thanksgiving Day), Christmas Eve Day and Christmas Day. If any of these days occur on a Saturday, the holiday shall be observed on the Friday proceeding the holiday, which is the recognized legal holiday, and services shall not be provided on that day.

Should HDPL service hours be modified during the contract period, HDPL may modify the

Contractor's services as set forth in RFB No. 24-02 May 25, 2024. If such modification occurs, HDPL will give the Contractor 30-days' notice and an addendum to this agreement will be executed. Pricing for the modified services will be based on the pricing set forth in the proposed billable rates form submitted by the Contractor for RFB No. 24-02.

**INSURANCE COVERAGE:** Contractor shall carry all Insurance coverage as specified in the General Provisions of the Request for Bid Proposal documents.

**CONTRACTOR LIABILITY AND HOLD HARMLESS:** The Contractor agrees to hold harmless HDPL, its trustees and employees from any and all liability caused by acts or omissions of the Contractor and/or its employees.

**DEDUCTIONS:** Contractor agrees that HDPL imposed deductions for insufficient service, flat penalties and back charges shall be deducted from the Contractor's invoice for the period they apply.

**PRICING:** The total monthly price to be paid to the Contractor for performing the services as set forth in the bid specifications shall be \$ \_\_\_\_\_ based on \_\_\_\_\_ square feet. The optional mid-day public restroom cleaning shall be an additional \$ \_\_\_\_\_ per month if elected.

**MINIMUM MAN-HOURS:** Contractor agrees to provide a minimum of \_\_\_\_\_ man-hours per day (excluding mid-day public restroom cleaning) to perform the Daily Service Specifications. Additional man-hours shall be provided, as required, to properly accomplish daily, periodic and all other services as specified.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the day and year first above written.

CONTRACTOR: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

HDPL: HENDERSON DISTRICT PUBLIC LIBRARIES

BY: \_\_\_\_\_  
Marcie L. Smedley

TITLE: EXECUTIVE DIRECTOR

DATE: \_\_\_\_\_



**RFB NO. 24-02 - JANITORIAL MAINTENANCE SERVICES**

**Page 1 of 2**

**Form must be fully completed and all required attachments provided.**

(1) Name of Contractor: \_\_\_\_\_

(2) Local Street Address: \_\_\_\_\_

(3) City, State, Zip: \_\_\_\_\_

a. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(4) Year Contractor Established under above name: \_\_\_\_\_

a. Year Contractor Established in Henderson, NV: \_\_\_\_\_

(5) Former Contractor Name and Year Established (if applicable):

\_\_\_\_\_ Year: \_\_\_\_\_

(6) Type of Ownership:  Corporation  Partnership  Sole Proprietor  Other \_\_\_\_\_

a. If Corporation, is there a parent company?  Yes  No

If yes, Parent Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

(7) Identify Principals (local executive management if multi-state corporation) in the CONTRACTOR. **Attach a résumé for each to include experience, years with CONTRACTOR, specialized training, accreditation or certificates of each in the areas of janitorial maintenance services:**

NAME	TITLE	% OF DISTRICTSHIP

(8) Identify the individual(s) that will act as account manager and any other supervisory personnel that will work on HDPL’s account. **Attach a résumé for each to include experience, years with CONTRACTOR, specialized training, accreditation or certificates of each in the areas of janitorial maintenance services** (Do not duplicate résumés required above):

NAME	TITLE

(9) Current Staff Size of **Local** (Las Vegas) Office:

Management: # Full Time \_\_\_\_\_ # Part Time \_\_\_\_\_

Supervisory: # Full Time \_\_\_\_\_ # Part Time \_\_\_\_\_

Janitors on Current Payroll: # Full Time \_\_\_\_\_ # Part Time \_\_\_\_\_

(10) Federal Tax ID No.: \_\_\_\_\_

(11) Current Workers Compensation Insurance Carrier and Policy Number: \_\_\_\_\_

(12) Current General Liability Insurance Carrier and Policy Number: \_\_\_\_\_

(13) Debarred Statement: Has this Contractor or any principal ever been debarred from providing any services by the Federal Government, the State of Nevada, or any Local Government Agency within the State of Nevada? Yes  No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

(14) **Verification Statement: The undersigned Contractor hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if Henderson District Public Libraries discovers that any information entered herein is false, that shall entitle Henderson District Public Libraries to not make award or to cancel any award with the undersigned party.**

**NOTE: If necessary, please attach additional information on additional pages.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**ATTACHMENT C  
CLIENT REFERENCE FORM  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

Contractor: \_\_\_\_\_

Client Name: \_\_\_\_\_

\_\_\_\_ Current Client    \_\_\_\_ Former Client

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Contact Person/Account Liaison:

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

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

Telephone Number: \_\_\_\_\_

Size of Building(s)/Number of Daily Janitorial Man-Hours Assigned:

- 1) \_\_\_\_\_ sq ft / \_\_\_\_\_ Man-Hours
- 2) \_\_\_\_\_ sq ft / \_\_\_\_\_ Man-Hours
- 3) \_\_\_\_\_ sq ft / \_\_\_\_\_ Man-Hours

Description of Services Provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date of Contract \_\_\_\_\_ End Date of Contract \_\_\_\_\_

If Former Client, state reason you no longer have contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**ATTACHMENT D**  
**ACKNOWLEDGEMENT OF REQUIRED INSURANCE COVERAGE FORM**  
**RFB NO. 24-02**  
**JANITORIAL MAINTENANCE SERVICES**

The undersigned acknowledges that if awarded a contract as a result of this RFB, they are required to provide all insurance coverage at the limits specified in the General Provisions of the RFB.

Acknowledge by check marking each requirement and signing below:

\_\_\_\_\_ Workers Compensation Coverage: Statutory minimums.

\_\_\_\_\_ General Liability: General Liability coverage shall be on "occurrence" basis only and not "claims made." The coverage must be provided either on an ISO Commercial General Liability form or an ISO Broad Form Comprehensive General Liability form. Any exceptions to coverage must be fully disclosed on the required certificates. If other than these forms are submitted as evidence of compliance or additional exclusions are attached, complete copies of such policy forms must be submitted to HDPL within ten (10) days after notice of award. Policies must include, but need not be limited to, coverage with limits of no less than **One Million Dollars (\$1,000,000.00)** combined single limit per occurrence, with an aggregate limit of **Two Million Dollars (\$2,000,000.00)**.

\_\_\_\_\_ Automobile Liability: Automobile Liability must provide coverage for claims for damage because of bodily injury or death of any person, or property damage arising out of the ownership, maintenance or use of any motor vehicles whether owned, hired or non-owned. Contractor shall maintain limits of no less than **One Million Dollars (\$1,000,000.00)** combined single limit "per accident" for bodily injury and property damage.

\_\_\_\_\_ Excess Liability: Contractor shall provide excess liability coverage with limits of no less than **One Million Dollars (\$1,000,000.00)** for general liability and automobile liability.

\_\_\_\_\_ Client Property Coverage: Contractor shall provide client property coverage for the loss or injury to or destruction of property of HDPL entrusted to the Contractor caused by dishonesty of its employees with limits of no less than **One Hundred Thousand Dollars (\$100,000.00)** per occurrence.

Contractor: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date Printed Name

**ATTACHMENT E-1  
PROPOSED BILLABLE RATES FORM  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

**Location:** James I Gibson Library **Square Footage:** 19,919

**Contractor:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_ **FAX No.** \_\_\_\_\_

**Bid Proposal Submitted (check one):** \_\_\_\_\_ **Yes** \_\_\_\_\_ **NO**

The undersigned proposes to provide Janitorial Maintenance Services in full accordance with the Scope of Work, Instructions to Proposers, General Provisions and Service Specifications specified in RFB No. 24-02 for the following billable rates:

**Provide Services and Supplies in full accordance with General Provisions and Service Specifications, and Bid Proposal Submitted:**

Cost Per Square Foot Per Month for services performed 5 days per week: \_\_\_\_\_ cents

OPTION A: Cost Per Square Foot Per Month for services performed 6 days per week: \_\_\_\_\_ cents

**Provide Optional Mid-Day Public Restroom Cleaning**

Cost for service performed 3 days per week \$ \_\_\_\_\_./month

**Minimum Man-Hours:**

Contractor agrees to provide a minimum of \_\_\_\_\_ man-hours per day (excluding mid-day public restroom cleaning) to perform the Daily Service Specifications. Additional man-hours shall be provided, as required, to properly accomplish weekly, periodic and all other services as specified.

**Additional services that HDPL may require above and beyond scope of work:**

Carpet Cleaning:

- 1) Steam/Hot Water Extraction(truck mount system): \_\_\_\_\_ cents per square foot

Floor Finishing (stripping and waxing/finishing per Service Specifications):

- 1) Vinyl Tile \_\_\_\_\_ cents per square foot  
2) Porcelain/Ceramic Tile \_\_\_\_\_ cents per square foot

Window Cleaning:

- 1) All windows both sides: \$ \_\_\_\_\_  
2) All windows exterior side only: \$ \_\_\_\_\_

Additional Labor:

Special Call hourly rate of \$ \_\_\_\_\_ per man-hour and with a minimum of \_\_\_\_\_ man-hours per call.

\_\_\_\_\_  
Signature Title Date Printed Name



**ATTACHMENT E-2  
PROPOSED BILLABLE RATES FORM  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

**Location:** Green Valley Library **Square Footage:** 22,500

**Contractor:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_ **FAX No.** \_\_\_\_\_

**Bid Proposal Submitted (check one):** \_\_\_\_\_ **Yes** \_\_\_\_\_ **NO**

The undersigned proposes to provide Janitorial Maintenance Services in full accordance with the Scope of Work, Instructions to Proposers, General Provisions and Service Specifications specified in RFB No. 24-02 for the following billable rates:

**Provide Services and Supplies in full accordance with General Provisions and Service Specifications, and Bid Proposal Submitted:**

Cost Per Square Foot Per Month for services performed 5 days per week: \_\_\_\_\_ cents

OPTION A: Cost Per Square Foot Per Month for services performed 6 days per week: \_\_\_\_\_ cents

**Minimum Man-Hours:**

Contractor agrees to provide a minimum of \_\_\_\_\_ man-hours per day (excluding mid-day public restroom cleaning) to perform the Daily Service Specifications. Additional man-hours shall be provided, as required, to properly accomplish weekly, periodic and all other services as specified.

**Additional services that HDPL may require above and beyond scope of work:**

Carpet Cleaning:

1) Steam/Hot Water Extraction(truck mount system): \_\_\_\_\_ cents per square foot

Floor Finishing (stripping and waxing/finishing per Service Specifications):

1) Vinyl Tile \_\_\_\_\_ cents per square foot

2) Porcelain/Ceramic Tile \_\_\_\_\_ cents per square foot

Window Cleaning:

1) All windows both sides: \$ \_\_\_\_\_

2) All windows exterior side only: \$ \_\_\_\_\_

Additional Labor:

Special Call hourly rate of \$ \_\_\_\_\_ per man-hour and with a minimum of \_\_\_\_\_ man-hours per call.

\_\_\_\_\_  
Signature Title Date Printed Name

**ATTACHMENT E-3  
PROPOSED BILLABLE RATES FORM  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

**Location:** Paseo Verde Library/Administrative Offices **Square Footage:** 43,313

**Contractor:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_ **FAX No.** \_\_\_\_\_

**Bid Proposal Submitted (check one):** \_\_\_\_\_ **Yes** \_\_\_\_\_ **NO**

The undersigned proposes to provide Janitorial Maintenance Services in full accordance with the Scope of Work, Instructions to Proposers, General Provisions and Service Specifications specified in RFB No. 24-02 for the following billable rates:

**Provide Services and Supplies in full accordance with General Provisions and Service Specifications, and Bid Proposal Submitted:**

Cost Per Square Foot Per Month for services performed 6 days per week: \_\_\_\_\_ cents

**Provide Optional Mid-Day Public Restroom Cleaning**

Cost for service performed 6 days per week \$ \_\_\_\_\_./month

**Minimum Man-Hours:**

Contractor agrees to provide a minimum of \_\_\_\_\_ man-hours per day (excluding mid-day public restroom cleaning) to perform the Daily Service Specifications. Additional man-hours shall be provided, as required, to properly accomplish weekly, periodic and all other services as specified.

**Additional services that HDPL may require:**

Carpet Cleaning:

1) Steam/Hot Water Extraction(truck mount system): \_\_\_\_\_ cents per square foot

Floor Finishing (stripping and waxing/finishing per Service Specifications):

1) Vinyl Tile \_\_\_\_\_ cents per square foot

2) Porcelain/Ceramic Tile \_\_\_\_\_ cents per square foot

Window Cleaning:

1) All windows both sides: \$ \_\_\_\_\_

2) All windows exterior side only: \$ \_\_\_\_\_

Additional Labor:

Special Call hourly rate of \$ \_\_\_\_\_ per man-hour and with a minimum of \_\_\_\_\_ man-hours per call.

\_\_\_\_\_  
Signature Title Date Printed Name

**ATTACHMENT E-4  
PROPOSED BILLABLE RATES FORM  
RFB NO. 24-02  
JANITORIAL MAINTENANCE SERVICES**

**Location:** West Henderson Library **Square Footage:** 2,500

**Contractor:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_ **FAX No.** \_\_\_\_\_

**Bid Proposal Submitted (check one):** \_\_\_\_\_ **Yes** \_\_\_\_\_ **NO**

The undersigned proposes to provide Janitorial Maintenance Services in full accordance with the Scope of Work, Instructions to Proposers, General Provisions and Service Specifications specified in RFB No. 24-02 for the following billable rates:

**Provide Services and Supplies in full accordance with General Provisions and Service Specifications, and Bid Proposal Submitted:**

Cost Per Square Foot Per Month for services performed 6 days per week: \_\_\_\_\_ cents

**Minimum Man-Hours:**

Contractor agrees to provide a minimum of \_\_\_\_\_ man-hours per day (excluding mid-day public restroom cleaning) to perform the Daily Service Specifications. Additional man-hours shall be provided, as required, to properly accomplish weekly, periodic and all other services as specified.

**Additional services that HDPL may require:**

Carpet Cleaning:

2) Steam/Hot Water Extraction(truck mount system): \_\_\_\_\_ cents per square foot

Floor Finishing (stripping and waxing/finishing per Service Specifications):

1) Vinyl Tile \_\_\_\_\_ cents per square foot

2) Porcelain/Ceramic Tile \_\_\_\_\_ cents per square foot

Window Cleaning:

1) All windows both sides: \$ \_\_\_\_\_

2) All windows exterior side only: \$ \_\_\_\_\_

Additional Labor:

Special Call hourly rate of \$ \_\_\_\_\_ per man-hour and with a minimum of \_\_\_\_\_ man-hours per call.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_