

CONTRACT FOR INDEPENDENT CONTRACTOR SERVICES
BETWEEN THE
CITY OF RENO
and
J & L
CONTRACTOR
PUBLIC SAFETY CENTER

THIS CONTRACT is made and entered into by and between the City of Reno, a Nevada municipal corporation ("City"), and J & L ("Contractor").

WHEREAS, the City deems it advisable to engage the services of the Contractor, and it appears that such services can be performed more economically under a contract; and

WHEREAS, the Contractor has signified a desire to provide services as set forth in the response to the City's Invitation to RFP No.2025-10, Public Safety Center; and

NOW THEREFORE, in consideration of the premises and of their mutual and dependent agreements, the parties hereto agree as set forth in the following terms and conditions.

1. PROFESSIONAL STANDARDS. The Contractor shall provide the services set forth herein in a workmanlike manner consistent with standards in the trade, profession, or industry; and shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.

2. EMPLOYMENT OF CITY EMPLOYEES. The Contractor shall not engage the services of any person or persons now employed by the City, including any department, commission or board thereof, to provide services relating to this Contract.

3. NONDISCRIMINATION. In connection with the performance of work under this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of age, race, creed, religion, color, veteran status, sex, sexual orientation (means having or being perceived as having an orientation for heterosexuality, homosexuality, or bi-sexuality), gender identity or gender expression (means a gender-related identity, appearance, expression, or behavior of a person regardless of the person's assigned sex at birth), physical condition, disability, national origin, or any other protected class status applicable under federal, state or local law, rule or regulation. Race includes traits associated with race, including, without limitation, hair texture and protective hairstyles. Any violation of this provision shall constitute a material breach of contract.

4. CONTRACT TERM. This Contract shall be effective on April 1, 2025 through March 31, 2027, with two one-year options to extend, unless sooner terminated by either party as specified in this Contract.

5. NOTICE. Unless otherwise specified, termination shall not be effective until 30 calendar days after a party has served written notice of default, or without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified above.

6. CONSIDERATION. The parties agree that Contractor will provide the services specified in paragraph seven (7) in the not-to-exceed sum of \$380,304.00 for the term of this Contract.

7. INCORPORATED DOCUMENTS – SCOPE OF WORK. The parties agree that the scope of work shall be specifically described in attachments. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: Contractor's Response to Invitation to RFP No. 2025-10.

Contractor's Attachment(s) shall not contradict or supersede any City specifications, terms or conditions without written evidence of mutual assent to such change appearing in this Contract.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.

9. TIMELINESS OF BILLING SUBMISSIONS. The parties agree that timeliness of billing is of the essence to the contract and recognize that the City is on a fiscal year that ends every June 30th. Invoicing for all work shall be at the rates and intervals as set forth in the incorporated attachments.

10. INSPECTION & AUDIT.

a. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the City, or the State or United States Government in the event that they provide any funding, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all City ordinances, and state and federal regulations and statutes.

b. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found during business hours, with or without notice by the City or its authorized agent (and State or Legislative Auditor when applicable), and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the City, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

11. CONTRACT TERMINATION AND CANCELLATION.

a. Termination Without Cause. Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon thirty (30) days written notice by mutual consent of both parties, or unilaterally by either party without cause.

b. Termination for Non-Appropriation. The continuation of this Contract beyond the fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the Reno City Council and/or federal sources. The City may terminate this Contract, and Contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the City Department/Agency's funding from City and/or federal sources is not appropriated or is withdrawn, limited, or impaired in either a City, State or federal fiscal year.

c. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this paragraph survive termination:

i. The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;

ii. Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the City;

iii. Contractor shall preserve, protect and promptly deliver into City possession all property of the City.

d. Cancellation by the City. In accordance with RFP #2025-10.

12. REMEDIES. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs.

13. LIMITED LIABILITY. The City will not waive and intends to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise specified in the incorporated attachments. Damages for any City breach shall never exceed the amount of funds appropriated and authorized for payment under this Contract, but not yet paid to Contractor, for the fiscal year budget in existence at the time of the breach. Damages for any Contractor breach shall not exceed one hundred and fifty percent (150%) of the contract maximum "not to exceed" value. Contractor's tort liability shall not be limited.

14. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

15. INDEMNIFICATION & HOLD HARMLESS. To the fullest extent permitted by law Contractor shall indemnify, hold harmless and defend, not excluding the City's right to participate, the City from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents.

16. INDEPENDENT CONTRACTOR. Contractor is associated with the City only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted services pursuant to this Contract, Contractor is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the City whatsoever with respect to the indebtedness, liabilities, and obligations of Contractor or any other party.

17. INSURANCE AND BONDS. Contractor, as an independent contractor, must carry policies of insurance and pay all taxes and fees incident hereunto. Contractor shall provide, when required by state law, for all workers' compensation coverage for its employees. Policies shall meet the terms and conditions as specified in RFP #2025-10. Contractor must meet the terms and conditions for bonding as specified in RFP #2025-10.

18. COMPLIANCE WITH LEGAL OBLIGATIONS. Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law or ordinance. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.

19. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

20. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

21. ASSIGNMENT/DELEGATION. To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by City, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations nor duties under this Contract without the prior written consent of the City.

22. CITY OWNERSHIP OF PROPRIETARY INFORMATION. Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under the Contract), or any other documents or drawings, prepared or in the course of preparation by Contractor (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of the City and all such materials shall be delivered into City possession by Contractor upon completion, termination, or cancellation of this Contract. Notwithstanding the foregoing, the City shall have no proprietary interest in any materials licensed for use by the City that are subject to patent, trademark or copyright protection.

23. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The City has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a trade secret or confidential proprietary information in accordance with NRS 332.061, provided that Contractor thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any document that is released by the City shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

24. CONFIDENTIALITY. Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.

25. FEDERAL FUNDING. In the event federal funds are used for payment of all or part of this Contract:

- a. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
- b. Contractor and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.
- c. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)

26. **LOBBYING.** The parties agree where expressly prohibited by law or ordinance, no funding associated with this contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

- a. Any federal, state, county or local agency, legislature, commission, counsel or board;
- b. Any federal, state, county or local legislator, commission member, counsel member, board member, or other elected official; or
- c. Any officer or employee of any federal, state, county or local agency; legislature, commission, counsel or board.

27. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Any services performed by Contractor before this Contract is effective, or after it ceases to be effective, or beyond its maximum authorized consideration, shall be performed at the sole risk of Contractor.

28. **GOVERNING LAW; JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada and the ordinances of the City of Reno, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of the Second Judicial District Court, Washoe County, Nevada for enforcement of this Contract.

29. **ENTIRE CONTRACT AND MODIFICATION.** This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Headings are for convenience only and shall not be construed as material. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed and approved by the respective parties hereto. This Contract may be executed in counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

J & L

By: _____
Jessica R. Williams, Partner

CITY OF RENO

ATTEST:

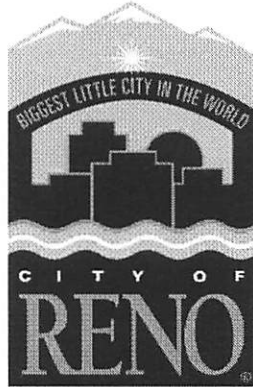
By: _____
Hillary L. Schieve, Mayor

By: _____
Mikki Huntsman, City Clerk

APPROVED AS TO FORM

By: _____
Susan Ball Rothe
Deputy City Attorney

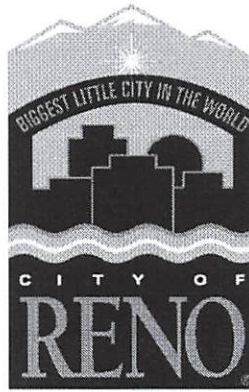
ATTACHMENT A



Cover Sheet for Request for Proposal
RFP #2025-10 - Janitorial Services – Public Safety
Center & Moana Aquatics Center 2025-2027

If you are submitting a Response to a Request for
Proposal, please utilize our online portal.

CITY OF RENO
Procurement Division
P.O. Box 1900
Reno, NV 89505
(775) 326-6658
(775) 334-2409 fax
woodm@reno.gov

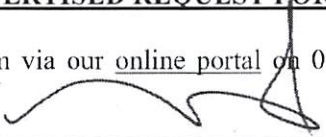


Date: 12/23/2024

Request for Proposal No.
2025-10
THIS IS NOT AN ORDER

INVITATION AND ADVERTISED REQUEST FOR PROPOSAL

Sealed RFPs will be received until 3:00 pm via our online portal on 01/13/2025. Said RFPs shall be opened no earlier than 3:05 pm 01/13/2025.



Marcie Wood, Management Analyst - Procurement

The City of Reno is currently accepting proposals for Janitorial Services – Public Safety Center & Moana Aquatics Center 2025-2027. It is the express intent of this RFP solicitation to award to the lowest responsive, responsible Proposer(s) to provide services to the City of Reno. If the Proposer proposes to provide services other than specified so as to make it conform to performance standards, a complete and detailed description must be included as part of the RFP showing each proposed modification. All deviations from the specified scope of services must be completely described. Attach more sheets and label appropriately if needed. The City of Reno shall determine if any information submitted shall be deemed necessary to the successful completion of the project within “NO SUBSTITUTIONS” category.

This solicitation is made in compliance with Nevada Revised Statute §332. Any appeal and or protest shall be in conformance with §332.068 and the protest requirements stated in this RFP.

Questions regarding the Request for Proposal shall be submitted via the online portal under the Questions Tab.

Per the attached Terms, Conditions, and Requirements

Firm Name J & L
Address 12955 Thunderbolt Dr.
City Reno
State NV Zip 89511-7711
Telephone (775)379-8332
Fax n/a
E-Mail jandnevada@gmail.com

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Proposal is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 29 pages of this Request for Proposal.

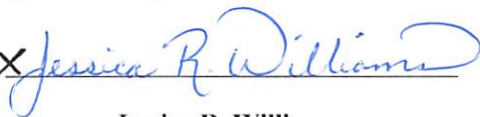
Signature 
Print Name Jessica R. Williams
Print Title Partner

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REQUEST FOR PROPOSAL PROCESS AND RULES

1. Request for Proposal Schedule

| Schedule of Events | Date |
|---|-------------------|
| RFP Released | 12/23/24 |
| Mandatory Site Visits | 12/30/24 10:00am |
| Last Day to Submit Questions | 01/02/2025 3:00pm |
| All Addendums to be Posted to reno.gov by | 01/06/2025 5:00pm |
| Sealed Proposals Due to City of Reno | 01/13/2025 3:00pm |
| Proposed Award Date by City Council | 02/12/2025 |
| Implementation | 04/1/2025 |

✓

The City of Reno reserves the right to modify this schedule at the City's discretion. Notification of changes in the Request for Proposal, due date, and deadline for questions will be posted on the City website at reno.gov and our [online portal](#) or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

- ✓ Mandatory Site Visits – All site visits will be virtual. Please meet at the City of Reno Corporation Yard, 1640 Commercial Row, Reno NV 89512 on 12/30/2024 at 10:00 am.
- ✓ Deadline For Questions – The deadline for any questions concerning the Request for Proposal is 01/02/2025 at 3:00 pm local time. Any questions submitted after the deadline will not be responded to.
- ✓ All Addendums to be Posted by – All addendums to the Request for Proposal shall be posted to the City's website at reno.gov and our [online portal](#) no later than 5:00 pm local time on 01/06/2025. All proposals submitted for this Request for Proposal **must** have all addendums attached and acknowledged. Any proposal that does not include the addendums will be rejected.
- ✗ Proposal Due to City – The due date for the Request for Proposal response is 01/13/2025 at 3:00 pm local time. All proposals received after the date and time set for receipt shall be disqualified from consideration and thus deemed rejected.

2. Questions/ Clarifications

Questions regarding the Request for Proposal shall be submitted via the online portal under the Questions Tab. Questions should be submitted in accordance with the Request for Proposal Schedule. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this, or any person shall not be relied upon unless subsequently ratified by a written addendum to this solicitation issued by the City. To determine whether any representations made require an addendum be issued, please contact Marcie Wood, Management Analyst - Procurement, at (775) 326-6658.

It is the City's intent to allow submitters sufficient time to submit questions and seek clarification on the RFP.

All responses to inquiries will be electronic and will be provided to all prospective submitters who have downloaded the RFP from our online portal based on the Proposal Schedule to ensure that the answers can be sent and received by the prospective submitters for their consideration prior to the date submissions are due.

3. Addendums

All addendums to this Request for Proposal shall be issued by the City of Reno in writing. Material changes affecting the material or the Proposer's cost estimate shall have no standing with the City of Reno if not sanctioned by written addendum.

4. Exceptions

A Proposer who believes RFP specifications are unnecessarily restrictive or limit competition may submit such on the Exceptions page of this RFP documents. All Exceptions will be considered in the RFP evaluation.

The City of Reno will promptly respond in writing to each written objection and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Objections of technical or contractual requirements shall include the reason for the objections, supported by documented factual information and any proposed changes to the requirements.

5. Request for Proposal Receipt

The RFP proposal must be received via our online portal no later than 3:00 pm, 01/13/2025.

Late RFPs shall be disqualified from consideration.

6. Preparation of RFP

Proposer shall examine all specifications, specific instructions, and terms and

conditions of the Request for Proposal. Failure to do so will be at Proposer's risk.

Any addenda issued shall forthwith become an integral part of the RFP. Proposer shall be required to acknowledge receipt of the same by signing and returning the addenda with the original RFP document.

Proposer shall furnish the required information typed or written in ink.

The person signing the RFP must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the RFP firm shall sign the RFP document.

Proposer shall proofread RFP carefully for errors.

Prices quoted shall be F.O.B. destination within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.

In the event of a difference between a unit price and the extended price, the unit price shall govern.

Technical specifications contained herein shall be considered "optimum". However, a Proposer deviating from the specifications must specify in the exception section any and all exceptions. Failure to note exceptions shall be interpreted to convey that the Proposer shall propose to perform in the manner described and/or specified in this RFP solicitation. Alternate RFP proposals shall be considered provided said alternate (s) are fully described and accompanied by brochures, literature specifications or a combination thereof. The City's decision with respect to equivalents shall be final.

7. Submission of Request for Proposal

Proposer shall sign and return the ENTIRE RFP DOCUMENT.

This RFP proposal must be received via our online portal no later than 3:00 pm, 01/13/2025.

The City will only accept submissions via our online portal.

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

The City of Reno shall provide a copy of the RFP results to those Proposers requesting such.

8. Late RFP

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

9. Withdrawal of RFP

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

10. Specifications

Please see the Scope and Requirements Sheet Attachment A.

11. Specification Restrictions

The herein contained technical information shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified shall be given consideration in the RFP evaluation process PROVIDED said alternatives shall be fully described using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral portion of the Proposer's response.

The City of Reno shall solely determine the acceptability of all offerings.

12. Exceptions to Specifications

Utilizing space provided on the RFP Schedule, Proposers shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the RFP Schedule shall be interpreted that the Proposer will perform in the manner described and /or specified in this Request for Proposal.

The City of Reno reserves the right to accept or reject any and all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to the City of Reno.

13. References

Proposers must provide Attachment B to a minimum of two (2) customers for whom they have performed for as described in this Request for Proposal. References cannot be a current or former City of Reno employee or a division of the City of Reno.

Failure to provide references will result in rejection of the Proposer's response

14. Guarantee/Warranty

See Attachment A

15. Tax Exemption

The City of Reno is a tax exempt public entity and is not generally subject to federal excise, state, or local taxes. The City is specifically limited in its payment of sales tax per NRS §372.325. No additional taxes may be added or “passed through” as a result of any agreement.

16. Pricing

In the space provided on the RFP Schedule, Proposers shall provide prices for Janitorial Services – Public Safety Center & Moana Aquatics Center 2025-2027, RFP #2025-10.

Pricing shall be inclusive of ALL COSTS such as per diem, travel time, hotel costs and all other expenses relating to the products/service purchased

Prices shall be exclusive of all Federal and State of Nevada sales, use and/or excise taxes.

17. Payment Terms

The City of Reno normal payment terms are “Net 30 days”. If the Proposer wishes to take exception with the terms as stated, an exception must be stated in the Exception Section of the Request for Proposal.

The beginning of the payable period will be computed from the date of satisfactory completion of services, and/or the date of receipt of a correct invoice by the City of Reno accounts payable department, whichever is later. Payment is deemed made as of the date on the City of Reno warrant.

18. Billing

The successful Proposer shall invoice the City of Reno and reflect the purchase order number, be itemized and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno
P.O. Box 1900
Reno, NV 89505
Attention: Accounts Payable

A copy of the billing should also be sent to the ordering department.

19. RFP Evaluation

RFPs shall be evaluated with considerations being price, responses to questions posed

within the RFP document related to process, references and on the basis of conformance to specifications, terms and conditions of the Request for Proposal as stated herein. Additionally, further detail relating to the selection of a vendor is in Attachment A.

20. Cancellation

The City of Reno reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to the City of Reno.

In the event successful Proposer does not perform in an acceptable and/or satisfactory manner or is in default for whatever reason, the City of Reno reserves the right to cancel the resultant agreement and to assess cover charges for any difference between the original RFP price and the cost to procure said product/service from an alternate source.

In the event that successful Proposer shall default or is terminated for default, they shall not be considered a responsible Proposer for Janitorial Services – Public Safety Center & Moana Aquatics Center 2025-2027, RFP #2025-10 and shall be recommended to the Reno City Council, for debarment from doing business with the City of Reno for at least one (1) year after the termination of the term of the defaulted agreement.

21. Termination

The resultant contract may also be terminated upon thirty (30) days written notice by the City of Reno without cause.

22. Assignment

No Assignment of any agreement resulting from this award of this RFP shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

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REFERENCES

Proposers must provide Attachment B to a minimum of two (2) customers for whom they have performed for as described in this Request for Proposal. References cannot be a current or former City of Reno employee or a division of the City of Reno.

City of Reno Business License Number and Expiration date _____

J & L License # R145766A Expiration Date: 8/31/2025 Nevada Business Lic # NV20101116972 2/25 exp

Reno Municipal Code, Section 4.04.020 requires that any business operating within the City of Reno is required to possess a valid City of Reno business license. Be advised that upon award of a contract/agreement to perform services for the City of Reno, a current business license must be in your possession before commencing business.

Minority Status: Has this firm been certified as a minority, women-owned or disadvantaged business enterprise by any governmental agency? ____ Yes ☒ No if yes, please specify government agency: J & L is in the process of Minority/Woman owned certification through SBA and NDOT
Date of certification: Hopefully 2025

The above is for information only. The City of Reno encourages minority business participation; however, no preference shall be given.

Notice to disabled persons: The City of Reno will make reasonable accommodations for disabled persons who wish to submit RFPs or attend a RFP opening by contacting Marcie Wood prior to the RFP opening date.

Debarment and/or Suspension: As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85, the Proposer certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

NONDISCRIMINATION. In connection with the performance of work under this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of age, race, creed, religion, color, veteran status, sex, sexual orientation (means having or being perceived as having an orientation for heterosexuality, homosexuality, or bi-sexuality), gender identity or gender expression (means a gender-related identity, appearance, expression, or behavior of a person regardless of the person's assigned sex at birth), physical condition, disability, national origin, or any other protected class status applicable under federal, state or local law, rule or regulation. Race includes traits associated with race, including, without limitation, hair texture and protective hairstyles. ✓

Pursuant to NRS §332.065, this [RFP/RFQ/Bid] requires that a written certification be included certifying that the [proposing/bidding] company is not currently engaged in and agrees for the duration of any contract entered into with the City of Reno to not engage in, a boycott of Israel. Accordingly, the [proposing/bidding] company hereby certifies they are not currently engaged in and agree not to engage in for the duration of this contract entered into with the City of Reno, a boycott of Israel. ☒ Yes _____ No

Jessica R. Williams, Partner
Printed Name & Position

X 
Signature

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General Terms and Conditions

The term of the contract will be for two (2) years with the option for two (2) – one (1) year extensions upon approval. ✓

The City of Reno reserves the right to reduce frequency, or cancel certain services provided under this contract, which will result in a reduction in the contract amount. City will provide 30 days written notice to the awarded contractor. ✓

1. Notice of Rights

- The City of Reno reserves the right to reject any or all proposals or any part thereof.
- The City of Reno reserves the right to waive any minor informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and RFP documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of RFP opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. RFPs identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".

2. Preparation of RFPs

- RFPs must be submitted in accordance with any document attached hereto and made an integral part hereof.
- Proposers are expected to examine these documents carefully. Failure to do so will be at the Proposer's risk.
- RFPs should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the RFP documents attached hereto should be brought to the attention of the Management Analyst - Procurement as soon as possible so that corrective addenda may be furnished to all Proposers.
- Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the RFP.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted RFP. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met. **Any pricing information being offered MUST either be submitted on the RFP document cost sheet (if one is provided) or**

specifically detailed on the "Exception Page". Pricing information offered in other areas of the RFP package WILL NOT be considered.

Proposers shall note that alterations in the RFP language shall be cause for RFP rejection. If exceptions are taken or alternatives offered, complete descriptions must be shown separately.

Proposers are instructed to use City RFP forms, if provided and complete the requested information fully, i.e., pricing, RFP schedules, specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for RFP rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

3. Award of Contract ✓

- A. The City of Reno will award the contract on the basis of the RFP or RFPs most advantageous, in addition to price, the City may consider the following;
 - a. The ability, capacity and skill of the Proposer to perform the contract or provide the service required;
 - b. Whether the Proposer can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - c. The character, integrity, reputation judgment, experience and efficiency of the Proposer;
 - d. The quality of performance on previous contract;
 - e. The previous compliance of laws by the Proposer;
 - f. The financial responsibility of the Proposer to perform the contract or provide the service;
 - g. The limitations of any license the Proposer may be required to possess;
 - h. The quality, availability, and adaptability of the product or service;
 - i. The ability of the Proposer to provide future maintenance and service;
 - j. The number and scope conditions attached to the RFP; and
 - k. Or any other basis as allowed by law.
- B. A purchase order, mailed or otherwise furnished by the Procurement Division to the successful Proposer, is a binding contract without further action by either party.
- C. The Procurement Division will notify all unsuccessful Proposers of the RFP results and will return with such notice any surety held for bonding.
- D. The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent of the City of Reno.
- E. The technical specifications contained herein shall be considered "optimum" to the standard material, and is not intended to restrict RFPs, evaluation of RFPs, and recommendation for award of the material to specific manufacturer or from a specific point of origin. Alternatives and/or exceptions to the specifications shall be given consideration in the resultant RFP evaluation

PROVIDED:

1. Each alternative and/or exception shall be entered on separate sheets stating page number, item, and/or sub-item number and a detailed description of all items offered as alternatives or exceptions.
 2. However, the City of Reno shall reserve the right and privilege to accept or reject any or all RFPs offered, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.
- F. The resultant agreement may be extended at the discretion of the City if determined to be in the best interest of the using agency.
- G. Performance standards shall be construed that Proposer shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the contract subject to the City's final approval.

4. Funding Out Clause

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the City of Reno free from any charge or penalty.

5. Default of Contract

- A. In case of default by the contractor (successful Proposer), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- B. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.
- C. Default by the Proposer in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified in the RFP may be considered cause to commence with proceedings against any surety held with the RFP or assess a penalty equal to five (5) percent of the total RFP price.

6. Appeal by Unsuccessful Proposer

- A. Proposer may appeal a pending RFP award prior to award by the Reno City Council as established in NRS §332.068.
- B. Proposer must submit a written appeal in accordance with the requirements set forth herein to the Management Analyst - Procurement within five business days from the date of the letter notifying of intent to award the RFP.
- C. The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the value of the contract with the Procurement Division in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno

City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal.

- D. The route of appeal is the Finance Director and City Manager, or designee, and must be followed sequentially.
- E. No RFP protests will be heard by the Reno City Council unless the Proposer has followed the appeal process route.
- F. Claims Against Protest Bonds:

The City shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

G. Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any RFP information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

1. If relevant, the date the current contract expires.
2. If relevant, the rate per year paid (or revenue earned) on the current expiring contract.
3. If relevant, the cost per year to complete the solicitation's anticipated work with City staff, equipment and materials.

4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.
8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest
9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.
12. Disclosure of any other anticipated consequential financial damages

7. Bonds Required ✓

Each RFP shall be accompanied by a certified or cashier's check, or **RFP bond**, in the amount of five percent (5%) of the total amount RFP, payable to the City of Reno, Nevada, as a penalty in the event the Proposer does not, within ten (10) working days after receipt of written notice that the contract has been awarded, enter into a contract with the City of Reno in accordance with this RFP. The successful Proposer shall be required to furnish a **performance bond** in the amount of one hundred percent (100%) of the contract insuring faithful performance of all terms of this RFP. All bonds shall be subject to the approval of the Reno City Attorney.

8. Insurance Requirements ✓

Successful Proposer(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than two million dollars (\$2,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful Proposer upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until at least thirty (30) days prior written notice of cancellation has been received by the City for any reason other than non-payment of premium and for non-payment of premium at least ten (10) days prior written notice of cancellation.

Successful Proposer(s) shall, upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.

EXCEPTIONS

Does the Proposer take exception to any of the terms or conditions of this Request for Proposal and attachment thereto, or specifications? Yes ☒ No If yes, please indicate the specific nature of the exception or clarification, in the space provided below. Attach additional sheet(s) if necessary.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are approximately 20 lines visible, starting from the top edge and ending near the bottom edge. The lines are thin and black. The paper has a slight texture and appears to be a standard piece of stationery or notebook paper.

Firm Name J & L

Address 12955 Thunderbolt Drive

City Reno

State Nevada Zip 89511-7711

Telephone 775-379-8332Fax n/a

E-Mail jandlnevada@gmail.com

Proposers Federal Tax ID # 51-0677778

(May be requested at a later date)

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

Signature X Jessica K. Williams

Print Name Jessica R. Williams

Print Title Partner

If further space is required, please attach additional sheets

DISCLOSURE OF PRINCIPALS

Please print or type

| | |
|--------------------------------|-----------------------------------|
| J & L | 775-379-8332 |
| Company Name | Telephone Number with area code |
| 12955 Thunderbolt Drive | n/a |
| Street Address | Fax Number with area code |
| Reno, Nevada 89511-7711 | 51-0677778 |
| City, State and Zip Code | Federal Tax Identification Number |

Names of Officers or Owners of Concern, Partnership, Etc

| | | |
|---|--------------------------------|--------------------------------|
| ✓ | Jessica R. Williams | Partner |
| | Name | Official Capacity |
| | 12955 Thunderbolt Drive | Reno, Nevada 89511-7711 |
| | Street Address | City, State and Zip Code |
| ✓ | Luis A. De la Cruz | Partner |
| | Name | Official Capacity |
| | 12955 Thunderbolt Drive | Reno, Nevada 89511-7711 |
| | Street Address | City, State and Zip Code |
| | Name | Official Capacity |
| | Street Address | City, State and Zip Code |
| | Name | Official Capacity |
| | Street Address | City, State and Zip Code |
| | Name | Official Capacity |
| | Street Address | City, State and Zip Code |

I/ we hereby certify the Instructions and Terms and Conditions have been read and agree to:
(Print)

J & L 12955 Thunderbolt Drive Reno NV 89511-7711

Address

775-379-8332 & 775-544-6962

Phone

n/a

Fax

Representative Jessica R. Williams

Print Name

X


Signature

Vendor acknowledges 29 pages of this RFP. Date 1/10/2025

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ATTACHMENT A

SCOPE AND REQUIREMENTS

Janitorial Services – Public Safety Center & Moana Aquatics Center 2025-2027, RFP
#2025-10

SCOPE OF WORK AND MINIMUM CLEANING STANDARDS – CITY FACILITIES

It is the intent of the City that all premises be maintained at a high standard of cleanliness. The following standards are therefore intended to be included as the acceptable minimum level of service as directed in the cleaning specifications.

Cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. Some areas are cleaned each day the building is open for business, other areas such as City employee office areas will be cleaned once a week.

Some cleaning tasks are to be performed monthly. These cleanings shall be estimated on a square foot cost basis per building.

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.

The buildings are broken into 2 different groups and awarded in such manner. Award of contracts will be based on scoring of criteria for references, reputation, resources available and price.

CLEAN

The term "clean" as defined generally shall be interpreted to mean the removal of trash, dirt, dust, lint, marks, stains, spots, and streak free. This includes graffiti mitigation on the bathroom stalls and walls. Instances of graffiti shall be reported to the designated City representative.

RESTROOMS, BREAK AREAS, and PUBLIC AREAS (INCLUDING CORRIDORS AND INTERIOR AND EXTERIOR OF THE BUILDING ENTRANCES)

Public Areas, Entrances, Restrooms and Break Area cleaning is the highest priority to the City's buildings and **must be performed daily**.

Please note: Both of the buildings in this RFP are open 7 days a week.

The tasks to perform daily include the following:

- a. Floors shall be spot mopped with approved disinfectant/cleaners; be streak-free (full mop once a week)
- b. Carpeted areas spot vacuumed (full vacuum once a week)
- c. Floor drains in restrooms treated.
- d. All plumbing fixtures shall be completely cleaned and sanitized using techniques which will remove and prevent any formation of encrustations or stains under lids, ledges or rims without harming the finish.
- e. Walls, stall dividers, towel dispenser, soap dispensers, toilet paper holders, seat cover dispensers, and sanitary napkin dispensers shall be cleaned, and serviced (including replenishing products) during every service.
- f. Remove graffiti using a process that will not leave an etching on walls, ceramic tiles and counters.
- g. Trash containers shall be emptied, cleaned, and lined with plastic bags.
- h. Windows/glass cleaned; streak and fingerprint free
- i. Mirrors shall be cleaned with approved glass cleaner.
 - a. Report any leaks or dispensers needing repair
 - b. Replace low batteries in dispensers as needed (will be provided by City).

OFFICES, TRAINING/MEETING ROOMS, GYMS, AND EVENT SPACES

Offices, Training/Meeting Rooms, and Event Spaces shall be cleaned **one time per week (preferably Friday's)**.

The tasks to perform weekly include the following:

- a. Wastebaskets and trash receptacles shall be emptied and kept lined with plastic bags in good condition.
- b. Wastebaskets shall be cleaned as needed, before placing liners.
- c. Remove all items marked "trash" or empty boxes left in the hallways **only**.
- d. Elevator doors, jambs, handles, hardware and doorplates shall be polished.
- e. Carpeted areas (including corridors), pathways, elevators and lobbies shall be vacuumed, including mats.
 - a. Spot clean areas less than 3 square feet in size.
- f. Tile floor areas shall be dust mopped and mopped.
- g. Upholstered surfaces shall be vacuumed on an as-needed basis.
- h. Elevators shall be cleaned; remove unsightly marks, fingerprints and soil spots, vacuum elevator door tracks and remove any obstructions.
- i. All interior glass and glass doors shall be spot cleaned: must be streak and fingerprint free.
- j. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning on a weekly basis, including under desks, tables and other furniture.
- k. Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, copiers, shelves, sills and ledges from a height of six feet or below. This task should be completed weekly and accomplished in a manner that does not disturb any of the objects that are on the surface, i.e. feather duster. Regarding desks; cleaning and polishing of the surface shall be done if the surface is clear of work papers.

- l. Trash and debris in stairwells shall be removed, pan and broom as necessary. Clean handrails and perform complete sweep, mop or vacuum of steps/landings in stairwells weekly.
- m. Exterior of the building; perform complete sweep of entrance and entryway, spot clean glass doors, remove all trash and debris, handrails, and any webbing that collects on exterior light fixtures.
- n. Turn on lights in the area of the building being serviced at that time to conserve energy.
- o. Secure doors and turn off unnecessary lights after completion of work in the immediate area, unless otherwise instructed.

FLOOR CARE

Floors shall be maintained, in such a manner as to promote cleanliness and safety.

The tasks are to include the following:

- a. Upon completion of floor work, floors shall be left in a clean, safe condition free of dirt, dust, film, streaks, etc. and shall present a uniform appearance.
- b. Contractor shall remove and replace furniture, (such as chairs and small tables) as required to perform the work.
- c. A spray-on or mop-on treatment shall be used when a restore buff is requested.
- d. Spot clean all carpeted areas as needed.
- e. Restore & buff, scrub & wax, strip & wax, steam extraction, and bonnet cleaning shall be completed, only as requested by the Facility Manager or his/her designee. This extra service shall be billed, at a cost per square foot as listed below.

Is there a minimum square footage for an individual floor care request? ☒ Yes ☐ No

If so, please provide the minimum square footage here: \$150 minimum set up charge

Please provide your companies costs for these services:

| | |
|---|---------|
| Cost per square foot for steam extraction of carpets | \$0.30 |
| Cost per square foot for bonnet cleaning of carpets | \$0.25 |
| Cost per square foot for restore buffing of hard floors | \$0.20 |
| Cost per square foot for scrub and wax of hard floors | \$0.30 |
| Cost per square foot for strip and wax of hard floors | \$0.35 |
| Cost Per Man Hour (PMH) for additional services | \$25.00 |

MISC MONTHLY (All spaces)

- a. All high areas including walls, wall hangings, and ceilings shall be vacuumed, brushed, or dusted.
- b. Cove base, wall molding, doors and doorjambs shall be dusted and cleaned.
- c. Picture frames and wall ornaments shall be dusted.
- d. Vertical or horizontal blinds shall be dusted and cleaned.
- e. Wall surfaces and upholstered freestanding space divider walls shall be dusted and vacuumed.
- f. Upholstered surfaces shall be vacuumed, and spot cleaned.
- g. Chairs and cushions in conference/meeting/event rooms, lobbies and waiting rooms shall be vacuumed and/or washed, depending on the type of material being cleaned.
- h. HVAC vents shall be kept clean and free of dust, webs, and build-up that may detract from the overall appearance.
- i. All inside windows, entrance windows and door glass are to be kept clean and streak-free.
- j. Exterior glass on display cases, and partitions spot cleaned as needed.
- k. Walls shall be kept clean and free from spots, cobwebs, and handprints.
- l. Wipe down exterior of all lockers

SUPPLIES

City of Reno shall supply paper towels, toilet tissue, toilet seat covers, trash can liners, and liquid hand soap.

It will be the responsibility of the Contractor to notify the City of Reno when supplied items require restocking.

Use of supplies shall be tracked against past trends and the contractor may be required to credit the City double the purchase price for products or items that cannot be accounted for. Instances such as this will also be grounds for termination of this contract.

RECYCLING

All recycled products shall be collected. Recycle paper is to be bagged and transported weekly to the Corporation Yard's recycled paper bins located at 1640 East Commercial Row.

**Please note: Before dumping recyclable paper into a recycle bin, it
MUST be removed from plastic bags.**

QUALITY CONTROL

The contractor shall have internal methods of quality control to insure their employees are spending the proper amount of time at each site. The City may request these records and compare them against access system records, video system records, and other methods.

This attendance will be periodically audited and contractor shall provide these records when requested.

Correspondence for complaints and quality control issues may be discussed verbally but shall be documented via email. Failure to correct issues causing complaints may result in termination of the contract.

MISCELLANEOUS

- a. Contractor shall maintain, update and post complete Material Safety Data Sheets (MSDS) on site for all chemicals and items being utilized.
- b. All products must be Green Seal Certified unless a variance of written permission via Facility Manager or his/her designee is given.
- c. Contractor shall forward a copy of the up-to-date inventory and the most current Safety Data Sheets to City of Reno Safety and Training Specialist, Jana Morales at MoralesJ@reno.gov. In the event that new chemicals are brought into the facility, the current SDS will be provided to the Safety and Training Specialist no more than 7 calendar days after introduction of the chemical.
- d. Quality control inspections may be done by City staff without notice at anytime and findings with related pictures may be documented in email correspondence to the contractor. These correspondence may be used to put contractor on notice for corrections needed and may be

used as documentation for the termination of the contract if two (2) or more complaints are received in a three (3) month period.

- e. Most work shall be performed after work hours. For security purposes, certain areas will require cleaning service while tenants are present. This service is to be provided at no extra cost. There will also be areas that have late meetings which will require cleaning service after the meetings terminate, i.e. City Council Chambers and Caucus Room. This service shall be provided at no extra cost.
- f. When a City of Reno property does not have a trash dumpster provided, the trash will need to be transported daily to the Corp Yard 1640 East Commercial Row. Costs associated with this service shall be included with the bid. This includes the large volume of trash removed from City Hall.

DAY PORTER RESPONSIBILITIES

Moana Aquatics Center will require day porter services 5 days a week/2 hours a day (Wednesday-Sunday)

Public Safety Center will require day porter services 7 days a week/8 hours a day

The responsibility of the day porter include:

- a. Public areas kept presentable & clean at all times
- b. Disinfecting all touch surfaces regularly throughout the scheduled shift
- c. Miscellaneous emergency items (ie: spills, excessive trash, restroom issues, etc.)
- d. Restrooms & break areas monitored for cleanliness, functionality and paper products multiple times throughout the day.
- e. Spot mop floors to remove excess water (Moana Aquatics Center)
- f. Spot clean windows and doors to remove fingerprints

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**GROUP 5
PUBLIC SAFETY CENTER**

Please note when bidding on this location:

This group requires ALL contractor employees & supervisors, that service & supervise at Reno Police Facilities, to pass a Federal background check, in addition to the City of Reno local background check before the start of the contract.

| PUBLIC SAFETY CENTER 911 KUENZLI 2 stories Total sq footage = 114,532 | | | |
|---|----------------------|-----------------------|-----------------------------|
| Area | Sq Ft | Cleanings Per Week | Monthly Cleaning Cost |
| 2 locker rooms with the following in each: (4 Individual showers – 3 toilet stalls – 4 sinks – 1 dressing area – large locker area) | 3,473 sq ft total | 7 | \$1000 |
| 1 Mothers Lounge/Lactation room | 55 sq ft | 7 | \$100 |
| 8 Single-use restrooms | | 7 | \$800 |
| 6 multiuse restrooms with the following in each: (3 toilet stalls and 2 sinks) | | 7 | \$1000 |
| 8 Multipurpose rooms | | 3 | \$800 |
| Over 100 offices | | 1 | \$2000 |
| 24 open area with cubicles for multiple employees | | 1 | \$2000 |
| 1 Fitness Center (floors and windows only) | 2383sq ft | 3 | \$500 |
| 1 Café, 3 Employee break rooms, 1 employee lounge, 1 Coffee Bar | | 7 | \$1000 |
| 4 Stairwells, 1 freight elevator, 1 manlift 1 Public reception area, 1 entryway | | 7 | \$300 |
| Total monthly cleaning cost | | | \$9,500 |

| PUBLIC SAFETY CENTER Day porter – Daily 8am to 4:30pm (with a 30-minute lunch) | | |
|---|---|--------------------|
| | Frequency | Hourly Rate |
| Day Porter | 8 hours day/ 7 days week (Including holidays) | \$21.00 |
| Total estimated annual cleaning cost (2912 hours) | | \$61,152 yr |

RFP REFERENCE QUESTIONNAIRE



5 Reference Questionnaires have been provided from my clients

As part of a Request for Proposals (RFP) the City of Reno is requesting all bidders to submit references from current and/or former customers for similar-sized projects.

Please provide the reference questionnaire directly to the single point of contact provided below. Do not provide through the bidder.

1. RFP INFORMATION

| |
|---------------------|
| <i>RFP NUMBER</i> |
| 2025-10 |
| <i>DUE DATE</i> |
| 1/13/2025 - 3:00 pm |

| |
|--|
| <i>PLEASE RETURN DIRECTLY TO:</i> |
| <u><i>BTSadmin@reno.gov</i></u> – Attention: Vickie Gonzales |
| <i>NAME OF BIDDER:</i> |
| |

2. COMPANY PROVIDING REFERENCE

| <i>CONFIDENTIAL INFORMATION WHEN COMPLETED</i> | |
|---|----------------------------|
| Company Providing Reference: | |
| Contact Name: | |
| Title: | |
| Contact Telephone: | |
| Contact Email Address: | |
| During what period did the bidder provide services to your organization? (Please provide month & year) | <i>From:</i> <i>To:</i> |

3. QUESTIONS

Please rate the bidder as follows:

- 0 - Poor/Inadequate performance
- 1 - Below average performance
- 2 - Average performance
- 3 - Above average performance
- 4 - Excellent performance

| <i>QUESTION</i> | <i>Rating</i> | <i>COMMENT (optional)</i> |
|--|----------------------|----------------------------------|
| Knowledge and expertise | | |
| Flexibility relative to changes in the project scope and timelines | | |
| Interaction between the bidder and your staff | | |
| How well the agreed upon, planned schedule was consistently met and deliverables provided on time. (This pertains to delays under the control of the vendor.) | | |
| Overall customer service and timeliness in responding to customer service inquiries, issues, and resolutions | | |
| Knowledge of the assigned staff and their ability to accomplish duties as contracted | | |
| Accuracy and timeliness of billing and/or invoices | | |
| Ability to quickly, and thoroughly resolve a problem related to the services provided | | |
| Flexibility in meeting business requirements | | |
| Likelihood of your company/organization recommending this vendor to others in the future | | |

| <i>QUESTION</i> | <i>COMMENT</i> |
|---|-----------------------|
| In what capacity have you worked with this bidder in the past? | |
| Would you recommend this bidder to your organization again? | |
| Did the bidder have a local office and/or contact? If so, how satisfied were you with their response time and customer service. | |

AIA® Document A310™ - 2010

Bid Bond

Bond No: CIC1957538B

CONTRACTOR:

(Name, legal status and address)

J & L
12955 Thunderbolt Drive
Reno, NV 89511

SURETY:

(Name, legal status and principal place of business)

Capitol Indemnity Corporation
1600 Aspen Commons
Middleton, WI 53562

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Reno
1 E 1st Street
Reno, NV 89501

BOND AMOUNT:

5% of total amount of bid not to exceed: Seventeen Thousand, Eight Hundred and 00/100 Dollars (\$17,800.00)

PROJECT:

(Name, location or address, and Project number, if any)

RFP #2025-10 - Janitorial Services for the Public Safety Center & Moana Aquatics Center 2025-2027 - 911 Kuenzli St., Reno NV

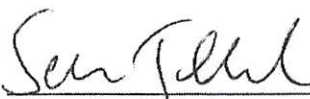
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor Within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such Bid, and gives such bond or bonds as may be specified in the bidding or contract Documents, with a surety admitted In the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of January, 2025


(Witness)



(Witness)

J & L

(Principal)


(Title) Jessica R. Williams, Partner

Capitol Indemnity Corporation

(Surety)


(Title) Jeremy J. Crawford, Attorney-In-Fact

**CAPITOL INDEMNITY CORPORATION
POWER OF ATTORNEY**

CIC1957538B

Bond Number

KNOW ALL MEN BY THESE PRESENTS, That the CAPITOL INDEMNITY CORPORATION, a corporation of the State of Wisconsin, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

-----JEREMY J. CRAWFORD, WILLIAM J. NEMEC; MICHAEL D. WILLIAMS-----

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

----- ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED: \$20,000,000.00 -----

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of CAPITOL INDEMNITY CORPORATION at a meeting duly called and held on the 15th day of May, 2002.

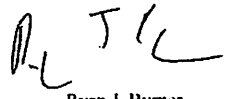
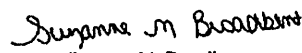
"RESOLVED, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

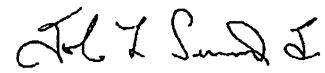
IN WITNESS WHEREOF, the CAPITOL INDEMNITY CORPORATION has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2020.

Attest:


Ryan J. Byrnes
Senior Vice President,
Chief Financial Officer and Treasurer

Suzanne M. Broadbent
Assistant Secretary

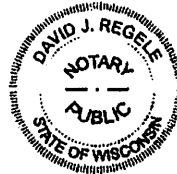


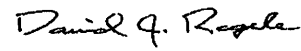
CAPITOL INDEMNITY CORPORATION


John L. Sennott, Jr.
Chief Executive Officer and President

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

On the 1st day of January, 2020 before me personally came John L. Sennott, Jr., to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is Chief Executive Officer and President of CAPITOL INDEMNITY CORPORATION, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



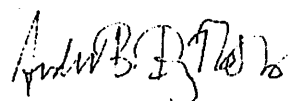

David J. Regele
Notary Public, Dane Co., WI
My Commission Is Permanent

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

I, the undersigned, duly elected to the office stated below, now the incumbent in CAPITOL INDEMNITY CORPORATION, a Wisconsin Corporation, authorized to make this certificate, DO HEREBY CERTIFY that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 13th day of January, 2025




Andrew B. Diaz-Matos
Senior Vice President, General Counsel and Secretary

City of Reno

BUSINESS LICENSE

DBA: J & L

JESSICA WILLIAMS

12955 THUNDERBOLT DR
RENO, NV 89511

LICENSE TYPE: JANITORIAL SERVICES

LICENSE #:

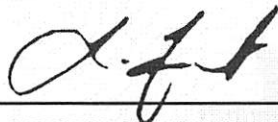
R145766A-LIC

EXPIRES:

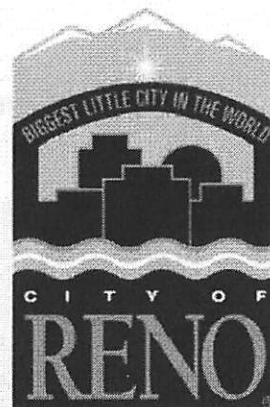
08/31/2025

ANNUAL LICENSE

In accordance with the provisions of Reno Municipal Code Titles 4 and 5, the above named is hereby granted a City of Reno business license and is authorized to conduct the business activity listed. This license is valid until the expiration date unless suspended, revoked or cancelled and shall not be transferred or assigned.

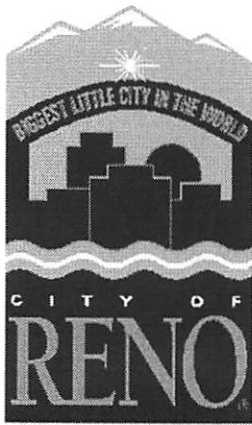


DIRECTOR OF BUSINESS LICENSING



CITY CLERK

This license must be displayed in a conspicuous place pursuant to RMC Sec. 4.04.180(3). You may verify this business license online at www.onenv.us.



City of Reno
Purchasing Division
P.O. Box 1900
Reno, NV 89505

January 6, 2025

Request for Proposals 2025-10 – Janitorial Services – Public Safety Center & Moana Aquatics Center 2025-2027 - Addendum 1

All potential participants: Please note that for your proposals to be considered, you must sign and attach this addendum to your response. Failure to do so may be cause for disqualification of your response.

Question 1

In the packet that was received during the walkthrough, it describes the requirement that windows will need to be serviced every 3 months. This is not included in the scope of work in the RFP document. This information was included in the RFP under MISC MONTHLY (All Spaces) item I on page 23 of 29.

Question 1a

Will the exterior of all exterior windows need to be included in this calculation? The reason being some of these windows have permanent mineral buildup that cannot be removed. It may be best that contractors include a line-item cost for exterior window cleaning services. Exterior window cleaning will be a separate contract and should not be included in your bid at this time.

Question 2

Is it possible to get a floor plan of areas that will NOT be serviced in each property? This information is not available, and it is not relevant to the bidding process as the request is to calculate your bid on a square foot basis. The square footage noted is occupied spaces only.

Question 3

For the Public Safety Center, is the 2nd floor a part of the contract? This area is a restricted cleaning space and will be cleaned by the day porter once a week.

Question 4

Can Contractors include in part of their RFP a trade-secret or Confidential Section? Yes

Question 5

Can Contractors request the use of a specific predetermined phone on site for contractor employees to clock in and out with? This is not available.

Question 6

Will there be a recycling dumpster available at the Public Safety Center? Not at this time, the only recycling dumpster is located at 1640 E Commercial Row.

Question 7

What is the current contract price and monthly price for the Moana Aquatics Center? This information is not available, and it is not relevant to the bidding process.

Question 8

Will any carpeting or hard floors in either property require specialty cleaning? For example, does the rubberized gym floor, stone floors or laminate flooring require specialty mopping, scrubbing, or specialty floor finish? The awarded contractor will be provided with the cleaning specifications for all flooring. Industry standards for these types of flooring should be used when preparing your bid.

Question 9

Could we please get a close estimate of how many interior windows are in each property? Approximately 250 interior windows at the Public Safety Center, and approximately 50 interior windows at Moana Aquatics Center that will need to be cleaned monthly as per the scope of work.

Question 10

Are any exterior windows (other than entrance doors/foyer windows) included in this contract? No

Question 11

Please provide a breakdown of carpet square footage and hard floor square footage for each property. This information is not available, and it is not relevant to the bidding process as the request is to calculate your bid on a square foot basis.

Question 12

The Scope of Work for the PSC temporary contract is significantly smaller and less comprehensive than the Scope of Work for RFP #2025-10. Should bidders disregard past pricing for these 2 properties since the Scope of Work is so different between the 2 contracts? Please provide your quote based on the scope of work as stated in RFP 2025-10.

Question 13

Will a Bid Bond still be required for this RFP, or can the Bid Bond requirement be waived since only the 2 incumbent contractors showed up to the mandatory walkthrough? A bid bond is always required, this cannot be waived.

Question 14

Regarding the Performance Bond. Can the Performance Bond be renewed annually, just like we are currently doing for the current Group 1,2, and 3 City of Reno janitorial contracts? Please see Addendum 2 for Performance Bond requirements.

Question 15

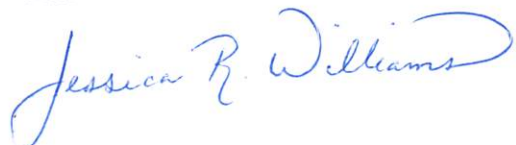
During the walkthrough meeting, we were instructed to add in anything else that may have been forgotten in the statement of work. Should we add our observations and recommendations in the exceptions section, or should we add an entirely new section to our response? There was no such statement made during the walk through, your bid should be based on the scope of work as set forth in the RFP.

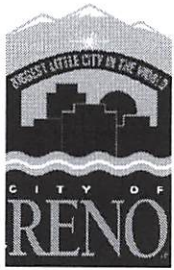
I Jessica Williams of J&L
Print Name Firm Name

acknowledge receipt of Addenda #1 (2 pages) for RFQ 2025-10 on 1/10/25.
Date

This addendum must be completed and returned with your documents.


Marcie Wood
Management Analyst - Purchasing





City of Reno
Purchasing Division
P.O. Box 1900
Reno, NV 89505

January 6, 2025

Request for Proposals 2025-10 – Janitorial Services – Public Safety Center & Moana Aquatics Center 2025-2027 - Addendum 2

All potential participants: Please note that for your proposals to be considered, you must sign and attach this addendum to your response. Failure to do so may be cause for disqualification of your response.

This amendment is for item “7. Bonds Required” of the General Terms and Conditions on page 16 of 29 of RFP 2025-10.

The bond requirement is amended as follows:


7. Bonds Required

The successful Proposer will be required to furnish a **performance bond** in the amount of one hundred percent (100%) of the contract amount for 1 year insuring faithful performance of all terms of this RFP. Thirty (30) days before the expiration of the first year, a bond renewal for the contract amount for another year must be obtained. Thirty (30) days before the expiration of the second year, a bond renewal for the contract amount for the third year must be obtained. All bonds shall be subject to the approval of the Reno City Attorney. Failure to renew the bond as provided herein will subject the contract to cancellation.

I Jessica Williams of J&L
Print Name Firm Name

acknowledge receipt of Addenda #2 (1 page) for RFP 2025-10 on 1/10/25
Date

This addendum must be completed and returned with your documents.


Marcie Wood
Management Analyst - Purchasing



J & L

12955 Thunderbolt Dr

Reno NV 89511-7711

(775)379-8332

jandlnevada@gmail.com

State of NV Business Lic# NV20101116972*

City of Reno Business Lic# R145766A Exp Date: 8/31/2025

Attention:**City of Reno RFP committee**

Salutations!

It is my pleasure to introduce our company J & L to you and your esteemed colleagues!

We are presently the incumbent janitorial company responsible for cleaning the Group 1&2 facilities for the City of Reno. We are currently the incumbent contractor providing janitorial services for the new Public Safety Center since it has opened. Prior to that, we provided janitorial and virus mitigation services to the PSC when it was in use during the pandemic year of 2021. Prior to that, we have been providing loyal services for the Old RPD building since 2018. In total, J & L has faithfully provided high quality, consistent janitorial services to the City of Reno since 2007! Since then, we have progressively become one of the largest and most dedicated janitorial companies in the area. We only take on contracts we know we can manage with excellence~

Although we never like when our contracts go out to bid, we understand it is an important part of negotiating costs as CPI costs fluctuate. J & L is absolutely committed to providing the City of Reno with several more years of high quality, competitively priced janitorial services. We hope we are successful with this RFP!

As part of our deep commitment to the City of Reno and our janitorial staff, J & L is willing to offer Spring and Fall Cleaning, which would consist of scheduling each bullpen and cubicle area the option to clear their desks, furniture, and shelves so my company J & L can dedicate several weekends to dusting, sanitizing, and polishing these cleared surfaces. This is completely optional to any PSC staff member that wishes to participate. This helps us provide a twice annual comprehensive 'deep clean' of surfaces that are normally occupied with paper and personal items. J & L will also continue to employ COVID/virus protocols during our daily disinfection routines throughout the PSC. The health of City of Reno staff is of the utmost importance to us!

With J & L, you would not need to worry about breaking in a new contractor. With several months of on-site experience under our belts, you can be confident that we know the Public Safety Center inside and out. It took months just to learn how complicated this building really is. We the owners take pride in directly managing and working with our staff; this ensures that quality compliance and communication with the City of Reno is direct and not involving middle-managers. Part of our dedication to the PSC is the fact that we the Owners accomplish the supervision and non-daily tasks ourselves, while constantly looking for ways to improve. We are also already background checked and approved for the facility, so there will be no need to wait for 6-8 week background checks to clear. All that is needed, is our successful win during the RFP process.

If J & L is found to be the highest scoring respondent to this RFP, you can count on us to continue providing the highest quality of janitorial services, competitively, while always striving to improve. Our primary goal is to keep the Public Safety Center looking 'like new', while maintaining stringent security protocols 24/7.

On behalf J & L, we thank you deeply for your consideration, and we hope to have the honor and privilege of keeping our service contract with the City of Reno Public Safety Center!

Warmest Regards,

J & L

Jessica R. Williams and Luis A. De la Cruz

CONFIDENTIAL, contains trade secrets and current working knowledge of the PSC floor plans

There are many different office areas in the PSC. The goal of J & L is to divide the building either into quarters in order to schedule each areas trash and vacuuming to be done per the assigned day. This future schedule will result in a reduction or elimination of complaints due to building staff not knowing their schedule.

The following High Priority areas are done daily by both the Day Porter **and** Swing Shift Crew:

- 1.) P.S.S Front Desk and Front Foyer
- 2.) Work Cards Public area
- 3.) Café and Sunroom
- 4.) Coffee Lounge
- 5.) Both Locker rooms
- 6.) All bathrooms and Coffee Kitchenettes (done multiple times per day)
- 7.) All Conference rooms are spot-checked daily by the Day Porter,
and cleaned once a week by the Swing Shift Crew
- 8.) All major corridors and hallways connecting the building

The following areas are done once per week:

- 1.) Community Engagement Room (serviced as needed by Day Porter as well)
- 2.) Work Cards office area
- 3.) Executive Area (high priority)
- 4.) Records (high priority)
- 5.) Interview Rooms/Family Room (serviced as needed by Day Porter)
- 6.) R.I.S.
- 7.) Traffic
- 8.) Regional Operations
- 9.) Sergeants Office/CAO/MOST
- 10.) VSU/Family & Sex Crimes Unit
- 11.) Detectives
- 12.) Patrol/Briefing and IT
- 13.) Building Services
- 14.) Gym
- 15.) Evidence
- 16.) Supply area
- 17.) Upstairs living Unit

If J & L is awarded the PSC contract, I would like to set up a meeting with Vickie Gonzalez to discuss scheduling each of the office areas for a set day and time of the week. I would like to get feedback from building staff before finalizing the trash and vacuuming schedule. The current goal is to divide these office areas into 4 parts, so the work load is spread evenly through the week. This ensures the Swing Shift staff has a balanced work schedule with even daily hours, rather than most of their work hours being lumped during Thursday/Friday/Saturday/Sunday.

One Request: Please upgrade the small trashcans located next to the coffee kitchenettes in each office area. If we can get larger trash cans in there, office staff can report overloaded trash cans to that central trash can, which we can then dump as the Day/Swing Shift services those kitchenette trash cans daily. This will help reduce the overload of trash that will occur in the building due to the reduction of trash days to 1.

Warm Regards,
J & L

CONFIDENTIAL/ TRADE SECRETS.

Full Time Swing Shift Janitorial Services

Payroll Breakdown:

\$15 per hour

8hrs per day

30.5 days a month

\$4,322 per person (includes payroll tax/workers comp)

2 people scheduled full time for 7 days per week = \$8,644.00

Carpet Spot Cleaning time allocated per month (est) = \$150

Monthly Insurance and Bonding/Equipment cost =\$450

Weekly inspections for QC = \$256

TOTAL COST: \$9,500.00

Full Time Day Shift Day Porter

Payroll Breakdown:

\$15 per hour

8hrs per day

30 days a month

\$4,209 per person (includes payroll tax/workers comp)

Monthly Insurance and Bonding/Equipment cost =\$422

Weekly inspections for QC = \$409

TOTAL COST: \$5,040