

**CONTRACT FOR INDEPENDENT CONTRACTOR SERVICES  
BETWEEN THE  
CITY OF RENO  
AND  
QUAL-ECON USA**

THIS CONTRACT is made and entered into by and between the City of Reno, a Nevada municipal corporation ("City"), and Qual-Econ USA ("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 set forth in the attached Scope of Services; 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, all of which are incorporated herein by reference and made a part hereof.

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. Any violation of this provision shall constitute a material breach of contract.
4. **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 below.

City: Bryan Heller, P.E.  
Assistant Public Works Director--Maintenance and  
Operations City of Reno  
Department of Public  
Works 1640 E.  
Commercial Row Reno,  
NV 89512

Contractor: Qual-Econ USA  
Trinidad Dominguez, President  
1015 Telegraph St., Suite C  
Reno, NV 89502

5. **CONSIDERATION.** The parties agree that Contractor will provide the services specified in paragraph six (6) at a cost as set forth in paragraph 6 for a not to exceed sum of \$224,740.00.
6. **SCOPE OF WORK.** The parties agree that the scope of work shall be as set forth in Attachment A.
7. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract.
8. **TIMELINESS OF BILLING SUBMISSIONS AND PAYMENTS.** The parties agree that timeliness of billing is of the essence to the contract. Invoicing for all work shall be submitted monthly based on the value of the services that have been completed. The City will pay the Contractor within thirty (30) days of receiving invoice.
9. **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.
10. **TERM OF CONTRACT.** This Contract is effective September 1, 2020 through August 31, 2021 with the option for two (2) one (1) year extensions unless otherwise terminated pursuant to the terms herein and as provided in Attachment A.
11. **TERMINATION OF CONTRACT.**
  - a. **Termination Without Cause.** Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon 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. Cause Termination for Default or Breach. A default or breach may be declared with or without termination. This Contract may be terminated by either party upon written notice of default or breach to the other party.
- d. 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 execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the City;
  - iv. Contractor shall preserve, protect and promptly deliver into City possession all property of the City.

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. 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. Tort liability by Contractor is not 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, to the extent caused by any alleged negligent or willful acts or omissions of

Contractor, its officers, employees and agents. Neither party shall be liable to the other party for any consequential, indirect, special, incidental, exemplary, or similar, damages or losses, including loss of profits, arising out of or relating to this agreement.

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.** The Contractor shall maintain, during the term of this Agreement, an occurrence comprehensive general liability insurance for limits of two million dollars (\$2,000,000) for bodily injury and property damages, per occurrence. As evidence of liability insurance coverage, the City will accept certification of insurance issued by an authorized representative of the insurance carrier. Coverage must be provided by an insurance company licensed to do business in the State of Nevada with an A.M. Best Rating of A - Class VII or better. Each certificate shall contain at least thirty (30) day written notice of cancellation to the certificate holder for any reason other than non-payment of premium and at least ten (10) day written notice for non-payment of premium and shall name the City as an additional insured, if the policy so allows and at the expense of the City, if there is a cost. Contractor shall provide evidence of worker's compensation as required by the State of Nevada in the amount of one million dollars (\$1,000,000). Contractor shall provide automobile insurance of no less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

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. **WAIYER 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. **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.

26. **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.

27. **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.

28. 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.

Dated this 1 day of SEPTEMBER, 2020.

**QUAL-ECON USA**

  
Trinidad Dominguez, President

Dated this 1 day of September, 2020.

**CITY OF RENO**

  
Hillary L. Schieve, Mayor

ATTEST:

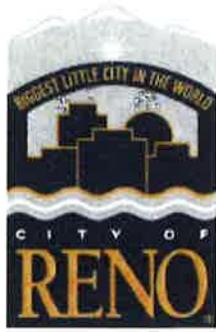
  
Ashely D. Turney, City Clerk  
ASHLEY

APPROVED AS TO FORM

  
Susan Ball Rothe, Deputy City Attorney



ATTACHMENT A



**Cover Sheet for Request for Proposal  
RFP #2021-02 Janitorial Services**

**If you are submitting a Bid or a Response to a  
Request for Proposal, Please utilize our online  
portal.**

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

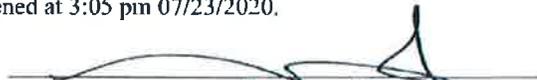


Date: 06/26/2020

Request for Proposal No.  
2021-02  
THIS IS NOT AN ORDER

**INVITATION AND ADVERTISED REQUEST FOR PROPOSAL**

Following the Governor's recommendations, the City of Reno is limiting social interactions. Therefore, at this time, sealed RFPs will be received until 3:00 pm via our [online portal](#) only, on 07/23/2020. Said RFPs shall be publicly opened at 3:05 pm 07/23/2020.

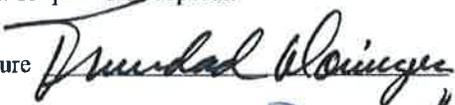
  
Marcie Wood, Purchasing Technician

The City of Reno is currently accepting sealed RFPs for Janitorial Services. It is the express intent of this RFP solicitation to award to the lowest responsive, responsible Proposer(s) to provide services/equipment to the City of Reno. If the Proposer proposes to provide services/equipment other than specified so as to make it conform to performance standards, a complete and detailed manufacturer's specifications must be included as part of the RFP showing each proposed modification. All deviations from the specified product must be completely described. Attach more sheets and label appropriately if needed. The City of Reno shall determine if any substitutions submitted shall be deemed equivalent to the equipment specified 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

Technical questions and other assistance regarding this solicitation may be directed to Marcie Wood [woodm@reno.gov](mailto:woodm@reno.gov) and Vickie Gonzales [gonzalesv@reno.gov](mailto:gonzalesv@reno.gov)

Per the attached Terms, Conditions, and Requirements

Firm Name	<u>QUALECON U.S.A. INC</u>	In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid 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 34 pages of this Request for Proposal.
Address	<u>1015 TELEGRAPH ST STE C</u>	
City	<u>RENO</u>	
State	<u>NV</u> Zip <u>89502</u>	
Telephone	<u>775 358-3655</u>	
Fax	<u>775 358-3656</u>	
E-Mail	<u>QE@QUALECONUSA.COM</u>	
Signature		
Print Name	<u>TRINIDAD DOMINGUEZ</u>	
Print Title	<u>PRESIDENT</u>	

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## REQUEST FOR PROPOSAL PROCESS AND RULES

### 1. Request for Proposal Schedule

Schedule of Events	Date
RFP Released	06/26/2020
Mandatory Site Visits	07/08/2020 9:00 am
Last Day to Submit Questions	07/14/2020 3:00 pm
All Addendums to be Posted to <a href="http://reno.gov">reno.gov</a> by	07/16/2020 5:00 pm
Sealed Proposals Due to City of Reno	07/23/2020 3:00 pm
Proposed Award Date by City Council	08/12/2020
Implementation	9/1/2020

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](http://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 Pre Bid Meeting – A pre-bid meeting will be held on July 8, 2020. All potential bidders are required to attend this meeting as a walk-thru of major facilities will be done at this time. Your bid will be rejected and returned for failure to attend the pre-bid meeting. Transportation to various locations will be the responsibility of the bidder.

- Meeting will take place at 1640 E. Commercial Row, Learning Center at 9:00 am.
- Bidders will be shown the Corporation Yard, Police Department, McKinley, City Hall and EMNECC (approximately 4 hours)
- Meeting will be completed by 1:00 pm.

Following the Governor's recommendations, the City of Reno is limiting social interactions, therefore site visits may be in a remote manner which will be described at the time of attending the meeting at the Corp Yard.

Deadline For Questions – The deadline for any questions concerning the Request for Proposal is 07/14/2020 at 3:00 pm local time (pst). 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](http://reno.gov) and our [online portal](#) no later than 5:00 pm local

time (pst) on 07/16/2020. 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.

Scaled Proposal Due to City – The due date for the sealed Request for Proposal response is 07/23/2020 at 3:00 pm local time (pst). All proposals received after the date and time set for receipt shall be disqualified from consideration and thus deemed rejected. The City will not consider or be responsible for errant delivery.

## 2. Questions/ Clarifications

Questions regarding the Request for Proposal shall be directed to the Finance Department via e-mail at [woodm@reno.gov](mailto:woodm@reno.gov) in writing. Copy of any questions should also be sent to [gonzalesv@reno.gov](mailto:gonzalesv@reno.gov). 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, Purchasing Technician, at (775) 326-6658.

## 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 and Opening Time

**It is mandatory the RFPs are signed by a duly authorized representative of the firm.** Following the Governor's recommendations, the City of Reno is limiting social interactions. Therefore, at this time, this RFP proposal must be received via our online portal no later than 3:00 pm, 07/23/2020.

**Late RFPs shall be disqualified from consideration.**

Sealed RFPs shall be opened at City of Reno Purchasing Division Offices at 3:05 pm, 07/23/2020

## 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.**

Following the Governor's recommendations, the City of Reno is limiting social interactions. Therefore, at this time, this RFP proposal must be received via our online portal no later than 3:00 pm, 07/2/2020.

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, provided that a stamped, self-addressed envelope is included with the Proposer's response.

#### **8. Late RFP**

A RFP received after the receiving time specified shall be rejected and marked "LATE RFP – DO NOT OPEN."

**PROPOSERS PLEASE NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.**

#### **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.

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

#### **10. Joinder Provision**

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for agreements unless otherwise stipulated under the exceptions section of this RFP. Other local governmental agencies may join in a resultant award from this Request for Proposal with the permission of the successful Proposer and the City of Reno.

Any joinder entity shall have all the rights as stipulated for the required services in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.

Within the scope of this Request for Proposal, the City of Reno shall be held harmless in any and all transactions between the Proposer and the other participating governmental entities.

The Proposer shall acknowledge the joinder process and shall acknowledge the City of Reno as the situs of the RFP procedure.

#### **11. Specifications**

Please see the Scope and Requirements on page 22.

#### **12. 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.

### **13. 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.

### **14. References**

In the space provided in this RFP, Proposers shall provide verifiable references for **Janitorial Services, RFP # 2021-02** as specified in this Request for Proposal.

For the references listed, please give the following information:

Name of entity

Name, phone number and contact person within the above listed organization

Type of product/service provided

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

### **15. Guarantee/Warranty**

The successful Proposer shall agree to replace and or redo, at no cost to the City of Reno, any products or services purchased as a result of award of this Request for Proposal, if that product/service is deemed unacceptable for any reason resulting from deviations from the specifications contained herein, or as a result of improper procedures, and/or improper handling by the successful Proposer.

In the space provided on the RFP Schedule, Proposer shall provide the nature and limitations of the guarantee/warranty that shall apply to **Janitorial Services, RFP # 2021-02**.

### **16. 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.

### **17. Pricing**

In the space provided on the RFP Scope, Proposers shall provide prices for **Janitorial Services, RFP # 2021-02**.

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.

### **18. Discount and Payment Terms**

Prompt payment discounts and payment terms shall not be considered in recommending the RFP award if less than twenty (20) days.

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 discount and/or 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.

### **19. 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.

### **20. 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 may be in Attachment A.

## **21. 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, RFP # 2021-02** 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.

## **22. Termination**

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

## **23. 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**

In the space provided below, Proposers shall provide the name, address, telephone number and contact person of the 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.

Name, Address, Phone #, Contact Person

1. WASHOE COUNTY OF NEVADA  
1001 E. 9TH STREET RENO, NV 89512  
APRYL RAMALE 775 328-2053 775 771-6985
  
2. NEVADA ENERGY 6100 NEIL RD RENO NV. 89511  
RALPH NEGRON 775 813-5834

**City of Reno Business License Number and Expiration date** \_\_\_\_\_

LICENSE # R116830A EXP DATE 9/30/2020

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: CLEARINGHOUSE  
Date of certification: 10/16/1993

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.

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

TRINIDAD DOMINGUEZ PRESIDENT *Trinidad Dominguez*  
Printed Name & Position Signature

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## GENERAL TERMS AND CONDITIONS

**The term of the contract will be for one (1) year 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".
- The City of Reno may require a full demonstration of any item RFP at vendor's expense.

### 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 Purchasing Technician 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;
  - k. The life-cycle, maintenance and performance of the equipment or product being offered; and
  - l. Or any other basis as allowed by law.
- B. A purchase order, mailed or otherwise furnished by the Purchasing Division to the successful Proposer, is a binding contract without further action by either party.
- C. The Purchasing 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 Purchasing Technician 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 Purchasing 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 will be required to furnish a **performance bond** for one hundred percent (100%) of the maintenance 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.

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**DISCLOSURE OF PRINCIPALS**  
Please print or type

QUAL-ECON USA, INC      775 358-3655  
Company Name      Telephone Number with area code

1015 TELEGRAPH ST STE C      775 358-3656  
Street Address      Fax Number with area code

RENO, NV 89502      88-0310958  
City, State and Zip Code      Federal Tax Identification Number

**Names of Officers or Owners of Concern, Partnership, Etc**

TRINIDAD DOMINGUEZ      PRESIDENT  
Name      Official Capacity

1015 TELEGRAPH ST STE C      RENO, NV. 89502  
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

\_\_\_\_\_  
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)

QUAL-ECON USA, INC.  
Address

1015 TELEGRAPH ST STE C RENO, NV. 89502  
Phone

775 358-3655      775 358-3656  
Fax

Representative TRINIDAD DOMINGUEZ  
Print Name

Trinidad Dominguez  
Signature

Vendor acknowledges 34 pages of this RFP. Date 7-22-2020

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## ATTACHMENT A

### SCOPE AND REQUIREMENTS

#### Janitorial Services, RFP # 2021-02

#### SCOPE OF WORK AND MINIMUM CLEANING STANDARDS – CITY FACILITIES

*It is the intent of the City that all premises are 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 either once a week or twice a week. Some cleaning tasks are to be performed daily, weekly or monthly. These cleanings shall be estimated on a square foot cost basis per building and are the base bid portion of this RFP.*

*All major floor care, such as carpet extraction and hard floor waxing, shall be bid at a square foot cost/building and performed on an as needed basis with prior approval sent via email.*

*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 3 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.

#### **CLEANING RESTROOMS, COMMON AREAS, AND BREAK AREAS**

Restroom, common area and break area cleaning is the highest priority to the City's buildings and must be performed daily.

The tasks to perform daily include the following:

- a. All touch surfaces to be cleaned with disinfectant; this includes, but is not limited to; doors, door knobs, handles, railings, buttons, counter and table tops, chair backs
- b. Floors in these rooms shall be mopped with approved disinfectant/cleaners; be streak-free
- c. 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.

- d. Walls, stall dividers, towel dispensers, soap dispensers, toilet paper holders, seat cover dispensers, and sanitary napkin dispensers shall be cleaned, and serviced during every service.
- e. Trash containers shall be emptied, cleaned, and lined with plastic bags.
- f. Mirrors shall be cleaned with approved glass cleaner.
- g. Report any leaks or equipment in need of repair. Also report low batteries in dispensers that need replacement.

#### **CLEANING TENANT OFFICES, CITY OFFICES, AND PUBLIC AREAS INCLUDING EXTERIOR OF THE BUILDING ENTRANCE**

Offices and adjacent spaces, that are leased to private entities and public entries, shall be cleaned five (5) days a week, on a Monday through Friday basis, along with the public pathways that serve these areas.

Offices, and program areas occupied by City of Reno employees, shall be cleaned a minimum of one time per week, preferably Fridays.

The tasks that are to be include are as follows:

- a. Wastebaskets and trash receptacles shall be emptied, unless otherwise directed, and kept lined with plastic bags in good condition.
- b. Wastebaskets shall be cleaned as needed, before replacing liners.
- c. Remove all items marked trash or empty boxes left in the hallways.
- d. Ashtrays /sand urns shall be cleaned, and refilled with sand, as needed.
- e. Drinking fountains shall be cleaned, sanitized and polished. Elevator doors, jambs, handles, hardware and doorplates shall be polished.
- f. Carpeted areas including corridors, pathways, elevators and lobbies shall be vacuumed, including mats. Spot clean areas less than 3 square feet in size.
- g. Tile floor areas shall be dust mopped and spot damp mopped.
- h. Upholstered surfaces shall be vacuumed on an as-needed basis.
- i. Elevators shall be cleaned & disinfected daily; disinfect handrails, touchsurfaces & buttons, remove unsightly marks, fingerprints and soil spots, vacuum elevator door tracks and remove any obstructions.
- j. All interior glass and glass doors shall be spot cleaned.
- k. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning on a weekly basis, including under desks, tables and other furniture.
- l. 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.
- m. Trash and debris in stairwells shall be removed, pan and broom as necessary. Clean & disinfect handrails and perform complete sweep, mop or vacuum of steps/landings in stairwells weekly.
- n. 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.
- o. Turn on lights in the area of the building being serviced at that time, to conserve energy.

- p. Secure doors and turn off 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.

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

If so, please provide that minimum square footage here \_\_\_\_\_

Please provide your companies cost for these services:

Cost per square foot for steam extraction of carpets	.10
Cost per square foot for bonnet cleaning of carpets	.08
Cost per square foot for restore buffing of hard floors	.12
Cost per square foot for scrub and wax of hard floors	.16
Cost per square foot for strip and wax of hard floors	.16
Cost Per Man Hour (PMH) for additional services	25.

**MONTHLY SERVICES**

- 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 rooms, lobbies and waiting rooms shall be vacuumed, and/or washed depending on the type of material 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, cob webs, and hand prints.

## **SUPPLIES**

City of Reno shall supply paper towels, toilet tissue, toilet seat covers, trash can liners, sand for ashtrays, 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, if receptacles are not available at the location.

*Please note: Before dumping recyclable paper into the 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 the 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 ITEMS

- a. Contractor is required to maintain, update and post complete Material Safety Data Sheets (MSDS) on site for all chemicals and items 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 MSDS information on a semi-annual basis to City of Reno Facility Maintenance, **Attn: Kyle West**, at [westk@reno.gov](mailto:westk@reno.gov) or mailed to P.O. Box 1900, Reno, NV 89505.
- d. City staff without notice may do quality control inspections at anytime and findings with related pictures may be documented in email correspondence to the contractor. This 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 Corporation Yard located at 1640 E 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 (where requested)

The responsibility of the day porter include, but are not limited to:

- a. Public areas kept presentable & clean at all times
- b. Disinfecting all touch surfaces regularly throughout the scheduled shift
- c. Miscellaneous emergency items (i.e.: spills, excessive trash, restroom issues, etc.)
- d. Restrooms & break areas monitored for cleanliness, functionality and paper products

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Locations presented in three (3) separate groups, and awarded as such. Please complete each group as to best evaluate the proposals for award.

<p><b><u>Group 1</u></b>  <b><u>City Hall &amp; Parking Garage</u></b></p>
--

Location	Tenant	Suite & Shared	City	Cleanings per week	Cleaning cost (per month)	
<i>Parking Garage</i>	6 stories, 2 stairwells, 2 City Elevators <i>Clear trash, spot clean stairwells, Clean, sweep &amp; mop elevators disinfect handrails &amp; buttons (2 City only) Walk each floor &amp; clear debris, full mop &amp; dust stairwells</i>		159,900	5	<u>350</u>	
				5		
				2	<u>305</u>	
<b><i>City Hall (by floor)</i></b>						
Area	Suite	Tenant	Suite & Shared	City	Cleanings per week	Cleaning cost (per month)
Basement		Wellness Center & Zen Den  <i>Lobby, Hallway, 2 Restrooms &amp; 5 City Elevators</i>	2,208	1,932	5	<u>150</u>
					5	<u>150</u>
1 <sup>st</sup> Floor		City Council Chambers, Mailroom, Video Room Area  <i>Gallery, Lobby, 1 Kitchen, 1 Break area &amp; 2 Restrooms</i>	5,838	4,230	5	<u>350</u>
					5	<u>525</u>
2 <sup>nd</sup> Floor		City Clerk & Community Development  <i>Cashier's Floor, 1 Kitchen/Break area, Lobby &amp; 3 Restrooms</i>	2,526	9,308	1	<u>775</u>
					5	<u>225</u>
3 <sup>rd</sup> Floor		City Attorney's  <i>Lobby, 2 Kitchen/Break areas &amp; 3 Restrooms</i>	700	11,134	1	<u>925</u>
					5	<u>100</u>
4 <sup>th</sup> Floor		Fire Admin.  <i>Lobby, 1 Kitchen/Break areas &amp; 3 Restrooms</i>	552	5,851	1	<u>525</u>
					5	<u>75</u>
5 <sup>th</sup> Floor		Communication Technology, Civil Service  <i>Lobby, 2 Kitchen/Break areas &amp; 3 Restrooms</i>	732	4,928	1	<u>375</u>
					5	<u>100</u>
6 <sup>th</sup> Floor		Community Development  <i>Lobby, 2 Kitchen/Break areas &amp; 2 Restrooms</i>	1,500	4,639	1	<u>375</u>
					5	<u>125</u>
7 <sup>th</sup> Floor		Public Works  <i>Training, Caucus room, Hallway/Lobby, 2 Kitchen/Break areas, 1 Break area (no appliances) &amp; 4 Restrooms</i>	4,013	2,590	1	<u>225</u>
					5	<u>375</u>
8 <sup>th</sup> Floor		Public Works  <i>Training, Lobby, 2 Kitchen &amp; 2 Restrooms</i>	4632	5,971	1	<u>525</u>
					5	<u>475</u>
9 <sup>th</sup> Floor		Finance		6,071	1	<u>525</u>

		<i>Lobby, 2 Kitchen/Break areas &amp; 2 Restrooms</i>	532		5	50
10 <sup>th</sup> Floor	1000	<b>Herb Santos</b> (Tenant)	2,220		5	125
	1007	<b>The Nature Conservancy</b> (Tenant)	3,774		5	295
		<i>Lobby, Hallway, 2 Restrooms</i>	1,102		5	100
11 <sup>th</sup> Floor		<b>PRCS, Internal Affairs, Human Resources</b>		5,981	1	525
		<i>Lobby, Hallway, 2 Kitchen/Break Areas &amp; 2 Restrooms</i>	1,192		5	100
12 <sup>th</sup> Floor		<b>Community Relations, Parking Enforcement</b>		5,971	1	525
		<i>Lobby, 2 Kitchen/Break areas &amp; 2 Restrooms</i>	632		5	75
14 <sup>th</sup> Floor	1400	<b>Reno Engineering</b> (Tenant)	2,624		5	175
	1401	<b>Reno Engineering</b> (Tenant)	320		5	50
	1402	<b>City</b>		409	1	50
	1403	<b>Barracuda</b> (Tenant)	449		5	50
	1405	<b>Barracuda</b> (Tenant)	1,298		5	50
	1409	<b>City</b>		336	1	50
	1411	<b>AECOM</b> (Tenant)	223		5	50
	1413	<b>City Manager Offices</b>		260	5	50
		<i>Lobby, Hallway, 2 Restrooms</i>	1,198		5	125
15 <sup>th</sup> Floor		<b>Mayor – City Manager Offices</b>		5,823	5	500
		<i>Lobby, 2 Kitchen/Break areas &amp; 6 Restrooms</i>	800		5	75
16 <sup>th</sup> Floor		<b>Vacant</b>	5,603		1	500
		<i>Lobby, Conference room &amp; 2 Restrooms</i>	930		5	100
<b>Total Square Feet</b>			<b>45,698</b>	<b>75,434</b>		
<b>Total monthly cleaning cost Group 1</b>						<b>\$11,195</b>

<b>City Hall Day Porter</b> <b>Monday through Friday 8am to 4pm</b>			
<b>Day Porter</b>	8 hours a day/ 5 days a week (excluding holidays)	Per man hour <b>25.-</b>	
<b>Total estimated monthly cleaning cost (160 hours)</b>			<b>\$4,000.-</b>

**GROUP 2  
Reno Police Locations**

**Please note:**  
This group requires all contractor employees & supervisors that service & supervise at the RPD facilities listed in this section, to pass an RPD background check, in addition to the City of Reno background check.

<b>Police Department Main Station 455 E 2<sup>nd</sup> St.</b>				
<i>(there are divisions that require cleaning during the day when RPD staff is present)</i>				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Police Main Station</b> <i>(3 floors, Basement &amp; 2 Elevators)</i>	53,896	5	2750-	80
<b>Locker rooms w/Restrooms - 2</b> <i>(include walk mats/above lockers)</i>		7	1200-	48
<b>Lobby/ Restrooms/Break areas</b> <i>Full Kitchens - 3 Break areas - 5 Restrooms - 21</i>		7	1200-	38
<b>Garage</b> <i>Spot sweep near entry &amp; trash</i>		As needed		
			<i>Total monthly cleaning cost</i>	5,150-

<b>Bowling Stadium (Central) Police Sub Station 199 E Plaza Street</b>				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Police Sub Station</b>	3,000	3	375	24
<b>Restrooms/Breakrooms</b> <i>Full Kitchens - 1 Break areas - 0 Restrooms - 4</i>		5	450-	40
			<i>Total monthly cleaning cost</i>	825-

<b>ROP, Evidence, Radio Shop 264 Keystone Ave.</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Monthly Cleaning Cost</b>	<b>Man-hours Per month</b>
<b>Clean office areas/Restrooms</b> <i>Full Kitchens - 1 Break areas - 1 Restrooms - 6</i>	3,500	2	475.-	16
			<b>Total monthly cleaning cost</b>	<b>\$475.-</b>

<b>Neil Road Senior Center, Police Sub-Station 3905 &amp; 3925 Neil Road</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Monthly Cleaning Cost</b>	<b>Man-hours Per month</b>
<b>Senior Center</b> <i>Full Kitchens - 1 Restrooms - 2</i>	2,844	7	512.-	42
<b>Gym</b>	9,794	7	1477.-	60
<b>Police Sub-Station</b> <i>Full Kitchens - 1 Restrooms - 1</i>	1,380	7	375.-	28
			<b>Total monthly cleaning cost</b>	<b>\$2364.-</b>

**Total monthly  
cleaning cost Group 2** **\$8814.-**

<b>Police Department Main Day Porter Daily 10am to 2pm</b>			
<b>Day Porter</b>	<b>4 hours a day/ 7 days a week (including holidays)</b>	<b>Per man hour</b>	
		25.-	
		<b>Total estimated monthly cleaning cost (80 hours)</b>	<b>\$2000.-</b>

**Please note:**  
**This group requires all contractor employees & supervisors, that service & supervise at the RPD facilities listed in this section, to pass an RPD background check, in addition to the City of Reno background check.**

**GROUP 3  
Parks buildings & Misc. locations**

<i>Amtrak Station 280 N Center St.</i>				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Clean entire building to include lower lobby area</b> <i>Full Kitchens - 0 Break areas - 1 Restrooms - 5</i>	14,054	7	1,745.-	92
			<i>Total monthly cleaning cost</i>	1,745.-

<i>Mira Loma Maintenance Office 3000 S McCarran Blvd.</i>				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Clean entire building</b> <i>Full Kitchens - 0 Break areas - 1 Restrooms - 1</i>	700	2	300.-	12
			<i>Total monthly cleaning cost</i>	300.-

<i>Evelyn Mount Northeast Community Center 1301 Valley Rd.</i>				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Clean entire building</b> <i>Full Kitchens - 2 Break areas - 0 Restrooms - 7 Full locker rooms - 2</i>	39,419	7	3,785.-	224
			<i>Total monthly cleaning cost</i>	3,785.-

<i>Idlewild Maintenance 2055 Idlewild Dr.</i>				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Clean entire building</b> <i>Full Kitchens - 0 Break areas - 2 Restrooms - 3</i>	4,850	3	625.-	48
			<i>Total monthly cleaning cost</i>	625.-

<b>Fire Station #11 Training Center</b> 7105 Mae Anne Ave.				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Meeting Room/Bathroom/Kitchen</b> Full Kitchens - 0 Break areas - 1 Restrooms - 2	1,500	5	750.-	32
			Total monthly cleaning cost	750.-

<b>Stead Sewer Plant</b> 4250 Norton Drive				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Offices &amp; Restrooms (Chemical Bldg.)</b> Must be cleaned during business hours only Full Kitchens - 0 Break areas - 1 Restrooms - 2	800	1 (Wednesday)	385.-	8
			Total monthly cleaning cost	385.-

<b>Paradise Park</b> 2750 Elementary Dr.				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Clean entire building</b> Full Kitchens - 1 Break areas - 0 Restrooms - 2	3,160	5	825.-	40
			Total monthly cleaning cost	825.-

<b>City Center Park</b> 40 E 4 <sup>th</sup> St.				
Area	SQ. FT.	Cleanings Per Week	Monthly Cleaning Cost	Man-hours Per month
<b>Sweep &amp; empty trash (outside only)</b>		3	999.-	23
			Total monthly cleaning cost	999.-

<b>Corp Yard 1640 E Commercial Row</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Monthly Cleaning Cost</b>	<b>Man-hours Per month</b>
<b>Entire main building</b> <i>(includes all floors swept &amp; mopped)</i>	10,500	1	475.-	15
<b>Lobby/Break/Restrooms</b> <i>Full Kitchens - 1 Break areas - 2 Restrooms - 6</i>	<i>(included above)</i>	5	1,125.-	46
<b>Wellness Center</b>	800	3	245.-	8
<b>Sewers Locker Room</b>	120	3	125.-	10
<b>Fleet Locker room</b>	120	3	125.-	10
<b>Signals video room</b>	260	3	125.-	10
<b>Entire Code Trailer</b> <i>Break areas - 1 Restrooms - 2</i>	2,000	3	375.-	15
<b>Entire Inspection Trailer</b> <i>Break areas - 1 Restrooms - 2</i>	2,000	3	375.-	15
			<b>Total monthly cleaning cost</b>	<b>\$2970.-</b>

<b>McKinley Arts &amp; Culture Center 925 Riverside Dr.</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Monthly Cleaning Cost</b>	<b>Man-hours Per month</b>
<b>Clean entire building</b> <i>Full Kitchens - 1 Restrooms - 6</i>	22,093	3	1,975.-	40
			<b>Total monthly cleaning cost</b>	<b>\$1975.-</b>

<b>Oxbow Park 3100 Dickerson Rd.</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Monthly Cleaning Cost</b>	<b>Man-hours Per month</b>
<b>Clean entire building</b> <i>Full Kitchens - 0 Restrooms - 2</i>	962	3	375.-	18
			<b>Total monthly cleaning cost</b>	<b>\$375.-</b>

<b>Plumas Gym 575 Monroe St.</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Monthly Cleaning Cost</b>	<b>Man-hours Per month</b>
<b>Clean entire building</b> Full Kitchens - 0 Break areas - 0 Restrooms w/showers - 2	10,960	5	1,205.-	44
			Total monthly cleaning cost \$1,205.-	

<b>Southside School (leased by UNR) 190 E Liberty</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Monthly Cleaning Cost</b>	<b>Man-hours Per month</b>
<b>1<sup>st</sup> Floor &amp; stairwells, Elevator</b>	3,000	1	330.-	8
<b>Lobby/Break areas/ Restrooms</b> Full Kitchens - 0 Break areas - 2 Restrooms - 4	965	5	376.-	21
			Total monthly cleaning cost \$706.-	

Total monthly cleaning cost Group 3 \$16,645.-

<b>California Building (special events rentals only) 50 Cowan Dr.</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Cost Per Cleaning</b>	<b>Man-hours Per month</b>
<b>Special events cleaning</b> Full Kitchens - 1 Restrooms - 2	9,874	As needed only	\$130.-	

<b>McKinley Arts &amp; Culture Center - Auditorium (special events rentals only) 925 Riverside Dr.</b>				
<b>Area</b>	<b>SQ. FT.</b>	<b>Cleanings Per Week</b>	<b>Cost Per Cleaning</b>	<b>Man-hours Per month</b>
<b>Special events cleaning</b> Kitchen - 1 Restrooms - 4	3,350 Auditorium only	As needed only	\$130.-	

# Qual-Econ U.S.A. Inc

## Credentials

- Family Owned Business
- Minor Owned Business

### Licenses

- City of Reno License # 116830
- City of Sparks License # 067646
- State of Nevada License # C16622-1933

### Insurance and Bonds

- Liability Insurance — \$10,000,000
- Crime Insurance — \$5,000,000
- Workers Compensation — \$1,000,000 per occurrence
- Bond — \$1,000,000

### Registrations

DBE

SAM

CCR

Duns # 804647758

Cage Code: 5W3G9

ORCA

[orca.bpn.gov](http://orca.bpn.gov)

NAICS

Classification # 561720

Supplier Clearinghouse

Minority Owned Business

Classification # OLN00009

CityOf.com/ Reno Award

Premier Service Company Award

Better Business Bureau

A+ Rating

(BBB)

[bbb.org](http://bbb.org)

## **Business References**

### **Qual-Econ U.S.A.**

#### **Washoe County**

Apryl Ramage

Contract Services Supervisor

775 328-2053 O

775 771-6985 C

[aramage@washoecounty.us](mailto:aramage@washoecounty.us)

#### **Regional Transportation Center**

David Carr

Facilities and Fleet Manager

775-3332-2161 O

775-685-6504 C

775-348-3250 F

[dcarr@rtcwashoe.com](mailto:dcarr@rtcwashoe.com)

#### **City of Sparks**

Ron Korman

Fleet/Facilities Manager

775-353-2271 O

775-691-9592 C

775-353-2390 F

[rkorman@cityofsparks.us](mailto:rkorman@cityofsparks.us)

#### **Nevada Energy**

Ralph Negrón

Facilities Maintenance Manager

775-834-5834 O

775-813-5834 C

775-834-3511 F

[rnegrón@nvenergy.com](mailto:rnegrón@nvenergy.com)

#### **Hallmark Investments & Management**

Mark Hallenbeck

775-786-8488 O

775-544-8888 C

775-786-8492 F

[Mark@hallmarkreno.com](mailto:Mark@hallmarkreno.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/30/2020

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> RAI Insurance Richied & Associates, Inc. 10425 Double R Blvd Reno NV 89521		<b>CONTACT NAME:</b> Tera Hodges <b>PHONE (A/C, No, Ext):</b> (775) 786-2731 <b>E-MAIL ADDRESS:</b> thodges@rai-insurance.com		<b>FAX (A/C, No):</b> (775) 786-1308	
<b>INSURED</b> Qual-Econ Usa Inc 1015 Telegraph St Ste C Reno NV 89502-2227		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
		INSURER A : Nationwide Mutual Ins. Co.		23787	
		INSURER B : Employers Preferred Insurance		10346	
		INSURER C : Federal Insurance Company			
		INSURER D :			
		INSURER E :			
		INSURER F :			

**COVERAGES**      **CERTIFICATE NUMBER:** CL204312550      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ACP7832292688	07/16/2019	07/16/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ACP7832292688	07/16/2019	07/16/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			ACP7832292688	07/16/2019	07/16/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EIG220963705	04/14/2020	04/14/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Commercial Crime Policy			68014463R5	09/09/2019	09/09/2020	Employee Theft \$5,000,000 Retention \$10,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Evidence of Insurance  
There is a 10 day notice of cancellation for non payment of premium and a 30 day notice for all other

### CERTIFICATE HOLDER

### CANCELLATION

City of Reno 1640 E. Commercial Row  Reno NV 89505	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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THIS LICENSE MUST BE PLACED  
IN A CONSPICUOUS PLACE

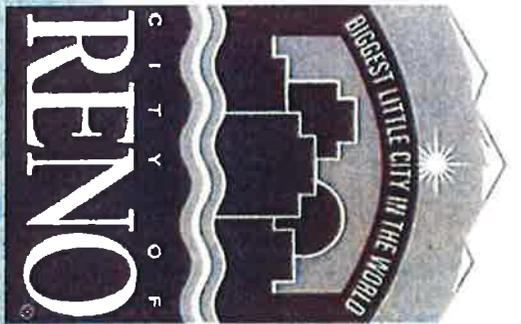
EFFECTIVE DATE: 10/01/2019

BUSINESS CLASSIFICATION: General Business, Janitorial Services,  
Lawn Services

BUSINESS LOCATION: 1015 TELEGRAPH STREET ST UNIT #C  
RENO, NV 89502

NAME OF BUSINESS: Qual-Econ USA, Inc.

LICENSEE-NAME AND ADDRESS: Joanna M Dominguez  
PO BOX 20788  
SUN VALLEY, NV 89433



LICENSE #: R116830A

Annual

License

EXPIRATION DATE: 09/30/2020

RENO, WAASHOE CO., NEVADA

THIS LICENSE EXPIRES AS SPECIFIED  
ABOVE

LICENSED BUSINESS TO BE  
CONDUCTED IN CONFORMITY WITH  
AND SUBJECT TO THE STATUTES OF  
NEVADA AND RENO MUNICIPAL CODE

CITY CLERK

City of Reno

# SECRETARY OF STATE



## NEVADA STATE BUSINESS LICENSE

QUAL-ECON, U.S.A., INC.

**Nevada Business Identification # NV19931101236**

**Expiration Date: 12/31/2020**

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.

**License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which, by law, cannot be waived.**



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 12/31/2019.

*Barbara K. Cegavske*

Certificate Number: B20191231477963

You may verify this certificate

online at <http://www.nvsos.gov>

BARBARA K. CEGAVSKE  
Secretary of State



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

July 16, 2020

### **Request for Proposal 2021-02 – Janitorial Services– Addendum 1**

**All potential participants: Please note that for your qualifications 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.**

#### **Additional Information**

***RFP opening will be done virtually. Screenshots of all vendors that submitted proposals will be sent to each company that attended the virtual site visit and provided their email address.***

#### **Question #1**

Due to the minimum wage increase and mandate for State of Nevada, which will occur over the next several years- should Bidders provide an annual increase per extension year to support those minimum wage increases, or should a bidder calculate the average for all 3 years and bid the average? **Contract will be for 1 year with the possibility of an extension. Please provide pricing for the first year and then put a statement of possibly increasing fees by a certain percent should the contract be extended.**

#### **Question #2**

Just to confirm, the maximum height for dusting should be between 12-15 feet? **We are not adjusting the contract to include a maximum height for dusting. The awarded vendor should inform in writing of a location that they are going to be unable to service high dusting due to inability to reach a space. There are companies that will have the necessary equipment available to service all high dusting.**

#### **Question #3**

Are bidders allowed to provide free services in their bids? **No**

#### **Question #4**

Just to confirm, cleaning of the Main PRD garage is the duty of the Day Porter? **This is listed as an “as needed” service and should be serviced by whichever staff is available at the time it is needed to clear the debris. It is not specifically only for the day porter to clear. The garage at this location is an “entry” and would fall under item (n) on page 23 of 34.**

#### **Question #5**

Due to the seriousness of the COVID-19 pandemic, should the City of Reno pre-audit the virucidal/quaternary disinfectants, PPE, and cleaning routines of potential Bid Winners in order to ensure those Companies are actually providing virus mitigation correctly? **The minimum requirement regarding disinfectant for the pandemic are posted by the CDC. What the independent contractor should be utilizing is not the responsibility of the City of Reno to approve or audit these products.**

**Question #6**

How much time will potential Awardees have to purchase and execute their Performance Bonds? 10 calendar days from the notice of award.

**Question #7**

Are exterior windows any window facing outside, with the exception of glass in doorways and entry coves? Will we be expected to spot clean exterior windows? If the glass is on the inside of the building it is not considered "exterior glass". Exterior is defined as the outer side or surface of something.

**Question #8**

Have services or frequency of service changed significantly compared to the last Contract Scope of Work? How have they changed? No, the only significant change is to the length of time a day porter is available at City Hall, which has increased from 4 hours a day to 8 hours a day.

**Question #9**

What is the present monthly or annual Contract price for Group A, Group B, and Group C? Is this information available? No

**Question #10**

Should City of Reno include in the Scope of work that Bidders must flush cool water down bathroom floor drains and P traps, in order to prevent gas buildup and 'pipe dryout'? I would recommend at least weekly, especially in the Summer. Maintenance technicians have confirmed that as long as floors are mopped with clean mop water, as per the schedule that are set in the scope of work, the drains will receive the moisture that is needed to provide the vapor barrier to prevent odor back up.

**Question #11**

TRINIDAD DOMINGUEZ of QUAL-ECON USA INC  
Print Name Firm Name

acknowledge receipt of Addenda #1 (2 pages) for RFP 2021-02 on 7/20/2020.  
Date

This addendum must be completed and returned with your documents.



Marcie Wood  
Purchasing Technician



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> RAI Insurance Richied & Associates, Inc. 10425 Double R Blvd Reno NV 89521		<b>CONTACT NAME:</b> Tera Hodges <b>PHONE (A/C, No, Ext):</b> (775) 786-2731 <b>FAX (A/C, No):</b> (775) 786-1308 <b>E-MAIL ADDRESS:</b> thodges@rai-insurance.com	
<b>INSURED</b> Qual-Econ Use Inc 1015 Telegraph St Ste C Reno NV 89502-2227		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nationwide Mutual Ins. Co. NAIC # 23787 <b>INSURER B:</b> Employers Preferred Insurance 10346 <b>INSURER C:</b> Federal Insurance Company <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

COVERAGES      CERTIFICATE NUMBER: CL204312550      REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ACP7832292688	07/16/2019	07/16/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ACP7832292688	07/16/2019	07/16/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ACP7832292688	07/16/2019	07/16/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EIG220963705	04/14/2020	04/14/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Commercial Crime Policy			68014463R5	08/09/2019	09/09/2020	Employee Theft \$5,000,000 Retention \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance  
There is a 10 day notice of cancellation for non payment of premium and a 30 day notice for all other

## CERTIFICATE HOLDER

## CANCELLATION

City of Reno 1640 E. Commercial Row Reno NV 89505	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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on this bond, and it does hereby waive notice of any such change, extension of time, alteration to the terms of the contract, or to the work, or to the specifications.

The Bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under NRS Chapter 339, so as to give a right of action to them or their assigns in any suit brought upon this Bond.

**CONTRACTOR:**

Qual-Econ U.S.A., Inc.

(Company Name)

Trinidad Dominguez  
(Principal Signature)

Trinidad Dominguez

(Principal Printed Name)

**CONTRACTOR NOTARY:**

State of Nevada

County of Washoe

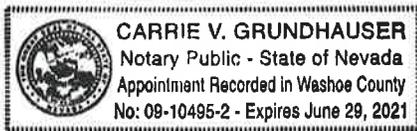
Trinidad Dominguez  
(Name of party signing this affidavit & Proposal Form)

known to me to be the President of  
(Title)

Qual-Econ U.S.A., Inc.  
(Company Name)

acknowledged to me that he executed the above instrument.

Sworn to before me this 3rd day of September,  
2020.



Carrie V. Grundhauser  
(Notary Public)

(Stamp/Seal)

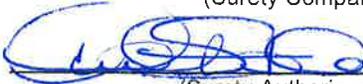
APPROVED AS TO LEGAL FORM:

Paul Baellotte  
(Deputy City Attorney)

**SURETY:**

Western National Mutual Insurance Company

(Surety Company Name)



(Surety Authorized Signature)

Tera S Hodges, Attorney-In-Fact

(Surety Printed Name)



**SURETY NOTARY:**

State of Nevada

County of Washoe

Tera S. Hodges

(Name of party signing this affidavit & Proposal Form)

known to me to be the Attorney-in-Fact

(Title)

of

Western National Mutual Insurance Company

(Company Name)

acknowledged to me that he executed the above instrument.

Sworn to before me this 3rd day of September, 2020,  
2020.





(Notary Public)

(Stamp/Seal)

Countersigned by Licensed Agent



(Signature)

On September 3, 2020 for Richard Associates, Inc.

(Date)

(Licensed Agent Company Name)

10425 Lumber Rd

(Street Address)

Reno, NV 89521

(City, State & Zip Code)

775-786-2731

(Phone Number)

**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That Western National Mutual Insurance Company, a Minnesota mutual insurance company, does make, constitute and appoint: Cynthia L Fleischer, Tera S Hodges, Paul Richied

Richied & Associates Inc. (#009711)

Its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required) bond, undertakings recognizances or other written obligations in the nature thereof. **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, hazardous waste remediation bonds or black lung bonds)**, as follows:

All written instruments in an amount not to exceed an aggregate of Seven Million Five Hundred Thousand and 00/100 (\$7,500,000) for any single obligation, regardless of the number of instruments issued for the obligation.

and to bind Western National Mutual Insurance Company thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting held on September 28, 2010. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of Western National Mutual Insurance Company on September 28, 2010:

RESOLVED that the president, any vice president, or assistant vice president in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

- RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company
- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
  - (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
  - (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the Company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. IN WITNESS WHEREOF, Western National Mutual Insurance Company has caused these presents to be signed by its proper officer and its corporate seal to be affixed this 16th day of December, 2015.

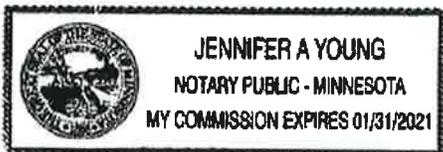
  
\_\_\_\_\_  
Jon R. Hebeisen, Secretary



  
\_\_\_\_\_  
Larry A. Byers, Sr. Vice President

STATE OF MINNESOTA, COUNTY OF DAKOTA

On this 16th day of December, 2015, personally came before me, Jon R. Hebeisen and Larry A. Byers and to me known to be the individuals and officers of the Western National Mutual Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally dispose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



  
\_\_\_\_\_  
Jennifer A. Young, Notary Public  
My commission expires January 31, 2021

CERTIFICATE

I, the undersigned, assistant secretary of the Western National Mutual Insurance Company, a Minnesota corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

Signed and sealed at the City of Edina, MN this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

  
\_\_\_\_\_  
Jennifer A. Young, Assistant Secretary

