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John J. Lee

City Manager
Ryann Juden

Council Members
Scott Black
Pamela A. Goynes-Brown
Isaac E. Barron
Richard J. Cherchio



Finance Department
Purchasing-Risk Management Department
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December 31, 2019

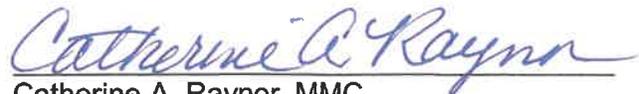
**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services**

Bids will be received electronically only through the Nevada Gov eMarketplace (NGEM) System at www.ngemnv.com until **Feb 3, 2020 at 10:00 A.M.** (the "Bid Due Date"), and the bids will be publicly opened and read shortly thereafter in Conference Room 703 inside City Hall at the above listed address.

A Mandatory Pre-Bid Meeting will be held on **January 8, 2020 at 10:00 A.M.** in the City of North Las Vegas Finance Department in Conference Room #703, 2250 Las Vegas Boulevard North, North Las Vegas, Nevada, 89030. The purpose of this meeting is to discuss the Invitation of Bid requirements and answer any questions or concerns. A mandatory tour of all sites will be required by all interested Bidders. This tour will be with David Valdez, City Custodian. The date and time will be determined at the mandatory Pre-Bid Meeting.

All questions or concerns must be submitted electronically in the NGEM System or via e-mail to Marie Leake, Buyer at leakem@cityofnorthlasvegas.com. The cut-off time for all questions is **January 22, 2020, at 12:00 P.M.** If any questions are received, an addendum will be issued to answer those questions and the addendum will be posted in the NGEM System and will be made available at the City of North Las Vegas Purchasing Web Page at <http://www.cityofnorthlasvegas.com/purchasingbidadvertisements/index.php>.

Bid documents may be accessed at www.ngemnv.com or on the City of North Las Vegas Purchasing Web Page (listed above). The City reserves the right to reject any and all Bids, waive any informality or technicality, or to otherwise accept Bids deemed in the best interest of the City.


Catherine A. Raynor, MMC
City Clerk

Published in the Las Vegas Review Journal
(December 31, 2019)

**CITY OF NORTH LAS VEGAS INVITATION TO BID
BID B-1560 Custodial Services**

1. PUBLIC RECORDS:

The Bid documents and all Bids submitted in response thereto are public records. You are cautioned not to put any material into the Bid that is proprietary in nature. The City is a public agency as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City's Records are public records, which are subject to inspection and copying by any person, unless declared by law to be confidential.

2. PERFORMANCE OF WORK:

The selected Respondent shall perform all work as may be necessary to complete the Contract in a satisfactory and acceptable manner, and unless otherwise provided, shall furnish all transportation, materials, equipment, labor and incidentals necessary to complete the project.

3. FORM OF CONTRACT:

Execution of the Contract by all named parties will authorize delivery of services obtained under this Invitation to Bid.

4. ELECTRONIC BID THROUGH NGEM SYSTEM:

Bids must be submitted online through the Nevada Government eMarketplace (NGEM). The NGEM System is an electronic bidding system used by a consortium of local government entities in Nevada for supplier registration and the submission of electronic bids and proposals. The NGEM System is available at www.ngemnv.com. There is no cost for any Respondent to use the NGEM System, however, all Respondents must register prior to gaining access to see the details of any solicitation and to submit a bid or proposal online. All Bids must be submitted on the NGEM System no later than the Bid Due Date and time. Per the Terms of Use of the NGEM System, Bids may not be submitted after the Bid Due Date, and the server clock will govern.

5. EXPLANATION TO RESPONDENT:

Any explanations desired by Respondent regarding the meaning or interpretation of specifications must be requested in writing and with sufficient time allowed for a reply to reach Respondent before submission of their Bid. Oral explanations given before the award of the contract will not be binding. Any written interpretation made will be furnished to all Respondents and its receipt by the Respondent will be acknowledged. Interpretation of the meaning of the plans, specifications, or other pre-Bid documents will not be binding if presented to any Respondent orally. Every request for such interpretation should be in writing addressed to Marie Leake, Buyer at leakem@cityofnorthlasvegas.com or ATTN: Marie Leake, Buyer, City of North Las Vegas, 2250 Las Vegas Blvd. North, Suite 700, North Las Vegas, NV 89030. Any and all such interpretations and any supplemental instructions deemed necessary will be in the form of a written addendum to the specifications which, if issued, will be mailed or e-mailed to all known prospective Respondents. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such Respondent from any obligation under these Bid documents as submitted. All addenda issued shall become part of the Bid documents.

6. METHOD OF EVALUATION AND AWARD OPTIONS:

The evaluation of this Bid will be conducted by City personnel. The City will award this Bid to the Respondent(s) that submits the lowest responsive and responsible Bid deemed to be in the City's best interest. The City reserves the right to reject all Bids. Pursuant to NRS 332.065(3), the City

shall not enter into a contract with a Respondent to this Bid unless the contract includes the written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

7. ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the Contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party or unless otherwise allowed pursuant to NRS 332.095(2). The Respondent will be an independent contractor for all purposes and no agency, either expressed or implied, exists.

8. CONDITIONS OF BID SUBMITTAL:

- (a) The Bid must be signed by a duly authorized official of the proposing firm or company submitting the Bid.
- (b) No Bid will be accepted from any person, firm, or corporation that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff or City Council.
- (c) No Bid will be accepted from any person, firm, or corporation if that person, firm, or corporation or any of its principals are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any federal or state department or agency. By signing and submitting a Bid to the City, the Respondent certifies that no current suspension or debarment exists.
- (d) All Bids shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.

9. BID PROTESTS:

The City will publish the Recommendation of Award Notification on the City's website (www.cityofnorthlasvegas.com). Any Respondent may file a notice of protest regarding the proposed award of the Contract by the North Las Vegas City Council. Respondents will have five (5) business days from the date the Recommendation of Award is published to submit the written protest to the City Clerk. The written protest must include a statement setting forth, with specificity, the reasons the person filing the protest believes that applicable provisions of the Bid documents or law were violated. At the time a notice of protest is filed, the person filing such notice of protest shall post a bond with a good and solvent surety authorized to do business in the State of Nevada, and supply it to the City Clerk. The bond posted must be in an amount equal to the lesser of: (i) twenty-five percent (25%) of the total value of the Bid submitted by the person filing the notice of protest; or (ii) two hundred fifty thousand dollars (\$250,000).

A notice of protest filed in accordance with this section shall operate as a stay of action in relation to the award of the Contract until a determination is made by the North Las Vegas City Council. A person who makes an unsuccessful Bid may not seek any type of judicial intervention until after the North Las Vegas City Council has made a determination on the notice of protest and awarded the contract. Neither the City nor any authorized representative of the City is liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by a person who submits a Bid, whether or not the person files a notice of protest pursuant to this section.

If a protest is upheld, the bond posted and submitted with the notice of protest will be returned to the person who posted the bond. If the protest is rejected, a claim may be made against the bond by the City in an amount equal to the expenses incurred by the City because of the unsuccessful protest.

10. LICENSES:

All Respondents must provide a copy of all appropriate licenses in accordance with the laws of the State of Nevada, prior to submission of Bids for this project. Upon award, the successful Respondent will be required to obtain a North Las Vegas Business License.

11. PUBLIC OPENING:

Bids received will be opened and the name of the Respondent’s company will be read publicly at the time and place indicated in the Bid documents. Respondents, their authorized agents, and the public are invited to be present. No responsibility will attach to any City official or employee for the pre-opening of, or the failure to open, a Bid not properly addressed or identified.

12. TERM OF THE CONTRACT:

The Contract shall have a term of three years with two one-year extensions possible or as otherwise stated in the Contract.

13. INSURANCE:

Prior to the commencement of the Contract, each successful Respondent must provide properly executed Certificates of Insurance to the City, which shall clearly evidence all insurance required by the City, including a policy or certificate of comprehensive general liability insurance in which the City, its public officials, officers, employees, agents, and volunteers shall be the named insured or be named as an additional insured. In compliance with this provision, the Respondent may file with the City a satisfactory policy providing a minimum \$1,000,000 "blanket coverage" policy or certificate of insurance. Such insurance will be primary and any insurance or self-insurance maintained by the City will apply in excess of, and not contribute with, the insurance required. Required insurance shall not be canceled, allowed to expire, or be materially reduced in coverage until after 30 days’ written notice has been given to and approved in writing by, the City Attorney or the City Risk Manager.

The Respondent shall secure, maintain in full force and effect, and bear the cost of the following insurances throughout the duration of the contract:

COMMERCIAL GENERAL LIABILITY

Each Occurrence-----	\$1,000,000
General Aggregate -----	\$2,000,000
Products – Completed Operations Aggregate-----	\$1,000,000
Personal and Advertising Injury -----	\$1,000,000

Policy shall include bodily injury, property damage and broad form contractual liability coverage

A.) Policy shall be endorsed to include master key coverage

B.) The policy shall be endorsed to include the following additional insured language:

“City of North Las Vegas, its directors, elected officials, employees, volunteers and agents as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the contractor.”

C.) Policy Shall be endorsed to include coverage for “care-custody-control”

AUTOMOBILE LIABILITY

Combined Single Limit (CSL) - - - - - \$1,000,000 each accident

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this contract.

A.) The policy shall be endorsed to include the following additional insured language: "City of North Las Vegas, its directors, elected officials, officers, employees, volunteers and agents as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the contractor".

WORKERS' COMPENSATION

Each Accident - - - - - \$ 500,000 each accident

Disease – Each Employee - \$ 500,000

Disease – Policy Limit----- \$ 500,000

A.) Policy shall contain a waiver of subrogation against the City of North Las Vegas

B.) This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., AND when such contractor or subcontractor executes the appropriate sole proprietor wavier form.

Nevada Statutory Requirements

If no employees, then Exhibit D- Affidavit of Rejection of Coverage for Workers' Compensation must be completed and submitted with response to this Bid. The City, or any of its officers or employees, will not be responsible for any claims or suits in law or equity occasioned by the failure of the successful Respondent to comply with the provisions of this paragraph.

FIDELITY BOND OR CRIME INSURANCE

Bond or Policy Limit

A.) The bond or policy shall be issued with limits of 50% of the contract value or \$50,000 whichever amount is greater

B.) The bond of policy shall include coverage for all directors, officers, agents and employees of the Contractor.

C.) The bond or policy shall include coverage for third party fidelity.

D.) The bond or policy shall include coverage for extended theft and mysterious disappearance.

E.) The bond or policy shall not contain a conditional requiring an arrest and conviction

PROFESSIONAL LIABILITY

Claim or Loss ----- \$1,000,000

General Aggregate -----\$2,000,000

Coverage must include professional misconduct or lack of ordinary skill for those positions defined in the scope of work for this Bid.

Such insurance shall include the specific coverage set out herein and be written for NOT LESS THAN the limits of liability and coverage provided in the "Insurance Service Office", or required by law and other governing agencies, whichever is greater. The cost of this insurance shall be deemed included in the Bid prices and no additional compensation will be made.

In addition, the Respondent shall furnish evidence of a commitment by the insurance company to notify the City by registered mail of the expiration or cancellation of the insurance policies required not less than 30 days before the expiration or cancellation is effective.

14. INDEMNITY:

The successful Respondent agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from any and all liabilities, causes of action, claims, damages, losses, expenses, proceedings, actions, judgements, reasonable attorneys' fees, and court costs which the City suffers or its officers, agents, or employees suffer, as a result of, or arising out of, the negligent or intentional acts or omissions of Respondent, its subcontractors, agents, and employees, in the fulfillment or performance of the work described herein until such time as the applicable statutes of limitation expire.

15. PROVISIONS PROVIDED BY LAW:

Each and every provision and clause required by law to be inserted in the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract forthwith shall be physically amended to make such insertion or correction. The Respondent's attention is directed to the fact that all applicable city, county, state, and federal laws, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout its duration and such laws, rules, and regulations will be deemed to be included in the Contract the same as though they had been written out in full herein.

16. ADDENDA INTERPRETATIONS:

If it becomes necessary to revise any part of this Bid, a written or electronic addendum will be provided publicly. The City is not bound by any oral clarifications changing the scope of work for this project.

17. CANCELLATION OF CONTRACT:

The City reserves the right to cancel the award or execution of any contract at any time before the Contract has been approved by the City Council without any liability or claims thereof against the City.

18. TERMINATION FOR CONVENIENCE:

The City shall have the right at any time to terminate further performance of the Contract, in whole or in part, for any reason whatsoever (including no reason). Such termination shall be effected by written notice from the City to the Respondent, specifying the extent and effective date of the termination. On the effective date of the termination, the successful Respondent shall terminate all work and take all reasonable actions to mitigate expenses. The successful Respondent shall submit a written request for incurred costs for services performed through the date of termination within 30 days of the date of termination. All requests for reimbursement of incurred costs shall include substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the successful Respondent, thirty days after receipt of a correct, adequately

documented written request. The City's sole liability under this Paragraph is for payment of the costs for the services requested by the City and actually performed by the successful Respondent.

19. TAXES:

The City is exempt from state, retail, and federal excise taxes. The Bid price must be net, exclusive of taxes.

20. EXCEPTIONS:

Each Respondent must list on a separate document any exceptions to specifications and attach it to their Bid. Exceptions, deviations, or contingencies requested in Respondent's bid response, while possibly necessary in the view of the Respondent, may result in lower scoring or disqualification of a Bid response.

21. FISCAL FUNDING OUT:

In the event the City fails to appropriate funds for the performance of the Contract, the Contract will terminate once the existing funds have been exhausted.

22. LIMITATION OF FUNDING:

The City reserves the right to reduce estimated or actual quantities, in whatever amount necessary, without prejudice or liability to the City, if funding is not available or if legal restrictions are placed upon the expenditure of monies for the services required under the Contract.

23. ESCALATION:

Prices may not be increased during the term of the Contract.

24. AUDIT OF RECORDS:

(a) The successful Respondent agrees to maintain financial records pertaining to all matters relative to this Bid in accordance with standard accounting principles and procedures and to retain all records and supporting documentation applicable to this Bid for a period of three (3) years after completion of this Bid and any subsequent extensions thereof. All records subject to audit findings shall be retained for three (3) years after such findings have been resolved. In the event the successful Respondent goes out of existence, the successful Respondent shall turn over to the City all of its records relating to this Bid. The successful Respondent agrees to give the City access to records immediately upon request.

(b) The successful Respondent agrees to permit the City or the City's designated representative(s) to inspect and audit its records and books relative to this Bid at any time during normal business hours and under reasonable circumstances and to copy and/or transcribe any information concerning successful Respondent's operation hereunder, at the City's discretion. The successful Respondent further understands and agrees that said inspection and audit would be exercised upon written notice. If the successful Respondent or its records and books are not located within Clark County, Nevada, and in the event of an inspection and audit, successful Respondent agrees to deliver the records and books or have the records and books delivered to the City or the City's designated representative(s) at an address within the City as designated by the City. If the City or the City's designated representative(s) finds that the records and books delivered by the successful Respondent are incomplete, the successful Respondent agrees to pay the City's or the City's representative(s)' costs to travel (including travel, lodging, meals, and other related expenses) to the successful Respondent's offices to inspect, audit, retrieve, copy and/or transcribe the complete records and books. The successful Respondent

further agrees to permit the City or the City's designated representatives to inspect and audit, as deemed necessary, all records of this project relating to finances, as well as other records including performance records that may be required by relevant directives of funding sources of the City.

- (c) If, at any time during the term of this Bid, or at any time after the expiration or termination of the Bid, the City or the City's designated representative(s) finds the dollar liability is less than payments made by the City to the successful Respondent, the successful Respondent agrees that the difference shall be either: (i) repaid immediately by the successful Respondent to the City or (ii) at the City's option, credited against any future billings due the successful respondent.
- (d) The successful Respondent must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order; however, if the City decides that the facts justify, the City may receive and act upon an invoice submitted before final payment of the Bid.
- (e) The successful Respondent shall provide current, complete, and accurate documentation to the City in support of any equitable adjustment. Failure to provide adequate documentation, within a reasonable time after a request from the City will be deemed a waiver of the successful respondent's right to dispute.

25. INDEPENDENT CONTRACTOR:

In the performance of services under the Contract, the successful Respondent and any other persons employed by it shall be deemed to be an independent contractor and not an agent or employee of the City. The City shall hold the successful respondent company ("Company") as the sole responsible party for the performance of the Contract. The Respondent shall maintain complete control over its employees. Nothing contained in this Invitation to Bid, the Contract, or awarded by the City shall create a partnership, joint venture, or agency. Neither party shall have the right to obligate or bind the other party in any manner to any third party. The Contract may not be subcontracted.

26. COMPANY PERSONNEL:

The successful Respondent is solely responsible for the supervision and control of its staff performing work under the Contract; however, the City reserves the right to request removal from its premises the successful Respondent's "on site" staff personnel for just cause, and the successful Respondent shall take reasonable action to comply with the request. Upon award of the Contract, a listing of all personnel authorized to participate in the awarded program shall be submitted and included as part of the executed agreement.

27. POGRESSIVE PLAN FOR DEALING WITH POOR PERFORMANCE RELATED TO JANITORIAL EFFORTS

(a) City personnel will perform quality control inspections over the lifetime of the Contract.

(b) Successful Bidder may contact City Representative for the building to discuss any deficiencies received.

(c) City will perform a re-inspection of the facility at City's convenience to ensure that deficiencies from the failed inspection have been corrected.

(d) If successful bidder fails re-inspection, City will issue a Cause and Corrective Action Notice stating the deficiencies and the timeframe of the correction.

- (3) (e) Acceptable performance under this contract shall be deemed as having no more than three failed inspections in a twelve (12) month period regardless of corrections or acceptance of re-inspection. City may terminate contract upon the fourth (4th) failed inspection in twelve (12) month period.

28. KEY PERSONNEL:

The City designates Marie Leake, Buyer, as the responsible party for managing this Bid Advertisement. She can be reached at 702-633-2440 or at leakem@cityofnorthlasvegas.com and is available Monday through Thursday from 8am to 4pm.

The City also designates John Runiks, Manager Infrastructure Maintenance, as the project manager for this service. He can be contacted at 702-633-1267 or at runiksj@cityofnorthlasvegas.com and is available Monday through Thursday from 8am to 4pm.

The cutoff date for any questions regarding this is **January 22, 2020, at 12:00 P.M. Pacific Standard Time**. Any questions submitted beyond this cut off time will not be answered.

**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services**

DEFINITIONS

Bid - document submitted by Respondent in NGEM to the City of North Las Vegas offering the product or service that meets the requested specifications. Respondent will fill out the bid document with their price offering and complete all required documents

Certificates of Insurance – a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. This document should list the effective date of the policy, the type of insurance coverage provided and the type and dollar amount of applicable liability and shall list the City of North Las Vegas, its public officials, officers, employees, agents, and volunteers, as an additional insured.

City - the City of North Las Vegas.

City Attorney – the lawyer employed by the City, who is legally appointed as legal counsel to transact business on the City's behalf.

City Clerk - a public officer charged with recording the official proceedings and vital statistics of the City.

City Council - the legislative body that governs the city.

City Manager - a person not publicly elected but appointed by the City Council to manage the City.

City Records - information, minutes, files, accounts or other records which the City is required to maintain, and which must be accessible to scrutiny by the public.

City Staff - any person currently employed by the City.

Contract – the written agreement between the City and the Respondent selected by the City as having the best Proposal, as approved by City Council and fully executed by the parties.

Invitation to Bid - the official legal published advertisement of the bid requirements.

Key Personnel - defined City employees listed in Paragraph 28.

Pre-Bid Meeting – a meeting that Respondent may attend to have the project requirements defined. This allows the Respondent to ask questions necessary to enable Respondent to provide a bid.

Nevada Public Records Law – as defined in NRS Chapter 239.

Purchasing Department – Department that reviews the bids for compliance to specifications, reviews the pricing, and awards the bid to the most responsive and responsible Respondent.

Recommendation of Award Notification – notification to the general public the City has recommended a Respondent who has been selected based on having the best bid/proposal by meeting the Criteria listed in the bid/Proposal documents. This Recommendation of Award goes to the City Council and upon City Council approval will be selected to fulfill the requirements as outlined in the bid.

Representative – person who represents a company and compiles questions to enable the company to submit a bid that accurately identifies the City's requirements.

Respondent – Vendor who offers the requested product or service to the City on the official bid document.

Subcontractor – a person who, or business that, contracts to provide some service or material necessary for the performance of another's contract.

**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services**

SCOPE OF WORK

Facility:

Brooks Annex

Hours of Operation: 5:30 AM to 6:00 PM (Monday-Friday)

Address: 50 E. Brooks Ave.

North Las Vegas, NV 89030

Contact: John Runiks; RuniksJ@cityofnorthlasvegas.com

Square Footage:	9,500 sf
Number of days of service/week	4
Days of service	Monday through Thursday
Hour(s) service is desired	4:00-4:30 PM until complete

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and

accessible light fixtures.

- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Central Garage – 100 E. Brooks Ave

Hours of Operation: 5:30 AM to 3:00 PM (Monday-Thursday)

Address: 100 E Brooks Ave

North Las Vegas, NV 89030

Contact: Peter Fitterling; FitterlingP@cityofnorthlasvegas.com

Square Footage:	12,840 sf
Number of days of service/week	4
Days of service	Monday through Thursday
Hour(s) service is desired	3:00-3:30 PM until complete

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Alexander Library

Hours of Operation: 10:30 AM to 8:00 PM (Wed – Thurs); 9:00 AM to 6:00 PM (Fri-Sat)

Address: 1755 W. Alexander

North Las Vegas, NV 89032

Contact: Garrett Dacay; DacayG@cityofnorthlasvegas.com

Square Footage:	16,400 sf
Number of days of service/week	4
Days of service	Wednesday-Saturday
Hour(s) service is desired	6:00-9:00 AM

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Aliante Library

Hours of Operation: 10:30 AM to 8:00 PM (Mon– Thurs); 9:00 AM to 6:00 PM (Fri-Sat)

Address: 2400 Deer Springs Way

North Las Vegas, NV 89084

Contact: Shelly Alexander; alexanderS@cityofnorthlasvegas.com

Square Footage:	16,000 sf
Number of days of service/week:	6
Days of service	Monday-Saturday
Hour(s) service is desired	6:00-9:00 AM

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting

- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Fire Admin Building (FAB)

Hours of Operation: 8:00 AM to 6:00 PM Monday-Friday

Address: 4040 Losee Rd

North Las Vegas, NV 89030

Contact: Scott Schuster; SchusterS@cityofnorthlasvegas.com

Square Footage: 20,000 sf
Number of days of service/week 4
Days of service Monday-Thursday
Hour(s) service is desired 5:00 PM until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting

- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Parks Maintenance Facility

Hours of Operation: 4:30 AM to 2:00 PM (Monday-Sunday)

Address: 316 E. Brooks Ave.

North Las Vegas, NV 89030

Contact: Tony Thomas; ThomasTo@cityofnorthlasvegas.com

Square Footage:	8,280 sf
Number of days of service/week	4
Days of service	Monday-Thursday
Hour(s) service is desired	3:00 PM until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Craig Ranch Regional Park Maintenance Facility
Hours of Operation: 6:30 AM to 4:00 PM (Monday-Thursday)
Address: 851 W. Lone Mountain Rd.
North Las Vegas, NV 89032
Contact: Tracey Farage; FarageT@cityofnorthlasvegas.com

Number of days of service/week 4
Days of service Monday-Thursday
Hours service is desired 4:00 PM until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Par 3 Golf Course

Hours of Operation: 6:00 AM to 4:00 PM (Monday-Saturday)

Address: 324 E. Brooks Ave.

North Las Vegas, NV 89030

Contact: Tracey Farage; FarageT@cityofnorthlasvegas.com

Number of days of service/week	6
Days of service	Monday through Thursday
Hour(s) service is desired	5:00 PM until complete

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Neighborhood Rec Center (NRC)

Hours of Operation: 7:30 AM to 5:00 PM (Monday-Friday)

Address: 1638 N. Bruce St.

North Las Vegas, NV 89030

Contact: Angela Johnson; JohnsonA@cityofnorthlasvegas.com

Number of days of service/week 5
Days of service Monday-Friday
Hour(s) service is desired 5:00 PM until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Silver Mesa Rec Center (SMRC)

Hours of Operation: 7:30 AM to 5:00 PM (Monday-Friday)

Address: 4025 Allen Ln.

North Las Vegas, NV 89032

Contact: Angela Johnson; JohnsonA@cityofnorthlasvegas.com

Number of days of service/week 5
Days of service Monday-Friday
Hour(s) service is desired 5:00 PM until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Utilities Operations Facility

Hours of Operation: 5:30 AM to 3:00 PM (Monday-Friday)

Address: 2829 Ft Sumter Dr.

North Las Vegas, NV 89030

Contact: Joemel Llamado; LlamadoJ@cityofnorthlasvegas.com

Square Footage:	14,108 sf
Number of days of service/week	4
Days of service	Monday-Thursday
Hour(s) service is desired	4:00 PM until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Utilities Water Reclamation Facility (WRF)

Hours of Operation: 24/7 (Monday-Sunday)

Address: 2580 Betty Ln.

Las Vegas, NV 89156

Contact: Joemel Llamado; LlamadoJ@cityofnorthlasvegas.com

Number of days of service/week 4
Days of service Monday-Thursday
Hour(s) service is desired 4:00 PM until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

North Las Vegas Police Department-Swat

Hours of Operation: 12:00 PM to 2:00 PM (Thursday)

Contact: Lt. Justin Ryan; RyanJ@cityofnorthlasvegas.com

Square Footage: 6,000 sf
Number of days of service/week 1
Days of service: Thursday
Hour(s) service is desired: 12:00 p.m. until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting

- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

PD Investigative Services (Detective Bureau)

Hours of Operation: Monday-Thursday

Contact: Carla Kellogg; kelloggC@cityofnorthlasvegas.com

Number of days of service/week 3

Days of service: Monday, Wednesday & Friday

Hour(s) service is desired: 8:30 a.m. until completed

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting

- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Police Department NE Command (Traffic)

Hours of Operation: 7:00 a.m. to 4:30 p.m. (Monday-Thursday)

Address: 6445 N. Palmer St.

North Las Vegas, Nevada 89086

Contact: Sgt. Fernando Calderon; CalderonF@cityofnorthlasvegas.com

Number of days of service/week 1

Day of service: Monday

Hour(s) service is desired: Anytime between 7:00 a.m. & 4:30 a.m.

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting

- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Facility:

Police Department Radio Shop

Hours of Operation: Monday –Thursday 7:00 a.m. to 5:00 p.m.

Contact: Christopher Vasquez; VasquezC@cityofnorthlasvegas.com

Number of days of service/week 1

Days of service: Monday

Hour(s) service is desired: Anytime between 7:00 a.m. & 4:30 a.m.

Daily Responsibilities

Public Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, table tops and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Restrooms

- Empty trash container, damp-wipe with disinfectant and replace trash liner.
- Empty sanitary napkin disposal container, damp-wipe with disinfectant and replace liner.
- Refill consumables like soap, paper towel and toilet paper.
- Clean mirrors to remove fingerprints and water spots.
- Clean counter tops and basin fixtures, damp-wipe with disinfectant.
- Clean and sanitize toilets and urinals.
- Spot clean walls, light switches, doors and door frames, and partition walls and doors.
- Sweep and mop floors.
- Remove any graffiti.

Break Room/Lounge

- Empty trash and recycle containers. Replace trash liner.
- Refill consumables such as soap and paper towels.
- Damp-wipe with disinfectant all surfaces, counter tops, table tops and chairs.
- Dust high/low areas including but not limited to cabinets, appliances, A/C vents, wall and ceiling edge areas, vending machines, etc.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

General Office Areas

- Empty trash and recycle containers. Replace trash liner.
- Dust all work surfaces, counter tops, cubicle partitions and chairs.
- Sweep and mop all hard surface floors.
- Vacuum all carpeted floors.
- Spot clean walls, light switches, doors and door frames, and windows that are accessible.

Weekly Responsibilities

Public Areas

- Dust all high/low areas including but not limited to ATM's, kiosks, display showcases, A/C vents, pictures, clocks, etc.
- Damp-wipe with disinfectant work surfaces, counter tops, table tops and chairs.
- Clean and sanitize drinking fountains.
- Spray-buff resilient tile for "just waxed" look.

Restrooms

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, hand rails and partitions.

Break Room/Lounge

- Remove any lime and scale build up on plumbing fixtures.
- Damp-wipe with disinfectant walls, light switches, doors, cabinets, appliances, vending machines, etc.

General Office Areas

- Dust high/low areas including but not limited to cabinets, bookshelves, A/C vents, wall and ceiling edge areas, pictures, clocks, etc.
- Damp-wipe with disinfectant walls, light switches, work areas, doors and door frames, and chairs.

Monthly Responsibilities

Public Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Squeegee clean all accessible windows and glass doors.
- If spray-buff does not provide desired finish then floor must be scheduled for stripping and re-waxing.

Restrooms

- Brush vacuum any ventilation and exhaust vents.
- Dust and damp-wipe wall and ceiling edge areas around bathroom perimeter.

Breakroom/Lounge

- Brush vacuum A/C vents, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

General Office Areas

- Brush vacuum A/C vents, draperies and blinds, cove base, wall and ceiling edge areas, and accessible light fixtures.
- Spray-buff resilient tile for "just waxed" look.

Upon Request Responsibilities (Estimated Quarterly)

Lobby and Public Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Restrooms

- Strip and/or wax floor
- Scrub and clean tile floor

Break Room/Lounge

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

General Office Areas

- Shampoo/bonnet or dry powder clean carpeting
- Strip and wax resilient tile floor

Contractor Responsibilities:

Safety - In the performance of this contract the Contractor shall comply with all applicable federal, state and local statutory and regulatory requirements including, but not limited to Nevada Department of Industrial Relations regulations. In case of conflict in regulations, the most stringent shall apply. The Contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract. Safety precautions shall include but shall not be limited to: adequate life protection and lifesaving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of all safety measures.

Contractor must obtain all applicable Nevada and Federal Occupational Safety and Health permit(s) and others required by OSHA, prior to the initiation of any practices, work, method, operation, or process related to the work covered in the contract. Permits required by governmental authorities will be obtained at Contractor's expense.

It is a condition of this contract, and shall be made a condition of each subcontract which the Contractor enters into pursuant to this contract, that the Contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined Nevada and Federal OSHA safety and health standards.

**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services**

EXHIBIT LISTING

Exhibit A - Offer Statement and Business Information which consists of the following:

- (a) An individual authorized to bind the Company should sign the statement, and the date signed should follow the signature.
- (b) Provide the name and phone number of the representative authorized to negotiate on behalf of the Respondent and answer questions regarding the Bid.
- (c) Provide copies of all Respondent's held state and local licenses applicable to performance of the subject potential Contract. Any Respondent conducting business must have a City of North Las Vegas Business License upon award of the contract. Information concerning City Business License requirements and fees may be obtained by calling the Business Services Division at 702-633-1520. However, a business license is not required to provide a Bid to the City.
- (d) Acknowledgement of any Bid addenda.

Exhibit B – Qualifications and Experience of Respondent

Exhibit C –Affidavit of Rejection of Coverage for Workers' Compensation under NRS 616B.627 and NRS 617.210 (If applicable, this form must also be notarized)

Exhibit D – Non-Collusion Affidavit ** this form must be notarized **

Exhibit E – Written Certification Required by NRS 332.065(3) for contracts with an estimated annual amount required for performance that is in excess of \$100,000.00.

**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services
EXHIBIT A
OFFER STATEMENT AND BUSINESS INFORMATION**

This Bid is submitted in response to **BID B-1560 Custodial Services** and constitutes an offer by this company to enter into a contract as described herein.

AUTHORIZED SIGNATURE NAME (TYPE OR PRINT) LEGAL NAME OF RESPONDENT

AUTHORIZED SIGNATURE DATE

TITLE TELEPHONE NUMBER FAX NUMBER

ADDRESS OF RESPONDENT

CITY STATE ZIP CODE

E-MAIL ADDRESS:

CNLV-BUSINESS LICENSE NO:

___ A COPY OF MY CNLV BUSINESS LICENSE IS ATTACHED (if applicable)

FOR INFORMATIONAL PURPOSES ONLY

Is this Respondent a Minority, Women or Disabled Veteran Business Enterprise?

___ No ___ Yes If YES specify ___ MBE ___ WBE ___ DVBE

Has this Respondent been certified as a Minority, Women or Disabled Veteran Business Enterprise?

___ No ___ Yes If YES specify Certifying Agency _____

Please attach a copy of your certification.

**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services
EXHIBIT B – QUALIFICATIONS AND EXPERIENCE OF RESPONDENT (Continued)**

Example Contract 2:

Company Name: _____

Company Address: _____

Point of Contact: _____ Phone Number: _____

E-Mail Address: _____

Brief Description of Contract Scope: _____

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

Example Contract 3:

Company Name: _____

Company Address: _____

Point of Contact: _____ Phone Number: _____

E-Mail Address: _____

Brief Description of Contract Scope: _____

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

(ATTACH ADDITIONAL SHEET(S) IF EXTRA SPACE IS NEEDED)

**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services
EXHIBIT C – AFFIDAVIT OF REJECTION OF COVERAGE
FOR WORKERS’ COMPENSATION
UNDER NRS 616B.627 AND NRS 617.210**

In the State of Nevada, County of Clark, _____, being duly sworn,
deposes and says:

1. I make the following assertions pursuant to NRS 616B.627 and NRS 617.210.
2. I am a sole proprietor who will not use the services of any employees in the performance of this Contract with the City of North Las Vegas.
3. In accordance with the provisions of NRS 616B.659, I have not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS, relating thereto.
4. I am otherwise in compliance with the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS.
5. In accordance with the provisions of NRS 617.225, I have not elected to be included within the terms, conditions and provisions of chapter 617 of NRS.
6. I am otherwise in compliance with the terms, conditions and provisions of chapter 617 of NRS.
7. I acknowledge that the City of North Las Vegas will not be considered to be my employer or the employer of my employees, if any; and that the City of North Las Vegas is not liable as a principal contractor to me or my employees, if any, for any compensation or other damages as a result of an industrial injury or occupational disease incurred in the performance of this Contract.

I, _____, do here swear under penalty of perjury that the assertions of this affidavit are true.

Signed this _____ day of _____, 20_____.

Signature _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20_____,

by _____ (name of person making statement).

Notary Signature _____

STAMP AND SEAL



**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services
EXHIBIT D- Non-Collusion Affidavit**

State of _____ County of _____

_____ being first duly sworn deposes that:

- (1) He/She is the _____ of _____, the Respondent that has submitted the attached Bid.
- (2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham Bid in connection with the contract or agreement for which the attached Bid has been submitted or to refrain from making a Bid in connection with such contract or agreement, or collusion or communication or conference with any other Respondent, or, to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Respondent, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of North Las Vegas or any person interested in the proposed contract or agreement; and
- (5) The Bid of service outlined in the Bid is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent/team or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed): _____
Title:

Subscribed and sworn to before me this _____ day of _____ 201__.

Notary Public

My Commission expires: _____



**CITY OF NORTH LAS VEGAS
INVITATION TO BID
BID B-1560 Custodial Services
EXHIBIT E- Written Certification**

Pursuant to NRS 332.065(3), a governing body or its authorized representative shall not enter into a contract with an estimated value in excess of \$100,000 with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Respondent agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with the City. If at any time after the signing of this certification, the Respondent decides to engage in a boycott of Israel, the Respondent must notify the City in writing.

AUTHORIZED SIGNATURE NAME (TYPE OR PRINT)

LEGAL NAME OF RESPONDENT

AUTHORIZED SIGNATURE

DATE

TITLE