# REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

## AGENDA ITEM

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<td>SUBJECT: APPROVE CONTRACT</td>
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**PETITIONER:** M.J. MAYNARD, CHIEF EXECUTIVE OFFICER  
REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

**RECOMMENDATION BY PETITIONER:**
THAT THE REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA (RTC) RECEIVE A RECOMMENDATION FROM THE EVALUATION COMMITTEE TO SELECT AND AWARD CONTRACT NO. 20-042, REGIONAL WALKABILITY PLAN, TO ALTA PLANNING + DESIGN, INC. IN THE AMOUNT NOT-TO-EXCEED $249,461.00 FOR THE PERIOD FROM NOTICE TO PROCEED TO JUNE 30, 2022, AND AUTHORIZE THE CHAIRMAN TO SIGN THE CONTRACT; OR TAKE OTHER ACTION AS DEEMED APPROPRIATE (FOR POSSIBLE ACTION)

**GOAL:** ENHANCE MOBILITY BY IMPROVING TRANSPORTATION CHOICES AND FACILITATING MULTI-MODAL CONNECTIVITY

**FISCAL IMPACT:**
Funds are budgeted and available in the Administrative Fund for Fiscal Year (FY) 2021. Remaining funds will be budgeted in the same fund for future years. Of the total contract amount, 95 percent is eligible for reimbursement with federal funds, with a 5 percent local match.

**BACKGROUND:**
On April 30, 2020, the Regional Transportation Commission of Southern Nevada (RTC) issued Request for Proposals (RFP) No. 20-042, Regional Walkability Plan. An evaluation committee comprised of three internal evaluators and two external evaluators completed the review and scoring of all responsive and responsible proposals. The evaluation committee ranked Alta Planning + Design Inc., as the top rated firm. The firms ranked as follows: (1) Alta Planning + Design Inc.; (2) Kimley-Horn and Associates, Inc.; (3) Nelson\Nygaard Consulting Associates, Inc.; (4) Rafi Architecture and Design; and (5) IBI Group, A California Partnership.

As a result, staff has negotiated a contract with Alta Planning + Design Inc. The objective of this project is for Alta Planning + Design Inc. to develop a walkable street network that connects people of all ages and abilities to community destinations, workplaces, and transit.

Staff recommends approval.

Respectfully submitted,

M.J. MAYNARD  
Chief Executive Officer

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*RTC Item #39  
August 13, 2020  
Consent*
CONTRACT NO. 20-042
REGIONAL WALKABILITY PLAN

FIRM: Alta Planning + Design, Inc.
711 SE Grand Avenue
Portland OR, 97214

Sam Corbett, Principal-in-Charge
(213) 235-7710
SamCorbett@altaplanning.com
CONTRACT NO: 20-042
REGIONAL WALKABILITY PLAN

This Contract is made and entered into this 13th day of August, 2020, by and between Regional Transportation Commission of Southern Nevada (hereinafter referred to as “RTC”), having its principal office located at 600 South Grand Central Parkway, Las Vegas, Nevada 89106-4512, and Alta Planning + Design, Inc. (hereinafter referred to as “Consultant”), incorporated in the state of Oregon, having its principal office located at 711, for Consulting Services for the Regional Walkability Plan hereinafter referred to as “Project”).

RECITALS:

WHEREAS, the RTC conducted a competitive procurement process per Request for Proposal No. 20-042, to select a non-exclusive provider to perform planning services;

WHEREAS, pursuant to that process, the RTC selected the Consultant to provide such services for the Regional Walkability Plan project; and

WHEREAS, the Consultant is competent to perform the services described herein and desires to enter into this Contract with the RTC for the provision of such services;

WHEREAS, the Consultant has the required licenses and/or authorizations pursuant to all federal, State of Nevada and local laws in order to conduct business relative to this Contract;

WHEREAS, the Consultant has the personnel and resources necessary to accomplish the Project within the required schedule and with a project budget allowance not-to-exceed $249,461.00 (TWO HUNDRED FORTY-NINE THOUSAND, FOUR HUNDRED SIXTY-ONE DOLLARS AND ZERO CENTS) including all fees for time and labor for salaries, overhead, materials, equipment, licenses, direct non-salary expenses incurred by the Consultant, plus actual approved subconsultant costs.

NOW THEREFORE, in consideration of the mutual promises hereinafter given, it is mutually agreed by and between the Consultant and the RTC as follows:

SECTION A – CONTRACT FORM

The subject matter of this Contract is the provision of Regional Walkability Planning services.

SECTION B – BASIC TERMS

B-1 definitions

The following definitions apply to this Contract:

(a) “Award Date” means the date that a Contract becomes effective. It is the date that is entered into the first paragraph of a Contract upon execution by an authorized representative of the
RTC.

(b) “Consultant” means the individual, partnership, or corporation responsible for the performance of services under this Contract.

(c) “Consultant Representative” means the individual authorized to act on behalf of the Consultant regarding routine matters arising under or relating to this Contract.

(d) “Contract” means this document, consisting of Sections A through F, which is binding and effective only upon execution by the RTC.

(e) “Contract Documents” means the following documents which collectively constitute the obligations of the Contractor: (1) this Contract and the attachments hereto; (2) the Request for Proposals (RFP) No. 20-042 and any addenda thereto; and (3) the Consultant’s proposal in response to the RFP, including its Best and Final offer or clarifications (if any).

(f) “Contract Technical Representative” means the RTC representative who is responsible for the coordination of Contract performance between the RTC and the Consultant.

(g) “Deliverable” means any report, software, hardware, data, documentation, or other tangible item or event that the Consultant is required to provide or perform to the RTC under the terms of the Contract.

(h) “Non-exclusive Contract” means a Contract under which the RTC agrees to obtain some, but not necessarily all, of the RTC’s requirements for a particular service.

(i) “RTC” means the Regional Transportation Commission of Southern Nevada.

(j) “RTC Commission” means the governing body of the Regional Transportation Commission of Southern Nevada.

**B-2 CONTRACT TYPE**

The Contract type is not-to-exceed. This is a Non-exclusive Contract.

**B-3 PRICES/COSTS/DELIVERABLES**

(a) Prices/Costs/Deliverables Schedule

The Consultant will invoice the RTC in accordance with the payment and deliverables schedule specified in attached **Exhibit B, Prices/Costs/Deliverables Schedule**. The RTC’s obligation to pay Consultant cannot exceed the specified amount(s). It is expressly understood that the entire work defined in **Exhibit A** must be completed by the Consultant and it shall be the Consultant's responsibility to ensure that hours and tasks are properly budgeted so the entire project is completed for the specified amount(s).

(b) The not-to-exceed amount for this contract is $249,461.00 (TWO HUNDRED FORTY-
NINE THOUSAND, FOUR HUNDRED SIXTY-ONE DOLLARS AND ZERO CENTS) for the entire project.

B-4 INVOICES

(a) The Consultant shall submit an invoice to the RTC in accordance with the payment schedule set forth in Paragraph B-3 (Prices/Costs/Deliverables) above and must be accompanied by backup material. The Consultant shall furnish invoices upon completion of each task. The RTC shall pay the invoiced amount within 30 calendar days after the date of receipt of a correct invoice. All invoices should identify the following items:

1. The date of the invoice;
2. Consultant name;
3. Complete address (including street, city, state and zip code);
4. Telephone number;
5. Contact person;
6. Itemized description of services performed and/or products delivered (including quantities) or services rendered (including performance dates covered), referencing the contract item;
7. Copies of subcontractor invoices
8. Itemized pricing and total amount due (excluding Sales and Use Tax);
9. the associated RTC purchase order number;
10. Consultant’s Tax Identification Number;
11. RTC Contract Number
12. Percentage Discount/Payment Terms (if offered);
13. Copy of the progress report, signed/approved by RTC’s Contract Technical Representative, if applicable; and
14. Consultant’s invoice number.

The RTC shall pay claims for supplies, materials, equipment and services purchased under the provisions of this contract electronically, unless determined that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience. The RTC reserves the right to make a payment by check, with five (5) business days’ notice. The RTC will provide notice via email or fax to the Consultant/Service Provider. All payments under this contract shall be paid in United States dollars.

RTC shall subtract from any payment made to Consultant all damages, costs and expenses caused by Consultant's negligence, resulting from or arising out of errors or omissions in Consultant's work products, which have not been previously paid to Consultant.

Upon reconciliation of all errors, corrections, credits, and disputes, payment to the Consultant...
will be made in full within 30 calendar days. Invoices received without a valid purchase order number will be returned unpaid. The Consultant shall submit an original invoice to:

Regional Transportation Commission  
ATTN: Accounts Payable  
600 Grand Central Parkway  
Las Vegas, NV 89106 – 4512

(b) A representative of the Consultant shall sign and certify the invoice in the following manner: “I hereby certify, under penalty of perjury, that the above invoice is just and correct and that reimbursement for such expenses listed on this invoice has not been previously received from the RTC nor any other source.”

(c) The Consultant shall forward a copy of the original invoice to the RTC’s Contract Technical Representative identified in Paragraph D-2 (Contract Technical Representative/Consultant Representative).

(d) Upon termination of this Contract, the Consultant shall submit a statement summarizing previous billings rendered and payments received and providing any other information necessary for contract close out. Within 30 calendar days after receipt thereof, the RTC shall pay the Consultant all amounts due.

(e) The RTC may withhold or, on account of subsequently discovered evidence, nullify the whole or part of any payment made by the RTC to the Consultant to such extent as may be necessary to protect the RTC from loss or damage, or to compensate the RTC, caused by, resulting from or arising out of, including but not limited to, any failure to perform Services in accordance with this Contract.

**B-5 CONTRACT TERM**

(a) Notice to Proceed The parties to this Contract understand and agree that execution of this Contract by the RTC is not a Notice-To-Proceed with the Scope of Services of this Contract. A Notice-To-Proceed will be given by the RTC to the Consultant after receipt and approval of all insurance requirements specified in this Contract or equivalent protection.

(b) Performance Period The base contract term commences from Notice to Proceed to June 30, 2022, unless extended through mutual written agreement by both parties.

(c) Contract Renewals – Not used

(d) Delivery Schedule The Consultant shall provide services in accordance with the deliverables schedule specified in attached Exhibit B (Prices/Costs/Deliverables Schedule).

**SECTION C – SCOPE OF SERVICES**
C-1 SCOPE OF SERVICES

The Consultant shall provide the materials, equipment, products and labor to accomplish produce and deliver the products and services specified in Exhibit A. The Consultant shall not provide services beyond the scope of this Contract unless those services and compensation for those services have been defined in an approved amendment to this Contract.

SECTION D – SPECIAL CONDITIONS

D-1 LEGAL NOTICE

(a) All legal notices required pursuant to the terms and conditions of this Contract shall be in writing, unless an emergency situation dictates otherwise. Any notice required to be given under the terms of this Contract shall be deemed to have been given when:

1. received by the party to whom it is directed by hand delivery or personal service, or
2. transmitted by facsimile with confirmation of transmission, or
3. sent by U.S. mail via certified mail-return receipt requested at the following addresses:

FOR THE RTC:
Regional Transportation Commission of Southern Nevada
Manager, Purchasing and Contracts
600 Grand Central Parkway
Las Vegas, Nevada 89106-4512
Fax: (702) 676-1518

FOR THE CONSULTANT:
Alta Planning + Design, Inc.
Attn: Sam Corbett, Principal in Charge
617 W. 7th Street, Suite 1103
Los Angeles, CA

(b) The parties shall provide written notification of any change in the information stated above.

(c) An original signed copy, via U. S. Mail, shall follow facsimile transmissions.

(d) For purposes of this Contract, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Contract.

(e) Routine correspondence should be directed to the Contract Technical Representative or the Consultant Representative, as appropriate.
D-2 RTC TECHNICAL CONTRACT REPRESENTATIVE / CONSULTANT REPRESENTATIVE

(a) The RTC designates the following as the Contract Technical Representative for this Contract:

Deborah Reardon  
Principal Transportation Planner  
Regional Transportation Commission of Southern Nevada  
600 S. Grand Central Parkway  
Las Vegas, NV 89106  
ReardonD@rtcsnv.com

The RTC will provide written notice to the Consultant, should there be a subsequent Contract Technical Representative change. The Contract Technical Representative will be the Consultant’s principal point of contact at the RTC regarding any matters relating to this Contract, will provide all general direction to the Consultant regarding Contract performance, and will provide guidance regarding the RTC’s goals and policies. The Contract Technical Representative is not authorized to waive or modify any material scope of services changes or terms of the Contract. The RTC agrees that its officers and employees and consultants will cooperate with Consultant in the performance of services under this Contract and will be available for consultation with Consultant at reasonable times with advance notice as to not conflict with other responsibilities.

(b) The Consultant designates the following as the Consultant Representative for this Contract:

Alta Planning + Design, Inc.  
Attn: Sam Corbett, Principal in Charge  
617 W. 7th Street, Suite 1103  
Los Angeles, CA  
SamCorbett@altaplanning.com

The Consultant will provide written notice to the RTC, should there be a subsequent Consultant Representative change. The RTC has the right to assume that the Consultant Representative has full authority to act for the Consultant on all matters arising under or relating to this Contract. Should the Consultant Representative of the Consultant be unable to complete their responsibility for any reason, the Consultant shall replace him, her, or them with a competent person, or subconsultant with the RTC's approval.

D-3 SUPPLIER BACKGROUND CHECKS – Not Used

D-4 RTC SUPPLIER IDENTIFICATION BADGES – Not Used

D-5 CONSULTANT KEYS TO FACILITY – Not Used
D-6 WARRANTY

(a) Services: The Consultant warrants that the services shall be performed in full conformity with this Contract, with the professional skill and care that would be exercised by those who perform similar services in the commercial marketplace, and in accordance with accepted industry practice. In the event of a breach of this warranty and/or in the event of non-performance and/or failure of the Consultant to perform the services in accordance with this Contract, the Consultant shall, at no cost to the RTC, re-perform or perform the services so that the services conform to the warranty. The Consultant shall not be liable for damages, claims or losses arising out of any reuse of any management methods or procedures, materials, information, products, work, documents, drawings, maps, plans, specifications, reports or other data or material as specified herein on this (in the event of termination) or any other project without the Consultant’s prior written permission.

(b) Products: The Consultant shall guarantee all workmanship, materials and equipment it has furnished for a period of one year after final acceptance of the equipment and/or materials; and, if during the guarantee period, any defect or faulty materials are found, it shall immediately, upon notification by the RTC, proceed at its own expense to replace and repair same, together with any damage to all finishes, fixtures, equipment and furnishings that may be damaged as a result of this defective equipment or workmanship.

(c) Warranty Administration: In the event of any action by the RTC to recover damages for breach of all warranties, the Consultant agrees to pay the RTC for such damages and the costs associated with such action, including reasonable attorneys' fees.

In the event any materials or equipment supplied hereunder are covered by warranties of the manufacturer or supplier other than the Consultant, then copies of such warranties must be furnished to the RTC at the time of delivery and, if required by the RTC, Consultant will assign such warranties to the RTC. Delivery or assignment of such manufacturer's or suppliers' warranties shall in no event relieve Consultant of any of its obligations.

No disclaimer of liability, limitations on time of warranty, limitations on scope of warranty, or limitations on damages inconsistent with the warranties contained herein shall be effective for any purpose. No warranty contained herein nor otherwise given shall be construed to limit any other remedy available to the RTC by law nor to limit the time in which such other remedy may be sought.

D-7 INTELLECTUAL PROPERTY RIGHTS

All deliverables produced under this Contract, as well as all data, notes, and documentation collected on behalf of the RTC are exclusively the property of the RTC.

Ownership of the drawings and specifications produced shall remain the property of the Consultant. Copies of the drawings, creative and specifications retained by the RTC may be
utilized only for its use and for occupying the PROJECT for which they were prepared, and not for the construction of any other project. A copy of all materials, information and documents, whether finished, unfinished, or draft, developed, prepared, completed, or acquired by Consultant during the performance of services for which it has been compensated under this Contract, shall be delivered to RTC’s representative upon completion or termination of this Contract, whichever occurs first. RTC shall have the right to reproduce all documentation supplied pursuant to this Contract. Consultant shall furnish RTC’s representative copies of all correspondence to regulatory agencies for review prior to mailing such correspondence.

The Consultant shall not be liable for damages, claims or losses arising out of any reuse of any management methods or procedures, materials, information, products, work, documents, drawings, maps, plans, specifications, reports or other data or material as specified herein on this (in the event of termination) or any other project without the Consultant’s prior written permission.

D-8 LICENSES/REGISTRATIONS

During the entire performance period of this Contract, the Consultant shall maintain all federal, state, and local licenses, certifications and registrations applicable to the work performed under this Contract, including maintaining an active applicable business license.

D-9 REVIEW COMMENTS

The services performed by Consultant under this Contract shall be subject to periodic review by the RTC and/or its Chief Executive Officer. The review comments of RTC's representative may be reported in writing as needed to Consultant. It is understood that RTC's representative(s) review comments do not relieve Consultant from the responsibility for the professional and technical accuracy of all work delivered under this Contract. The RTC's Chief Executive Officer may delegate any or all of the Chief Executive Officer's responsibilities under this Contract to appropriate staff members, and shall so inform Consultant by written notice before the effective date of each delegation. The comments of the RTC's Chief Executive Officer or his designated staff may be reported to Consultant by the RTC's General Manager. It is understood that the RTC Chief Executive Officer's comments do not relieve Consultant from the responsibility for the professional quality of all work delivered under this Contract. To prevent an unreasonable delay in the Consultant's work, the Chief Executive Officer will endeavor to examine all reports and other documents and will render decisions and advise the Consultant in a timely manner to avoid unreasonable delay.

D-10 DATA AVAILABLE

(a) RTC shall, without charge, furnish to or make available for examination or use by Consultant as it may request, any data which RTC has available, including as examples only and not as a limitation:

1. Copies of reports, surveys, records, and other pertinent documents.
2. Copies of previously prepared reports, job specifications, surveys, records, ordinances, codes, regulations, other documents, and information related to the services specified by this Contract. Consultant shall return any original data provided by RTC.

(b) RTC shall assist Consultant in obtaining data on documents from public officers or agencies, and from private citizens and business Companies, whenever such material is necessary for the completion of the services specified by this Contract.

(c) Consultant will not be responsible for accuracy of information or data supplied by RTC or other sources to the extent such information or data would be relied upon by a reasonably prudent Consultant.

(d) The Consultant shall return any original data provided by the RTC.

D-11 LIQUIDATED DAMAGES – Not Used

D-12 FEDERAL CONDITIONS

This project is funded in part by federal funds. Therefore, the Federal Conditions in Exhibit E to the RTC-Contractor Agreement apply. Proponents shall complete all certifications in the Federal Conditions and submit them with their Proposal. The failure of the Proponent to complete the Federal Certifications (Exhibit E to the RTC-Contractor Agreement) shall result in the rejection of the proposal as being non-responsive.

D-13 PRICE ADJUSTMENT REQUESTS - Not Used

D-14 SURVIVAL

The terms and conditions of this Contract regarding confidentiality, payment, warranties, liability and all others that by their sense and context are intended to survive the execution, delivery, performance, termination or expiration of this Contract survive and continue in effect.

D-15 ORDER OF PRECEDENCE

In the event of a conflict between the specific language set forth in Sections B through E of this Contract and any Attachment or Exhibit set forth in Section F, the specific language in Sections B through E shall prevail. Any exception to this order of precedence will be addressed through specific language elsewhere in Sections B through E.

In the event of a conflict between the Contract and or the Contract Documents the following order of preference shall Prevail: (1) this Contract and the attachments thereto; (2) Request for Proposals (RFP) No. 15-056 and any addenda thereto; and (3) the Contractors proposal in response to RFP No. 15-056, including its Best and Final Offer or Clarifications, if any.
SECTION E – GENERAL PROVISIONS

E-1 DISPUTES

(a) For each claim or dispute arising between the parties under this Contract, the parties shall attempt to resolve the matter through escalating levels of management. In the event the matter cannot be successfully resolved in this manner, the RTC is granted the right, regardless of which party is asserting the claim or dispute, to determine between arbitration or litigation as the forum in which the party desiring to proceed further shall file to resolve the claim or dispute. For any and all claims or disputes asserted by the Consultant, the Consultant shall notify the RTC of its intent to proceed further with the claim or dispute, and in response thereto, the RTC shall notify the Consultant as to its selected forum for resolution. For any and all claims or disputes asserted by the RTC, the RTC shall notify the Consultant in the notice of its intent to proceed with further resolution and in the same notice as to whether it has selected arbitration or litigation as the forum to resolve the claim or dispute. In the event arbitration is the designated forum, such arbitration shall be binding on the parties.

(b) If arbitration is selected by the RTC as the forum for further resolution, the claim or dispute shall be filed with the Nevada Arbitration Association or the American Arbitration Association under its then current Commercial Arbitration Rules, Expedited Procedures, regardless of the amount of the claim or dispute.

(c) The laws of the State of Nevada shall govern this Contract and the venue for purposes of such litigation or arbitration shall be in the RTC and the venue for purposes of any litigation or arbitration shall be in a competent jurisdiction in Clark County, Nevada. If litigation is required as a result of this Contract, the prevailing party will be entitled to its reasonable costs and attorney fees.

(d) If during the term of this Contract, there are any changes or new laws, ordinances, statutes, rules or regulations not known or foreseeable at the time of signing this Contract which become effective and which affect the cost or time of performance of the Contract, the Consultant shall immediately notify the RTC in writing and submit detailed documentation of such effect in terms of both time and cost of performing the Contract. The RTC shall review the cost impact of such changes, and make an equitable adjustment in compensation for an increase or decrease in time, labor, materials and fees. If any discrepancy or inconsistency shall be discovered between this Contract and any law, ordinance, regulation, order or decree, Consultant shall immediately report the same in writing to RTC who will issue such instructions as may be necessary.

E-2 NOTICE OF DELAY

Should the timely performance of this Contract be jeopardized by the non-availability of RTC provided personnel, data, or equipment, the Consultant immediately shall notify the RTC in
writing of the facts and circumstances that are contributing to such delay however, such notice shall not relieve the Consultant from any existing obligations regarding performance or delivery.

Upon receipt of this notification, the RTC will advise the Consultant in writing of the action which will be taken to remedy the situation.

E-3 SUSPENSION

RTC may suspend performance by Consultant under this Contract for such period of time as RTC, at its sole discretion, may prescribe by providing written notice to Consultant at least 10 working days prior to the date on which RTC wishes to suspend. Upon such suspension, RTC shall pay Consultant its compensation, based on the percentage of the PROJECT completed and earned until the effective date of suspension, less all previous payments. Consultant shall not perform further work under this Contract after the effective date of suspension until receipt of written notice from RTC to resume performance. In the event RTC suspends performance by Consultant for any cause other than the error or omission of the Consultant, for an aggregate period in excess of 30 days, Consultant shall be entitled to an equitable adjustment of the compensation payable to Consultant under this Contract to reimburse Consultant for additional costs occasioned as a result of such suspension of performance by RTC based on appropriated funds and approval by the RTC.

E-4 TERMINATION FOR CONVENIENCE

The RTC shall have the right at any time to terminate further performance of this Contract, in whole or in part, for any reason whatsoever (including no reason). After receipt of a notice of termination, and except as otherwise directed by the RTC, the Consultant shall:

(a) Stop work under said contract on the date and to the extent specified in the notice of termination;

(b) Place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under said contract as is not terminated;

(c) Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination;

(d) Assign to the RTC in the manner, at the times, and to the extent directed by the RTC, all of the right, title, and interest of the Consultant under the orders and subcontracts so terminated, in which case the RTC shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

(e) Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts to the extent the RTC may require;
(f) Transfer title to the RTC and deliver in the manner, at the times, and to the extent, if any, directed by the RTC the fabricated or unfabricated parts, work in process, or completed work, supplies, and other materials produced as a part of, or acquired in connection with their performance of, the work terminated, and the completed or partially completed plans, drawings, information and other property which, if said contract had been completed, would have been required to be furnished to the RTC;

(g) Use its best efforts to sell, in the manner, at the times, to the extent, and at the price(s) directed or authorized by the RTC, any property of the types referred to above; provided, however, that the Consultant shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the RTC, and provided further that the proceeds of any such transfer or disposition shall be applied in the reduction of any payments to be made by the RTC to the Consultant under said contract or shall otherwise be credited to the price or cost of the work covered by said contract or paid in such other manner as the RTC may direct;

(h) Complete performance of such part of the work as shall not have been terminated by the notice of termination;

(i) Take such action as may be necessary, or as the RTC may direct, for the protection or preservation of the property related to said contract which is in the possession of the Consultant and in which the RTC has or may acquire an interest; and

(j) Shall submit a written request for incurred costs for services performed through the date of termination, and shall provide any substantiating documentation requested by the RTC. In the event of such termination, the RTC agrees to pay the Consultant within 30 days after receipt of a correct, adequately documented written request approved by the RTC. The RTC’s sole liability under this paragraph is for payment of the costs for the services requested by the RTC and actually performed by the Consultant.

Settlement of claims by the Consultant or recoveries by the RTC under this termination for convenience clause shall be in accordance with the legal rights and liabilities of the parties to said contract.

E-5 **TERMINATION FOR DEFAULT**

(a) The RTC may, by written notice of default to the Consultant, terminate this Contract in whole or in part if the Consultant fails to:

1. Perform the services under **Exhibit A Scope of Services**, including, if applicable, delivering any required software, goods, or documentation within the time specified in this Contract or any extension;

2. Make progress, so as to endanger performance of this Contract; or

3. Perform any of the other provisions of this Contract.
(b) The RTC’s right to terminate this Contract under (a)(ii) and (a)(iii) above, may be exercised if the Consultant does not cure such failure within ten calendar days (or more if authorized by the RTC) after notice, specifying the failure, is provided pursuant to the Paragraph D-1 (Legal Notice) of this Contract.

(c) If said contract is terminated in whole or in part for default, the RTC may procure, upon such terms and in such manner as the RTC may deem appropriate, similar services to that so terminated. The Consultant shall be liable to the RTC for costs associated with the termination of this Contract, the procurement of replacement services by the RTC, any excess costs of such similar supplies or services, and any increase in the total agreement costs or the hourly rate as a result of the re-procurement of services from the date of termination to the expiration date of the original Contract, and shall continue the performance of said contract to the extent not terminated under the provisions of this clause.

(d) Except as otherwise provided, settlement of claims by the Consultant under this termination Section shall be in accordance to the provisions set forth in 48 C.F.R. Part 49, as amended from time to time.

(e) Either party may terminate this Contract, in whole or in part, if the other party becomes insolvent or bankrupt or makes an assignment for the benefit or creditors, or if a receiver or trustee in bankruptcy is appointed for the other party, or if any proceeding in bankruptcy, receivership, or liquidation is instituted against the other party and is not dismissed within 30 calendar days following commencement thereof.

(f) The RTC retains the right to terminate for default immediately should the Consultant fail to maintain the required levels of insurance, fail to comply with applicable local, state, and Federal statutes governing performance of these services, or fail to comply with statutes involving health or safety.

(g) RTC reserves the right to cancel the Contract upon 30 calendar days' written notice with good cause.

(h) Consultant may terminate the Contract for nonpayment by the RTC if the RTC does not cure such failure within 30 calendar days after notice specifying failure is provided pursuant to Paragraph D-1 (Legal Notice) of this contract.

E-6 CANCELLATION OF CONTRACT

In any of the following cases, the RTC shall have the right to cancel this Contract without expense to the RTC:

(a) the Consultant is guilty of misrepresentation;

(b) this Contract is obtained by fraud, collusion, conspiracy, or other unlawful means; or
(c) this Contract conflicts with any statutory or constitutional provision of the State of Nevada or the United States. This Section shall not be construed to limit the RTC’s right to terminate this Contract for convenience or default.

E-7 INSURANCE

The Consultant shall procure and maintain, at its own expense, during the entire term of the Contract, the coverage(s) specified in Exhibit C.

E-8 INDEMNIFICATION

1. INDEMNITY. CONSULTANT SHALL INDEMNIFY, HOLD HARMLESS AND, AT REGIONAL TRANSPORTATION COMMISSION’S OPTION, DEFEND, THIRD PARTY BENEFICIARIES (AS DEFINED IN SECTION[ ]), AND THEIR RESPECTIVE SUBSIDIARIES, AFFILIATES, PARENT COMPANIES AND THEIR RESPECTIVE MEMBERS, OFFICERS, DIRECTORS, MANAGERS, EMPLOYEES, AGENTS, SHAREHOLDERS, SUCCESSORS AND ASSIGNS, HEIRS, ADMINISTRATORS, AND PERSONAL REPRESENTATIVES (COLLECTIVELY, “RTC INDEMNITEES”) FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, DAMAGES, LOSSES, LAWSUITS, OTHER PROCEEDINGS, CAUSES OF ACTION, LIABILITIES, CLAIMS OF LIEN, LIENS, CIVIL OR CRIMINAL PENALTIES AND CHARGES, OTHER COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEY’S AND EXPERTS’ FEES AND COSTS, WHETER OR NOT SUIT IS FILED) (COLLECTIVELY, “ACTIONS”), CAUSED IN WHOLE OR IN PART BY, RELATES TO OR ARISES OUT OF OR IS INCIDENT TO: PROPERTY DAMAGE; PERSONAL INJURIES; EMOTIONAL OR BODILY INJURY OR DEATH; CLAIMS RESULTING DIRECTLY OR INDIRECTLY FROM ANY BREACH OF THIS AGREEMENT; OR ANY INTENTIONAL TORTIOUS MISCONDUCT OR NEGLIGENT ACT, OMISSION OR ERROR OF THE CONSULTANT OR ANY OF THE SUB-CONSULTANTS RETAINED BY CONSULTANT OR THEIR RESPECTIVE AGENTS, DIRECTORS, OFFICERS AND EMPLOYEES IN CONNECTION WITH THE PERFORMANCE OR CONDUCT OF ANY SERVICE PROVIDED UNDER THIS AGREEMENT, PROVIDED THAT THE INDEMNITY AND DEFENSE OBLIGATION OF CONSULTANT SET FORTH IN THIS SECTION 1 SHALL NOT APPLY TO CLAIMS FOR PROFESSIONAL NEGLIGENCE ACTIONS ARISING OUT OF THE CONSULTANT’S PERFORMANCE OF PROFESSIONAL SERVICES UNDER THIS AGREEMENT, WHICH ACTIONS ARE COVERED BY SECTION 3 BELOW, AND PROVIDED FURTHER, THAT CONSULTANT SHALL NOT BE LIABLE HEREUUNDER TO THE EXTENT THAT THE ACTION IS CAUSED BY THE SOLE NEGLIGENCE OF THE RTC AND OR THE RTC INDEMNITEES IN ACCORDANCE WITH APPLICABLE LAW REGARDING COMPARATIVE NEGLIGENCE. CONSULTANT SHALL BE REQUIRED TO NOTIFY RTC WITHIN 48 HOURS OF BECOMING AWARE OF ANY ACTIONS THAT RESULTS FROM THE PERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT.
2. **MECHANIC LIEN INDEMNIFICATION.** CONSULTANT SHALL INDEMNIFY, HOLD HARMLESS AND, AT RTC’S OPTION, DEFEND THE RTC INDEMNITEES FROM ANY CLAIMS OR MECHANIC’S LIENS BROUGHT AGAINST RTC INDEMNITEES OR AGAINST THE PROJECT BY ANY OF CONSULTANT’S SUB-CONSULTANTS AS A RESULT OF THE FAILURE OF CONSULTANT, OR THOSE FOR WHOSE ACTS IT IS RESPONSIBLE, TO PAY FOR ANY SERVICES, MATERIALS, LABOR, EQUIPMENT, TAXES OR OTHER ITEMS OR OBLIGATIONS FURNISHED OR INCURRED FOR OR IN CONNECTION WITH THE SERVICES OR THE PROJECT FOR WHICH CONSULTANT IS ACTUALLY PAID BY RTC. WITHIN THREE (3) DAYS OF RECEIVING WRITTEN NOTICE FROM RTC THAT SUCH A CLAIM OR MECHANIC’S LIEN HAS BEEN FILED, CONSULTANT SHALL COMMENCE TO TAKE THE STEPS NECESSARY TO DISCHARGE SAID CLAIM OR LIEN, INCLUDING, IF NECESSARY, THE FURNISHING OF A MECHANIC’S LIEN BOND. IF CONSULTANT FAILS TO DO SO, RTC WILL HAVE THE RIGHT TO DISCHARGE THE CLAIM OR LIEN AND HOLD CONSULTANT LIABLE FOR COSTS AND EXPENSES INCURRED, INCLUDING ATTORNEYS’ FEES AND ANY BOND PREMIUMS.

3. **PROFESSIONAL NEGLIGENCE INDEMNIFICATION.** CONSULTANT SHALL REIMBURSE AND INDEMNIFY AND HOLD HARMLESS THE RTC INDEMNITEES FROM AND AGAINST ANY AND ALL ACTIONS ARISING OUT OF OR INCIDENT TO CONSULTANT’S PROFESSIONAL NEGLIGENCE IN THE PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT. CONSULTANT SHALL NOT BE LIABLE HEREUNDER TO THE EXTENT THE ACTION IS CAUSED BY THE NEGLIGENCE OF THE RTC OR AN RTC INDEMNITEE. THE INDEMNIFICATION OBLIGATIONS PROVIDED BY CONSULTANT PURSUANT TO THIS AGREEMENT SHALL NOT BE CONSTRUED AS BEING FOR THE BENEFIT OF ANY CONTRACTORS, SUB-CONSULTANTS OR MATERIAL SUPPLIERS.

4. **Indemnification Not Limited by Worker's Compensation; Disability Benefits Act.** Any Actions brought against any RTC Indemnitee by an employee of Consultant or anyone directly or indirectly employed by it or anyone for whose acts it may be liable are included in the indemnification obligations imposed upon Consultant under Section 1 above and shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by, or on behalf of, Consultant under any Worker’s Compensation laws, Disability Benefits Acts or any other employee benefit provided by this Agreement or by Law.

5. **Corporate Entity Liability.** It is intended by the Parties to this Agreement that Consultant’s services and RTC’s performance in connection with the Project shall not subject either Party’s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Parties agree that any claim, demand or suit shall be directed and/or asserted only against RTC or Consultant, and not against any of
the RTC’s or Consultant’s individual employees, officers or directors. Notwithstanding the above waiver, RTC shall be allowed to name Consultant’s employees, officers or directors to the extent liability arises from an individual’s reckless or intentional acts.

6. **Timing of Obligations.** Consultant’s obligations to indemnify, defend and hold harmless RTC Indemnitees from and against Actions shall arise at the time the Action becomes known by RTC Indemnitees or Consultant, whichever occurs sooner.

**E-9 PATENT INDEMNITY**

The Consultant shall advise the RTC of any impending patent suit and provide all information available. The Consultant shall defend any suit or proceeding brought against the RTC based on a claim that any product, or any part thereof, furnished under this Contract, constitutes an infringement of any patent; and, the Consultant shall pay all damages and costs awarded therein, excluding incidental and consequential damages, against the RTC. In case said product, or any part thereof, is in such suit held to constitute infringement and use of said product or parts is enjoined, the Consultant shall, at its own expense and at its option, either procure for the RTC the right to continue using said product or part, or replace same with non-infringing product, or modify it so it becomes non-infringing.

**E-10 SUCCESSORS AND ASSIGNS**

The RTC and the Consultant, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Contract and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Contract. Neither party may assign their rights nor delegate their duties under this Contract without the written consent of the other party nor shall the Consultant assign any money due or to become due without the prior written consent of the RTC, except to a financial institution authorized to do business in the state of Nevada. Such consent shall not be withheld unreasonably. Any assignment or delegation shall not relieve any party of its obligations under this Contract.

**E-11 WAIVER**

Waiver of any of the terms of this Contract shall not be valid unless it is in writing signed by each party. The failure of the RTC to enforce any of the provisions of this Contract, or to require performance of any of the provisions herein, shall not in any way be construed as a waiver of such provisions or to affect the validity of any part of this Contract, or to affect the right of the RTC to thereafter enforce each and every provision of this Contract. Waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract.

**E-12 TAXES**

The RTC is exempt from paying Sales and Use Taxes under the provisions of Nevada Revised Statutes 372.325(4), and Federal Excise Tax, under Registry Number 90-0036752. The Consultant shall pay all taxes, levies, duties and assessments of every nature and kind, which
may be applicable to any work under this Contract. The Consultant shall make any and all payroll deductions required by law. The Consultant agrees to indemnify and hold the RTC harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

E-13 COMPLIANCE WITH LAWS

(a) The Consultant in the performance of the obligations of this Contract shall comply with all applicable laws, rules and regulations of all Federal State and local governmental authorities having jurisdiction over the performance of this Contract including, but not limited to, the Federal Occupational Health and Safety Act, and all state and federal laws prohibiting and/or relating to discrimination by reason of race, sex, age, religion or national origin.

(b) If during the term of this Contract, there are any changes or new laws, ordinances, statutes, rules or regulations not known or foreseeable at the time of signing this Contract which become effective and which affect the cost or time of performance of the Contract, the Consultant shall immediately notify the RTC in writing and submit detailed documentation of such effect in terms of both time and cost of performing the Contract. The RTC shall review the cost impact of such changes, and make an equitable adjustment in compensation for an increase in time, labor, materials and fees, according to the procedures in Paragraph E-24, (Modification/Amendment).

(c) If any discrepancy or inconsistency shall be discovered between this Contract and any law, ordinance, regulation, order or decree, Consultant shall within 5 days of discovery report the same in writing to the RTC who will issue such instructions as may be necessary.

E-14 AUDIT OF RECORDS

(a) The Consultant agrees to maintain financial records pertaining to all matters relative to this Contract in accordance with standard accounting principles and procedures and to retain all records and supporting documentation applicable to this Contract for a period of three years after completion of this contract and any subsequent extensions thereof. All records subject to audit findings shall be retained for three years after such findings have been resolved. In the event the Consultant goes out of existence, the Consultant shall turn over to the RTC all of its records relating to this Contract to be retained by the RTC for the required period of time.

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

(c) If, at any time during the term of this Contract, or at any time after the expiration or termination of the Contract, the RTC or the RTC’s designated representative(s) finds the dollar liability is less than payments made by the RTC to the Consultant, the Consultant agrees that the difference shall be either: (1) repaid immediately by the Consultant to the RTC or (2) at the RTC’s option, credited against any future billings due the Consultant.

E-15 INDEPENDENT CONTRACTOR

In the performance of services under this Contract, the Consultant, any other person employed by it, and any of its subcontractors or suppliers shall be deemed to be an independent contractor and not an agent or employee of the RTC and they shall not be entitled to, nor will the RTC provide any of the benefits or rights afforded employees of RTC, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits. The Consultant shall be liable for the actions of any person, organization or corporations with which it subcontracts to fulfill this Contract. The RTC shall hold the Consultant as the sole responsible party for the performance of this Contract. The Consultant shall maintain complete control over its employees and all of its subcontractors. Nothing contained in this contract or any subcontract awarded by the Consultant shall create a partnership, joint venture or agency with the RTC. Neither party shall have the right to obligate or bind the other party in any manner to any third party. Consultant shall be solely responsible for, and shall indemnify, defend and hold RTC harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, demands, and regulations of any nature whatsoever. Consultant has or will retain such employees as it may need to perform the services required by this Contract. Such employees shall not be employed by the RTC.

E-16 SUBCONSULTANTS/SUBCONTRACTORS

The Consultant shall submit, for review and documentation purposes, a list of any and all subconsultants/subcontractors. The Consultant shall be liable for the actions of any person, organization or corporations with which it subcontracts to fulfill this Contract. The Consultant shall furnish at the RTC’s request, a copy of the Consultant’s contract(s) with its subconsultants/subcontractors. The professional obligations of such persons shall be undertaken and performed in the interest of the RTC. All subcontracts will incorporate in full all appropriate conditions and terms as set forth in this Contract. The Consultant will not enter into any subcontracts with any subconsultants/subcontractors not named in or pursuant to this Contract in
writing, except with the prior written approval of the RTC’s PM. Any approval of a subcontract by the RTC shall not be construed as making the RTC a party to such subcontract, giving the subconsultants/subcontractors privity of contract with the RTC, or subjecting the RTC to liability of any kind to any subconsultants/subcontractors.

E-17 FLOWDOWN

Consultant shall provide that its contracts with subcontractor(s) shall be bound to the Consultant in the same manner, and to the same extent, as the Consultant is bound to the RTC under this Agreement.

E-18 UNAUTHORIZED ALIENS

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

E-19 DISCRIMINATION

Consultant acknowledges that the RTC has an obligation to ensure that public funds are not used to subsidize private discrimination. Consultant recognizes that if they or their subcontractors are found guilty by an appropriate authority of refusing to hire or do business with an individual or Consultant due to reasons of race, color, gender, ethnicity, disability, national origin, age, or any other protected status, the RTC may declare the Consultant in breach of the Contract, terminate the Contract, and designate the Consultant as non-responsible.

E-20 FORCE MAJEURE

The Consultant shall not be liable for any excess costs if the failure to perform the Contract arises from circumstances beyond the control and without the fault or negligence of the Consultant. These circumstances are limited to such causes as (1) acts of God or of the public enemy, (2) acts of governmental bodies, (3) fires, (4) floods, (5) epidemics, (6) civil disturbances, or (7) unusually severe weather; but does not include labor related incidents, such as strikes or work stoppages. The time of performance of the Consultant’s obligations under this Contract shall be extended by such period of enforced delay; provided, however, that such reasonably extended time period shall not exceed 60 days. If the foregoing circumstances result in a delay greater than 60 calendar days, the RTC may terminate the affected portion of the Contract pursuant to the terms of Paragraph E-4 (Termination for Convenience).

E-21 MATERIALS, INFORMATION AND DOCUMENTS

All materials, information, and documents, whether finished, unfinished, or draft, developed, prepared, completed, or acquired by Consultant for RTC relating to the services to be performed hereunder and not otherwise used or useful in connection with services previously rendered or services to be rendered by Consultant to parties other than RTC shall become the property of RTC and shall be delivered to RTC's representative upon completion or termination of this Contract, whichever comes first. Consultant shall not be liable for damages, claims, and losses
arising out of any reuse of any work products on any other project conducted by RTC. RTC shall have the right to reproduce all documentation supplied pursuant to this Contract.

**E-22 QUALITY OF SERVICES**

(a) The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by the Consultant, its subcontractors and its principals, officers, employees and agents under this Contract. In performing the specified services, Consultant shall follow practices consistent with generally accepted professional and technical standards.

(b) It shall be the duty of the Consultant to assure that all products of its effort are technically sound and in conformance with all pertinent Federal, State and Local statutes, codes, ordinances, resolutions and other regulations.

(c) The Consultant shall, without additional compensation, correct or revise any deficiencies, errors or omissions caused by the Consultant in its analysis, reports, and services. It is also understood and agreed by both parties that if any error is found, the Consultant will expeditiously make the necessary correction, at no expense to the RTC, except when such error is the cause of the RTC.

(d) Consultant will not produce a work product which violates or infringes on any copyright or patent rights. The Consultant shall, without additional compensation, correct or revise any errors or omissions in its work products. Permitted or required approval by the RTC of any products or services furnished by Consultant shall not in any way relieve the Consultant of responsibility for the professional and technical accuracy and adequacy of its work. RTC’s review, approval, acceptance, or payment for any of Consultant's services herein shall not be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and Consultant shall be and remain liable in accordance with the terms of this Contract and applicable law for all damages to RTC caused by Consultant's performance or failures to perform under this Contract.

**E-23 ASSUMPTION OF RISK**

Any services performed by the Consultant under this Contract which require prior review and approval by the RTC shall be at the sole risk and expense of the Consultant if such prior review and approval by the RTC is not obtained.

**E-24 RIGHT TO ADEQUATE ASSURANCE OF PERFORMANCE**

When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until it receives such assurance may, if commercially reasonable, suspend any performance for which it has not already received the agreed return. Acceptance of any improper delivery or payment does not prejudice the aggrieved party’s right to demand adequate assurance of proper performance.
After receipt of a justified demand, failure to provide within a reasonable time not exceeding thirty calendar days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of the Contract.

E-25 SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Contract or the occurrence of any event rendering any portion or provision of this Contract void shall in no way affect the validity or enforceability of any other portion or provision of this Contract. Any void provision shall be deemed severed from this Contract, and the balance of this Contract shall be construed and enforced as if this Contract did not contain the particular portion or provision held to be void. The parties further agree to amend this Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this clause shall not prevent this entire Contract from being void should a provision which is of the essence of this Contract be determined void.

E-26 CONFORMING SERVICES

The services performed under this Contract shall conform in all respects with the requirements set forth in this Contract. The Consultant shall furnish the RTC with sufficient data and information needed to determine if the services performed conform to all the requirements of this Contract.

E-27 MODIFICATION/AMENDMENT

(a) Notwithstanding any provision herein to the contrary, and pursuant to NRS 104.2306, the RTC reserves the right to request modification at any time to the (1) scope, complexity, character, frequency of the services to be performed; (2) Conditions under which the work is required to be performed; such as a change in standards or a change in available base data which would require additional work; (3) duration of work if the time period for completion of services warrants such an adjustment; or (4) estimated quantities or the timing of the Consultant’s obligations under this Contract, in whatever manner the RTC determines, in good faith, to be reasonably necessary and to be in the best interests of the public. This Contract shall not be modified or amended except by the express written agreement of the parties, signed by a duly authorized representative for each party. No services for which an additional compensation will be charged by the Consultant shall be furnished without the written authorization of the RTC. Any other attempt to modify or amend this Contract shall be null and void and may not be relied upon by either party.

(b) Oral change orders will not be permitted. The Consultant shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification change not properly ordered by written modification to the contract and signed by the RTC.

(c) Within seven calendar days after receipt of the written change order to modify the contract, the Consultant shall submit to the RTC a detailed price and schedule proposal for the work to
be performed or goods provided.

(d) This proposal shall be subject to negotiations between the Consultant and the RTC. After the proposal is accepted by the Governing Body, a detailed modification shall be executed in writing by both parties. Disagreements that cannot be resolved within negotiations shall be resolved in accordance with the procedures specified in Paragraph E-1 (Disputes).

E-28 ENTIRE CONTRACT

This Contract represents the entire and integrated Contract between the RTC and the Consultant. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Contract.

E-29 SECTION AND PARAGRAPH HEADINGS

The section and paragraph headings appearing in this Contract are inserted for the purpose of convenience and ready reference. They do not purport to define, limit or extend the scope or intent of the language of the sections and paragraphs to which they pertain.

E-30 CONFLICT OF INTEREST

(a) An official of the RTC, who is authorized in such capacity and on behalf of the RTC to negotiate, make, accept or approve, or take part in negotiating, making, accepting, or approving this Contract, payments under this Contract, or work under this Contract, shall not be directly or indirectly interested personally in this Contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of, or for the RTC, who is authorized in such capacity and on behalf of the RTC to exercise any legislative, executive, supervisory or other similar functions in connection with this Contract, shall become directly or indirectly interested personally in this Contract or in any part hereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to this Contract.

(b) Each party represents that it is unaware of any financial or economic interest of any public officer or employee of the RTC relating to this Contract. Notwithstanding any other provision of this Contract, if such interest becomes known, the RTC may immediately terminate this Contract for default or convenience, based on the culpability of the parties.

(c) The Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide permanent employees. For breach or violation of this warranty, the RTC shall have the right to annul this Contract without liability or in its discretion to deduct from the Contract price or consideration or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

(d) In the event this Contract is terminated as provided for in this Section, the RTC shall be entitled:
1. To pursue the same remedies against the Consultant as it could pursue in the event of a breach of this Contract by the Consultant; and

2. As a penalty, in addition to any other damages to which the RTC may be entitled by law, to exemplary damages in an amount as determined by the RTC which shall not be less than three nor more than ten times the costs incurred by the Consultant in providing any such gratuities to any such officer or employee.

3. The rights and remedies of the RTC provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under any other provision of this Contract.

E-31 PUBLIC RECORDS

The RTC is a commission as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). All of the RTC’s Records are public records, which are subject to inspection and copying by any person (unless declared by law to be confidential). This Contract, all supporting documents, and proposals submitted under the original Request for Proposal (if applicable) are deemed to be public records.

E-32 CONFIDENTIALITY

(a) All information, including but not limited to, oral statements, computer files, databases, and other material or data supplied to the Consultant is confidential and privileged. The Consultant shall not disclose this information, nor allow to be disclosed to any person or entity without the express prior written consent of the RTC. The Consultant shall have the right to use any such confidential information only for the purpose of providing the services under this Contract, unless the express prior, written consent of the RTC is obtained. Upon request by the RTC, The Consultant shall promptly return to the RTC all confidential information supplied by the RTC, together with all copies and extracts.

(b) The confidentiality requirements shall not apply where (i) the information is, at the time of disclosure by the RTC, then in the public domain; (ii) the information is known to the Consultant prior to obtaining the same from the RTC; (iii) the information is obtained by the Consultant from a third party who did not receive the same directly or indirectly from the RTC; or (iv) the information is subpoenaed by court order or other legal process, but in such event, the Consultant shall notify the RTC. In such event the RTC, in its sole discretion, may seek to quash such demand.

(c) The obligations of confidentiality shall survive the termination of this Contract.

E-33 MARKETING RESTRICTIONS

The Consultant may not publish or sell any information from or about this Contract without the prior written consent of the RTC. This restriction does not apply to the use of the RTC’s name in
a general list of customers, so long as the list does not represent an express or implied endorsement of the Consultant or its services.

E-34 LACK OF FUNDS

The entering into of the Contract by the RTC is subject to its receipt of local and federal funds adequate to carry out the provisions of the Contract in full.

The RTC may cancel or reduce the amount of services to be rendered if the RTC determines that such action is in the RTC’s best interest, or that there will be a lack of funding available for the service. In such event, the RTC will notify the Consultant in writing in 30 calendar days in advance of the date such cancellation or reduction is to be effective.

E-35 CHANGES-FIXED PRICE SERVICES

(a) The RTC may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this Contract in any one or more of the following:

1. Description of services to be performed.

2. Time of performance (i.e., hours of the day, days of the week, etc.).

3. Place of performance of the services.

(b) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, the RTC shall make an equitable adjustment in the Contract price, the delivery schedule, or both, and shall modify the Contract.

(c) The Consultant 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 RTC decides that the facts justify, the RTC may receive and act upon a proposal submitted before final payment of the Contract.

(d) If the Consultant’s proposal includes the cost of property made obsolete or excess by the change, the RTC shall have the right to prescribe the manner of the disposition of the property.

(e) Failure to agree to any adjustment shall be a dispute under Paragraph E-1 (Disputes); however, nothing in this clause shall excuse the Consultant from proceeding with the Contract as changed.

The Consultant shall provide current, complete, and accurate documentation to the RTC in support of any equitable adjustment. Failure to provide adequate documentation, within a reasonable time after a request from the RTC, will be deemed a waiver of the Consultant’s right to dispute the equitable adjustment proposed by the RTC, where such equitable adjustment has a reasonable basis at the time it is determined by the RTC.
The Contract consists of this document and the following document incorporated herein by this reference as a part hereof:

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<td>Request for Proposal (RFP) No. 20-042</td>
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(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)
IN WITNESS WHEREOF, the individuals who have affixed their signatures below certify and attest each is empowered to execute this Contract and act on behalf of and bind the party in whose name this Contract is executed the day and year first written above.

ALTA PLANNING + DESIGN, INC.

By: Greg Maher  
GREG MAHER  
Vice President, duly authorized

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: Lawrence L. Brown III  
Chairman

APPROVED AS TO FORM:

By: David Clyde  
RTC Legal Counsel

ATTEST:

By: Marin Dubois  
Management Analyst
EXHIBIT A – SCOPE OF SERVICES
BACKGROUND

Many streets in Southern Nevada are uncomfortable for pedestrians; sidewalks are often obstructed by light poles, end abruptly at the edge of undeveloped properties, or do not meet universal design standards. Additionally, wide roadways and a lack of pedestrian scaled lighting, shade, and street activity, resulting from separated land uses and suburban development patterns, contribute to lower levels of walkability and daily activity.

To overcome these challenges, the Regional Walkability Plan is envisioned to serve as a blueprint for making Southern Nevada more walkable and furthering the following goals:

- **Implement the On Board Mobility Plan.** The Regional Walkability Plan will be a key element in implementing On Board, which includes a priority strategy to “make short trips easier”; strategies and actions to make walking and rolling trips more comfortable, improve first mile/last mile access, and implement complete streets will also be identified.

- **Improve Community Health.** According to the Behavioral Risk Factor Surveillance System (BRFSS), 29% of Clark County residents and 35% of Clark County adults 64 years an older reported not participating in physical activity in the past 30 days. Additionally, chronic diseases linked to inactivity continue to be a major cause of mortality in the region. The Regional Walkability Plan, which was identified as an action item by the Southern Nevada Walkability Action Institute Southern Nevada Team, is a key next step for integrating walking into daily life, increasing activity levels, and improving community health.

- **Increase Pedestrian Comfort and Safety.** Many Las Vegas roadways are not pedestrian friendly; some roads have up to eight lanes of traffic, speed limits of 45+ mph, and long distances between crosswalks. In 2018, the Nevada Department of Transportation reported 63 pedestrian fatalities in Clark County. Improving walkability as a result of the plan is envisioned to improve pedestrian comfort and safety.

- **Further the Regional Bicycle and Pedestrian Plan.** The Regional Bicycle and Pedestrian Plan (RBPP), completed in 2017, resulted in a bicycle network map and pedestrian elements were limited to trails, education, and programming. The Regional Walkability Plan will supplement the RBPP by establishing a pedestrian network and related design concepts.

STUDY GOAL

Develop a walkable street network that connects people of all ages and abilities to community destinations, workplaces, and transit.
OBJECTIVES

Building on past plans, the Regional Walkability Plan will include a vision and policy framework, pedestrian network and locations with mode priority, and context-sensitive street typologies. The plan will also include an action plan, completed through outreach with state and local agency decision-makers that results in commitments for implementation.

STUDY AREA

The study area includes the Las Vegas Valley (City of Las Vegas, City of North Las Vegas, City of Henderson, and contiguous urbanized portions of Clark County), Boulder City, and Mesquite.

PROJECT SCOPE

The consultant is responsible for carrying out the following tasks:

1. PROJECT MANAGEMENT AND COORDINATION

   1.1. Convene an initial kick-off meeting or call(s) with RTC staff to clarify the study approach and to establish a detailed project and community engagement plan and schedule with specific goals, tasks, timelines, and roles. The community engagement plan and all related stakeholder engagement activities (see Task 2) will be reviewed and approved by RTC MPO and RTC Government Affairs staff. The final project schedule and community engagement plan will be completed and approved within 60 days of the Notice to Proceed.

   1.2. Prepare monthly progress reports, invoices, billings, and administer any sub-consultant (DBE) agreement (if applicable).

   1.3. Participate in biweekly coordination calls with RTC staff.

   1.4. Provide draft-meeting agendas and related materials for meetings and outreach with external stakeholders including handouts, slide decks, meeting facilitation plans, and small group exercise instructions, to RTC staff within 10 business days in advance of meeting dates. All materials shared with external stakeholders and the general public must be reviewed and approved by multiple RTC staff and departments prior to distribution.

   1.5. Federal funds will be used and the consultant is expected to meet federal conditions throughout the course of the project.

2. COMMUNITY ENGAGEMENT

   2.1. Develop and implement a community engagement plan using traditional, online, and innovative tools. The community engagement plan should be consistent with the RTC Public Participation Plan and the Southern Nevada Strong Community Engagement Toolkit, and clearly identify outreach objectives, input desired, tactics, and timelines. Recognizing Social Distancing requirements, consultants will take a "virtual-first" approach to outreach in the short-term, and
will collaborate with RTC staff to identify opportunities for in-person engagement when/if possible.

Submit the final draft outreach plan to RTC MPO staff, who will facilitate review and final approval by RTC Government Affairs, Media and Marketing (GAMM); multiple revisions may be required during this approval process.

Elements of the community engagement plan are shown below:

2.1.1. **Existing Community Input and Gaps**: Organize and summarize survey data and feedback related to walkability gathered through recent plans. Identify gaps in public feedback (i.e. people not reached, key input needed) in order to reduce duplication and minimize survey fatigue. Determine data needs and how it will be analyzed and used.

2.1.2. **Objectives**: Define specific outreach objectives, which may be refined further during the outreach plan development, such as:

- Obtain input on street design concept preferences;
- Share preferences for pedestrian corridors and investment locations;
- Identify potential walkability champions; and/or
- Increase understanding of walkable community design principles.

2.1.3. **Metrics**: Establish measures of success, which at a minimum should reflect the following Public Participation Plan metrics: total number of people reached, total surveys completed (if applicable), and total number of events.

2.1.4. **Stakeholder Analysis**: In order to identify target audiences, complete a stakeholder analysis that identifies the level of engagement, potential contacts, and methods of engagement. Key stakeholders may include:

- Existing pedestrians that rely on walking and wheelchair rolling frequently for transportation purposes;
- Youth, seniors, low-income, and car-free households, who are more likely to be transit-dependent;
- Existing transit riders, who may walk for first and last mile access to bus stops;
- State, regional, and local agency decision-makers and staff responsible for roadway design, sidewalk and crosswalk maintenance, development codes, and land use;
- Representatives from neighborhoods with a higher than average number of car-free households and propensity to use transit;
- People that rarely or do not currently walk for transportation purposes;
- Health, educational, and professional organizations focused on promoting walking and complete communities; and
- Agencies, organizations, and individuals that may serve as “walkability champions” and/or support plan implementation.

2.1.5. **Contact List**: Develop and maintain a contact list in collaboration with RTC staff.
2.1.6. **Technical Advisory Committee Formation**: Identify potential Technical Advisory Committee members that represent a cross-section of organizations, interests, geographic areas, and demographics. The Committee is a short-term, collaborative group of subject matter experts and key community stakeholders that will assist in the development of the Regional Walkability Plan including: identifying existing resources, sharing opportunities and challenges, developing strategies and solutions, and supporting implementation as possible. Members also represent and serve as liaisons to their respective organizations and/or stakeholder groups. The Committee’s role will be clarified further during the plan kickoff meeting based on the interests and capacity of its members. The TAC will be limited to no more than 30 members to maximize participation and keep meeting durations to two hours or less. To conserve budget and encourage maximum participation, the TAC will convene bimonthly through Zoom or another virtual meeting platform.

2.1.7. **Kickoff Event/Training**: Convene a plan kickoff and training event, which is intended to share current transportation and street design trends, raise awareness of walkability challenges and needs through small group walk audits, and inspire participants to become walkability champions.

Event logistics, including room reservations, invitations, registration, and continuing education credits will be coordinated by the consultant. See additional requirements below:

2.1.7.1. **Qualifications**: The primary trainer should have experience in leading walkability training for planners, engineers, and health professionals. Experience in delivering training at the National Association of Chronic Disease Directors’ Walkability Action Institute is also highly desirable.

2.1.7.2. **Format**: The institute is expected to be hosted virtually, utilizing Alta’s subscription-based digital conferencing tools.

2.1.7.3. **Target Audiences**: Participation is expected to include a large group of up to 30 staff in the morning staff session, and a smaller focus group of elected officials and leadership in the afternoon session. Attendees will include TAC members, local agency and private sector planners, engineers, health professionals, police and fire staff involved in development review, pedestrian advocates, and elected officials that have a role in street design, community health, and pedestrian safety.

2.1.8. **Outreach Methods**: Identify a variety of outreach methods and forums, participants, locations, and dates, which may include:

- Interviews with local agency planning and public works staff to gather success stories and identify walkability barriers, opportunities, and planning sideboards.
- Facilitation of bimonthly meetings of a Technical Advisory Committee.
Online public meeting, which may include a project webpage (hosted and maintained by RTC), poll(s) or survey(s) or survey(s), and engaging visual aids (e.g. video, interactive map).

Pedestrian intercept surveys at a variety of locations (e.g. arterial roadway, street within outdoor mall) or other methods to reach people that walk or use wheelchairs on a daily or weekly basis for transportation purposes.

Potential community and/or Technical Advisory Committee participation in neighborhood pedestrian inventories/walkability audits described in Task 6.

Pop-up meetings at local events (targeting Fall 2020 or Spring 2021) or alternative that accommodates physical distancing in order to reach car-free and transit-dependent neighborhoods and a variety of geographic areas.

Presentations at meetings of the following RTC committees to provide a project update and obtain feedback:
- Planning and Engineering: Metropolitan Planning Subcommittee, Specifications Subcommittee, Regional Project Coordination Committee, Executive Advisory Committee
- Transit: Transportation Access Advisory Committee, Bus Stop and Bench Committee

Additional or alternative innovative methods identified by the consultant team.

2.1.9. **Reaching Target Audiences**: Contractor is responsible for invitations and RSVP tracking, and marketing and/or advertising costs (e.g. geo-targeted social media ads, transit advertisements, on-site signs or flyers) to reach target audiences. Additionally, outreach to Hispanic and Latino audiences will include Spanish language translation and events/meetings led by a Spanish language speaker.

2.1.10. **Outreach Schedule**: Prepare and update a schedule that summarizes all outreach activities, participants, roles, locations, and event dates and times. The schedule will include adequate time for RTC MPO and GAMM review and subsequent revisions of surveys, event plans, and other outreach materials.

2.1.11. **Closing Feedback Loop**: Prepare a bilingual summary handout or infographic that summarizes input and how it was used in decision-making for distribution to plan commenters and contributors. Consultant to organize the process for collecting and responding to comments.

2.1.12. **Outreach Summary**: Prepare an outreach summary, including comments and responses from all forums (social media, community events, emails, etc.), outreach performance metrics, and demographics of respondents compared to the Clark County general population.

2.1.13. **Evaluation**: Throughout the outreach process, compare demographics of people reached, identify gaps, and adjust the outreach plan as needed to ensure that input is received from people of all neighborhoods, income levels, genders, races, and
ethnicities. At a minimum, prepare a mid-point outreach assessment to determine outreach gaps related to demographics and geography; identify adjustments to the outreach plan as needed.

3. **COMMUNICATIONS TOOLS**

3.1. Develop and implement a community engagement plan using traditional, online, and innovative tools. The Develop consistent branding for the plan document, slide deck, fact sheet and other materials; a logo is not required.

3.2. Prepare a bilingual, printable project fact sheet completed using universal design principles.

3.3. Prepare content for a project website and online meeting platform. Content will be added to an RTC project webpage, and may be repurposed by the RTC for use in social media.

3.4. Develop or utilize visual aids (e.g. photos, renderings, videos, virtual reality) to communicate planning concepts during outreach.

3.5. Develop additional or alternative communications materials as determined by the consultant.

4. **DATA COLLECTION & ANALYSIS**

4.1. **Related Plan Review:** Prepare a short summary of common themes, opportunities, challenges, and recommendations from previous plans. The consultant will collect and review related documents and data, including but not limited to the following. RTC will assist Alta in locating the documents and data listed below.

4.1.1. Completed RTC and Local Agency Studies

- Las Vegas Downtown Pedestrian Circulation Study (2008)
- Las Vegas Boulevard North Land Use, Transit & Pedestrian Study (2009)
- RTC Complete Streets Study (2012)
- Henderson Downtown Pedestrian Circulation Study (2013)
- RTC Transit Node and Access Enhancements Using Complete Streets Components (2013)
- Complete Streets Evaluation Process in the City of Henderson (2014)
- Regional Pedestrian Infrastructure Inventory and Analysis (2014)
- Southern Nevada Visitor Survey (2014)
- Southern Nevada Strong Regional Plan (2015)
- City of North Las Vegas Complete Streets Corridor Ranking Study (2015)
- Washington Avenue and Owens Avenue/Vegas Drive Complete Streets Study (2016)
- Swenson Street/Twain Avenue Complete Streets Study (2017)
- RTC Access 2040: Regional Transportation Plan (2017)
• RTC Transportation Investment Business Plan, Pedestrian Improvements (2017)
• Regional Bicycle and Pedestrian Plan, including Appendix A: Review of Existing Studies (2017)
• School Walk Audits (2017)
• Safe Routes to School Strategy (2017)
• Henderson Strong Comprehensive Plan (2017)
• City of Henderson ADA Planning Study (2018)
• Clark County Rural Streets Standards Study (2018)
• RTC Pedestrian Comfort Study and Demonstration Projects (2018)
• NDOT One Nevada Transportation Plan (2018)
• Clark County Community Health Needs Assessment (2019)

4.1.2. Current RTC and Local Agency Studies

• North Las Vegas Citywide Pedestrian & Bicycle Plan (expected completion June 2020)
• RTC On Board Mobility Study (expected completion August 2020)
• Coordinated Public Transit-Human Services Transportation Plan (expected completion August 2020)
• 10-minute Walk to Parks Campaign, City of Henderson and The Nature Conservancy (2019-2020), City of North Las Vegas and Southern Nevada Health District (2020)
• City of Las Vegas Health Impact Assessment Decision-Making Tool

4.1.3. Upcoming RTC Studies

• Access 2050: Regional Transportation Plan Update (2020)
• Extreme Heat Events Coordinated Response Study (2020 – 2021)
• Tree Canopy Social Equity Impacts Study (2020 – 2021)
• LIDAR Roadway Inventory (June 2020 – June 2022)

4.1.4. Transportation Data, Plans, and Designs

• RTC Model Data
• RTC Policies and Procedures, which includes a sidewalk policy
• RTC Regional Master Plan of Streets and Highways
• RTC Capital Improvement Programs
• RTC Regional Project Coordination Committee Map
• RTC Uniform Standard Drawings (Blue Book)
• Local agency Master Streets and Highways Plans, roadway cross sections, codes, policies, and transportation plans
• RTC Transit bus routes and bus stops
• RTC GoMed Transit Project – future autonomous circulator shuttle

4.1.5. Geographic, Demographic, and Pedestrian Location Data
• Southern Nevada Community Data Map
• ArcGIS Regional Bicycle and Pedestrian Plan existing and proposed facilities, which includes trails data; sidewalks are not included
• ArcGIS Food Deserts
• ArcGIS Transit Walksheds (10 minute walk-time to RTC Transit Stops)
• ArcGIS RTC Health and Equity Map
• LIDAR GIS pedestrian counts at Boulder Highway
• RTC Accessible Paths of Travel Assessment Maps
• Safe Routes to School surveys
• RTC/NDOT Pedestrian Crash Data
• Regional Bicycle and Pedestrian Counts Study (2015)
• Regional Bicycle and Pedestrian Counts Phase 2 (2017)

4.1.6. Existing Enforcement and Education Efforts

• Safe Routes to School
• UNLV Transportation Research Center Vulnerable Road Users Project

4.1.7. Local Agency Comp Plans and Development Codes

Evaluate local agency comprehensive plan and development code updates, including landscape buffer and setback requirements, and other plans related to walkability and compact development completed since the 2017 Regional Bicycle and Pedestrian Plan.

4.1.8. Local Research


4.2. Implementation Updates & Planning Sideboards: Assess the status of implementation of existing pedestrian plan recommendations and projects, and identify opportunities, challenges, and planning sideboards through outreach to lead agencies and organizations. Confirm or update findings and projects identified in previous studies.

4.3. Existing Pedestrian Conditions: Gather data and map existing pedestrian infrastructure and conditions along arterial and collector streets on a regional scale. Due to a lack of available sidewalk data, maps are anticipated to be high-level; more detailed inventory using LIDAR will be available in late 2021. Mapping may include the following elements:
• Existing pedestrian infrastructure including sidewalks organized according to broad categories (i.e. attached, detached sidepath, detached trail, painted walkways) and/or comfort level;
• Major pedestrian projects (i.e. road diet opportunities, complete streets) identified in previous plans. For consistency, data fields from the Regional Bike and Pedestrian Plan are recommended for integration into one multi-modal map.
• Intersection density;
• Current and future projected traffic volumes at peak hours, and roadway speed limits;
• Other utility right-of-way uses, such as roadways serving as significant flood control facilities and power line corridors;
• Existing and future transit routes and first mile/last mile zones;
• Urban design considerations such as the 5Ds (density, diversity, design, distance to transit, access to destinations), locations of 20-minute neighborhoods, building locations in relationship to the street, urban tree canopy, and heat islands;
• Demographic and demand factors including but not limited to equity (car-free households, low income, non-white populations, seniors, youth), walk mode share by zip code, pedestrian crashes, school locations, crashes involving youth walking to school;
• Pedestrian crashes;
• Walkscore;
• Locations with short trips, potentially gathered through available mobile device data obtained by the consultant; and/or
• Other assessment factors identified by the consultant.

4.4. **Funding**: Complete an inventory and assessment of existing funding sources, needs, and challenges related to developing a high-comfort pedestrian network; consider design, construction, and maintenance needs for the pedestrian realm, including amenities that increase comfort (shade, pedestrian-scaled lighting).

4.5. **Flood Control and Utilities**: Investigate flood control and utility challenges when relocating sidewalk curbs; identify opportunities and challenges.

4.6. **Additional Resources**: Gather and evaluate additional or alternative data sources, opportunities, and challenges as determined by the consultant.

5. **VISION AND GOALS**

5.1. Summarize vision and goal statements from related plans.

5.2. Through outreach and collaboration with the Technical Advisory Committee, facilitate agreement on a vision and goals for the Regional Walkability Plan that articulates the pedestrian experience desired by the community.

6. **PRIORITY PEDESTRIAN ZONES, NETWORK & STREET TYPOLOGIES**
6.1. **Pedestrian Zones**: Identify and map the highest priority pedestrian investment locations based on factors identified by the Technical Advisory Committee and through outreach, which may include lack of existing high-comfort pedestrian infrastructure, equity and health factors, propensity to use transit and active transportation facilities, first mile/last mile access, density and land use, school locations, hotspots for crashes, and locations with short trips. Locations will be identified via data analysis and pedestrian demand mapping, public input mapping, and direct outreach.

6.2. **Pedestrian Network and Street Typologies**: Identify and map the pedestrian network and related street typologies that are informed by the surrounding urban context and other factors identified during the planning process. Street typologies should consider all modes, amenities to increase pedestrian comfort, universal design and technologies (e.g. accessible wayfinding and related mobile device applications), green infrastructure, and/or heat island mitigation treatments. Additionally, typologies should be informed by walkability assessments described in Task 6.3.

The network and street typologies will be shared with the concurrent *Southern Nevada Transportation Impacts on Health* study project team for coordination and potential use in economic analysis and scenario planning.

6.3. **Walkability Assessments**: In order to inform street typologies, complete a detailed inventory, walkability assessment, and summary report of 6 locations that represent a variety of place and roadway types, as shown in the rural-to-urban transect. The locations will be determined with input from the Technical Advisory Committee and RTC staff, and at least two of these locations should be within priority pedestrian zones. At each location, the following should be evaluated:

- Three (3) signalized intersections;
- Three (3) un-signalized intersections and/or locations with frequent pedestrian crossings outside of a crosswalk;
- Three (3) miles of sidewalk; and
- Two (2) transit stops.

The evaluation should review the following elements: sidewalk type (e.g. attached, detached sidepath, detached trail), sidewalk condition and width, obstructions, pedestrian push buttons and signals, mid-block pedestrian crossings, median islands, painted crosswalks, crossing distances, accessible curb ramps, curb extensions, amenities (benches, shade trees, shade structures, lighting level, landscaping, art), bus shelters, and other elements identified by the consultant.

The walkability assessments will take place over the course of 2-3 days with up to 3 Alta staff in attendance, assuming travel is permitted and safe. Should public health considerations limit our ability to safely conduct in-person walkability assessments, the Alta team will collaborate with RTC staff to develop a digital assessment alternative, utilizing technologies such as Google Maps street view, Google Earth 3D building and geo-located photo database, high-resolution aerial imagery from Nearmap, and topographic maps.
7. **STRATEGIES, POLICIES AND PROGRAMS**

7.1. Identify additional potential strategies needed to achieve plan goals.

7.2. With input from RTC staff and the TAC, prepare a list of previously identified policy changes, identify additional policies, and facilitate agreement on a narrowed list that represents the priority policy changes that have the biggest impact on walkability, and local agency support for implementation.

7.3. Based on program, education and enforcement efforts from previous plans and additional stakeholder input, identify needs and priorities.

8. **IMPLEMENTATION**

8.1. *RTC Streets and Highways and Local Agency Coordination*: While a detailed project list will not be prepared, compare the pedestrian network map with upcoming roadway projects and identify opportunities for short-term implementation. Working with local agencies, identify opportunities to integrate the pedestrian network in high priority locations into Capital Improvements Programs. Identify next steps to integrate the proposed Priority Pedestrian Network into existing maps, such as the RTC Regional Project Coordination Map.

8.2. *Implementation Plan*: Based on existing capacity, develop a phased, prioritized implementation plan that identifies lead and support organizations, resources needed, and timelines. Identify the agency and position responsible for tracking and facilitating overall plan implementation. Identify the forum and roles for continued coordination (if applicable).

8.3. *Performance Measures*: Identify potential key performance indicators for measuring success (i.e. miles of detached sidewalks along lower speed streets, annual pedestrian fatalities and significant injuries, intersection density), baselines, targets, and roles in tracking.

9. **PLAN PRODUCTION**

9.1. Prepare individual chapters at the conclusion of each task phase to expedite the plan production process.

9.2. Prepare Regional Walkability Plan Draft #1 for review by RTC staff.

9.3. Prepare Regional Walkability Plan Draft #2 for review by the Technical Advisory Committee.

9.4. Prepare Regional Walkability Plan Draft #3 for review by RTC Committees and the RTC Board. Revise the plan and prepare additional drafts as needed.

9.5. Prepare the Final Draft Regional Walkability Plan.

10. **REVIEW AND APPROVAL**

10.1. Present the draft plan to governing boards of local agencies, including: City of Las Vegas City Council, City of Henderson City Council, North Las Vegas City Council, Boulder City Council, City of Mesquite, and Clark County Board of Commissioners.
10.2. Present the draft plan and executive summary to the following RTC Committees: 1) Metropolitan Planning Subcommittee, 2) Specifications Subcommittee, 3) Regional Project Coordination Committee, 4) Executive Advisory Committee, 5) Transportation Access Advisory Committee, 6) Bus Stop and Bench Committee, and 7) RTC Board.

10.3. The Alta team will deliver up to 10 of the draft plan presentations described in Tasks 10.1 and 10.2 in person. The remaining presentations will be delivered virtually by Alta staff, or in person by RTC staff utilizing Alta-produced presentation materials as determined by the final schedule and outreach plan. For virtual RTC committee and Board meetings, speaking points are required in advance.

11. Deliverables

11.1. The following list summarizes key milestone products, and may not be inclusive of all details provided in the scope. Additional or alternative products may also be identified by the consultant.

11.1.1. Project Management: 1) meeting agendas, facilitation guides (run of show), and notes, 2) project and community engagement schedule;

11.1.2. Community Engagement: 1) kickoff agenda, facilitation guide/training curriculum, materials, and summary report, 2) summary of past survey themes/key findings, 3) community engagement plan, including specific plans to execute all outreach tactics, 4) stakeholder analysis and contact list, 5) Technical Advisory Committee list, 6) slide decks for use in presentations to RTC Committees, the Technical Advisory Committee, and community groups, 7) mid-point outreach demographic and geographic assessment, 8) outreach summary report, and 9) summary handout/infographic documenting how input influenced plan recommendations;

11.1.3. Communications Materials: 1) bilingual project fact sheet, 2) content for project website or online meeting platform, 3) visual aids, and 4) alternative or additional materials identified by the consultant;

11.1.4. Data Collection and Analysis: 1) high-level, short summary of themes, opportunities and challenges related to walkability from previous plans, 2) list of planning sideboards, 3) maps related to existing pedestrian conditions and demographics, 4) summary of existing funding sources and gaps, 5) list of flood control and utility opportunities and challenges related to relocating sidewalks, and 5) additional data sources determined by the consultant;

11.1.5. Vision and goal statements;

11.1.6. Priority Pedestrian Zones, Network and Street Typologies: 1) map of pedestrian zones, 2) map of future pedestrian network, 3) street typologies linked to the pedestrian network, and 4) walkability assessment meeting agenda, logistics plan, field assessment worksheets, and summary report;
11.1.7. List of recommended strategies, which may include policies and programs; and

11.1.8. Implementation: 1) list of opportunities for short-term implementation in upcoming roadway projects, 2) implementation plan, and 3) performance measures with baselines and targets.

11.2. Final Plan

11.2.1. Prepare individual plan chapters at the end of each task phase in order to expedite final document production and review.

11.2.2. Drafts and final plan as shown in Task 12, Plan Production.

11.2.3. Provide ten printed hard copies of the final plan, a Section 508 compliant PDF to ensure equitable access, and all original final plan document files (MS Word or Adobe Creative Suite). The plan will be easy-to-read, with an emphasis on graphic design.

11.2.4. Provide all photos, images, tables, graphs, and maps contained within reports will be provided as separate, high-resolution electronic files.

11.2.5. Provide an Executive Summary in English and Spanish.

11.3. Develop and deliver presentation slide decks for all meetings and submit editable versions to the RTC as a deliverable.

11.4. Additional deliverables as identified by the consultant.

PROJECT BUDGET AND SCHEDULE

The project cost is $249,461 with RTC Board of Commission contract approval on August 13, 2020 and a notice to proceed anticipated on August 24, 2020. The consultant will prepare a detailed schedule to complete the above tasks and any other tasks identified by the consultant based on the following suggested timelines:

- Final Draft Plan: October 2021
- Local Agency and RTC Committee Review: November 2021 – January 2022
- RTC Board Approval: February 2022
- Close-Out: March 2022
- Contract End Date: June 30, 2022

The Regional Walkability Plan and concurrent LIDAR Roadway Inventory will be integrated into the Regional Bicycle and Pedestrian Plan 5-Year Update, as follows:
May 2017
Regional Bicycle (and Pedestrian) Plan
Vision for active transportation, bicycle network map, and implementation plan focused on infrastructure, policies, education and programming.

August 2020 - June 2022
Regional Walkability Plan
Vision and policy framework, pedestrian network and locations with mode priority, street typologies, and implementation plan.

June 2020 - June 2022
LIDAR Roadway Inventory
Data for all existing pedestrian infrastructure, such as sidewalks, crosswalks, mid-block crossings, and push buttons, will be gathered.

July 2022 - Dec. 2023
Regional Bicycle and Pedestrian Plan Update
Inventory data will be compared with bicycle and walkability network maps, followed by the identification of gaps, and a coordinated project list that applies desired street typologies.
EXHIBIT B - PRICES/COSTS/DELIVERABLES SCHEDULE

The not-to-exceed budget for all services shall be **$249,461.00 (TWO HUNDRED FORTY-NINE THOUSAND, FOUR HUNDRED SIXTY-ONE DOLLARS AND ZERO CENTS)**. All costs associated with this contract and any other costs must come in at or under the budget amount.
## ATTACHMENT 2 – FEE PROPOSAL SUMMARY

### TASK / DELIVERABLES BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Scope Tasks / Deliverables (per Proponent's submitted Work Plan)</th>
<th>BUDGET ALLOCATION PER FIRM / TASK ($)</th>
<th>Task Subtotals</th>
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<tr>
<td>ALTA PLANNING + DESIGN</td>
<td>PURDUE-MARION &amp; ASSOCIATES (SUB)</td>
<td>ERICKA AVILES CONSULTING (SUB)</td>
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*Note: The costs submitted herein should be based on the actual work plan and associated tasks deliverables submitted by the Proponent in their proposal.*
EXHIBIT C - INSURANCE REQUIREMENTS

1. Format/Time: The Consultant shall provide RTC with Certificates of Insurance, per the attached sample format, for coverages as listed below, and endorsements affecting coverage required by this Contract within ten calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher, which shall be fully disclosed and entered on the Certificate of Insurance.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on workers' compensation and professional liability insurance coverages. The Consultants’ insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Consultants’ general liability insurance policy shall be endorsed to recognize specifically the Consultants’ contractual obligation of additional insured to RTC and must note that the RTC will be given 30 calendar days advance notice by certified mail “return receipt requested” of any cancellations. Consultant shall give RTC 30 calendar days’ advance notice by certified mail “return receipt requested” of any policy changes or erosion of insurance limits.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Consultant shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Consultant shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Consultant and any auto used for the performance of services under this Contract. As an alternative to the specified any auto coverage, the RTC will accept all owned, non-owned and hired or symbols 2, 8 and 9.
9. Workers' Compensation: The Consultant shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Consultant that is a sole proprietor shall be required to submit an affidavit (sample attached) indicating that the Consultant has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any of the work to be provided will be performed out of the state of Nevada, then any Workers Compensation policy must include an "all states endorsement" that provides for coverage in any state. The endorsement must include the broadening of coverage to meet the applicable laws in that state.

10. Professional Liability: The Consultant shall maintain limits of no less than $1,000,000 aggregate. If the professional liability insurance provided is on a Claims Made Form, then the insurance coverage required must continue for a period of 2 years beyond the completion or termination of this Contract. Any retroactive date must coincide with or predate the beginning of this and may not be advanced without the consent of the Owner.

11. Failure To Maintain Coverage: If the Consultant fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Consultant to stop the work, declare the Consultant in breach, suspend or terminate the Contract, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Consultant or deduct the amount paid from any sums due the Consultant under this Contract.

12. Additional Insurance: The Consultant is encouraged to purchase any such additional insurance as it deems necessary.

13. Damages: The Consultant is required to remedy all injuries to persons and damage or loss to any property of RTC, caused in whole or in part by the Consultant its subcontractors or anyone employed, directed or supervised by Consultant.

14. Cost: The Consultant shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).

15. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services, Inc., certcontrol@instracking.com and cc Tonita Brown, brownt@rtcsnv.com

16. Insurance Form Instructions: The following information must be filled in by the Consultant’s Insurance Consultant representative:

- Insurance Broker’s name, complete address, telephone and fax numbers
- Consultant’s name, complete address, telephone and fax numbers
• Insurance Consultant’s Best Key Rating

• Commercial General Liability (Per Occurrence)
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  General Aggregate ($2,000,000)
  Products-Completed Operations Aggregate ($2,000,000)
  Personal & Advertising Injury ($1,000,000)
  Each Occurrence ($1,000,000)
  Fire Damage ($50,000)
  Medical Expenses ($5,000)

• Automobile Liability (Any Auto)
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  Combined Single Limit ($1,000,000)

• Worker’s Compensation
  Deductible
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  WC Statutory Limits
  Employer’s Liability Each Accident ($1,000,000)
  Employer’s Liability Disease – Each Employee ($1,000,000)
  Employer’s Liability Disease – Policy Limit ($1,000,000)

• Professional Liability
  Deductible
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  Limit

• Description: Contract No. 20-042; Project Title: REGIONAL WALKABILITY PLAN (must be identified on the initial insurance form and each renewal form).

Certificate Holder:
  Regional Transportation Commission of Southern Nevada, its officers, employees, and agents
  c/o Insurance Tracking Services, Inc. (ITS)
  P.O. Box 198
  Long Beach, CA 90801-0198

The Certificate Holder, Regional Transportation Commission of Southern Nevada, must be named as an additional insured.
The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
May 21, 2020

Tonita Brown
Regional Transportation Commission of Southern Nevada
600 S. Grand Central Pkwy
Las Vegas, NV 89106

Re: Request for Proposals No. 20-042 Regional Walkability Plan

Dear Ms. Brown and Members of the Selection Committee:

Alta Planning + Design, Inc. (Alta) is pleased to submit this proposal to work with the Regional Transportation Commission of Southern Nevada (RTC) to develop a Regional Walkability Plan (Plan) for the Las Vegas Valley. We are eager to provide an effective Plan that supports local government while providing strong and well-supported policies, tools, guidelines, funding opportunities, technical resources, and training. This Plan will establish a comprehensive and implementable vision for a safe, equitable, and walkable street network that connects the Valley’s communities to local destinations, employment centers, recreation opportunities, and transportation offerings.

Alta’s team of walkability experts includes planners, designers, engineers, data scientists, public health professionals, and engagement specialists that collaborate to identify opportunities and constraints within the existing pedestrian network, and develop context-sensitive walkability typologies accompanied by policy frameworks and implementation strategies. By approaching walkability goals from a variety of disciplines, Alta will craft a Walkability Plan that serves as a successful conduit for change, with recommendations that improve safety, enable mobility, and foster livability.

Our team brings an understanding of local relationships, place, and process. Strategic Advisor David Foster, PLA, led the development of the RTC’s 2017 Regional Bicycle and Pedestrian Plan, which will serve as the foundation for this effort. Community Engagement Advisor Sherie Moore served as the Safe Routes to School Coordinator for the Clark County School District for four years, and as an active stakeholder in the Southern Nevada Strong regional planning effort. Sherie will leverage her institutional knowledge and relationships to deliver a Plan that focuses on high-priority pedestrian investment locations. We are also proud to include on our team Purdue-Marion & Associates and Ericka Aviles Consulting. Purdue Marion, a Las Vegas-based public relations firm, will bring their outstanding outreach, education, and communication skills to see that the Plan is informed by and representative of community wants and needs. Ericka Aviles is a trusted consultant who specializes in intentional engagement and messaging and will help identify and collaborate with stakeholders from the Valley’s Hispanic and Spanish-speaking communities. Each of our organizations have a successful record of collaboration with the RTC, and together we form a dynamic team that will deliver a Plan poised for immediate implementation, as well as integration into the Regional Bicycle and Pedestrian Plan 5-Year Update.

We look forward to working together again. For questions about our proposal, please contact me at (213) 235-7710 or at samcorbett@altaplanning.com, or Project Manager Tim Bevins at timbevins@altaplanning.com or (213) 267-0366.

Sincerely,

Sam Corbett
Principal-in-Charge
Alta Planning + Design, Inc.

Greg Maher, PLA, ASLA
Vice President, authorized to bind the firm
Alta Planning + Design, Inc.

We acknowledge we have read, received, and understand Addendum No. 01 (May 12, 2020) and Addendum No 02 (May 21, 2020).

This proposal will remain valid for a period of 90 calendar days.
Business Licenses

NEVADA STATE BUSINESS LICENSE

ALTA PLANNING + DESIGN, INC.
Nevada Business Identification # NV20151466471

Expiration Date: July 31, 2020

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on July 5, 2019.

Barbara K. Cegavske
Secretary of State

You may verify this license at www.nvsos.gov under the Nevada Business Search.

License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which by law cannot be waived.
In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

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

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

Certificate Number: B20191228470797
You may verify this certificate online at http://www.nvsos.gov

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 12/28/2019.

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 03/09/2020.

BARBARA K. CEGAVSKE
Secretary of State
## 02 Proposed Exemptions and Deviations to RFP and/or Sample Contract

<table>
<thead>
<tr>
<th>Section / General Condition</th>
<th>Location</th>
<th>Proposed Amendment (Deletions in Red, Insertions in Blue)</th>
<th>Rationale and Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Termination for Default</td>
<td>E5 add after subsection g</td>
<td>Consultant may terminate the Contract for nonpayment by RTC if the RTC does not cure such failure within 30 calendar days after notice specifying failure is provided pursuant to Paragraph D-1 (Legal Notice) of this contract.</td>
<td>This edit was previously accepted in agreement # 18-067 dated 5.24.2018</td>
</tr>
<tr>
<td>Indemnity</td>
<td>E8-1 1st sentence</td>
<td>Consultant shall indemnify, hold harmless and, at regional transportation commission’s option, defend (with counsel reasonably acceptable to rtc) rtc, third party beneficiaries (as defined in section[ ]], and their respective subsidiaries, affiliates, parent companies and their respective members, officers, directors, managers, employees, agents, shareholders, successors and assigns, heirs, administrators, and personal representatives (collectively, “rtc indemnitees”) from and against any and all claims, demands, damages, losses (including, without limitation, loss of revenues), lawsuits, ....</td>
<td>This edit was previously accepted in agreement # 18-067 dated 5.24.2018</td>
</tr>
<tr>
<td>Indemnity</td>
<td>E8-2 Mechanic Lien 1st sentence</td>
<td>Consultant shall indemnify, hold harmless and, at rtc’s option, defend (with counsel reasonably acceptable to rtc) the rtc indemnitees...</td>
<td>This edit was previously accepted in agreement # 18-067 dated 5.24.2018</td>
</tr>
<tr>
<td>Indemnity</td>
<td>3 Professional Negligence, 1st sentence</td>
<td>CONSULTANT SHALL REIMBURSE AND INDEMNIFY AND HOLD HARMLESS THE RTC INDEMNITEES FROM AND AGAINST ANY AND ALL ACTIONS ARISING</td>
<td>This edit was previously accepted in agreement # 18-067 dated 5.24.2018</td>
</tr>
<tr>
<td>Compliance with Laws</td>
<td>E 13 (c)</td>
<td>If any discrepancy or inconsistency shall be discovered between this Contract and any law, ordinance, regulation, order or decree, Consultant shall immediately within 5 days of discovery report the same in writing to the RTC who will issue such instructions as may be necessary.</td>
<td>This edit was previously accepted in agreement # 18-067 dated 5.24.2018</td>
</tr>
<tr>
<td>Insurance</td>
<td>Exhibit C 4 Endorsement/Cancellation</td>
<td>The Consultants’ general liability insurance policy shall be endorsed to recognize specifically the Consultants’ contractual obligation of additional insured to RTC and must note that the RTC will be given 30 calendar days advance notice by certified mail “return receipt requested” of any policy changes, cancellations, or any erosion of insurance limits. Consultant shall give RTC 30 calendar days’ advance notice by certified mail “return receipt requested”of any policy changes or erosion of insurance limits.</td>
<td>This edit was previously accepted in agreement # 18-067 dated 5.24.2018</td>
</tr>
<tr>
<td>Insurance</td>
<td>Exhibit C 11 Failure to Maintain Coverage</td>
<td>If the Consultant fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Consultant to stop the work, declare the Consultant in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Consultant or deduct the amount paid from any sums due the Consultant under this Contract.</td>
<td>This edit was previously accepted in agreement # 18-067 dated 5.24.2018</td>
</tr>
</tbody>
</table>
03 Staffing Plan

This core Alta PM Team will be involved in all tasks, with Tim and Kaitlin leading day-to-day task development, Sam providing oversight, and Dave providing strategic insight.

Alta will manage this effort through a collaborative process that provides local resources connected to a network of skills for specific tasks. As Principal-in-Charge, Sam Corbett will be responsible for overall project strategy and quality control. Project Manager Tim Bevins will have day-to-day responsibility for communications, task assignments, project budgeting and coordination. Assistant Project Manager and Walkability Specialist Kaitlin Scott will support Tim on all tasks throughout the project. Alta’s team of multi-disciplinary staff, including in-house planners, graphic designers, engineers, and engagement specialists will support specific tasks as shown in the organizational chart above.

We are pleased to team with Purdue Marion and Ericka Aviles (DBE), who together will lead our team’s engagement efforts. Alta and Purdue Marion recently collaborated on the North Las Vegas Bicycle and Pedestrian Master Plan for the RTC. Purdue Marion will provide primary staffing for in-person and virtual surveys, trainings, interviews, education efforts, and developing related collateral. Ericka Aviles will support outreach with bilingual services, identifying underserved communities that have not been engaged in the planning process, and interfacing with these communities.

Please see detailed staff qualifications on the following pages.
Sam Corbett
Principal-in-Charge

Sam has 22 years of experience as a transportation planner and manager, specializing in transit planning, transportation demand management, transportation system improvements, survey design and analysis, implementation and evaluation techniques, and public engagement and communication strategies. Sam believes strongly in taking a client-oriented approach to his work and is honored to have received the 2017 Client’s Choice Award for being the Most Client Focused Consulting Engineer in Australia/New Zealand as independently researched by Beaton Consulting Group. Sam brings strong transportation planning skills to all his projects, developed from working in both the public and private sector. Throughout his career, Sam has led numerous high performing teams to deliver exceptional results on projects related to improving transportation systems in highly complex and constrained urban environments.

Relevant Experience

Imperial County Pedestrian Master Plan, CA
Alta is leading a Pedestrian Master Plan for the unincorporated areas of Imperial County. The plan is based on a need’s assessment and addresses issues such as safety and security, environmental issues, convenience, accessibility, and connectivity. Alta has led pop-up community engagement events to develop a more comprehensive understanding of the communities’ needs and challenges. The Pedestrian Master Plan will serve as a guiding document for the development of an integrated network of pedestrian facilities throughout the County. Sam is serving as the Principal-in-Charge. Reference: Naomi Robles, Administrative Analyst II, Imperial County Department of Public Works, (442) 265-1843, naomirobles@co.imperial.ca.us

Bakersfield Pedestrian and Bicycle Safety Plan, CA
Alta is preparing a Bicycle and Pedestrian Safety Plan for the City of Bakersfield. The Bakersfield Metropolitan area has the highest fatality rate for bicyclists and pedestrians in California, and it has the 12th highest fatality rate in the country. Alta is taking a holistic and measured approach to this safety-focused work to consider all modes of transportation in order to develop a more equitable and safe transportation network. Alta has pioneered systemic safety analyses for walking and biking to identify areas of concern before crashes occur, as well as areas with latent demand where walking would increase with safety improvements. Sam is serving as Principal-in-Charge. Reference: Ed Murphy, Civil Engineer III, City of Bakersfield Public Works Department, (661) 326-3958, emurphy@bakersfieldcity.us

Additional Experience:

- Riverside Active Transportation Plan, Pedestrian Target Harding Plan, and Complete Streets Ordinance, CA
- Kern County Bicycle Master Plan and Complete Streets Project, CA
- San Diego Pedestrian Master Plan, CA
- Chula Vista Pedestrian Master Plan and Safe Routes to School Plan, CA
- University of Arizona Bicycle and Pedestrian Plan, AZ
Tim Bevins, LEED AP ND
Project Manager

Tim brings over 10 years of experience in active transportation, environmental planning, and urban design to Alta. His work focuses on creating communities that are more vibrant, just, and ecologically sound. Tim works on projects at a variety of scales including active transportation plans and analysis, tactical urbanism demonstrations, urban design visioning, LEED-ND certification, design guidelines, placemaking, and public outreach. Tim is an experienced project manager with extensive public speaking experience.

Relevant Experience

Riverside Active Transportation Plan, Pedestrian Target Hardening Plan, and Complete Streets Ordinance, CA
Tim is leading the comprehensive public outreach process and providing guidance for all aspects of this Active Transportation Plan (ATP). The City of Riverside hired Alta to conduct a comprehensive mobility study of active transportation, urban trails, local trail heads, and plazas. The project will develop a complete Active Transportation Plan, Pedestrian Target Hardening Plan, and Trails Master Plan Update which will be folded into a Complete Streets Ordinance for implementation. The project was developed alongside a robust outreach process that focused on unique, context-driven solutions for the neighborhoods of Riverside. Reference: Nathan Mustafa, City Traffic Engineer & Mobility Planning Manager, City of Riverside, (951) 826-2251, NMustafa@riversideca.gov

City of Los Angeles Great Streets Challenge, Round 3, CA
Tim is providing urban design and graphic design assistance for communities throughout LA County, including neighborhoods with marginalized populations to implement place-keeping projects. The innovative outreach process focuses on capacity building, community-identified design treatments, and climate resiliency, with an added focus on engineering and implementation to ensure that the ultimate vision is grant-ready, can be built, and serves as catalytic driver for investment in the community. Reference: Wajenda Chambeshi, Program Manager, City of Los Angeles Great Streets Initiative, (213) 978 6327, wajendachambeshi@lacity.org

Wildomar Active Transportation Plan, CA
Alta is part of a consultant team developing an Active Transportation Plan/Mobility Plan for the City of Wildomar. This project will help establish a vision for the development of comprehensive active transportation infrastructure as the City grows. Tim is leading a pop-up demonstration of bicycle and pedestrian facilities to enable community members to test out these components, working with a Technical Advisory Committee to shape this demonstration, and the development of a multi-modal path network as part of this effort. Reference: Cameron Luna, Associate Engineer, City of Wildomar, (951) 677-7751x245, cluna@cityofwildomar.org
Kaitlin Scott  
Assistant Project Manager/Walkability Specialist

Kaitlin has five years of multimodal transportation planning and design experience. She specializes in pedestrian planning, Safe Routes to School planning, and developing innovative public engagement strategies. Kaitlin excels at strong communication, interagency collaboration, and gaining consensus from multiple stakeholders. Kaitlin has managed multiple pedestrian-focused and outreach-intensive projects, including the 2019 adopted Los Angeles County Unincorporated Pedestrian Plans, Pasadena Pedestrian Safety Campaign, and LADOT Vision Zero Design and Community Outreach Support project.

Relevant Experience

Bakersfield Pedestrian and Bicycle Safety Plan, CA  
Alta took a holistic and measured approach to this safety-focused work that considers all modes of transportation in order to develop a more equitable and safe transportation network. Alta led systemic safety analyses for walking and biking to identify areas of concern before crashes occur, as well as areas with latent demand where walking would increase with safety improvements. As a Senior Planner on the project, Kaitlin conducted community outreach and supported development of the final plan document. Reference: Ed Murphy, Civil Engineer III, City of Bakersfield Public Works Department, (661) 326-3958, emurphy@bakersfieldcity.us

Los Angeles County Unincorporated Pedestrian Plans, CA  
Alta worked with the LA County Department of Public Health to develop pedestrian plans for four unincorporated communities within Los Angeles County. The primary goal of these plans is to create safer, healthier, and more engaging communities for all people walking or using mobility devices. As Project Manager, Kaitlin led the development of the project vision, goals, and policies; recommended infrastructure projects and programs; and oversaw graphic content for the Plan. Reference: Justin Robertson, Senior Planner, Los Angeles County Department of Public Health, (626) 639-8564, Ju Robertson@ph.lacounty.gov

LADOT Vision Zero Design and Community Outreach Support, CA  
Alta assisted the City of Los Angeles Department of Transportation with conceptual design on ten Vision Zero Priority corridors in 2017, and ten additional corridors in 2018. Alta also developed community engagement materials, including presentation boards with photo simulations and conceptual renderings. Kaitlin served as Assistant Project Manager on the 2017 project, and subsequently served as Project Manager for the 2018 project, where she led the development of compelling concept designs and outreach materials. Reference: Valerie Watson, Project Manager, City of Los Angeles Department of Transportation (LADOT), (213) 928-9622, valerie.watson@lacity.org
David Foster, PLA, LEED AP
Advisor

Dave has over 14 years of planning and design experience in pedestrian and bicycle infrastructure, trail, streetscape, recreation, and urban design projects. He is a Project Manager who leads a broad range of projects including shared use path, recreational trails, on-street bicycle facilities, wayfinding design, and active transportation master plans. Dave brings to projects a unique blend of technical expertise concerning bicycle and pedestrian planning issues, constructability knowledge, public facilitation experience, and creativity. He skillfully communicates technical aspects of projects to help clients and stakeholders develop a clear understanding of project conditions and solutions.

Relevant Experience

Southern Nevada RTC Regional Bicycle and Pedestrian Master Plan, NV
Dave served as Project Manager for this effort. He coordinated extensive stakeholder engagement, developed best practices for measuring success, incorporated findings from complimentary reports from the Regional Transportation Commission (RTC) and other agencies, performed analyses of existing conditions, developed project recommendations, and prioritized implementation of the plan’s recommendations. Public outreach was coordinated through online surveys, online mapping tools, and numerous pop-up meetings. Ultimately, the plan will seek to promote on-street bicycling and paved trail opportunities for the 2 million residents of Clark County. Reference: Cathy Halka, Former Senior Transportation Planner with Southern Nevada RTC, (360) 778-5019, chalka@co.whatcom.wa.us

Southern Nevada RTC Pedestrian Comfort Study and Demonstration Project, NV
The Pedestrian Comfort Study and Demonstration Project identified innovative strategies to address the challenges of the pedestrian environment in the Las Vegas Valley. A toolbox of treatments to increase comfort and safety was identified as well as strategies to encourage people to walk. The study resulted in the creation of a final report documenting innovative strategies, field tested demonstration projects, case studies, and conceptual designs all tailored to the local environment and supported by local jurisdictions and implementing agencies. Dave was the Assistant Project Manager on this effort. Reference: Andrew Kjellman, Manager Transportation Planning, Southern Nevada RTC, (702) 676-1500, KjellmanA@rtcsnv.com

North Las Vegas Citywide Pedestrian and Bicycle Plan, NV
Alta was selected by the RTC of Southern Nevada and the City of North Las Vegas to develop an update to the city’s bicycle and pedestrian master plan. The plan includes development of a proposed bicycle and pedestrian system, key pedestrian zones, prioritization framework, and key policies to support a bikeable and walkable North Las Vegas. Dave was the Project Manager on this effort. Reference: Rush Wickes, Southern Nevada RTC, (702) 676-1500, wickesr@rtcsnv.com
Emily Guffin
Planner and GIS Specialist

Emily is a skilled Planner with expertise planning for trails, parks, open spaces, active transportation networks, mobility hubs, wayfinding, and corridors. She regularly conducts inclusive and creative public engagement and community outreach for her projects. Emily has a background in both the public and private sectors, and understands how to work with and find common ground among numerous agencies and stakeholders with diverse interests. Emily is proficient with research, GIS and data analysis, and graphic representation, skills she brings to a range of projects.

Relevant Experience

South Davis Active Transportation Plan, UT
Emily is helping develop an active transportation plan for three adjacent municipalities, which requires balancing the desires of all three cities with regional needs. As part of this plan, Emily produced detailed trail recommendations, local design guidelines, and priority project sheets. A critical aspect of the plan is to resolve conflicts of safety and comfort of pedestrians and cyclists while making strong connections to existing and future transit. Reference: Alex Roy, Wasatch Front Regional Council, (801) 363-4250, aroy@wfc.org

Riverdale Active Transportation Plan, UT
Emily is gathering and analyzing data, including bicycle and pedestrian crashes, latent demand, origins and destinations, and level of traffic stress to determine opportunities and constraints for active transportation. Emily also led the development of recommended concept alternatives, detailing proposed locations for bicycle and pedestrian facilities and implementation notes. Reference: David Alger, Permit Engineer, Utah Department of Transportation, (801) 620-1654, dalger@utah.gov

University of Utah Mobility Hub, Salt Lake City, UT
Emily is supporting a robust public engagement process, through the production of a survey and hosting multiple pop-up engagement events. Emily also conducted a complex GIS analysis to access bicycle and pedestrian connectivity to transit, connectivity to active transportation facilities, and future demand. Alta is working with the University of Utah and campus partners to study the location, land requirements, and programming needs for developing new campus mobility hubs. Reference: John Close, Campus Planner, University of Utah, (801) 213-1274, john.close@utah.edu

Nampa Bicycle and Pedestrian Master Plan, ID
Emily provided planning support to develop a bicycle and pedestrian network plan. This included consideration of opportunities for including new facility types, such as separated bike lanes, bicycle boulevards, and shared use paths. Emily also developed a detailed prioritization matrix that ranked projects based on criteria that was agreed-upon by the city, funding and grant opportunities, and connectivity to origins and destinations. Highest ranked projects further included project cut sheets illustrating concept graphics, such as cross-sections, renderings, and plan view drawings, and clear directives on how to accommodate the proposed facility. Reference: Jeff Barnes, Deputy Public Works Director, City of Nampa, 208-468-5521, barnesj@cityofnampa.us,
**Chloe Ward, PE**  
**Engineer**

Chloe is an engineer with a passion for active transportation. With previous transportation engineering experience, Chloe brings knowledge of roadway and trail design, signal layouts, traffic modeling and analysis, construction document production, and working with local Departments of Transportation. She works on a range of projects, including on-street bicycle and pedestrian facilities, multiuse pathways and trails, and design guidelines. Chloe also played a key role in the development of the FHWA Small Town and Rural Multimodal Networks Guide.

**Relevant Experience**

**Southern Nevada RTC Pedestrian Comfort Study and Demonstration Project, NV**  
Through this project, Alta helped identify innovative strategies to address the challenges of the pedestrian environment in the Las Vegas Valley. A toolbox of treatments to increase comfort and safety were identified as well as strategies to encourage people to walk. As part of the public input phase of the project, the team engaged 1,400 residents in an online survey and interactive webmap to help select six locations across the Las Vegas Valley where Alta designed and installed demonstration projects. The improvements were designed to FHWA guidelines and included curb extensions, crosswalks, median refuges, increased pedestrian signage, and placemaking sidewalk art. Chloe provided engineering assistance on this effort. **Reference: Andrew Kjellman, Regional Transportation Commission of Southern Nevada (RTC), (702) 676-1500, KjellmanA@rtcsnv.com**

**UDOT Active Transportation Design Guidelines**  
Alta was contracted by the Utah Department of Transportation to develop the agencies first active transportation design guidelines. Alta is working with a diverse leadership team representing all UDOT regions and divisions to develop a comprehensive and fully vetted active transportation design guidance resource. The design guidance will address a broad range of issues from bikeway design to pedestrian crossings. UDOT’s scoping and project delivery process will also be considered to better identify when and where active transportation elements should be incorporated into projects. Chloe provided design support. **Reference: Heidi Goedhart, UDOT Active Transportation Manager, (801)783-8426, hgoedhart@utah.gov**

**Northglenn Bicycle and Pedestrian Master Plan, CO**  
Chloe provided engineering support on the recommendations for this plan, which focused on improving connections to destinations in the community. Alta led all aspects of the project, including an existing conditions analysis, data driven models, a bike lane Pilot Project, and the development of bikeway and pedestrian facility recommendations. Chloe also designed and prepared construction documents to implement a Pilot Project. **Reference: Ashley Kaade, Planner, City of Greer (previously with City of Northglenn), (864) 968-7027 akaade@cityofgreer.org**
Sherie Moore
Local Advisor/Outreach Specialist

Sherie is a Las Vegas native and has worked professionally on active transportation projects in Clark County since 2009. She has worked extensively with agencies, organizations, and committees in Clark County to plan, design, and implement a range of active transportation plans and infrastructure improvements. She has trained over 150 Clark County residents to conduct walk audits; has led or facilitated more than 100 walk audits and walkability assessments around Clark County schools; and educated hundreds parents, school teams, community advocates and professionals on the principles of active transportation design and the benefits of active transportation. Most recently, Sherie has completed a three-year, 42 state tour, that centered around parks, farmers markets, multi-use trails, and the main street experience, taking thousands of photographs featuring public art, wayfinding, streetscapes, bus stops, and more for her best practices photo archive.

Relevant Experience

Safe Routes to School Coordinator, Clark County School District (CCSD), NV
CCSD is the fifth largest school district in the country, with the SRTS program launching 2007. As SRTS Coordinator, Sherie increased the number of elementary and middle schools participating in SRTS programs from 20 to 106. She represented CCSD on local, regional, and state agency committees, task forces, and working groups that addressed pedestrian and bicycling issues such as safety, infrastructure, planning, policy, enforcement, education, and equity. She worked closely with the RTC to fund SRTS programs, studies and walk audits and served as a stakeholder on several RTC planning projects. She was successful in working with four local Public Works departments to incorporate identified SRTS infrastructure improvements in their Capital Improvement Programs (CIP) and, in some cases, immediately include improvements in projects that were underway or in design.

Clark County School District Walk Audits, Las Vegas, NV, 2011-12
While with Alta, Sherie led 40 of 50 walk audits conducted around CCSD schools, which included pre-walk audit training for participants, teachers, parents, school administrators and community organizations and advocates. She developed individualized walk audit report and improvement plans for each school. Sherie also worked with a broad-based community coalition over a year-long period to identify policy gaps, understand policy and infrastructure implementation barriers and raise overall awareness of obstacles facing students and parents in walking and bicycling to and from school.

References:

- Dr. Beverly Givens, Partnership Program Director, Clark County School District, (702) 799-6560, masonbp@nv.ccsd.net
- Cathy Halka, Former Senior Transportation Planner with the RTC, (360) 778-5019, CHalka@co.whatcom.wa.us
- Bill Story, Assistant Chief, Multi-Modal Planning and Program Development, Nevada Department of Transportation (775) 720-9992, wstory@dot.nv.gov

YEARS AT ALTA
4 years

YEARS OF EXPERIENCE
15 years

EDUCATION
Graduate Certificate in Public Management, University of Nevada Las Vegas, 2016
Bachelor of Landscape Architecture (BLA), University of Nevada Las Vegas, 2008

PROFESSIONAL HIGHLIGHTS
Alta Planning + Design, 2020-
Clark County School District Safe Routes to School Coordinator, 2013-2017
Alta Planning + Design, 2009-2013
Town and Liaison Services, Clark County (NV) Government, 1999-2005
Nora Hastings
Graphic Designer

Nora is a graphic designer with a passion for developing public-facing information for active transportation projects. Her favorite type of work is anything that allows her to help make communities safe, accessible and more active. Nora is skilled at developing public engagement collateral and final reports that clearly convey information through beautiful and professional layouts and graphics.

**Relevant Experience**
- Metro LA River Path Project, Los Angeles, CA
- Pasadena Pedestrian Safety Outreach Campaign, CA
- Beverly Hills Complete Streets Executive Summary, CA

**Relevant Experience**
- Lauren Cencic, Senior Director, Countywide Planning & Development, Los Angeles County Metropolitan Transportation Authority, (213) 922-7417, CencicL@metro.net
- Donson Liu, Associate Transportation Engineer, City of Pasadena DOT, (626) 744-7672, dliu@cityofpasadena.net
- Martha Eros, Transportation Planner, City of Beverly Hills Community Development Department, (310) 285-1128, meros@beverlyhills.org

**YEARS AT ALTA**
2 years

**YEARS OF EXPERIENCE**
4 years

**EDUCATION**
BFA, Graphic Design, Minor in Mass Communications, University of Minnesota Twin Cities, 2016

**AREAS OF EXPERTISE**
Illustrative Graphics
Visual Communication

Zane Taylor
Web Development

Zane is an accomplished web engineer with over a decade of experience in interactive design and development. He has created websites, applications, and virtual engagement tools for a wide array of projects, and specializes in user experience, interface development, and cross-platform digital strategy.

**Relevant Experience**
- Santa Clara Pedestrian Master Plan, CA
- Metro LA River Path Project, Los Angeles, CA
- Austin SmartTrips Program, TX
- Beverly Hills Complete Streets Plan, CA

**Relevant Experience**
- Carol Shariat, Principal Transportation Planner, City of Santa Clara, (408) 615-3024, CShariat@santaclaraca.gov
- Lauren Cencic, Senior Director, Countywide Planning & Development, Los Angeles County Metropolitan Transportation Authority, (213) 922-7417, CencicL@metro.net
- Tien-Tien Chan, Principal Planner, City of Austin, (512) 974-7939, tien-tien.chan@austintexas.gov
- Martha Eros, Transportation Planner, City of Beverly Hills, (310) 285-1128, meros@beverlyhills.org

**YEARS AT ALTA**
2 years

**YEARS OF EXPERIENCE**
12 years

**EDUCATION**
BA, English, Missouri State University, 2010

**AREAS OF EXPERTISE**
Interactive design and development
Web & mobile accessibility
Interactive mapping & data visualization
Lynn Purdue
Principal - Community Engagement Strategic Lead

After a successful public relations career that included working both within a corporation and in agencies, Lynn partnered with Bill Marion to found Purdue Marion & Associates. Lynn’s expertise in creating synergistic relationships, working with diverse individuals to align their vision, and applying strategic initiatives has helped the agency evolve into the valley’s premier strategic outreach firm over the past 10 years. She not only brings creativity and diligence to these efforts, but a genuine passion to ensure the entire community’s voice is heard in the plans for their future.

Relevant Experience
- RTC OnBoard Future Mobility Transit Plan, public outreach and strategy
- North Las Vegas Bicycle and Pedestrian plan, public outreach and strategy
- Southern Nevada Strong, public outreach and strategy

References:
- Lisa Corrado, Assistant Director, Community Development & Services Department, City of Henderson, (702) 267-1507, Lisa.corrado@cityofhenderson.com
- Patricia Farley, President, Southwest Specialties, (702) 370-6649, patricia@swsnevada.com

Donna Palladino
Special Event and Community Outreach Coordinator

Since September 2002, Donna has served as special events director for Purdue Marion & Associates, where she creates and implements special events and activities for each of the agency’s clients. Donna’s vast experience internationally, nationally and locally adds a special edge to the creativity she applies to each and every event. Her thoroughness allows for no detail to go unanswered and her creativity produces seamlessly memorable events that are exciting and effective—each designed to make the greatest impact while keeping the core goals of the client or organization top of mind.

Relevant Experience
- Southern Nevada Strong – community outreach events and open houses, kick-off event
- RTC On Board Future Mobility Plan – community outreach events and open houses
- North Las Vegas Bicycle and Pedestrian Plan – community outreach events

References:
- Lisa Corrado, Assistant Director, Community Development & Services Department, City of Henderson, (702) 267-1507, Lisa.corrado@cityofhenderson.com
- John Ritter, CEO, Focus Property Group, (702) 242-4949, jr@fcglv.com
Ericka Aviles  
Bilingual Outreach Specialist  

Ericka is a dynamic and passionate leader and connector in the Las Vegas community. Her ongoing curiosity and zest to learn, grow and support her community both personally and professionally led her to form her own small business, Ericka Aviles Consulting LLC. Her company’s main focus is connecting and engaging local private/public organizations and agencies with the Southern Nevada community; with an emphasis on the Hispanic community. Via sales, partnership, marketing, public relations and public outreach initiatives, Ericka works one on one with her clients on developing strategic plans, supporting and expanding current initiatives and offering a fresh set of eyes and new ideas.

**Relevant Experience**

- Discovery Children’s Museum, “Museums For All” Community Outreach Campaign
- Nevada State Census, Southern NV Public Outreach Campaign
- Las Vegas Lights FC, Community Outreach and Partnership Development Campaign
- City of North Las Vegas, Deer Springs District Study Public Outreach

**References:**

- Lynn Wetzel, Marketing Account Director, Kirvin Doak Communications, (702) 373-3100, LWetzel@kirvindoak.com
- Latoya Bembry, Kirector of Strategic Communications, The Ferraro Group, (702) 367-7771, latoya@theferrarogroup.com
04 Qualifications, Experience, and Past Performance

Alta’s mission is to create active communities.

Alta Planning + Design is North America’s leading multimodal transportation firm that specializes in the planning, design, and implementation of bicycle, pedestrian, park, and trail corridors and systems. Founded in 1996, Alta has more than 200 staff in 30 offices across North America and an international workload. On any given day, most staff walk, bike, or take transit to work. Alta’s people-first focus helps agencies plan for current and future mobility needs to support community visions and goals.

We are dedicated to fostering and prototyping innovative mobility concepts to advance sustainable, equitable, safe, and connected transportation. We are active in the Association of Pedestrian and Bicycle Professional (APBP), the Institute of Transportation Engineers, the Transportation Research Board, the Complete Streets Coalition, and have conducted national studies for the US Department of Transportation. Alta is proud to be a founder of the NACTO Urban Bikeway Design Guide, the FHWA Small Town and Rural Multimodal Networks Guide, and the FHWA Measuring Multimodal Network Connectivity Guide.

The FHWA guidebook for Measuring Multimodal Network Connectivity provides information on incorporating connectivity measures into state, metropolitan, and local transportation planning processes. Connectivity measures can help fill gaps and address barriers in the transportation network, resulting in increased safety for users and improved access to jobs, schools, economic centers, and other destinations.

Alta’s work as lead author on the guide will support our recommendations for creating a safer and more connected pedestrian system in the Las Vegas Valley.

Alta provides a full range of planning and design services including:

- Master plans (bicycle, pedestrian, trail, open space)
- Landscape architecture and site design
- Bicycle and pedestrian facility design guidelines
- Counts, surveys, and demand analysis
- GIS analysis and mapping services
- Safe Routes to School programming and infrastructure
- Public engagement, equity, and inclusion
- Transportation and traffic engineering
- Graphic design
- Web and application development
- Greenways and corridors
- New mobility strategy, workflow, policy, and program evaluation
- Mobility hubs/micromobility/bike share
- Complete Streets and Complete Streets 2.0
- Bicycle and pedestrian integration with transit
- Bicycle parking design
- Trail safety and sustainability audit
- Signage and wayfinding
- Construction documentation and administration
- Technical assistance and training
- Education, encouragement, and marketing services
Southern Nevada RTC Regional Bicycle and Pedestrian Plan

NEVADA

Alta was the prime consultant on the update of the Regional Bicycle and Pedestrian Plan for Southern Nevada. Alta oversaw the project’s extensive stakeholder engagement which utilized a wide variety of innovative strategies from pop-up meetings at local events to interactive web-based mapping. The plan included an extensive analysis of existing bicycling and walking conditions, development of design guidelines illustrating industry best practices, project recommendations for new bikeways and shared use paths, a prioritization methodology to plan for implementation, and performance measures to evaluate the efficacy of improvements over time. Alta completed project milestones on time and within budget.

Southern Nevada RTC Pedestrian Comfort Study and Demonstration Project

NEVADA

Alta was the prime consultant to help identify innovative strategies to address the challenges of the pedestrian environment in the Las Vegas Valley. A toolbox of treatments to increase comfort and safety were identified as well as strategies to encourage people to walk. As part of the public input phase of the project, the team engaged 1,400 residents in an online survey and interactive webmap to help select six locations across the Las Vegas Valley where Alta designed and installed demonstration projects. The improvements were designed to FHWA guidelines and included curb extensions, crosswalks, median refuges, increased pedestrian signage, and placemaking sidewalk art. Alta completed project milestones on time and within budget.
North Las Vegas RTC Bicycle and Pedestrian Plan

NEVADA

Alta was the prime consultant selected to develop an update to the city’s bicycle and pedestrian master plan. The plan builds on the Regional Bicycle and Pedestrian Plan that Alta worked on for the RTC, and identifies additional local connections and routes that were not included in the regional plan.

The plan includes a proposed bicycle and pedestrian system, key pedestrian zones, prioritization framework, and key policies to support a bikeable and walkable North Las Vegas. Purdue Marion provided engagement and public relations support on the project. **Alta completed project milestones on time and within budget.**

<table>
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<td>✓ GIS Analysis</td>
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<td>✓ Network, Prioritization, and Policy Recommendations</td>
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<td><a href="mailto:wickesr@rtcsnv.com">wickesr@rtcsnv.com</a></td>
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Los Angeles County Unincorporated Pedestrian Plans

CALIFORNIA

Alta was the prime consultant on this series of pedestrian plans in four unincorporated Los Angeles County communities. The communities were diverse, ranging from rural, desert environments (Lake Los Angeles) to suburban and urban settings (Walnut Park, West Whittier-Los Nietos, and Westmont/West Athens). This effort built on extensive engagement with residents, businesses, and other stakeholders to meet the unique needs of each unincorporated community. The plan included safety analyses, pedestrian counts, design guidance, and pedestrian infrastructure project recommendations. In addition to location-specific infrastructure projects, Alta developed countywide policies and actions, procedures, and programs with tangible short-, medium-, and long-term steps that the County of Los Angeles will take to make walking safer and more comfortable across all unincorporated communities. **Alta completed project milestones on time and within budget.**

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<td>Department of Public Health</td>
<td>(213) 738-4085</td>
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<tr>
<td>✓ Safety Analyses</td>
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<td><a href="mailto:alantz@ph.lacounty.gov">alantz@ph.lacounty.gov</a></td>
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**Imperial County Pedestrian Plan**

**CALIFORNIA**

As prime consultant, Alta is leading a Pedestrian Master Plan for the unincorporated areas of Imperial County. The plan is based on a needs assessment and addresses issues such as safety and security, environmental issues, convenience, accessibility, and connectivity. As part of the data collection process, Alta led pop-up community engagement events to develop a more comprehensive understanding of the communities’ needs and challenge areas. The Pedestrian Master Plan will serve as a guiding document for the development of an integrated network of pedestrian facilities throughout the County. **Alta is completing project milestones on time and within budget.**

**Santa Clara Pedestrian Master Plan**

**CALIFORNIA**

Alta was the prime consultant on the development of the City of Santa Clara’s Pedestrian Master Plan. The team identified the existing pedestrian network, analyzed community needs and walking challenges through participatory walking tours, and developed a list of recommendations within nine priority pedestrian zones. A land use audit helped determine the what areas should be of focus by delineating walkable urban land uses, auto-oriented land uses, and transitional areas that have the potential to be developed into walkable urban. Alta reviewed, suggested edits, and created new standard details as a resource for the future design of pedestrian facilities, and to be complimentary to the City’s ongoing specific planning efforts. Alta also produced seven high priority concept plan line drawings and detailed cost estimates for inclusion in grant funding applications. **Alta completed project milestones on time and within budget.**
Tucson Mobility Master Plan

ARIZONA

Alta is the prime consultant for this project and is responsible for strategic vision, public outreach, technical analysis, project management, and recommendations. Digital engagement includes a project website, online survey, and interactive map. In-person outreach includes sidewalk surveys, traditional public meetings, and mobile input stations. Technical analysis includes systemic analysis for all modes, including assessment of Mobility as a Service (MaaS) platforms, as well as scenario development. Recommendations will address multi-modal projects, policies, and programs. Deliverables include a mobility master plan, complete streets design guidelines, smart cities strategy, green infrastructure design guidelines, prioritized project list, and action plan. Alta is completing project milestones on time and within budget.

RELEVANT TASKS
- Strategic Visioning
- Public Outreach
- Technical Analyses
- Recommendations

DATE
2019-ongoing

CLIENT
City of Tucson

CONTACT
Andrew Bemis, Bicycle & Pedestrian Program Coordinator
(520) 837-6596
andrew.bemis@tucson.gov

Bakersfield Pedestrian and Bicycle Safety Plan

CALIFORNIA

Alta was the prime consultant for this Bicycle and Pedestrian Safety Plan. Alta took a holistic and measured approach to this safety-focused work to consider all modes of transportation in order to develop a more equitable and safe transportation network. Alta has pioneered systemic safety analyses for walking and biking to identify areas of concern before crashes occur, as well as areas with latent demand where walking would increase with safety improvements. Alta coupled the technical analysis with practical field observations to provide accurate results and sound safety recommendations. As part of this project, Alta developed a number of low-cost rapid response treatments to improve pedestrian and bicycle safety at a number of locations. Alta also developed 30% design plans, cost estimates, and cut sheets for a number of high-risk locations throughout Bakersfield. Alta completed project milestones on time and within budget.

RELEVANT TASKS
- Safety Analyses
- Field Observations
- Rapid Response Treatments

DATES
2018-2020

CLIENT
City of Bakersfield

CONTACT
Ed Murphy, Civil Engineer III
(661) 326-3958
emurphy@bakersfieldcity.us
NMDOT Pedestrian Safety Action Plan

NEW MEXICO

In close coordination with the Planning Bureau at New Mexico’s Department of Transportation, Alta is the prime consultant on the development of a Pedestrian Safety Action Plan through an on-call contract. Alta is conducting a robust existing conditions analysis involving a policy scan, a review of DOT procedures, and a close examination of pedestrian-involved crash data on the state network.

Alta will also design and lead a multi-pronged public involvement phase that will utilize a variety of interactive engagement techniques at venues across the state. The Action Plan will document succinct actions and countermeasures the DOT can take to improve pedestrian safety on its roads in the years to come. Alta is completing project milestones on time and within budget.

Portland Pedestrian Plan

OREGON

As prime consultant, Alta worked with the Oregon Department of Transportation (ODOT) and City of Portland to develop PedPDX, Portland’s updated citywide pedestrian master plan. The plan’s vision and uncompromising dedication to equity and safety set it apart because it is rooted firmly in a pedestrians-first modal hierarchy, and recommends bold policy actions and design decisions that support a pedestrians-first perspective. The plan reverses the status quo of auto-oriented street design, and the trend of inequitable investment.

Alta developed project goals, objectives, and performance measures and analyzed existing conditions and pedestrian network needs. Alta also provided a prioritization framework to guide investments over the next twenty years. This is coupled with an implementation “toolkit” of strategies and actions for addressing pedestrian network needs, including updated design standards, policy changes, and a phasing plan. Alta completed project milestones on time and within budget.
05 Work Plan

Project Understanding

This plan will establish a vision for walkability and a strategy for implementation that considers the unique characteristics of the involved communities. It will be formed with direct input from residents, local stakeholders, government staff, and elected officials. The 2017 Regional Bicycle and Pedestrian Plan for Southern Nevada, which Alta developed, lays the groundwork for this study, and its 5-year update will in turn be informed by the Walkability Plan’s pedestrian network, priority investment locations, street typologies, and implementation plan. Following a robust community engagement effort supported by data analysis, review of previous planning efforts, and input from the RTC and local government staff, the Alta team will produce a plan that identifies opportunities to improve pedestrian infrastructure in critical areas, including near job and shopping centers, schools, transit, parks, and other community destinations and services.

We will build on our familiarity in the region with the RTC from our previous work on the Regional Bicycle and Pedestrian Plan and other projects to develop an implementation-focused Regional Walkability Plan.

While not pursuing the RFP as a prime consultant, Alta is aware of the RTC’s Transportation Health Study, work that is planned to occur concurrent to the Regional Walkability Plan, with the potential for analyzing the health benefits of proposed pedestrian networks and typologies. We propose coordinating with the selected consultant team to align our efforts to achieve efficiencies and reduce “outreach fatigue” amongst community members engaged in both efforts. During our work on the Moapa Valley Trails Study, Alta carried out a similar partnership with another consultant team performing complementary work during the same period, collaborating on public outreach and sharing data to mutual benefit.

Drawing from the Alta team’s recent project experience with the RTC and Clark County communities, national experience developing walkability studies, and established position as the leader in active transportation planning, we will deliver an actionable and informed strategy for achieving the RTC’s goals. The following describes our understanding of the project objectives, key issues and concerns, and how our team is best suited to deliver a successful project for the RTC.

Project Objectives

Based on the RFP and our understanding of walkability conditions in the Las Vegas Valley, we have identified the following key project objectives:

1. Establish a vision and supporting policy framework for walkability improvements informed by a thorough and coordinated public engagement effort
2. Coordinate with local and regional government agencies to nurture and inspire walkability champions, create an action plan, and garner commitments for implementation
3. Develop a pedestrian network of context-sensitive walkability street typologies applicable to the wide spectrum of urban/rural conditions encountered in the study area
4. Create a forward-looking planning document that features exceptional graphic design and prose, so that it communicates the Plan’s vision in an accessible manner and serves as a reference guide for technical implementation
Challenges and Objectives
Based on our experience working with diverse communities on active transportation analysis, planning, design, and public engagement, we are prepared to address the following issues:

**Achieving the RTC’s vision for walkability within the context of existing vehicular and active transportation infrastructure**

The development of any kind of transportation infrastructure requires balancing competing transportation priorities, limited rights-of-way, and available funds. In the context of achieving the Plan’s goals, a transparent and community-driven process is paramount to achieving the right balance so all users of the shared roadway feel heard, safe, and accommodated. We will work with the RTC and Technical Advisory Committee (TAC) to identify and engage the right groups with meaningful dialogue.

**Engaging in meaningful public outreach despite social distancing directives**

We will employ flexible, innovative, and well-publicized virtual outreach strategies that provide new opportunities for reaching constituents who may otherwise not attend in-person events. For our projects across North America, Alta has successfully shifted conversations from in-person events to virtual ones in recent months. For example, Alta staff (including Sam Corbett and Tim Bevins) recently conducted a virtual workshop for the City of Riverside, CA, to share and gather feedback on preliminary bicycle and pedestrian facility recommendations. This workshop featured live polling, Q&A, and virtual mapping, and yielded many more participants and responses than typically encountered at an in-person meeting. Alta will carefully monitor the COVID-19 pandemic, and follow local and statewide directives regarding social distancing requirements, and will resume traditional engagement efforts when it is safe to do so.

**Competing demands for City and County staff time and attention**

We recognize that though this Plan is critical to the RTC, County, and involved cities, staff have competing demands and may not have the bandwidth to make it a priority on any given day. To this end, we see ourselves as an extension of RTC staff—our job is to deliver a thorough, data-driven, and implementable Plan that reflects the values of the TAC and communities through a process that involves staff at key decision points, but does not overburden them on a day-to-day basis.

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**Task 1. Project Management and Coordination**

**Task 1.1 Project Kick-off Meeting**

Within two weeks of the NTP, the Alta team will facilitate a virtual kick-off meeting via Zoom to strategize with RTC staff. The purpose of the kick-off meeting is to confirm the work plan and schedule, clarify agency needs and roles, and identify clear communication pathways. We recommend the agenda include the following items:

- Review goals, strategies, and roles
- Review scope and schedule and identify any budget adjustments
- Identify any potential obstacles/challenges
- Identify available data
- Establish communication protocols
- Clarify next steps and key action items

In addition to our experience in the region, Alta has developed (or played a key role in developing) dozens of regional and statewide plans across the country. We understand how navigate the unique needs of these projects, such as coordinating and integrating the needs of numerous jurisdictions (which may have different or competing goals) and planning improvements over large geographies.
Alta Project Manager Tim Bevins will prepare and submit a list of draft goals for the Plan, a Data Needs Request Memo, and a draft agenda to the RTC PM prior to the kick-off meeting. After an inventory of our existing geospatial database for the region, Alta will submit a Data Needs Request Memo for any additional information or layers.

At the conclusion of the kick-off meeting, key action items will be identified, and the project schedule and scope will be revised if necessary. Tim will provide meeting minutes within 48 hours of the kick-off meeting.

**Task 1.2 Invoicing**

Alta uses Deltek Vision to manage projects. This software allows Alta’s Project Managers to track project costs in real time, maintain a schedule of future labor hours, and produce monthly progress reports. We will administer subconsultant (DBE) agreements and adhere to other RTC invoicing requirements.

**Task 1.3 Ongoing Project Management**

Throughout the project, there will be ongoing coordination between Alta’s PM (Tim) and the RTC PM to keep the RTC updated on project development. Alta will conduct bi-weekly coordination calls with RTC staff to review project status, schedule, and budget and provide meeting notes within two business days of the conclusion of each meeting.

Materials shared with external stakeholders and the general public will be reviewed and approved by necessary RTC staff and departments prior to distribution.

**TASK 1 DELIVERABLES:**
- Meeting agendas, facilitation guides, and notes
- Project and community engagement schedule

*Note: The Alta team recognizes that federal funds are to be utilized and will meet federal conditions throughout the course of the project.*

**Task 2. Community Engagement**

**Task 2.1 Community Engagement Plan**

As the RTC establishes a vision for walkability in the Las Vegas Valley, it is critical to involve the public in the process. The Alta team has extensive experience conducting both in-person and digital public outreach and marketing with elected officials, TACs, stakeholders, and the general public. Since the issuance of Shelter in Place directives in response to COVID-19, we have made a concerted effort to expand and innovate within the virtual outreach space. Since the limitations on public gatherings came into effect in March of 2020, our team has worked with our clients to transition previously scheduled events into virtual workshops.

Alta’s in-house web development team has been developing interactive websites, surveys, input maps, and other online engagement tools for years. These tools have become more important in recent months due to the COVID-19 pandemic, and Alta has been able to help our clients move seamlessly from in-person engagement to virtual engagement.
Some of the strategies deployed include virtual public workshops simulcasted on social media and public access television, live text-to-vote polling of audience preferences, staffed call-in lines, text messaging platforms, Zoom-hosted TAC meetings, virtual open houses, online surveys, and online maps for public input. Given public health considerations and circumstances at the time of writing this proposal, and anticipated limitations on public gatherings for the foreseeable future, the Alta team will focus on virtual community engagement, and will assess opportunities for traditional public engagement strategies in coordination with RTC staff for later project phases.

The Alta team is actively monitoring Roadmap to Recovery guidelines and protocols released by the Nevada Governor’s office, and will monitor this guidance to inform decisions regarding when in-person community engagement might resume. Regardless of the delivery method, the Community Engagement Plan will establish performance objectives for outreach and marketing efforts such as intended audiences, attendance, duration, and engagement.

The Alta team will develop a detailed Community Engagement Plan that describes proposed strategies and identifies a schedule and key considerations for each activity type. The engagement plan will be consistent with the existing RTC Public Participation Plan and the Southern Nevada Strong Community Engagement Toolkit, and clearly identify outreach objectives, input desired, tactics, and timelines. Elements of the community engagement plan will include:

- **A summary of community input from recent plans** related to walkability and active transportation, including survey and anecdotal data, as well as identification of any gaps in feedback, such as populations not reached, to help minimize survey fatigue. This exercise will inform our Community Engagement Plan and outreach methods, and help uncover additional data needs.

- **Specific outreach objectives**, such as gathering feedback on preferences for street design concepts, pedestrian corridors, and investment locations, identification of potential walkability champions that represent a diverse group of representatives, and increasing community understanding of walkable community design principles through education. Understanding the general principles of walkable designs can improve the quality of feedback received. In our educational program, we propose to incorporate:
  - Best practice examples from similar communities
  - Educational materials for youth, adults and Hispanic populations
  - Crime Prevention Through Environmental Design (CPTED) strategy application to walkable corridors (i.e. public art and murals, shade, tree, lighting, seating, etc.)

- **Established measures of success** using the RTC Public Participation Plan metrics as a baseline, including number of people reached, number of surveys completed, number of events held, and number of digital interactions

- **A stakeholder analysis** to identify target audiences and potential contacts. This analysis will assist in the identification of potential TAC members. Using the Southern Nevada Strong Community Engagement Spectrum, we will work with the RTC to determine the level of engagement and appropriate method(s) of engagement for each audience type. Potential stakeholders may include:

For the cross-state Rio Grande Trail Master Plan, Alta developed an online open house to gather feedback from residents and stakeholders across New Mexico. Online tools like these are effective ways of reaching people across large geographies, and reaching people who may not otherwise be able to attend in-person events.

The full online open house can be viewed here: [https://dev.altaprojects.net/voh/](https://dev.altaprojects.net/voh/)
Pedestrians who rely on walking or mobility devices regularly as transportation

Populations that are often transit-dependent such as children, older people, low-income people, and people without access to vehicles

Transit riders, who may walk for first and last mile access to transit stops

State, regional, and local agency decision-makers and staff responsible for infrastructure related to walkability

People that rarely or do not currently walk for transportation

Health, educational, and professional organizations focused on promoting walking and complete communities

Local walkability champions and/or supporters of plan implementation

- A list of contact information for community champions, in collaboration with RTC staff.

- An outreach schedule that summarizes all outreach activities, participants, roles, locations, and event dates and times. The schedule will include adequate time for RTC MPO staff and Government Affairs, Media, and Marketing (GAMM) review and subsequent revisions of surveys, event plans, other outreach materials.

Alta will submit a draft engagement plan to RTC MPO staff for their review, and will respond to one consolidated set of comments. A revised, final engagement plan will then be sent to RTC staff for final approval.

**Task 2.2 Technical Advisory Committee**

The results from the stakeholder analysis performed as part of Task 2.1 will serve as a building block in identifying potential TAC members, likely to include walkability experts and key community stakeholders from diverse organizations, interests, geographic areas, and demographics. TAC members will serve as subject matter experts and key stakeholders in developing the Regional Walkability Plan, and as representatives of, and liaisons to, their respective communities or organizations.

Our team recommends identifying TAC members prior to the kickoff and training event (Task 2.3) so they are involved in the project from its initiation, can benefit from the training offered, and be active participants in defining/refining their roles over the course of the project. Based on our experience, we recommend a maximum of 30 TAC representatives selected to maximize meaningful participation at meetings and keep each meeting at two hours or less. To conserve budget and encourage maximum participation, we propose that the TAC convene bi-monthly through Zoom or another virtual meeting platform. Prior to each meeting, Alta will develop meeting agendas and any other necessary supporting materials for TAC review. Within 48 hours following each meeting, Alta will compile meeting minutes with clearly identified action items.

**Task 2.3 Kickoff Event/Training**

The Alta team will initiate the community engagement effort with a kickoff training event, designed to share current transportation and street design trends, raise awareness of walkability challenges and needs through small group walk audits, provide an overview on how to conduct a walk audit, and encourage participants to become walkability champions. The training will include a presentation, and engage participants in interactive exercises to build awareness and support for walkability improvements within the Las Vegas Valley. Alta’s Sherie Moore will serve as our team’s primary trainer; she has conducted over 50 walk audits and trainings for the Clark County School District and other local agencies. Sherie will be supported by additional Alta staff, all of whom have experience conducting and leading walk audits for a variety of clients across the urban/rural transect.

The kickoff training event is anticipated to include two sessions: a 3-4 hour morning session designed for a larger group of up to 30 participants such as TAC members, local agency planners, engineers, health and safety professionals, and pedestrian advocates, and a 2-3 hour afternoon session formatted for a...
smaller group of elected and appointed officials and RTC leadership. Our team will handle logistics including digital software licenses and setup, room reservations (if needed), invitations, registration, and continuing education credits.

The training will culminate in facilitated walk audits in smaller groups highlighting local walkability challenges and needs. The walk audits will provide an opportunity for training participants to share fine-grain local knowledge with us that can further inform the Plan while preparing them to conduct their own audits as part of future planning, engineering, or advocacy work. During the audit, participants will observe conditions and behaviors to identify deficiencies, safety hazards, and other barriers to walkability. If conducted virtually, we will work with RTC staff to select locations familiar to training participants, and if conducted in-person, we will select locations near the venue. In both instances, we will aim to limit breakout group sizes to no more than six participants and one trainer in order to facilitate meaningful discussion and engagement.

The Alta team has conducted virtual walk audits in the past, a strategy we intend to deploy for this training. Alta’s staff will prepare guided digital “walks” utilizing audit checklists, marked-up Google maps and street view images highlighting walkability opportunities and constraints, complemented by a pre-planned route on Google Earth. Alta’s trainers will share their screen with workshop participants, stopping at different locations along the route to audit intersections and sites with attendees. Should public health circumstances accommodate an in-person training event, we will work with RTC staff to identify a suitable training venue and determine logistical needs.

**Task 2.4 Outreach Activities**

After reviewing and considering the results from identification of feedback gaps in Task 2.1, the Alta team will work with RTC staff to develop an outreach plan that incorporates two categories of methods: **Essential outreach methods** are integral to the project regardless of the feedback gaps identified and include the following:

- Facilitate up to ten TAC meetings
- Conduct up to 14 interviews with local agency planning and public works staff to gather success stories, identify walkability barriers, opportunities and planning sideboards
- Community and/or TAC involvement in walk audits described in Task 6
- Online public input map and survey tool
- Copy for social media postings
- Components for an RTC-hosted and maintained project webpage
- Up to six presentations to RTC committees to provide project updates and obtain feedback

**Tailored outreach methods** that may be appropriate following the review of previous outreach and feedback gaps include:

- Pedestrian intercept surveys
- Pop-ups at local events
- Visual Preference Survey (digital or at pop-ups)
- Virtual walkability trainings
- Online public meetings utilizing Zoom, ConceptBoard, or other services

Alta will prepare a schedule that summarizes all outreach activities, participants, roles, locations, and event dates and times. The schedule will be submitted for the RTC MPO and GAMM for review and revision of surveys, event plans, and other outreach materials. The RTC will provide Alta a timeframe that outlines the number of days needed for review and revision at the onset of the project.

Alta will create a process for collecting and responding to comments. We will prepare a bilingual handout or infographic that summarizes input and how it was used in the decision-making process. The handout will be distributed to those commenting on and contributing to the plan.

**Task 2.5 Outreach Summary and Evaluation**

Alta will prepare an outreach summary to include comments and responses from all data collection efforts, including surveys, social media, events and emails, outreach performance metrics, and demographic information compared to the Clark County general population.

Alta will prepare and submit a mid-point outreach assessment report. We will use the assessment to determine if outreach methods are capturing feedback from a diverse and representative population in the project area, and identify adjustments that may be needed.

**TASK 2 DELIVERABLES:**

- Kickoff agenda, facilitation guide/training curriculum, materials, and summary report
- Summary of past survey themes/key findings
- Community engagement plan, including specific plans to execute all outreach tactics
- Stakeholder analysis and contact list
Task 3. Communication Tools

Task 3.1 Project Branding
Alta’s in-house graphic design team will develop intuitive, approachable, and consistent branding for the Plan document, slide deck, fact sheet, and other materials as needed.

Task 3.2 Communications Materials
Alta’s graphic designers will create a bilingual, printable project fact sheet utilizing universal design principles to aid in general comprehension of the Walkability Plan’s vision and goals. Our team will also develop content for a project website and online meeting platform as described above in Task 2.4, that can be re-purposed by the RTC for use in social media postings. Alta is the leader in active transportation planning and design, and we have a comprehensive database of visual aids such as photos, diagrams, renderings, and videos to communicate planning concepts during outreach, and we will utilize this inventory to select the most appropriate communication tools for engagement efforts. We will also prepare communication tools for digital walk audits (i.e., annotated maps, images, and forms as described in Task 2.3).

**TASK 3 DELIVERABLES:**
- Bilingual project fact sheet
- Content for project website or online meeting platform
- Visual aids
- Annotated maps and imagery for digital walk audits

Task 4. Data Collection and Analysis

Task 4.1 Related Plan Review and Evaluation
Alta will review previous regional and local planning efforts to identify common themes, challenges, opportunities, and previously recommended improvements related to walkability. Documents to be reviewed include:
- Previously adopted RTC and local member agency projects, such as the Southern Nevada Team Action Plan (2018), RTC Pedestrian Comfort Study and Demonstration Projects (developed by Alta in 2018), and local active transportation and Safe Routes to School plans.
Current or ongoing RTC and local agency projects, such as the 10-minute Walk to Parks Campaign in the City of Henderson, the North Las Vegas Citywide Pedestrian & Bicycle Plan (developed by Alta), and City of Las Vegas Health Impact Assessment Decision-Making Tool

Planned future RTC projects, such as the Access 2050: Regional Transportation Plan Update and the LIDAR Roadway Inventory

Existing transportation data, plans, or designs, including pedestrian crash data, Capital Improvements Programs, and local agency Master Streets and Highways Plans, roadway cross sections, codes, policies, and transportation plans

Existing GIS and demographics data, such as health and equity maps, existing and proposed pedestrian facilities, food deserts, LIDAR pedestrian counts, and walk time to RTC transit stops

Existing enforcement and education programs related to walkability, such as Safe Routes to School or the UNLV Transportation Research Center Vulnerable Road Users Project

Local agency comp plans and development codes

Local academic research focused on walkability

During this review, the Alta team will conduct outreach to lead agencies and organizations to evaluate the implementation status of various pedestrian plans and identify opportunities to include and build on previous planning efforts.

**Task 4.2 Existing Pedestrian Conditions**

Alta’s team of GIS technicians and planners will collect and review existing conditions data relevant to the Walkability Plan. We will use whatever data is available to prepare regional and local base maps in GIS that will show the following data, as available:

- Existing pedestrian infrastructure including sidewalks organized according to broad categories (i.e. attached, detached sidepath, detached trail, painted walkways) and/or comfort level
- Major pedestrian projects (i.e. lane reconfiguration opportunities, Complete Streets) identified in previous plans
- Intersection density
- Current and future projected AADT and existing speed limits
- Other utility right-of-way uses, such as roadways serving as significant flood control facilities and power line corridors, and related opportunities and challenges
- Existing and future transit routes, stops, and stations, and first mile/last mile zones
- Urban design considerations such as the 5Ds (density, diversity, design, distance to transit, access to destinations), locations of 20-minute neighborhoods, building locations in relationship to the street, urban tree canopy, and heat islands
- Demographic and demand factors such as households without vehicle access, low-income areas, non-white populations, older people, walk mode share by zip code, location of key community destinations such as schools, parks, and employment centers
- Pedestrian collisions, including locations and causality (SWITRS data, supplemented by any additional regional or local data such as from Crossroads)
- Walk Score
- Locations with short trips, potentially gathered through available mobile device data obtained by the consultant
- Other relevant assessment factors identified by the Alta team.

Should the LIDAR data be available in time, we will incorporate it into our existing conditions analysis and mapping.

**Task 4.3 Funding**

Alta will prepare a summary of funding sources that could be utilized to finance design, construction, and maintenance of pedestrian improvements identified in the Plan. Our in-house grant-writing experts excel at identifying funding opportunities and matching projects with the right grant. Alta will identify potential matching and major funding sources, associated criteria, and requirements in a matrix table.

**TASK 4 DELIVERABLES:**

- High-level, short summary of themes, opportunities and challenges related to walkability from previous plans
- List of planning sideboards
- Maps related to existing pedestrian conditions and demographics
- Summary of existing funding sources and gaps
- List of flood control and utility opportunities and challenges related to relocating sidewalks
locations with high rates of short trips being taken (potentially gathered through mobile device data such as Strava, if available).

**Task 6.2 Pedestrian Network and Street Typologies**

Based on input from RTC, community feedback, and existing conditions data collected, the Alta team will identify and map the pedestrian network and related street typologies. Street typologies will be identified based on information gathered from walkability assessments (Task 6.3), along with the following considerations:

- Varying modes of transportation
- Amenities that enhance the pedestrian experience (e.g., shade structures, places to sit)
- Universal design and technologies (e.g., wayfinding and mobile apps)
- Green infrastructure (e.g., natural environment such as open spaces and engineered systems such as bioswales and pervious pavement)
- Urban cooling treatments that help mitigate heat island effects (e.g., street trees, cool paving)

**Task 6.3 Walkability Assessments**

The Alta team is intimately familiar with conducting walk audits, and led 50 Safe Routes to School walk audits in Clark County between 2011-14, and was the subcontractor for an additional 50 walk audits in 2015-16. Walkability assessments offer a formal process to inventory existing facilities and identify existing barriers to walking, needed engineering improvements, and overarching street typologies.

Using input provided by the TAC and RTC staff, the Alta team will identify six assessment locations, at least two of which will be within priority pedestrian zones. Locations will vary in context, from rural to urban areas, to give the Alta team a sense of what street typologies exist regionally. The assessments will take place over the course of 2-3 days with up to 3 Alta staff in attendance, assuming travel is permitted and safe. Should public health considerations limit our ability to safely conduct in-person walkability assessments, the Alta team will collaborate with RTC staff to develop a digital assessment alternative, utilizing technologies such as Google Maps street view, Google Earth 3D building and geo-located photo database, high-resolution aerial imagery from Nearmap, and topographic maps. We will work with RTC to identify a list of key stakeholders to invite to attend these assessments including TAC members and RTC staff.
Task 7. Strategies, Policies, and Programs

Task 7.1 Achieving Plan Goals
Goals that the Alta team develops in Task 5.1 will be paired with a series of related policies or objectives by which to accomplish them. The Plan’s policy chapter will establish a roadmap for navigating from Goals to Policies to Objectives and Actions.

Task 7.2 Policies
The Alta team will draw from input from the RTC and previously identified policy changes to recommend new policies and amendments to existing policies that affect walkability throughout the region. These policy actions will guide design and programmatic decisions that support a pedestrians-first perspective, such as standards for marking crosswalks, lowering speed limits, or implementing the Plan itself.

Task 7.3 Programs
Based on stakeholder input from the community engagement activities in Task 2 and review of existing pedestrian programs, the Alta team will identify local and regional non-infrastructure needs related to walkability, and will develop local and regional education, encouragement, enforcement and evaluation recommendations. Programmatic recommendations will include:

- High-level information about each program’s purpose
- Links to relevant model programs
- Likely and potential partner organizations for each program

TASK 7 DELIVERABLES:
- List of recommended strategies, which may include policies and programs

Alta’s Equity Analysis can help guide prioritization of facilities so that pedestrian improvements are benefiting those who may rely on walking most, and improve access to life-enhancing services and community centers.
Task 8. Implementation

Task 8.1 RTC Streets and Highways and Local Agency Coordination
The Alta team will coordinate with local agencies to identify opportunities to integrate the pedestrian network proposed in the Plan into upcoming roadway projects and into Capital Improvement Programs for their respective jurisdictions, and with RTC staff for incorporation into the Commission's Regional Project Coordination Map.

Task 8.2 Implementation Plan
Building off of work performed in Tasks 6 and 7, the Alta team will develop a phased and prioritized implementation strategy that includes:

- Lead and support organizations, resources needed, and timelines for implementation
- An implementation tracking methodology
- Suggested maintenance and operations procedures based off of best practices

Building off of the priority zones, pedestrian network and street typologies, and walkability assessments developed and performed in Task 6, Alta will develop a phasing plan that recommends a project implementation timeline to complete pedestrian improvements over the next 15 years. This phasing plan will also be cross referenced to potential funding sources identified in Task 4.3. Alta will work with the RTC to develop an implementation tracking methodology that guides City staff in tracking implementation of the Plan and notes the agency and position responsible for facilitating different aspects of the Plan and where ongoing coordination may be required.

Task 8.3 Performance Measures
To supplement the Implementation Plan, the Alta team will develop a list of key performance indicators such as miles of detached sidewalks along lower speed streets, annual pedestrian fatalities and significant injuries and intersection density, accompanied by baselines, targets, and tracking roles for measuring the success of the Regional Walkability Plan.

Task 8 DELIVERABLES:
- List of opportunities for short-term implementation in upcoming roadway projects
- Implementation plan
- Performance measures with baselines and targets

Task 9. Plan Production

Task 9.1 Plan Chapters
To expedite the development of the full Walkability Plan, the Alta team will develop individual chapters for each Task. We suggest the following set of Chapters ultimately be included in the full draft Plan:

- Introduction (general, plus Task 5 Vision and Goals)
- Community Engagement (Tasks 2 and 3)
- Existing Conditions (Task 4)
- Priority Pedestrian Zones, Networks and Street Typologies (Task 6)
- Policies and Programs (Task 7)
- Implementation and Funding (Task 8)

9.2 Regional Walkability Plan Administrative Draft
Building on the individual chapters developed for each Task (Task 9.1), the Alta team will develop a cohesive Regional Walkability Plan Administrative Draft. This initial draft is meant to be internal for review by RTC staff and other relevant agencies. After reviewing the Administrative Draft Plan, RTC staff will provide Alta with 1 consolidated set of comments.

9.3 Regional Walkability Plan Public Draft
Alta will incorporate feedback received from the RTC in Task 9.2 to develop a Public Draft of the Regional Walkability Plan. The Public Draft is intended to be reviewed by the Technical Advisory Committee and project focus communities. Alta will work with the RTC to collect 1 consolidated set of feedback from the TAC, in addition to input collected from the community as part of Task 2.

9.4 Regional Walkability Plan Administrative Draft #2
Alta will incorporate feedback received from the TAC and the community in Task 9.3 to develop a second Administrative Draft of the Regional Walkability Plan for review by RTC Committees and the RTC Board. After reviewing the second Administrative Draft Plan, RTC will provide Alta with one 1 set of consolidated and consistent comments from Committees and the Board.

9.5 Regional Walkability Plan Final Draft
Based on feedback received on the second Administrative Draft Plan, the Alta team will incorporate edits and prepare the Final Draft Regional Walkability Plan. The Final Draft will be presented to local agencies and relevant RTC Committees, as described in Task 10.
**Task 10. Review and Approval**

**Task 10.1 Local Agency Presentations**

The Alta team will present the draft plan to the Las Vegas City Council, Henderson City Council, North Las Vegas City Council, Boulder City Council, and the Clark County Board of Commissioners. Alta will also prepare a condensed PowerPoint presentation that touches on the RTC Walkability Plan’s key themes, findings, and recommended projects.

**Task 10.2 RTC Committee Presentations**

Alongside RTC staff, Alta will present the draft plan and executive summary to RTC Committees for consideration and adoption, including the Metropolitan Planning Subcommittee, Specifications Subcommittee, Regional Project Coordination Committee, Executive Advisory Committee, Transportation Access Advisory Committee, Bus Stop and Bench Committee, and the RTC Board.

**TASK 10 DELIVERABLES:**

- Presentations to Local Agencies (up to 3 in-person and 2 Virtual)
  - Presentations to RTC Committees (up to 3 in-persons and 4 Virtual)

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**PROJECT SCHEDULE Months from Notice to Proceed (NTP)**

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**Task Progress**

**Deliverable**

**Public Outreach/Communication**

**Kick-off Event/Training**
06 Local Knowledge and Experience

Alta and the members of our team have worked in Clark County since 2009. Alta has completed work for the Regional Transportation Commission, Clark County, Clark County School District and the cities of Henderson, Las Vegas, and North Las Vegas.

Our experience in the region, including familiarity with the RTC and its processes, key stakeholders and community groups, and the overall transportation landscape, will add efficiency to our process and therefore benefit the RTC.

Our team’s combined expertise in multimodal planning, design, and outreach has been demonstrated in the following projects:

• Moapa Valley Trails Study, Clark County (2009)
• River Mountains Loop Trail to McCullough Hills Trail, City of Henderson (2009)
• Main and Commerce One-Way Couplet, City of Las Vegas (2011-12)
• Safe Routes to School Walk Audits, Clark County School District (2011-14)
• Safe Routes to School Walk Audits, RTC (2015-16)
• Regional Schools Multimodal Transportation Access Study, RTC (2015-16)
• Regional Bicycle and Pedestrian Plan, RTC (2016-17)
• Pedestrian Comfort Study and Demonstration Projects, RTC (2018)
• North Las Vegas Citywide Bicycle and Pedestrian Plan, Southern Nevada RTC, (2018-2019)

Additionally, Alta’s team includes staff that served as an active stakeholder on numerous local efforts to increase safe, multimodal transportation options, including the following:

• Southern Nevada Strong Regional Plan
• Washington Avenue and Owens Avenue/Vegas Drive Complete Streets Study
• Spencer Greenway Transportation Trail and UNLV Campus Bike Plan
• City of North Las Vegas Complete Streets Corridor Ranking Study
• Road safety audits on Eastern Avenue, Blue Diamond Road and Boulder Highway
• UNLV Transportation Research Center Vulnerable Road Users Project
• Zero Fatalities (NV) Pedestrian Safety Task Force

Alta specializes in planning for Safe Routes to School and supporting safe travel for our most vulnerable community members. We work closely with school populations and the surrounding communities to understand the challenges unique to walking in their community.
BUY AMERICA CERTIFICATE

CERTIFICATION OF COMPLIANCE WITH SECTION 165(a)

The bidder hereby certifies that it and/or the manufacturer it represents will comply with the requirements of section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, and the applicable regulations in 49 CFR part 661.

Date: 05/18/2020
Signature: Greg Maher
Title: Vice President
Company Name: Alta Planning + Design, Inc.

CERTIFICATION OF NON-COMPLIANCE WITH SECTION 165(a)

The bidder hereby certifies that it and/or the manufacturer it represents cannot comply with the requirements of section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, but it may qualify for an exception to the requirement pursuant to section 165(b)(2) or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended, and regulations in 49 CFR 661.7.

Date: 05/18/2020
Signature: Greg Maher
Title: Greg Maher, Vice President
Company Name: Alta Planning + Design, Inc.

[If a successful bidder fails to demonstrate that it complies with its certification, it will be required to take the necessary steps in order to achieve compliance. If a bidder takes these necessary steps, it will not be allowed to change its original bid price. If a bidder does not take the necessary steps, it will not be awarded the contract if the contract has not yet been awarded, and it is in breach of contract if a contract has been awarded]
CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, Greg Maher, On behalf of Alta Planning + Design, Inc., hereby certify (Name and title of official) that: (Name of Bidder/Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder/Company Name: Alta Planning + Design, Inc.
Type or print name: Greg Maher
Signature of Authorized representative: Greg Maher
Signature of notary and SEAL: Erin Cox
Date: 5/21/2020
GOVERNMENT-WIDE DEBAMENT AND SUSPENSION (NONPROCUREMENT)

**Instructions for Certification:** By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR part 180.

2. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
   a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
      1. Debarred
      2. Suspended
      3. Proposed for debarment
      4. Declared ineligible
      5. Voluntarily excluded
      6. Disqualified
   b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
      1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
      2. Violation of any Federal or State antitrust statute, or
      3. Proposed for debarment commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property
   c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
   d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
   e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
   f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
      1. Equals or exceeds $25,000,
      2. Is for audit services, or
      3. Requires the consent of a Federal official, and
   g. It will require that each covered lower tier contractor and subcontractor:
      1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
      2. Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
         a. Debarred from participation in its federally funded Project,
         b. Suspended from participation in its federally funded Project,
         c. Proposed for debarment from participation in its federally funded Project,
         d. Declared ineligible to participate in its federally funded Project,
         e. Voluntarily excluded from participation in its federally funded Project, or
         f. Disqualified from participation in its federally funded Project, and
   
3. It will provide a written explanation as indicated on a page attached in FTA’s TrAMS-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

**Certification**
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<tr>
<td>Signature of Authorized Official</td>
<td>Greg Maher</td>
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<tr>
<td>Name and Title of Contractor's Authorized Official</td>
<td>Greg Maher, Vice President</td>
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<tr>
<td>Date</td>
<td>5/18/2020</td>
</tr>
</tbody>
</table>
The Regional Transportation Commission of Southern Nevada (RTC) has established a goal to identify, communicate and work with socially and economically disadvantaged businesses in the RTC procurement process of construction projects, commodities, and services. The RTC wishes to ensure that those businesses, which have been traditionally underutilized are afforded the opportunity to fully participate in the overall procurement process. Therefore, RTC expects all general contractors to solicit Disadvantaged Business Enterprises (DBE) and Small Business Elements (SBE) certified in accordance with U.S. Department of Transportation regulations, 49CFR Part 26, as subcontractors and material suppliers.

The Proponent hereby assures that it shall make Good Faith Efforts, as defined in Appendix A of 49 CFR Part 26, Regulations of the Office of the Secretary of Transportation, to subcontract a specified percentage of the dollar value of the Contract to small business concerns owned and controlled by socially and economically disadvantaged individuals.

The apparent successful Proponent will be required to submit information concerning the DBEs/SBEs that will participate in this Contract. The information will include the name and address of each DBE/SBE, a description of the work to be performed by each named firm, and the dollar value of the contract.

Any substitutions of DBE/SBE firms shall comply with provisions of the Contract. In the event that the Proponent is unable to fulfill the goal requirement, the Proponent has attached documentation detailing its good faith efforts to meet the goal.

(Proponent shall insert the percentage for DBE/SBE participation even if the percentage is less than the Contract goal.)

Alta Planning + Design, Inc.

Name of Proponent

Greg Maher

By: Digitally signed by Greg Maher

Date: 2020.05.18 18:41:23 -05'00'

(Signature of Authorized Representative*)

Name: Greg Maher

(Type or Print)

Title: Vice President

Date: 05/18/2020

*This Proponent’s Assurance shall be executed by a duly authorized representative of the firm.
GUIDANCE CONCERNING GOOD FAITH EFFORTS
49 CFR PART 26 APPENDIX A

TITLE 49 - TRANSPORTATION

SUBTITLE A - OFFICE OF THE SECRETARY OF TRANSPORTATION

PART 26 - PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS

subpart f - COMPLIANCE AND ENFORCEMENT

Appendix A to Part 26 - Guidance Concerning Good Faith Efforts

I. When, as a recipient, you establish a contract goal on a DOT-assisted contract, a bidder must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder can meet this requirement in either of two ways. First, the bidder can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

II. In any situation in which you have established a contract goal, part 26 requires you to use the good faith efforts mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder has made.

The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

III. The Department also strongly cautions you against requiring that a bidder meet a contract goal (i.e., obtain a specified amount of DBE participation) in order to be awarded a contract, even though the bidder makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring bona fide good faith efforts.

IV. The following is a list of types of actions which you should consider as part of the bidder's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.

B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
C. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

D. (1) Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.

(2) A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

E. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.

F. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.

G. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

H. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

V. In determining whether a bidder has made good faith efforts, you may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, you may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average DBE participation obtained by other bidders, you may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.
**FEDERAL DBE/SBE SUBCONTRACTOR VENDOR INFORMATION FORM**

**THIS PAGE MUST BE COMPLETED, SIGNED AND ACCOMPANY THE BID/PROPOSAL.**

<table>
<thead>
<tr>
<th>NAME OF DBE/SBE Contact Person and Phone Number</th>
<th>Description of Work or Services to Be Subcontracted</th>
<th>Dollar Value of Contract</th>
<th>Percent DBE/SBE</th>
<th>*Designation Group (a-f)</th>
<th>Amount Towards DBE/SBE Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ericka Aviles Consulting LLC Ericka Aviles, (702) 300-7670</td>
<td>Public Outreach</td>
<td>245,461.00</td>
<td>3%</td>
<td>B/F</td>
<td>8,050.00</td>
</tr>
<tr>
<td>Alta Planning + Design, Inc. Greg Maher</td>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*100% for DBE/SBE subcontractors and manufacturers self-performing the work, 60% for DBE/SBE suppliers (regular dealers)*

For all Firms listed as Disadvantaged Business Enterprises (DBEs) or Small Business Enterprises (SBEs), attach a copy of the current certification letter.

Bid Amount (Base Bid Total plus All Additives Alternates): $245,461.00

Total DBE/SBE Amount: $8,050.00

Percentage of DBE/SBE Participation: 3%

**Alta Planning + Design, Inc.**

Name of Proponent

Signature of Authorized Representative

**Date:** 05/18/2020

(*) **Designation Group:**
(a) Black American
(b) Hispanic American
(c) Native American
(d) Asian-Indian American
(e) Asian-Pacific American
(f) Female
# FEDERAL PROJECTS

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) / SMALL BUSINESS ELEMENT (SBE) VERIFICATION FORM**

**NAME OF PRIME CONTRACTOR OR CONSULTANT:** Alta Planning + Design, Inc.

**TITLE OF RTC PROJECT:** Regional Walkability Plan

**INVOICE REPORTING PERIOD:** 

**INVOICE NUMBER:** 

<table>
<thead>
<tr>
<th>NAME OF DBE / SBE SUBCONTRACTOR(S) OR SUBCONSULTANT(S)</th>
<th>TYPES OF SERVICES PROVIDED</th>
<th>TOTAL $ AMOUNT AWARDED TO DBE/SBE FIRM</th>
<th>$ AMOUNT SUBCONTRACTED TO ANOTHER DBE/SBE FIRM</th>
<th>$ AMOUNT SUBCONTRACTED TO NON-DBE/SBE FIRM</th>
<th>TOTAL AMOUNT SELF PERFORMED BY DBE/SBE FIRM(S) TO DATE (Towards DBE/SBE Goal)</th>
<th>% OF WORK SELF PERFORMED BY DBE/SBE FIRM(S) TO DATE (CUF) (Towards DBE/SBE Goal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Purdue Marion &amp; Associates</td>
<td>Public Outreach</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$38,150.00</td>
<td>$</td>
</tr>
<tr>
<td>(2) Ericka Aviles Consulting LLC</td>
<td>Public Outreach</td>
<td>$8,050.00</td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(3)</td>
<td></td>
<td>$</td>
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<td>(5)</td>
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<tr>
<td>(8)</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td></td>
<td><strong>$8,050.00</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$38,150.00</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

Note: If there is no DBE/SBE activity for this time period, indicate so by filling in zeros after the name of each DBE / SBE. Count 100% for DBE / SBE subcontractors and manufacturers for work they are self-performing; 60% for DBE / SBE suppliers (regular dealers).

**PROJECTED DBE/SBE PARTICIPATION AT CONTRACT COMPLETION:** 3%

---

Greg Maher  
**SIGNATURE**

Greg Maher, Vice President  
**AUTHORIZED REPRESENTATIVE**

5/19/2020  
**DATE**

This form must be completed, signed, dated, and submitted to the RTC with each invoice or the invoice will not be paid.
Alta Planning + Design, Inc. will comply with all of the requirements associated with the Prompt Payment Affidavit if awarded the project.

PROMPT PAYMENT AFFIDAVIT

Contractor will place a check in the appropriate box below that applies to this payment request.

Re: Payment Request No. _______

I, ______________________________ (Name), the ______________________________ (Title - e.g., President, Vice President, etc.) of ______________________________ ("Company"), do state the following with regard to payments made under Contract No. ______________________________ ("Contract"):  

1. ☐ Subcontractors, at the first tier, both DBE and non-DBE, who completed work and were listed for payment on the prior Payment Request No. ________, were paid no later than five (5) business days after Company received payment from RTC.

2. ☐ Copies of invoices and cancelled checks for subcontractors at the first tier who were paid under the prior payment request have been delivered or mailed to the DBE Department. In addition, Company has attached to the current Payment Request all lien waivers for prior subcontractor payments and any other documentation required by RTC. (Failure to attach all required documentation to the Payment Request or forward cancelled checks and invoices to the RTC may cause the Payment Request to be rejected by RTC.)

3. ☐ All retainage amounts withheld from any subcontractor who satisfactorily completed its portion of the contract work, including punch list items, were paid to the subcontractor(s) no later than fourteen (14) business days after it satisfactorily completed its work, whether or not RTC has paid said retainage amounts to Company. Attach a copy of the cancelled check evidencing payment of each retainage amount.

4. ☐ There was no delay in or postponement of any payment owed to a subcontractor, whether periodic payment or retainage amount, except for good cause and after receipt of prior written approval from the RTC Authorized Representative. Attach a copy of the written approval from the RTC Authorized Representative.

Alta Planning + Design, Inc.

Company Name

Signature

Print Name

Date: 05/18/2020

Subscribed and sworn to before me this ________ day of ________ 20__.

Notary Public
# Bidders List (Required at Bid Due Date)

**Project:** Regional Walkability Plan  
**Submitted by:** Alta Planning + Design, Inc.

## Prime Contractor (Bidder)

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Address/Phone #</th>
<th>DBE or Non-DBE Status</th>
<th>Age of Firm</th>
<th>Annual Gross Receipts</th>
</tr>
</thead>
</table>
| Alta Planning + Design, Inc.   | 617 W 7th Street, Suite 1103, Los Angeles, CA 90017 (213) 489-7443 | N/A                   | ☐ Less than 1 year  
☐ 1- 3 years  
☐ 4-7 years  
☐ 8-10 years  
☒ More than 10 years | ☒ Less than $500K  
☐ $500K - $1 million  
☐ $1-2 million  
☐ $2-5 million  
☒ Greater than $5 million |

## Sub-bidder Firm Names

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Address/Phone #</th>
<th>DBE or Non-DBE Status</th>
<th>Age of Firm</th>
<th>Annual Gross Receipts</th>
</tr>
</thead>
</table>
| Ericka Aviles Consulting       | 10620 Southern Highlands Pkwy, Suite 110-26, Las Vegas, NV 89141 (702) 300-7670 | DBE                  | ☐ Less than 1 year  
☐ 1- 3 years  
☐ 4-7 years  
☐ 8-10 years  
☒ More than 10 years | ☒ Less than $500K  
☐ $500K - $1 million  
☐ $1-2 million  
☐ $2-5 million  
☒ Greater than $5 million |
| Purdue Marion & Associates     | 1333 N Buffalo Dr. Suite 290, Las Vegas, NV 89128 (702) 222-2362 | N/A                   | ☐ Less than 1 year  
☐ 1- 3 years  
☐ 4-7 years  
☐ 8-10 years  
☒ More than 10 years | ☒ Less than $500K  
☐ $500K - $1 million  
☐ $1-2 million  
☐ $2-5 million  
☒ Greater than $5 million |

---

RTC RFP 20-042  
REGIONAL WALKABILITY PLAN  
FEDERAL CONDITIONS FORMS
DISADVANTAGED BUSINESS ENTERPRISE (DBE) 49 CFR Part 26

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, and Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. RTC’s SBE goal for this project is stated in the Solicitation Documents. The Bidder/Proponent shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Bidder shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Bidder to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as RTC deems appropriate. Each subcontract the Bidder/Proponent signs with a sub-contractor must include the assurance in this paragraph (see 49 CFR 26.13 (b). The Bidder/Proponent is required to pay its sub-contractor performing work related to this contract for satisfactory performance of that work no later than 30 days after the Bidder’s receipt of payment for that work for RTC. In addition, the Bidder/Proponent may not hold retainage from its sub-contractor.

The Bidder/Proponent must promptly notify RTC whenever a DBE sub-contractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE sub-contractor to perform at least the same amount of work. The Bidder/Proponent may not terminate any DBE sub-contractor and perform that work through its own forces or those of an affiliate without prior written consent of RTC.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Each Bidder/Proponent shall comply with all rules and regulations promulgated by the Federal Transit Administration of the U.S. DOT regarding participation of Disadvantaged Business Enterprises in contracting opportunities created by any contract awarded under this solicitation. Each Bidder/Proponent must submit the appropriate, prepared, and signed DBE certification. DBE Certification for Non-Rolling stock: Appendix 9 I ; DBE Certification for Rolling stock: Appendix 9 J (Required) Contract Assurance (§26.13). The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Company Name Alta Planning + Design, Inc.
Signature Greg Maher Digitally signed by Greg Maher Date: 2020.05.18 18:42:18 -05'00'
Title Vice President
Date 05/18/2020

(Balance of page intentionally left blank)
ORGANIZATIONAL CONFLICT OF INTEREST STATEMENT

Each entity that enters into a Contract with the Regional Transportation Commission of Southern Nevada (RTC) is required, prior to entering into such Contract, to inform the RTC of any real or apparent Organizational Conflict of Interest (OCI).

An OCI exists when a person or business entity has an unfair competitive advantage because of other activities or relationships with other persons. An OCI exists when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity – when the supplier is unable, or potentially unable, to provide impartial and objective assistance or advice to the RTC due to other activities, relationships, contracts, or circumstances.

2. Unequal Access to Information – The supplier has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.

3. Biased Ground Rules – During the conduct of an earlier procurement, the supplier has established the ground rules for a future procurement by developing the specifications, evaluation factors, or similar documents.

The Bidder/Proposer warrants that, to the best of his/her/its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to an OCI. The Bidder/Proposer agrees that, if after award, an OCI is discovered, an immediate and full disclosure in writing must be made to the RTC, which must include a description of the action, which the successful supplier has taken to propose to take to avoid or mitigate such conflicts. If an OCI is determined to exist, the RTC may, in its discretion, cancel the contract award. In the event the successful supplier was aware of an OCI prior to the award of the contract and did not disclose the conflict to the Purchasing Representative, the RTC may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime supplier, and the terms “contract”, “supplier”, and “Purchasing Representative” modified approximately to preserve the RTC’s rights.

Organizational Conflicts of Interest Prohibition and Non-Conflict Certification

The undersigned on behalf of the Bidder/Proposer hereby certifies that the information contained in this certification is accurate, complete and current.

Bidder/Proposer’s Signature and Date

Greg Maher

Typed or Printed Name

Vice President

Title

Alta Planning + Design, Inc.

Company Name

617 W 7th Street, Suite 1103, Los Angeles, CA 90017

Company Address

05/18/20
DISCLOSURE OF OWNERSHIP/PRINCIPALS

Type of Business:
- [ ] Individual
- [ ] Partnership
- [ ] Limited Liability Company
- [x] Corporation
- [ ] Trust
- [ ] Other

Business Name: Alta Planning + Design, Inc.

Business Address:

617 W 7th Street, Suite 1103
Los Angeles, CA 90017

Business Telephone:

(213) 489-7443

Disclosure of Ownership and Principals:

All non-publicly traded corporate business entities must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board. “Business entities” include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations. Corporate entities shall list all Corporate Officers and Board of Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use transactions, extends to the applicant and the landowner(s).

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Hudson</td>
<td>CEO</td>
</tr>
<tr>
<td>Brett Hondorp</td>
<td>President</td>
</tr>
<tr>
<td>Michael Jones</td>
<td>Vice President</td>
</tr>
<tr>
<td>Joe Gilpin</td>
<td>Vice President</td>
</tr>
</tbody>
</table>

For Real Property Transactions, pursuant to NRS 244.2795.1(b), (c), and 3, list all sources of income that may constitute a conflict of interest and any relationship with the real property owner or the owner of an adjoining real property:

N/A

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

[Signature]
Vice President, as duly authorized

[Print Name]
05/18/20

May 12, 2020

ADDENDUM NO. 01

INVITATION TO BID (ITB) NO. 20-042
REGIONAL WALKABILITY PLAN

The Regional Transportation Commission of Southern Nevada (RTC) herewith issues this Addendum to the above-referenced project. Except as modified herein, all other addenda, terms and conditions shall remain in effect.

**BID SUBMISSION DEADLINE REMAINS MAY 21, 2020 AT 3:00P.M.**

1. ATTACHMENT TAB IN NGEM- REGIONAL WALKABILITY STUDY INSTRUCTIONS-
FEDERAL CLAUSE

A. DELETE
Section 6- Disadvantaged Business Enterprises (DBE)/Small Business Enterprises (SBE)
(c) DBE/SBE Goal.
RTC’s overall voluntary goal for DBE participation is 3.6% of the contract amount. You may visit the Nevada Unified Certification Program website at http://nevadadbe.com/website/index.php for a database of federally certified DBE firms.

B. REPLACE WITH
Section 6- Disadvantaged Business Enterprises (DBE)/Small Business Enterprises (SBE)
(c) DBE/SBE Goal.
RTC’s overall voluntary goal for DBE participation is 1% of the contract amount. You may visit the Nevada Unified Certification Program website at http://nevadadbe.com/website/index.php for a database of federally certified DBE firms.

***********************************************************************

Sincerely,

Tonita Brown
Tonita Brown
Purchasing and Contracts
REGIONAL TRANSPORTATION COMMISSION
OF
SOUTHERN NEVADA

AGENDA ITEM

SUBJECT: AWARD BID

PETITIONER: M.J. MAYNARD, CHIEF EXECUTIVE OFFICER
REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

RECOMMENDATION BY PETITIONER:
THAT THE REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA (RTC) APPROVE THE AWARD OF BID NO. 20-044, JANITORIAL SERVICES PACKAGE 1 - BONNEVILLE TRANSIT CENTER (BTC) AND PACKAGE 7 - UNIVERSITY OF NEVADA, LAS VEGAS (UNLV), TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, NELLIS BUILDING SERVICES; AND AWARD PACKAGE 2 - CENTENNIAL HILLS TRANSIT CENTER PARK RIDE (CHTC), PACKAGE 3 - DOWNTOWN SUMMERLIN TRANSIT CENTER (DTS), PACKAGE 4 - INTEGRATED BUS MAINTENANCE FACILITY (IBMF), PACKAGE 5 - SUNSET MAINTENANCE FACILITY (SMF), PACKAGE 6 - SOUTH STRIP TRANSIT TERMINAL (SSTT), AND PACKAGE 8 - WESTCLIFF TRANSIT CENTER PARK RIDE (WCTC), TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, SILVER STATE TRANSPORTATION, LLC, FOR THE PERIOD FROM SEPTEMBER 1, 2020 THROUGH AUGUST 31, 2021, WITH FOUR, (4) ONE-YEAR RENEWAL OPTIONS; AND AUTHORIZE THE CHAIRMAN TO SIGN THE CONTRACTS (FOR POSSIBLE ACTION)

GOAL: SECURE FUNDING FOR EXPANSION, OPERATION, AND MAINTENANCE OF SYSTEMS AND ROUTES

FISCAL IMPACT:
Funds in the amount of $825,000.00 are budgeted and available in the Fiscal Year 2021 Transit Fund. If renewal options are exercised, funds will be budgeted in the same fund for future fiscal years.

BACKGROUND:
The Regional Transportation Commission of Southern Nevada (RTC) issued Invitation to Bid No. 20-044, Janitorial Services, on May 14, 2020 for eight separate packages. This project is to provide janitorial services for multiple locations. These services include, but are not limited, to general cleaning, power washing, dusting, vacuuming, and various other services per location. The RTC evaluated each package separately, taking into account that a bidder may be awarded a single or multiple packages based upon the lowest responsive and responsible bid provided for each package. All bids were opened at a public bid opening on June 11, 2020. The results are as follows:

<table>
<thead>
<tr>
<th>PACKAGE 1 BTC</th>
<th>COMPANY</th>
<th>ANNUAL BID TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC</td>
<td>Magic Hand Janitorial Services**</td>
<td>$58,803.53</td>
</tr>
<tr>
<td></td>
<td>Curbelo, Inc. (Nevada Cleaning System)*</td>
<td>$131,968.00</td>
</tr>
<tr>
<td></td>
<td>Absolutely Clean 4 U Cleaning Service, LLC*</td>
<td>$139,992.00</td>
</tr>
<tr>
<td></td>
<td>One Heart Janitorial, LLC*</td>
<td>$148,469.00</td>
</tr>
<tr>
<td></td>
<td>Nellis Building Services</td>
<td><strong>$171,157.00</strong></td>
</tr>
<tr>
<td></td>
<td>Southwest Building Maintenance</td>
<td>$171,445.00</td>
</tr>
<tr>
<td></td>
<td>United Service Companies (United Maintenance Company, Inc.)</td>
<td>$196,604.28</td>
</tr>
</tbody>
</table>
RECOMMENDATION BY PETITIONER:
THAT THE REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA (RTC) APPROVE THE AWARD OF BID NO. 20-044, JANITORIAL SERVICES PACKAGE 1 - BONNEVILLE TRANSIT CENTER (BTC) AND PACKAGE 7 - UNIVERSITY OF NEVADA, LAS VEGAS (UNLV), TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, NELLIS BUILDING SERVICES; AND AWARD PACKAGE 2 - CENTENNIAL HILLS TRANSIT CENTER PARK RIDE (CHTC), PACKAGE 3 - DOWNTOWN SUMMERLIN TRANSIT CENTER (DTS), PACKAGE 4 - INTEGRATED BUS MAINTENANCE FACILITY (IBMF), PACKAGE 5 - SUNSET MAINTENANCE FACILITY (SMF), PACKAGE 6 - SOUTH STRIP TRANSIT TERMINAL (SSTT), AND PACKAGE 8 - WESTCLIFF TRANSIT CENTER PARK RIDE (WCTC), TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, SILVER STATE TRANSPORTATION, LLC, FOR THE PERIOD FROM SEPTEMBER 1, 2020 THROUGH AUGUST 31, 2021, WITH FOUR, (4) ONE-YEAR RENEWAL OPTIONS; AND AUTHORIZE THE CHAIRMAN TO SIGN THE CONTRACTS (FOR POSSIBLE ACTION)

BACKGROUND (continued):

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<th>COMPANY</th>
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<td>1 Source Cleaning (OSCS LLC)</td>
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BACKGROUND (continued):

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<th>COMPANY</th>
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<td>United Service Companies (United Maintenance Company, Inc.)</td>
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BACKGROUND (continued):

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<th>COMPANY</th>
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<th>COMPANY</th>
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<td>Curbelo, Inc. (Nevada Cleaning System)</td>
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BACKGROUND (continued):

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<td>Best Janitorial Services of Nevada (High Quality Concepts, Inc.)</td>
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*Deemed non-responsible
**Bidder requested the withdrawal of their Bid

Staff conducted low bidder interviews with the apparent low bidders and performed a comprehensive responsive and responsible determination of the submitted bids. As a result, staff recommends the following:

- Approval of the contract(s) and award of the bid to the lowest responsive and responsible bidder, Nellis Building Services, for Packages #1 ($171,157.00) and #7 ($14,101.00) for the period September 1, 2020 through August 31, 2021, with four, one-year renewal options.
- Approval of the contract(s) and award of the bid to the lowest responsive and responsible bidder, Silver State Transportation for Packages #2 ($32,170.50), #3 ($31,170.50), #4 ($287,410.50), #5 ($297,130.50), #6 ($261,610.50), and #8 ($30,010.00), for the period September 1, 2020 through August 31, 2021, with four, one-year renewal options.

Respectfully submitted,

M.J. MAYNARD
Chief Executive Officer
CONTRACT NO. 20-044
JANITORIAL SERVICES
BONNEVILLE TRANSIT CENTER (BTC)

FIRM: Nellis Building Service
3920 Raymert Dr.
Las Vegas, Nevada 89121
(702) 825-8001
OWNER-CONTRACTOR AGREEMENT

THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this, (the “Effective Date”), by and between the Regional Transportation Commission of Southern Nevada, a political subdivision in the State of Nevada (the “OWNER”) and Nellis Building Service (the “COMPANY”), collectively referred to herein as the “PARTIES.”

RECITALS

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (Bonneville Transit Center (BTC)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

NOW, THEREFORE, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

AGREEMENT

1. PROJECT DESCRIPTION. The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. COMPENSATION AND TERMS OF PAYMENT. The total amount of this CONTRACT shall not exceed 171,157.00 annually, for the period from Notice to Proceed to August 31, 2021 unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. CONTRACT TERM. The initial term of the contract is from Notice to Proceed to August 31, 2021 with four (4) one-year renewal options.

4. DOCUMENT INCORPORATION. The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:

   A. Instructions to Bidder
   B. General Conditions
   C. Special Conditions
   D. Bid Proposal, Exhibit A
   E. Scope of Work, Exhibit B
   F. Insurance Requirements, Exhibit C

5. COMMENCEMENT AND COMPLETION DEADLINE. Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. NOTICES. Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

   To the Owner: Regional Transportation Commission of Southern Nevada
   Purchasing & Contracts Manager
To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.

REMAINING PAGE LEFT BLANK INTENTIONALLY
IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

NELLIS BUILDING SERVICES

By: SUNNY KIM
President

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: LAWRENCE L. BROWN III
Chairman

APPROVED AS TO FORM:

By: MARIN DUBOIS
RTC Legal Counsel

ATTEST:

By: David Clyde
Management Analyst
Bonneville Transit Center (BTC)

Nellis Building Services:
Monthly Services charges $ 14,262.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $13.00
EXHIBIT B – SCOPE OF WORK

SCOPE OF SERVICES
BONNEVILLE TRANSIT CENTER (BTC)
101 E. Bonneville, Las Vegas, NV 89101

SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the Bonneville Transit Center (BTC) for graveyard shift (10:00 PM to 6:00 AM), seven days a week, 365 days a year.

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the Bonneville Transit Center (BTC), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

Hundreds of people utilize this facility daily. This is a bus transfer hub to multiple bus routes that are accessed 24 hour a day, seven days a week, including holidays. The Company will provide a minimum of two (2) employees between the hours of 10:00 PM to 6:00 AM.

The Company agrees to furnish a complete cleaning maintenance contract for the Bonneville Transit Center (BTC) located at 101 E. Bonneville, Las Vegas, NV 89101. Without limiting the generality of the foregoing, the Company shall clean: all rooms, cabinets, windows, signs, glass, lights, light fixtures, ceilings, walls, stairs, columns, pipes, entrances, exits, toilets, showers, sinks, wash basins, handrails, offices, lobbies, charging stations, furniture, break room areas including appliances, doors, carpets, flooring, base boards, miscellaneous equipment, billboards, trash cans, bus bays, parking areas, landscaping, and sidewalks.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, furniture, walls, ceilings, landings, sidewalks, benches/seating areas, parking areas, including the Garces parking lot, and landscape. Power washing, six (6) times per week, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

Company shall perform all services outlined in these specifications, and shall ensure that the BTC is in a pristine condition, to the highest standards of cleanliness and safety. Company shall provide all personnel, and supervision to successfully perform the services required.

The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not
receive any additional compensation for said emergency call back service. If however, the Owners orders work to be done not covered in the contract, such as cleaning up after a fire, a separate payment statement shall be submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. The Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive four (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond and correct customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

1.3 Heavy Cleaning Hours

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, carpet cleaning (shampooing, dry powder, extracting and/or bonneting method), floor finishing, and any other tasks which would unduly interfere with public/staff access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

1.4 Safety Data Sheets

The Company shall provide Safety Data Sheets (SDS) that comply with Occupational Safety & Health Administration (OSHA) Title 29 CFR, section 1910.1200 for all chemicals intended for use in the BTC. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

The Company shall be responsible for any fines imposed by OSHA for lack of the performance regarding SDS sheets.

1.5 Chemicals
All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.6 Cleaning Supplies

The Owner shall be responsible to provide and replenish all custodial and paper products in restrooms, break rooms and locker rooms daily or as needed including:

- Bags for feminine hygiene products
- Batteries
- Biohazard cleaning kits
- Cleaning chemicals
- Enzymes
- Floor cleaner
- Hand sanitizer
- Hand soap
- Hand towels
- Paper towels
- Toilet tissue
- Toilet seat covers
- Trash liners
- Urinal mats
- Urinal blocks w/screen

In the event, that any equipment or fixture is non-functional (e.g., toilet, sink, vacuum, buffer, soap dispenser, hand sanitizer dispenser and/or hand dryer, the Company will notify the RTC.)

All restroom refill maintenance shall be according to manufacturer suggested maintenance schedule or as directed by Owner.

1.7 Rubber Gloves

The Company will use provided disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a contaminated waste (red bag) container.

1.8 Vacuuming Equipment
All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

All vacuums to be in good working condition free of floated emitted debris.

All vacuum cords are to be free of damage (e.g., fraying, open wires, etc.)

All vacuum cords must be three (3) pronged.

1.9 Supply Closet

The Company shall have available to them, one or more supply closets with sinks.

The Supply closet should be maintained in a clean and orderly manner.

SECTION 2: SAFETY AND SECURITY

2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered appropriate. Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines as provided and stored in the custodial closets. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.

Eye protection shall be worn when using any acid-based product, such as bowl cleaner. Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

2.2 Building Security

Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make Company responsible for all losses of RTC property.

2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. Company shall notify Owner immediately when one of its
employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.

All locked doors are to remain locked at all times and Company’s employees are not allowed to open any doors for anyone.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:

a) A schedule of the cleaning being performed.

b) Specific date(s) the cleaning is to commence.

c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Report

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on the specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation. The report should state when the missed work will be completed.

3.3 Furnishing Supervision Of Employees

The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 Damage To RTC Property

The Company shall perform required work in such manner that does not damage the BTC. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.
Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

### 3.5 RTC Vendor Identification Badges

Employees assigned to the RTC properties must be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owner’s sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall schedule an appointment to be issued an RTC Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. The Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

### 3.6 Uniforms

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

### 3.7 Changes To Schedule Of Service

The Owner reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

### 3.8 Removal Of Employee

The RTC reserves the right to request removal of any Company personnel during the term of the Contract if the RTC determines such a removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

**SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS**

### 4.1 Company Equipment

Owner shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to
be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner. Equipment deemed by the Company to be of improper type or design or inadequate for the purpose intended, or mechanically unsafe shall be removed from service and reported to the RTC before the next shift.

The Company will provide all approved cleaning chemicals/degreasers and equipment for power washing. The power washing equipment is to be a minimum rating of 4,000 psi and 120° Fahrenheit.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

4.3 Cleaning Specifications

a. Restrooms

Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service all employee and public restrooms. Clean and sanitize walls, mirrors, shower rooms, and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and sanitized with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets and urinals shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted.

b. Interior Trash Removal

The Company agrees that waste and/or recycles baskets and containers shall be emptied a minimum of once a day from all areas and resupplied with the appropriate liner or more often where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic
Services, do not overload the dumpsters as it can create a public health and safety issue.

c. Floor Care

Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.

Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.

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

4.4 Glass/Windows

a) All interior glass is to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry. All interior glass/windows will be spot-cleaned daily and fully cleaned weekly up to a 10’ above finished floor height.

b) Exterior glass, up to a 10’ above finished floor height, on the first (main) floor will be cleaned after each power washing.

c) Exterior glass, over 10’ above finished floor height, will be cleaned semi-annually.

4.5 Air Conditioning And Heating Registers

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

4.6 Walls, Ceilings And Doors

The Company is also to remove gum, stains, handprints and markings on all walkways, furniture, walls, ceilings and landings.

4.7 Graffiti Removal

The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while insuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 Exterior Trash Removal

The Company shall remove trash daily (including cigarette butts) from all inside and outside areas of
these facilities, including parking areas, and landscaped areas.

Empty and clean all exterior ashtrays in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 Sweeping Of Grounds

The Company shall sweep all outside areas during each shift. Such sweeping shall include all sidewalks, public outside areas, parking lots and around dumpsters.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.10 Power Washing

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, parking areas (including parking lot on Garces), benches, dumpster area, and surrounding facilities must be cleaned at least six (6) times per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “BTC” map for areas that must be power washed.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.11 Detailed Instructions

Interior, Lobby Areas, Drivers Areas & Bike Shop

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.

e) Clean, polish and sanitize drinking fountains with disinfectant.

f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.

g) Dust mop and damp mop all resilient tile floor areas.

h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.

i) Spot clean all interior glass and glass doors.

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

k) Remove trash from all outside facilities, including parking areas and landscaped areas.

l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.

m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly

   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

   e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

   f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly

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

   b) Brush or dust all high areas including walls, ceilings, doors and high molding.

   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area where a pattern is showing.

   d) Dust and clean cove base.

   e) Clean vertical and horizontal blinds, light fixtures and diffusers.

   f) Apply a coat of floor finish on flooring where spray buffing will not bring back a “just waxed” look. Refinish all flooring where a wax builds up or a yellowing appearance is present. Refinishing is not necessary if applying a coat of wax will return the clear, clean appearance. This is at the discretion of the RTC.

   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly

   a) Shampoo/bonnet or dry powder clean carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet or dry powder will not bring back the clean uniform appearance.

Restrooms

1. Daily

   a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs
in order to ensure public safety.

b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.

c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.

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

e) Clean mirrors.

f) Clean and sanitize all doors, door handles and door jams with disinfectant.

g) Clean and sanitize area below all hand dryers with disinfectant.

h) Clean and sanitize all partitions and walls with disinfectant.

i) Clean, polish and sanitize basins, faucets and trims with disinfectant.

j) Clean and sanitize toilets, seats and trims with disinfectant.

k) Clean and sanitize urinals and trims with disinfectant.

l) Clean and sanitize showers in bike shop with disinfectant.

m) Damp mop and sanitize floors with disinfectant.

n) Remove any graffiti that will scrub off.

2. Weekly

   a) Clean and sanitize walls and floors with disinfectant.

   b) Remove lime and scale buildup from plumbing fixtures.

   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.

   d) Pour enzymes down drains.

3. Monthly

   a) Brush and vacuum air returns, vents and area around vents.

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

   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

SECTION 5: ADDITIONAL WORK

Biohazard Clean Ups

The Company is responsible for any and all biohazard clean up, as well as proper disposal of biohazard per OSHA Standards. In the event of a biohazard, the Company will have thirty (30) minutes to respond and clean the biohazard once notified. If Company fails to correct issue within the time allowed a complaint will be filed per Section 1.2.

Camera Cleaning

The Company shall clean all interior and exterior security cameras semi-annually. The Company shall provide all equipment necessary for cleaning, including but not limited to poles, scissor lifis, etc. If camera quantity increases by 15% or more over the life of the contract, there may be an additional charge to Owner.

Total Camera Count: 82

SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. If at the Owners request, the Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper use and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.
EXHIBIT C
INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/ for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers’ compensation and professional liability insurance coverages. The Company’s insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits
of no less than $1,000,000 combined single limit per occurrence for bodily injury and property
damage to include, but not be limited to, coverage against all insurance claims for injuries to
persons or damages to property which may arise from services rendered by Company and any auto
used for the performance of services under this Contract. As an alternative to the specified auto
coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. Workers' Compensation and Employers’ Liability: The Company shall obtain and maintain for
the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to
underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada
Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole
proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts
website at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/) indicating that the
Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-
616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any
of the work to be provided will be performed out of the state of Nevada, then any Workers
Compensation policy must include an "all states endorsement" that provides for coverage in any
state. The endorsement must include the broadening of coverage to meet the applicable laws in that
state.

10. The Supplier shall provide Employers' Liability covering its legal obligation to pay damages
because of bodily injury or occupational disease (including resulting death) sustained by an
employee. The coverages required are as follows: Non-Project specific, occurrence basis, $1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy
limited.

11. Professional Liability – Not Applicable

12. Failure To Maintain Coverage: If the Company fails to maintain any of the insurance coverages
required herein, RTC may withhold payment, order the Company to stop the work, declare the
Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein,
or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect
any replacement insurance costs or premium payments made from the Company or deduct the
amount paid from any sums due the Company under this Contract.

13. Additional Insurance: The Company is encouraged to purchase any such additional insurance as
it deems necessary.

14. Damages: The Company is required to remedy all injuries to persons and damage or loss to any
property of RTC, caused in whole or in part by the Company its subcontractors or anyone
employed, directed or supervised by Company.

15. Cost: The Company shall pay all associated costs for the specified insurance. The cost shall be
included in the price(s).
16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services, Inc. certcontrol@instracking.com with a copy to alexanderro@rtcsnv.com

17. Insurance Form Instructions: The following information must be filled in by the Company’s Insurance Company representative:

   - Insurance Broker’s name, complete address, telephone and fax numbers
   - Company’s name, complete address, telephone and fax numbers
   - Commercial General Liability (per occurrence)
     - Deductible
     - Policy Number
     - Policy Effective Date
     - Policy Expiration Date
     - General Aggregate ($2,000,000)
     - Products-Completed Operations Aggregate ($2,000,000)
     - Personal & Advertising Injury ($1,000,000)
     - Each Occurrence ($1,000,000)
     - Fire Damage ($50,000)
     - Medical Expenses ($5,000)

   - Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)
     - Deductible
     - Policy Number
     - Policy Effective Date
     - Policy Expiration Date
     - Combined Single Limit ($1,000,000)

   - Worker’s Compensation and Employer’s Liability
     - Deductible
     - Policy Number
     - Policy Effective Date
     - Policy Expiration Date
     - WC Statutory Limits
     - Employer’s Liability Each Accident ($1,000,000)
     - Employer’s Liability Disease – Each Employee ($1,000,000)
     - Employer’s Liability Disease – Policy Limit ($1,000,000)

   **Description:** Contract No. 20-044 ; Project Title: Janitorial Services (BTC) (must be identified on the initial insurance form and each renewal form)

   **Certificate Holder:**
   - Regional Transportation Commission of Southern Nevada, its officers, employees, and agents
   - c/o Insurance Tracking Services, Inc. (ITS)
The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.

The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
CONTRACT NO. 20-044
JANITORIAL SERVICES
CENTENNIAL HILLS TRANSIT CENTER PARK AND RIDE (CHTC)

FIRM: Silver State Transportation, LLC
5113 Alpine Place
Las Vegas, Nevada 89107
(702) 878-8020
OWNER-CONTRACTOR AGREEMENT

THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this (the “Effective Date”), by and between the Regional Transportation Commission of Southern Nevada, a political subdivision in the State of Nevada (the “OWNER”) and Silver State Transportation, LLC (the “COMPANY”), collectively referred to herein as the “PARTIES.”

RECITALS

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (Centennial Hills Transit Center Park and Ride (CHTC)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

NOW, THEREFORE, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

AGREEMENT

1. PROJECT DESCRIPTION. The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. COMPENSATION AND TERMS OF PAYMENT. The total amount of this CONTRACT shall not exceed 32,170.50 annually, for the period from Notice to Proceed August 31 2021 unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. CONTRACT TERM. The initial term of the contract is from Notice to Proceed to August 31, 2021 with four (4) one-year renewal options.

4. DOCUMENT INCORPORATION. The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:

A. Instructions to Bidder  
B. General Conditions  
C. Special Conditions  
D. Bid Proposal, Exhibit A  
E. Scope of Work, Exhibit B  
F. Insurance Requirements, Exhibit C

5. COMMENCEMENT AND COMPLETION DEADLINE. Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. NOTICES. Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

To the Owner: Regional Transportation Commission of Southern Nevada  
Purchasing & Contracts Manager
To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.
RTC CONTRACT NO. 20-044
JANITORIAL SERVICES (CHTC)

IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

SILVER STATE TRANSPORTATION, LLC

By: [Signature]
MARK FERNANDEZ
Managing Partner

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: [Signature]
LAWRENCE L. BROWN III
Chairman

APPROVED AS TO FORM: ATTEST:

By: [Signature]
MARIN DUBOIS
RTC Legal Counsel

By: [Signature]
Management Analyst
EXHIBIT A – BID PROPOSAL

Centennial hills Transit Center Park &Ride (CHTC)

Silver State Transportation :
Monthly Services charges $ 2,680.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $10.50

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SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the Centennial Hills Transit Center Park & Ride (CHTC) seven days a week, 365 days a year.

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the Centennial Hills Transit Center Park & Ride (CHTC), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

The Company agrees to furnish a complete cleaning maintenance contract for the Centennial Hills Transit Center Park & Ride (CHTC) located at 7313 Grand Montecito Parkway, Las Vegas, NV 89149. Without limiting the generality of the foregoing, the Company shall clean: all rooms, cabinets, windows, signs, glass, lights, light fixtures, ceilings, walls, stairs, columns, pipes, entrances, exits, toilets, showers, sinks, wash basins, handrails, offices, lobbies, furniture, break room areas including appliances, doors, carpets, flooring, base boards, miscellaneous equipment, billboards, trash cans, bus bays and parking areas, landscaping, and sidewalks.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, furniture, walls, ceilings, landings, sidewalks, benches/seating areas, parking areas, and landscape. Power washing, one (1) time per week, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

The Company shall perform all services outlined in these specifications, and shall ensure that the CHTC is in a pristine condition, to the highest standards of cleanliness and safety. The Company shall provide all personnel and supervision to successfully perform the services required.

The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not receive any additional compensation for said emergency call back service. If however, the Owner orders work to be done not covered in the contract, such as cleaning up after a fire, a separate payment statement shall be submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.
The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All Company supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive for (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond and correct customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

1.3 Heavy Cleaning Hours

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, carpet cleaning (shampooing, dry powder, extracting and/or bonneting method), floor finishing, and any other tasks which would unduly interfere with public/staff access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

1.4 Safety Data Sheets

The Company shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in the Regional Transportation Commission’s South Strip Transit Terminal. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

The Company shall be responsible for any fines imposed by OSHA for lack of the performance regarding SDS sheets.

1.5 Chemicals

All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled
and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.6 Cleaning Supplies

The Company shall be responsible to provide and replenish all custodial and paper products in restrooms, and break rooms daily or as needed including but not limited to:

a) Bags for feminine hygiene products
b) Batteries
c) Biohazard cleaning kits
d) Cleaning chemicals
e) Enzymes
f) Floor cleaner
g) Hand sanitizer
h) Hand soap
i) Hand towels
j) Paper towels
k) Toilet tissue
l) Toilet seat covers
m) Trash liners
n) Urinal mats
o) Urinal blocks w/screen

The Company shall be responsible to provide all trash liners to fit all the various types of trash/recycling receptacles.

The Company shall be responsible to keep the soap dispensers, towel dispensers and hand sanitizer dispensers full throughout the property, including all restrooms, break rooms and locker rooms.

In the event that any dispenser becomes non-functional, the Company will be responsible to replace said dispenser with the same type or equivalent type. If Owner increases dispensers by 10% or more over the life of the contract, the Company will be responsible to add additional dispensers as needed at Owners allowance.

All restroom refill maintenance shall be according to manufacturer suggested maintenance schedule or as directed by Owner.

1.7 Rubber Gloves
The Company will provide disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a contaminated waste (red bag) container.

1.8 Vacuuming Equipment

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

All vacuums to be in good working condition free of floated emitted debris.

All vacuum cords are to be free of damage (e.g., fraying, open wires, etc.)

All vacuum cords must be three (3) pronged.

1.9 Supply Closet

The Company shall have available to them, one or more supply closets with sinks.

The Supply closet should be maintained in a clean and orderly manner.

SECTION 2: SAFETY AND SECURITY

2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered appropriate. The Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

The Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines as provided and stored in the janitorial closets. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.

Eye protection shall be worn when using any acid-based product, such as bowl cleaner. The Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

2.2 Building Security
The Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make the Company responsible for all losses of RTC property.

2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. The Company shall notify Owner immediately when one of its employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.

All locked doors are to remain locked at all times and the Company’s employees are not allowed to open any doors for anyone.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:

a) A schedule of the cleaning being performed.

b) Specific date(s) the cleaning is to commence.

c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Report

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation. The report should state when the missed work will be completed.

3.3 Furnishing Supervision Of Employees
The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 Damage To RTC Property

The Company shall perform required work in such manner that does not damage the CHTC. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.

Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

3.5 RTC Vendor Identification Badges

Employees assigned to the RTC properties must be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner’s with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owners sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall make an appointment to be issued an RTC Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

3.6 Uniforms

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. The Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

3.7 Changes To Schedule Of Service

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

3.8 Removal Of Employee
The RTC reserves the right to request the removal of any Company personnel during a term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS

4.1 Company Equipment

The Company shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner, which shall not be unreasonably withheld. Equipment deemed by the Company to be of improper type or design or inadequate for the purpose intended shall be replaced by the Company.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

4.3 Cleaning Specifications

a. Restrooms

Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service all employee and public restrooms. Clean and sanitize walls, mirrors, shower rooms, and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and sanitized with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets and urinals shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted

b. Interior Trash Removal

The Company agrees that waste and/or recyclables baskets and containers shall be emptied a
minimum of once a day from all areas and resupplied with the appropriate liner or more often where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic Services, do not overload the dumpsters as it can create a public health and safety issue.

c. Floor Care

Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.

Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.

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

4.4 Glass/Windows

a) All interior glass is to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry. All interior glass/windows will be spot-cleaned daily and fully cleaned weekly up to a 10’ above finished floor height.

b) Exterior glass, up to a 10’ above finished floor height, on the first (main) floor will be cleaned after each power washing.

c) Exterior glass, over 10’ above finished floor height, will be cleaned semi-annually.

4.5 Air Conditioning And Heating Registers

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

4.6 Walls, Ceilings And Doors

The Company is also to remove gum, stains, handprints and markings on all walkways, furniture, walls, ceilings, doors and landings.
4.7 Graffiti Removal

The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while ensuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 Exterior Trash Removal

The Company shall remove trash daily (including cigarette butts) from all inside and outside areas of these facilities, including parking areas, landscaped areas, and sidewalk areas.

Empty and clean all exterior sand urns in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 Sweeping Of Grounds

The Company shall sweep all outside areas during each shift. Such sweeping shall include all sidewalks, public outside areas, parking lots and around dumpsters.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.10 Power Washing

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster area and surrounding facilities must be cleaned at least (1) one time per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “CHTC” map for areas that must be power washed.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.11 Detailed Instructions

Interior Offices & Lobby

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless the RTC authorizes the Company to do so. The Company will dust all areas.
1. Daily
   a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.
   m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
   e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
   f) Sweep outside areas including all sidewalks and parking areas

3. Monthly
   a) Brush or vacuum air returns, vents and areas around vents.
   b) Brush or dust all high areas including walls, ceilings, doors and high molding.
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area where a pattern is showing.
   d) Dust and clean cove base.
   e) Clean vertical and horizontal blinds, light fixtures and diffusers.
   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.
4. Quarterly
   a) Shampoo/bonnet or dry powder clean carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet or dry powder will not bring back the clean uniform appearance.

Restrooms

1. Daily
   a) Restrooms should be checked and cleaned daily – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant, removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. Weekly
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

SECTION 5: ADDITIONAL WORK

Electrical rooms, stairwells, IT rooms, etc., will need to be cleaned upon request by Owner. Once requested, the cleaning service must be scheduled with the Owner contact as they will need to assist in allowing access to these rooms.

Camera Cleaning

The Company shall clean all interior and exterior security cameras semi-annually. The Company shall provide all equipment necessary for cleaning, including but not limited to poles, scissor lifts, etc. If camera quantity increases by 15% or more over the life of the contract, there may be an
additional charge to Owner.

Total Camera Count: 32

SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. If at the Owners request, the Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper use and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.
EXHIBIT C
INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/ for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers' compensation and professional liability insurance coverages. The Company’s’ insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s’ general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s’ contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto
used for the performance of services under this Contract. As an alternative to the specified auto coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. Workers’ Compensation and Employers’ Liability: The Company shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts website at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/) indicating that the Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any of the work to be provided will be performed out of the state of Nevada, then any Workers Compensation policy must include an "all states endorsement" that provides for coverage in any state. The endorsement must include the broadening of coverage to meet the applicable laws in that state.

10. The Supplier shall provide Employers’ Liability covering its legal obligation to pay damages because of bodily injury or occupational disease (including resulting death) sustained by an employee. The coverages required are as follows: Non-Project specific, occurrence basis, $1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy limited.

11. Professional Liability – Not Applicable

12. Failure To Maintain Coverage: If the Company fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Company to stop the work, declare the Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Company or deduct the amount paid from any sums due the Company under this Contract.

13. Additional Insurance: The Company is encouraged to purchase any such additional insurance as it deems necessary.

14. Damages: The Company is required to remedy all injuries to persons and damage or loss to any property of RTC, caused in whole or in part by the Company its subcontractors or anyone employed, directed or supervised by Company.

15. Cost: The Company shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).

16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services, Inc. certcontrol@instracking.com with a copy to alexanderro@rtcsnv.com

17. Insurance Form Instructions: The following information must be filled in by the Company’s Insurance Company representative:
Insurance Broker’s name, complete address, telephone and fax numbers

Company’s name, complete address, telephone and fax numbers

**Commercial General Liability (per occurrence)**

- Deductible
  - Policy Number
  - Policy Effective Date
  - Policy Expiration Date
  - General Aggregate ($2,000,000)
  - Products-Completed Operations Aggregate ($2,000,000)
  - Personal & Advertising Injury ($1,000,000)
  - Each Occurrence ($1,000,000)
  - Fire Damage ($50,000)
  - Medical Expenses ($5,000)

**Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)**

- Deductible
  - Policy Number
  - Policy Effective Date
  - Policy Expiration Date
  - Combined Single Limit ($1,000,000)

**Worker’s Compensation and Employer’s Liability**

- Deductible
  - Policy Number
  - Policy Effective Date
  - Policy Expiration Date
  - WC Statutory Limits
  - Employer’s Liability Each Accident ($1,000,000)
  - Employer’s Liability Disease – Each Employee ($1,000,000)
  - Employer’s Liability Disease – Policy Limit ($1,000,000)

**Description:** Contract No. 20-044; Project Title: Janitorial Services (CHTC) (must be identified on the initial insurance form and each renewal form)

Certificate Holder:

**Regional Transportation Commission of Southern Nevada, its officers, employees, and agents**

c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 198
Long Beach, CA 90801-0198

The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.
The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
Centennial Hills Transit Center (CHTC)
CONTRACT NO. 20-044
JANITORIAL SERVICES
DOWNTOWN SUMMERLIN TRANSIT CENTER (DTS)

FIRM: Silver State Transportation, LLC
5113 Alpine Place
Las Vegas, Nevada 89107
(702) 878-8020
OWNER-CONTRACTOR AGREEMENT

THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this,(the “Effective Date”), by and between the Regional Transportation Commission of Southern Nevada, a political subdivision in the State of Nevada (the “OWNER”) and Silver State Transportation, LLC (the “COMPANY”), collectively referred to herein as the “PARTIES.”

RECITALS

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (Downtown Summerlin Transit Center (DTS)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

NOW, THEREFORE, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

AGREEMENT

1. PROJECT DESCRIPTION. The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. COMPENSATION AND TERMS OF PAYMENT. The total amount of this CONTRACT shall not exceed 31,810.00 annually, for the period from Notice to Proceed August 31, 2021 unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. CONTRACT TERM. The initial term of the contract is from Notice to Proceed to August 31, 2021 with four (4) one-year renewal options.

4. DOCUMENT INCORPORATION. The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:

   A. Instructions to Bidder
   B. General Conditions
   C. Special Conditions
   D. Bid Proposal, Exhibit A
   E. Scope of Work, Exhibit B
   F. Insurance Requirements, Exhibit C

5. COMMENCEMENT AND COMPLETION DEADLINE. Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. NOTICES. Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

   To the Owner: Regional Transportation Commission of Southern Nevada
                 Purchasing & Contracts Manager
RTC CONTRACT NO. 20-044
JANITORIAL SERVICES (DTS)

600 South Grand Central Parkway, Suite 350
Las Vegas, NV 89106
Fax (702) 676-1518

To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.

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IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

SILVER STATE TRANSPORTATION, LLC

By: Mark Fernandez
Managing Partner

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: Lawrence L. Brown III
Chairman

APPROVED AS TO FORM: ATTEST:

By: Marin Dubois
RTC Legal Counsel

By: Management Analyst
Downtown Summerlin Transit Center (DTS)
Silver State Transportation

Monthly Services charges $2,650.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $10.50

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EXHIBIT B – SCOPE OF WORK

SCOPE OF SERVICES
DOWNTOWN SUMMERLIN TRANSIT CENTER (DTS)
1710 S Pavilion Center Drive, Las Vegas, NV 89135

SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the Downtown Summerlin Transit Center (DTS) 7 days a week.

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the Downtown Summerlin Transit Center (DTS), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

The Company agrees to furnish a complete cleaning maintenance contract for the Downtown Summerlin Transit Center (DTS) located at 1710 S Pavilion Center Drive, Las Vegas, NV 89135. Without limiting the generality of the foregoing, the Company shall clean: signs, glass, lights, light fixtures, ceilings, walls, columns, pipes, entrances, exits, toilets, sinks, wash basins, handrails, doors, flooring, base boards, miscellaneous equipment, billboards, trash cans, bus bays and parking areas, landscaping, and sidewalks.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, walls, ceilings, landings, sidewalks, benches/seating areas, parking areas, and landscape. Power washing, four (4) time per week, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

The Company shall perform all services outlined in these specifications, and shall ensure that the DTS is in a pristine condition, to the highest standards of cleanliness and safety. The Company shall provide all personnel and supervision to successfully perform the services required.

The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not receive any additional compensation for said emergency call back service.
the Owner orders work to be done not covered in the contract, such as cleaning up after a fire, a separate payment statement shall be submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All Company supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive for (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond and correct customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

1.3 Heavy Cleaning Hours

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, and any other tasks which would unduly interfere with public/staff access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

1.4 Safety Data Sheets

The Company shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in the Regional Transportation Commission’s South Strip Transit Terminal. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

The Company shall be responsible for any fines imposed by OSHA for lack of the performance
regarding SDS sheets.

### 1.5 Chemicals

All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

### 1.6 Cleaning Supplies

The Company shall be responsible to provide and replenish all custodial and paper products in restrooms, and break rooms daily or as needed including but not limited to:

- a) Bags for feminine hygiene products
- b) Batteries
- c) Biohazard cleaning kits
- d) Cleaning chemicals
- e) Enzymes
- f) Floor cleaner
- g) Hand sanitizer
- h) Hand soap
- i) Hand towels
- j) Paper towels
- k) Toilet tissue
- l) Toilet seat covers
- m) Trash liners

The Company shall be responsible to provide all trash liners to fit all the various types of trash/recycling receptacles.

The Company shall be responsible to keep the soap dispensers, towel dispensers, and hand sanitizer dispensers full throughout the property, including in all restrooms, break rooms and locker rooms.

In the event that any dispenser becomes non-functional, the Company will be responsible to
replace said dispenser with the same type or equivalent type. If Owner increases dispensers by
10% or more over the lift of the contract, the Company will be responsible to add additional
dispensers as needed at Owner allowance.

All restroom refill maintenance shall be according to manufacturer suggested maintenance
schedule or as directed by Owner.

1.7 Rubber Gloves

The Company will provide disposable non-sterile rubber gloves when handling any solution that
warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas
of the facility. The gloves are to be removed prior torestocking paper supplies and hand soap.
The gloves are to be disposed of in a contaminated waste (red bag) container.

1.8 Supply Closet

The Company shall have available to them, one or more supply closets.

The Supply closet should be maintained in a clean and orderly manner.

SECTION 2: SAFETY AND SECURITY

2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered
appropriate. The Company personnel will not place or use mops, brooms, or any equipment in
traffic lanes or other locations in such a manner as to create safety hazards. They will provide,
place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning
or waxing operations. General safety requirements will be complied with in all activities.

The Company’s staff shall be trained as needed for basic life safety issues, such as but not
limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines as provided and stored
in the janitorial closets. Signs shall be in English and Spanish. They shall be made of rugged
plastic bright color for easy viewing, and hinged at top.
Eye protection shall be worn when using any acid-based product, such as bowl cleaner. The
Company’s staff shall follow instructions on all warning labels and take steps necessary for safe
use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and
responsible training program to appropriately manage situations involving hazardous chemicals
and infectious waste.
The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

2.2 Building Security

The Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make the Company responsible for all losses of RTC property.

2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. The Company shall notify Owner immediately when one of its employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.

All locked doors are to remain locked at all times and the Company’s employees are not allowed to open any doors for anyone.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:

a) A schedule of the cleaning being performed.

b) Specific date(s) the cleaning is to commence.

c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Report
The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation. The report should state when the missed work will be completed.

3.3 Furnishing Supervision Of Employees

The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 Damage To RTC Property

The Company shall perform required work in such manner that does not damage the DTS. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.

Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

3.5 RTC Vendor Identification Badges

Employees assigned to the RTC properties must be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner’s with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owner’s sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall make an appointment to be issued an RTC Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges
for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

3.6 Uniforms

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. The Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

3.7 Changes To Schedule Of Service

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

3.8 Removal Of Employee

The RTC reserves the right to request the removal of any Company personnel during a term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS

4.1 Company Equipment

The Company shall provide all necessary cleaning equipment needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner, which shall not be unreasonably withheld. Equipment deemed by the Company to be of improper type or design or inadequate for the purpose intended shall be replaced by the Company.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.
4.3 Cleaning Specifications

a. Restrooms

Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service restrooms. Clean and sanitize walls, mirrors, and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and disinfected with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders, and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted.

b. Interior Trash Removal

The Company agrees that waste and/or recycles baskets and containers shall be emptied a minimum of once a day from all areas and resupplied with the appropriate liner or more often where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic Services, do not overload the dumpsters as it can create a public health and safety issue.

c. Floor Care

Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.

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

4.5 **Air Conditioning And Heating Registers**

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

4.6 **Walls, Ceilings And Doors**

The Company is also to remove gum, stains, handprints and markings on all walkways, walls, ceilings, doors and landings.

4.7 **Graffiti Removal**

The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while ensuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 **Exterior Trash Removal**

The Company shall remove trash daily (including cigarette butts) from all inside and outside areas of these facilities, including parking areas, landscaped areas, and sidewalk areas.

Empty and clean all exterior sand urns in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 **Sweeping Of Grounds**

The Company shall sweep all outside areas during each shift. Such sweeping shall include all sidewalks, public outside areas, parking lots and around dumpsters.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.10 **Power Washing**

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster area, and surrounding facilities must be cleaned at least four (4) times per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “DTS” map for areas that must be power washed.
Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.11 Detailed Instructions

Restrooms

1. Daily
   a) Restrooms should be checked and cleaned daily – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all door, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize walls with disinfectant, remove spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Damp mop and sanitize floors with disinfectant.
   m) Remove any graffiti that will scrub off.

2. Weekly
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside under sinks etc.
   d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. If at the Owners request, the Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper use and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice.

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.
EXHIBIT C
INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/ for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers' compensation and professional liability insurance coverages. The Company’s’ insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s’ general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s’ contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto
used for the performance of services under this Contract. As an alternative to the specified auto
coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. Workers’ Compensation and Employers’ Liability: The Company shall obtain and maintain for
the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to
underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada
Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole
proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts
website at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/) indicating that the
Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-
616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any
of the work to be provided will be performed out of the state of Nevada, then any Workers
Compensation policy must include an "all states endorsement" that provides for coverage in any
state. The endorsement must include the broadening of coverage to meet the applicable laws in that
state.

10. The Supplier shall provide Employers’ Liability covering its legal obligation to pay damages
because of bodily injury or occupational disease (including resulting death) sustained by an
employee. The coverages required are as follows: Non-Project specific, occurrence basis,
$1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy
limited.

11. Professional Liability – Not Applicable

12. Failure To Maintain Coverage: If the Company fails to maintain any of the insurance coverages
required herein, RTC may withhold payment, order the Company to stop the work, declare the
Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein,
or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect
any replacement insurance costs or premium payments made from the Company or deduct the
amount paid from any sums due the Company under this Contract.

13. Additional Insurance: The Company is encouraged to purchase any such additional insurance as
it deems necessary.

14. Damages: The Company is required to remedy all injuries to persons and damage or loss to any
property of RTC, caused in whole or in part by the Company its subcontractors or anyone
employed, directed or supervised by Company.

15. Cost: The Company shall pay all associated costs for the specified insurance. The cost shall be
included in the price(s).

16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to
the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services,
Inc. certcontrol@instracking.com with a copy to alexanderro@rtcsnv.com

17. Insurance Form Instructions: The following information must be filled in by the Company’s
Insurance Company representative:
Insurance Broker’s name, complete address, telephone and fax numbers

Company’s name, complete address, telephone and fax numbers

Commercial General Liability (per occurrence)
   Deductible
   Policy Number
   Policy Effective Date
   Policy Expiration Date
   General Aggregate ($2,000,000)
   Products-Completed Operations Aggregate ($2,000,000)
   Personal & Advertising Injury ($1,000,000)
   Each Occurrence ($1,000,000)
   Fire Damage ($50,000)
   Medical Expenses ($5,000)

Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)
   Deductible
   Policy Number
   Policy Effective Date
   Policy Expiration Date
   Combined Single Limit ($1,000,000)

Worker’s Compensation and Employer’s Liability
   Deductible
   Policy Number
   Policy Effective Date
   Policy Expiration Date
   WC Statutory Limits
   Employer’s Liability Each Accident ($1,000,000)
   Employer’s Liability Disease – Each Employee ($1,000,000)
   Employer’s Liability Disease – Policy Limit ($1,000,000)

Description: Contract No. 20-044; Project Title: Janitorial Services (DTS) (must be identified on the initial insurance form and each renewal form)

Certificate Holder:
Regional Transportation Commission of Southern Nevada, its officers, employees, and agents
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 198
Long Beach, CA 90801-0198

The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.
The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
CONTRACT NO. 20-044
JANITORIAL SERVICES
INTEGRATED BUS MAINTENANCE FACILITY (IBMF)

FIRM: Silver State Transportation, LLC
5113 Alpine Place
Las Vegas, Nevada 89107
(702) 878-8020
OWNER-CONTRACTOR AGREEMENT

THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this,(the “Effective Date”), by and between the Regional Transportation Commission of Southern Nevada, a political subdivision in the State of Nevada (the “OWNER”) and Silver State Transportation, LLC (the “COMPANY”), collectively referred to herein as the “PARTIES.”

RECITALS

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (Integrated Bus Maintenance Facility (IBMF)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

NOW, THEREFORE, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

AGREEMENT

1. PROJECT DESCRIPTION. The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. COMPENSATION AND TERMS OF PAYMENT. The total amount of this CONTRACT shall not exceed $287,410.50 annually, for the period from Notice to Proceed August 31, 2021 unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. CONTRACT TERM. The initial term of the contract is from Notice to Proceed to August 31, 2021 with four (4) one-year renewal options.

4. DOCUMENT INCORPORATION. The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:
   A. Instructions to Bidder
   B. General Conditions
   C. Special Conditions
   D. Bid Proposal, Exhibit A
   E. Scope of Work, Exhibit B
   F. Insurance Requirements, Exhibit C

5. COMMENCEMENT AND COMPLETION DEADLINE. Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. NOTICES. Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

To the Owner: Regional Transportation Commission of Southern Nevada
Purchasing & Contracts Manager
To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.

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IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

SILVER STATE TRANSPORTATION, LLC

By: ________________________________
   MARK FERNANDEZ
   Managing Partner

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: ________________________________
   LAWRENCE L. BROWN III
   Chairman

APPROVED AS TO FORM:               ATTEST:

By: ________________________________
   MARIN DUBOIS
   RTC Legal Counsel

By: ________________________________
   ________________________________
   Management Analyst
Integrated Bus Maintenance Facility (IBMF)

Silver State Transportation:
Monthly Services charges $ 23,950.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $10.50

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EXHIBIT B – SCOPE OF WORK

SCOPE OF SERVICES
INTEGRATED BUS MAINTENANCE FACILITY (IBMF)
2751 Simmons, North Las Vegas, NV 89032

SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) is seeking bids for janitorial services for the Integrated Bus Maintenance Facility (IBMF).

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the Integrated Bus Maintenance Facility (IBMF), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

Hundreds of people utilize this facility daily. IBMF is made up of approximately 193,000 sq ft, which includes:

1) Bldg A – Para Transit Administration Building
   3214 Citizen Avenue, North Las Vegas, NV  89032

2) Bldg B – Para Transit Maintenance Building
   3316 Citizen Avenue, North Las Vegas, NV 89032

3) Bldg C – Para Transit Fuel Island
   3304 Citizen Avenue, North Las Vegas, NV  89032

4) Bldg E – Fixed Route Administration Building
   3210 Citizen Avenue, North Las Vegas, NV 89032

5) Bldg F – Fixed Route Operations Building
   3180 Citizen Avenue, North Las Vegas, NV  89032
6) Bldg G – Fixed Route Maintenance Building  
   3104 Citizen Avenue, North Las Vegas, NV  89032

7) Bldg H – Vault/Probe  
   3216 Citizen Avenue, North Las Vegas, NV  89032

8) Bldg I – Fixed Route Fuel Island  
   3214 Citizen Avenue, North Las Vegas, NV  89032

9) Guard Shack

10) CNG Mobile Mini

The facility is open 365 days a year, including holidays. The hours of operation are (7:00 AM to 6:00 PM.) seven days a week, 365 days a year. The Owner requires a minimum of two (2) Company employees to be on site at the facility during all hours of operation. Several supply closets and custodial office will be available for Company use.

The Company agrees to furnish a complete cleaning maintenance contract for the Integrated Bus Maintenance Facility (IBMF) located at 2751 Simmons, North Las Vegas, NV  89032. Without limiting the generality of the foregoing, the Company shall clean the following: all rooms, tops of lockers and cabinets, windows, signs, glass, lights, light fixtures, ceilings, walls, stairs, columns, pipes, entrances, exits, toilets, showers, sinks, wash basins, handrails, offices, conference rooms, libraries, lobbies, furniture, break room areas including appliances, locker rooms, shops, dispatch areas, any non-vehicle maintenance areas, doors, curtains, draperies, blinds, carpets, flooring, base boards, chalk boards, white boards, and miscellaneous equipment.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, furniture, walls, ceilings, landings, sidewalks, benches/seating areas, parking areas, and landscape. Power washing, three (3) times per week, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

The Company shall perform all services outlined in these specifications, and shall ensure that IBMF is maintained in a pristine condition, to the highest standards of cleanliness and safety. The Company shall provide all personnel, supervision, cleaning supplies, paper products and equipment to successfully perform the services required with a minimum of monitoring by owner.

The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not receive any additional compensation for said emergency call back service. If however, the Owner orders work to be done that is not
covered in the contract, such as cleaning up after a fire, a separate payment statement shall be submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. The Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program. Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications does not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive four (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond to customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

1.3 Heavy Cleaning Hours

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, carpet cleaning (shampooing, dry powder, extracting and/or bonneting method), floor finishing, and any other tasks which would unduly interfere with public/staff access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

1.4 Safety Data Sheets

The Company shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in IBMF. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, printed in English and Spanish, and available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners
used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

Company shall be responsible for any fines imposed by OSHA for lack of their performance regarding SDS sheets.

1.5 Chemicals

All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.6 Cleaning Supplies

The Company shall be responsible to provide and replenish all paper products in restrooms, break rooms and locker rooms daily or as needed including but not limited to:

a) Bags for feminine hygiene products
b) Batteries
c) Biohazard cleaning kits
d) Black sand
e) Cleaning chemicals
f) Enzymes
g) Floor cleaner
h) Hand sanitizer
i) Hand soap
j) Hand towels
k) Paper towels
l) Toilet tissue
m) Toilet seat covers
n) Trash liners
o) Urinal mats  
P) Urinal blocks w/screen

The Company shall be responsible to provide all trash liners to fit all the various types of trash/recycling receptacles.

The Company shall be responsible to keep the soap dispensers, towel dispensers, and hand sanitizer dispensers full throughout the property, including all restrooms, break rooms and locker rooms.

In the event that any dispenser becomes non-functional, the Company will be responsible to replace said dispenser with the same type or equivalent type. If Owner increases dispensers by 10% or more over the life of the contract, the Company will be responsible to add additional dispensers at Owner allowance.

All restroom refill maintenance shall be according to manufacturer suggested maintenance schedule or as directed by Owner.

1.7 **Rubber Gloves**

Company will provide and use disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a contaminated waste (red bag) container.

1.8 **Vacuuming Equipment**

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

All vacuums to be in good working condition free of floated emitted debris.

All vacuum cords are to be free of damage (e.g., fraying, open wires, etc.)

All vacuum cords must be three (3) pronged.

1.9 **Supply Closet**

The Company shall have available to them one or more supply closets with sinks.

The Supply closet should be maintained in a clean and orderly manner.

**SECTION 2: SAFETY AND SECURITY**

2.1 **Safety**
The Company will be responsible for instructing its employees in safety measures considered appropriate. The Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

The Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines and all such signs shall be furnished at no cost to the Owner. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.

Eye protection shall be worn when using any acid-based product, such as bowl cleaner. The Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

2.2 Building Security

Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make the Company responsible for all losses of RTC property.

2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. Company shall notify Owner immediately when one of its employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient
amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.

All locked doors are to remain locked at all times and Company’s employees are not allowed to open any doors for anyone.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:

a) A schedule of the cleaning being performed.

b) Specific date(s) the cleaning is to commence.

c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Reports

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on the specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation, the report should state when the missed work will be completed.

3.3 Furnishing Supervision Of Employees
The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 Damage To RTC Property

The Company shall perform required work in such manner that does not damage IBMF. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.

Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

3.5 RTC Vendor Identification Badges

Employees assigned to the RTC properties must be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owner’s sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall make an appointment to be issued an RTC Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. The Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

3.6 Uniforms

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. The Company will also ensure that all
Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

3.7 Changes To Schedule Of Service

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

3.8 Removal Of Employee

The RTC reserves the right to request the removal of any Company personnel during the term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS

4.1 Company Equipment

The Company shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner, which shall not be unreasonably withheld. Equipment deemed by the Owner to be of improper type or design or inadequate for the purpose intended shall be replaced by the Company.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

4.3 Cleaning Specifications

a. Restrooms
Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service all employee and public restrooms and shower rooms as specified. Clean and sanitize walls, mirrors and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and sanitized with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets and urinals shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted.

b. Interior Trash Removal

The Company agrees that waste and/or recyclables baskets and containers shall be emptied a minimum of once a day from all areas and resupplied with the appropriate liner where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic Services, do not overload the dumpsters as it can create a public health and safety issue.

Floor Care

Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.
Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.

Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.

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

4.4 Glass/Windows

a) All interior glass is to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry. All interior glass/windows will be spot-cleaned daily and fully cleaned weekly up to a 10’ above finished floor height.

b) Exterior glass, up to a 10’ above finished floor height, on the first (main) floor will be cleaned after each power washing.

c) Exterior glass, over 10’ above finished floor height, will be cleaned semi-annually.

4.5 Air Conditioning And Heating Registers

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

4.6 Walls, Ceilings And Doors

The Company is also to remove gum, stains, handprints and markings on all walkways, furniture, walls, ceilings, doors and landings.

4.7 Graffiti Removal

The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while ensuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 Exterior Trash Removal

The Company shall remove trash daily (including cigarette butts) from all inside and outside areas of these facilities, including front and rear parking areas, landscaping areas, and sidewalk areas.
Empty and clean all exterior ashtrays in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 Sweeping Of Grounds

The Company shall sweep all outside areas daily. Such sweeping shall include all sidewalks, public outside areas and parking lots.

The Company shall do sweeping inside bus parking lot area every other week. Company shall use high performance equipment (372 lb-ft @ 4,000 rpm torque) to provide proper cleaning.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.10 Power Washing

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster areas, and surrounding facilities must be cleaned in front area and back area at least (3) times per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “IBMF” map for areas that must be power washed.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.11 Detailed Instructions:

Bldg A - Para Administration

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
b) Clean ashtrays.
c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
e) Clean, polish and sanitize drinking fountains with disinfectant.
f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
g) Dust mop and damp mop all resilient tile floor areas.
h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
i) Spot clean all interior glass and glass doors.
j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
k) Remove trash from all outside facilities, including parking areas and landscaping areas.
l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.
m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. **Weekly**
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
c) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly
   a) Brush or vacuum air returns, vents and areas around vents.
   b) Brush or dust all high areas including walls, ceilings, doors and high molding.
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area.
   d) Dust and clean cove base.
   e) Clean vertical and horizontal blinds, light fixtures and defusers.
   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
   g) Squeegee clean all interior and exterior glass, including clean and polish door jambs, thresholds, sills, handles, and hardware.

4. Quarterly
   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing. Shampoo or bonnet to bring back the clean uniform appearance.

Restrooms

1. Daily
   a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant, removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
l) Clean and sanitize urinals and trims with disinfectant.
m) Damp mop and sanitize floors with disinfectant.
n) Remove any graffiti that will scrub off.

2. Weekly
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

Bldg B - Para Maintenance

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
   i) Spot clean all interior glass and glass doors.
j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
k) Remove trash from all outside facilities, including parking areas and landscaped areas.
l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.
m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
   e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
   f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly
   a) Brush or vacuum air returns, vents and areas around vents.
   b) Brush or dust all high areas including walls, ceilings, doors and high molding.
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area.
   d) Dust and clean cove base.
   e) Clean vertical and horizontal blinds, light fixtures and defusers.
   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly
   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean
all carpeting where a pattern is showing. Shampoo or bonnet to bring back the clean uniform appearance.

**Restrooms**

1. **Daily**
   a) Restrooms should be **checked and cleaned hourly** – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant, removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims with disinfectant.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**Bldg C Para Fuel Island**

**Restroom**
1. **Daily**
   a) Restrooms should be **checked and cleaned hourly** – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Wipe area below all hand dryers.
   g) Remove spots from partitions and walls.
   h) Clean, polish and sanitize basins and trims.
   i) Clean and sanitize toilets, seats and trims.
   j) Clean and sanitize urinals and trims.
   k) Damp mop and sanitize floors.
   l) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Wash and sanitize walls and floors.
   b) Wash and sanitize partitions and railings.
   c) Damp-wipe and clean doors and jambs.
   d) Remove lime and scale buildup from plumbing fixtures.
   e) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   f) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**Bldg E - Fixed Route Administration**

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. **Daily**
   a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.

d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.

e) Clean, polish and sanitize drinking fountains with disinfectant.

f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.

g) Dust mop and damp mop all resilient tile floor areas.

h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.

i) Spot clean all interior glass and glass doors.

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

k) Remove trash from all outside facilities, including parking areas and landscaped areas.

l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.

m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly

a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas.
3. Monthly
   a) Brush or vacuum air returns, vents and areas around vents.
   b) Brush or dust all high areas including walls, ceilings, doors and high molding.
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area.
   d) Dust and clean cove base.
   e) Clean vertical and horizontal blinds, light fixtures and defusers.
   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly
   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing. Shampoo or bonnet to bring back the clean uniform appearance.

Restrooms

1. Daily
   a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims with disinfectant.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. Weekly
a) Clean and sanitize walls and floors with disinfectant.
b) Remove lime and scale buildup from plumbing fixtures.
c) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

Bldg F - Fixed Route Operations

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
k) Remove trash from all outside facilities, including parking area and landscaped areas.
l) Remove chewing gum from all hard and resilient floors throughout these facilities.
m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly

a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
b) Completely vacuum and spot clean all carpeted areas beneath desks, chair mats, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and break rooms.
f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly

a) Brush or vacuum air returns, vents and areas around vents.
b) Brush or dust all high areas including walls, ceilings, doors and high molding.
c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area.
d) Dust and clean cove base.
e) Clean vertical and horizontal blinds, light fixtures and defusers.
f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly
a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet will not bring back the clean uniform appearance.

Restrooms

1. **Daily**
   a) Restrooms should be **checked and cleaned hourly** – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims with disinfectant.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**Bldg G - Fixed Route Maintenance**
Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all hard and resilient floors throughout these facilities.
   m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
b) Completely vacuum and spot clean all carpeted areas beneath
desks, tables and other furniture. Vacuum the balance of all
carpeted areas not vacuumed under the daily cleaning.
c) Dust picture frames, wall ornaments, lower one half of doors and
door jambs.
d) Spot clean to remove all spots and marks from walls around light
switches and door jambs.
e) Spray-buff all resilient tile to restore a “just waxed” look, in high
foot-traffic corridors and lobby areas.
f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly

a) Brush or vacuum air returns, vents and areas around vents.
b) Brush or dust all high areas including walls, ceilings, doors and
high molding.
c) Shampoo/bonnet or dry powder clean carpeting in any high foot
traffic area where pattern is showing.
d) Dust and clean cove base.
e) Clean vertical and horizontal blinds, light fixtures and defusers.
f) If, after spray buffing the floors, the floors do not show a clean and
clear appearance, then the floors should be scrubbed and/or
stripped and re-waxed.
g) Squeegee clean all interior and exterior glass, including clean and
polish door plates, jambs, thresholds, sills, handles, and
hardware.

4. Quarterly

a) Shampoo/bonnet carpeting where spot cleaning will not bring back
a clean uniform appearance. Using a wet extraction method, clean
all carpeting where a pattern is showing and shampoo/bonnet will
not bring back the clean uniform appearance.

Restrooms

1. Daily

a) Restrooms should be checked and cleaned hourly – placing the
appropriate safety caution signs in order to ensure public safety.
b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat
covers and sanitary napkin dispensers to full capacity.
c) Empty trash containers, spray and damp-wipe with disinfectant and
change liner.
d) Empty sanitary napkin disposal units, spray and damp-wipe with
disinfectant.
e) Clean mirrors.
f) Clean and sanitize all doors, door handles and door jams with disinfectant.
g) Clean and sanitize area below all hand dryers with disinfectant.
h) Clean and sanitize all partitions and walls with disinfectant removing spots.
i) Clean and sanitize all handicap railings with disinfectant.
j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
k) Clean and sanitize toilets, seats and trims with disinfectant.
l) Clean and sanitize urinals and trims with disinfectant.
m) Damp mop and sanitize floors with disinfectant.
n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**Bldg H - Vault/Probe Office/Breakroom**
Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. **Daily**
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.

e) Clean, polish and sanitize drinking fountains with disinfectant.

f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.

g) Dust mop and damp mop all resilient tile floor areas.

h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.

i) Spot clean all interior glass and glass doors.

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

k) Remove trash from all outside facilities, including parking area and landscaped areas.

l) Remove chewing gum from all hard and resilient floors throughout these facilities.

m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly

a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly

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

b) Brush or dust all high areas including walls, ceilings, doors and high molding.

c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area where pattern is showing.
d) Dust and clean cove base.
e) Clean vertical and horizontal blinds, light fixtures and defusers.
f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
g) Squeegee clean all interior and exterior glass, including clean and polish doorplates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly
   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet will not bring back the clean uniform appearance.

Restrooms

1. Daily
   a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims with disinfectant.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. Weekly
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
c) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

*Vault/Sally Port Area clean upon Request Only

Bldg I - Fixed Route Fuel Island Office/Breakroom

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all hard and resilient floors throughout these facilities.
   m) Clean and maintain all furniture in office.
2. Weekly

a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly

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

b) Brush or dust all high areas including walls, ceilings, doors and high molding.

c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area where pattern is showing.

d) Dust and clean cove base.

e) Clean vertical and horizontal blinds, light fixtures and defusers.

f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.

g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

Restroom

1. Daily

a) Restrooms should be checked and cleaned hourly – placing the appropriatesafety caution signs in order to ensure public safety.

b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
e) Clean mirrors.
f) Clean and sanitize all doors, door handles and door jams with disinfectant.
g) Clean and sanitize area below all hand dryers with disinfectant.
h) Clean and sanitize all partitions and walls with disinfectant removing spots.
i) Clean and sanitize all handicap railings with disinfectant.
j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
k) Clean and sanitize toilets, seats and trims with disinfectant.
l) Clean and sanitize urinals and trims with disinfectant.
m) Damp mop and sanitize floors with disinfectant.
n) Remove any graffiti that will scrub off.

2. Weekly
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

Guard Shack

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task
should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.

d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.

e) Clean, polish and sanitize drinking fountains with disinfectant.

f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.

g) Dust mop and damp mop all resilient tile floor areas.

h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.

i) Spot clean all interior glass and glass doors.

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

k) Remove trash from all outside facilities, including parking areas and landscaped areas.

l) Remove chewing gum from all hard and resilient floors throughout these facilities.

m) Clean and maintain all furniture in office.

2. Weekly

a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas.

**CNG Mobile Mini**
Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
   f) Dust mop and damp mop all resilient tile floor areas.
   g) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
   h) Spot clean all interior glass and glass doors.
   i) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   j) Remove trash from all outside facilities, including parking areas and landscaped areas.
   k) Remove chewing gum from all hard and resilient floors throughout these facilities.
   l) Clean and maintain all furniture in office.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas.

SECTION 5: ADDITIONAL WORK

Electrical rooms, stairwells, IT rooms, etc., will need to be cleaned upon request by Owner. Once requested, the cleaning service must be scheduled with the Owner contact as they will need to assist in allowing access to these rooms.

Biohazard Clean Ups

The Company is responsible for any and all biohazard clean up, as well as proper disposal of biohazard per OSHA standards. In the event of a biohazard, the Company will have thirty (30) minutes to respond and clean the biohazard once notified. If Company fails to correct issue within the time allowed a complaint will be filed per Section 1.2.

Camera Cleaning

The Company shall clean all interior and exterior security cameras semi-annually. The Company shall provide all equipment necessary for cleaning, including but not limited to poles, scissor lifts, etc. If camera quantity increases by 15% or more over the life of the contract, there may be an additional charge to Owner.

Total Camera Count: 115

SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and
requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. The Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper use and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice.

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.

SECTION 9: DEFINITIONS

1. Owner: Regional Transportation Commission of Southern Nevada.

2. MV Transportation: Fixed Route transportation provider and facility occupant.

3. MV Transportation: Paratransit transportation provider and facility occupant.
EXHIBIT C
INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the rtc/ for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers' compensation and professional liability insurance coverages. The Company’s insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.
8. **Automobile Liability:** Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used for the performance of services under this Contract. As an alternative to the specified auto coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. **Workers' Compensation and Employers’ Liability:** The Company shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts website at [http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/](http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/)) indicating that the Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any of the work to be provided will be performed out of the state of Nevada, then any Workers Compensation policy must include an "all states endorsement" that provides for coverage in any state. The endorsement must include the broadening of coverage to meet the applicable laws in that state.

10. The Supplier shall provide Employers’ Liability covering its legal obligation to pay damages because of bodily injury or occupational disease (including resulting death) sustained by an employee. The coverages required are as follows: Non-Project specific, occurrence basis, $1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy limited.

11. **Professional Liability – Not Applicable**

12. **Failure To Maintain Coverage:** If the Company fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Company to stop the work, declare the Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Company or deduct the amount paid from any sums due the Company under this Contract.

13. **Additional Insurance:** The Company is encouraged to purchase any such additional insurance as it deems necessary.

14. **Damages:** The Company is required to remedy all injuries to persons and damage or loss to any property of RTC, caused in whole or in part by the Company its subcontractors or anyone employed, directed or supervised by Company.

15. **Cost:** The Company shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).
16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services, Inc. certcontrol@instracking.com with a copy to alexanderro@rtcsnv.com

17. Insurance Form Instructions: The following information must be filled in by the Company’s Insurance Company representative:

Insurance Broker’s name, complete address, telephone and fax numbers

Company’s name, complete address, telephone and fax numbers

Commercial General Liability (per occurrence)
  Deductible
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  General Aggregate ($2,000,000)
  Products-Completed Operations Aggregate ($2,000,000)
  Personal & Advertising Injury ($1,000,000)
  Each Occurrence ($1,000,000)
  Fire Damage ($50,000)
  Medical Expenses ($5,000)

Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)
  Deductible
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  Combined Single Limit ($1,000,000)

Worker’s Compensation and Employer’s Liability
  Deductible
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  WC Statutory Limits
  Employer’s Liability Each Accident ($1,000,000)
  Employer’s Liability Disease – Each Employee ($1,000,000)
  Employer’s Liability Disease – Policy Limit ($1,000,000)

Description: Contract No. 20-044 ; Project Title: Janitorial Services (IBMF) (must be identified on the initial insurance form and each renewal form)

Certificate Holder:
Regional Transportation Commission of Southern Nevada, its officers, employees, and agents
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 198
Long Beach, CA  90801-0198

The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.

The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
Integrated Bus Maintenance Facility (IBM-F) Fixed Route Maintenance Bldg 2nd Floor

Bldg G

6/25/2019
CONTRACT NO. 20-044
JANITORIAL SERVICES
SUNSET MAINTENANCE FACILITY (SMF)

FIRM: Silver State Transportation, LLC
5113 Alpine Place
Las Vegas, Nevada 89107
(702) 878-8020
OWNER-CONTRACTOR AGREEMENT

THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this (the “Effective Date”), by and between the Regional Transportation Commission of Southern Nevada, a political subdivision in the State of Nevada (the “OWNER”) and Silver State Transportation, LLC (the “COMPANY”), collectively referred to herein as the “PARTIES.”

RECITALS

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (Sunset Maintenance Facility (SMF)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

NOW, THEREFORE, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

AGREEMENT

1. PROJECT DESCRIPTION. The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. COMPENSATION AND TERMS OF PAYMENT. The total amount of this CONTRACT shall not exceed 297,130.50 annually, for the period from Notice to Proceed August 31, 2021 unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. CONTRACT TERM. The initial term of the contract is from Notice to Proceed to August 31, 2021 with four (4) one-year renewal options.

4. DOCUMENT INCORPORATION. The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:
   A. Instructions to Bidder
   B. General Conditions
   C. Special Conditions
   D. Bid Proposal, Exhibit A
   E. Scope of Work, Exhibit B
   F. Insurance Requirements, Exhibit C

5. COMMENCEMENT AND COMPLETION DEADLINE. Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. NOTICES. Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

To the Owner: Regional Transportation Commission of Southern Nevada
Purchasing & Contracts Manager
To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.

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IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

SILVER STATE TRANSPORTATION, LLC

By: MARK FERNANDEZ
   Managing Partner

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: LAWRENCE L. BROWN III
   Chairman

APPROVED AS TO FORM: ATTEST:

By: MARIN DUBOIS
   RTC Legal Counsel
   Management Analyst
Sunset Maintenance Facility (SMF)

Silver State Transportation
Monthly Services charges $ 23,985.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $10.50

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SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the Sunset Maintenance Facility (SMF).

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the Sunset Maintenance Facility (SMF), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

Hundreds of people utilize this facility daily. SMF is made up of approximately 190,000 sq ft, which includes:

1) Bldg I – Mobility Training Center (MTC)
2) Bldg H – Administration Building
3) Bldg G – Para Maintenance
4) Bldg F – Facility Operations Center (FOC)
5) Bldg D – Fixed Route Maintenance Building
6) Bldg C – Vault/Probe
7) Bldg A – Fuel Island Building
8) Guard Shack
9) CNG Mobile Mini

The facility is open 365 days a year, including holidays. The hours of operation are (7:00 AM to 6:00 PM) seven days a week, 365 days a year. The Owner requires a minimum of two (2) Company employees to be on site at the facility during all hours of operation. Several supply closets and custodial office will be available for Company use.

The Company agrees to furnish a complete cleaning maintenance contract for the Sunset Maintenance Facility (SMF) located at 5165 W Sunset, Las Vegas, NV 89118. Without limiting the generality of the foregoing, the Company shall clean the following: all rooms, tops of lockers and cabinets, windows, signs, glass, lights, light fixtures, ceilings, walls, stairs, columns, pipes, entrances, exits, toilets, showers, sinks, wash basins, handrails,
offices, conference rooms, libraries, lobbies, furniture, break room areas including appliances, locker rooms, shops, dispatch areas, any non-vehicle maintenance areas, doors, curtains, draperies, blinds, carpets, flooring, base boards, chalk boards, white boards, and miscellaneous equipment.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, furniture, walls, ceilings, landings, sidewalks, benches/seating areas, parking areas, and landscape. **Power washing, three (3) times per week**, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

The Company shall perform all services outlined in these specifications, and shall ensure that SMF is maintained in a pristine condition, to the highest standards of cleanliness and safety. The Company shall provide all personnel, supervision, cleaning supplies, paper products and equipment to successfully perform the services required with a minimum of monitoring by owner.

The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not receive any additional compensation for said emergency call back service. If however, the Owners orders work to be done not covered in the contract, such as cleaning up after a fire, a separate payment statement shall be submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. The Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications does not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive four (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond to customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

**1.3 Heavy Cleaning Hours**

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, carpet cleaning (shampooing, dry powder, extracting and/or bonneting method), floor finishing, and any other tasks which would unduly interfere with public/staff
access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

1.4 **Safety Data Sheets**

The Company shall provide SDS that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in SMF. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, printed in English and Spanish, and available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

The Company shall be responsible for any fines imposed by OSHA for lack of their performance regarding SDS sheets.

1.5 **Chemicals**

All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.6 **Cleaning Supplies**

The Company shall be responsible to provide and replenish all paper products in restrooms, break rooms and locker rooms daily or as needed including but not limited to:

- a) Bags for feminine hygiene products
- b) Batteries
- c) Biohazard cleaning kits
- d) Black sand
- e) Cleaning chemicals
- f) Enzymes
- g) Floor cleaner
h) Hand sanitizer
i) Hand soap
j) Hand towels
k) Paper towels
l) Toilet tissue
m) Toilet seat covers
n) Trash liners
o) Urinal mats
p) Urinal blocks w/screen

The Company shall be responsible to provide all trash liners to fit all the various types of trash/recycling receptacles.

The Company shall be responsible to keep the soap dispensers, towel dispensers, and hand sanitizer dispensers full throughout the property, including all restrooms, break rooms and locker rooms.

In the event that any dispenser becomes non-functional, the Company will be responsible to replace said dispenser with the same type or equivalent type. If Owner increases dispensers by 10% or more over the life of the contract, the Company will be responsible to add additional dispensers as needed at Owner allowance.

All restroom refill maintenance shall be according to manufacturer suggested maintenance schedule or as directed by Owner.

1.7 Rubber Gloves

The Company will provide and use disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a contaminated waste (red bag) container.

1.8 Vacuuming Equipment

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

All vacuums to be in good working condition free of floated emitted debris.

All vacuum cords are to be free of damage (e.g., fraying, open wires, etc.)

All vacuum cords must be three (3) pronged.

1.9 Supply Closet

The Company shall have available to them one or more supply closets with sinks.
The Supply closet should be maintained in a clean and orderly manner.

SECTION 2: SAFETY AND SECURITY

2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered appropriate. The Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

The Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines and all such signs shall be furnished at no cost to the Owner. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.

Eye protection shall be worn when using any acid-based product, such as bowl cleaner. The Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

2.2 Building Security

The Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make the Company responsible for all losses of RTC property.

2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. The Company shall notify Owner immediately when one of its employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.
RTC CONTRACT NO. 20-044
JANITORIAL SERVICES
EXHIBIT C – INSURANCE REQUIREMENTS

All locked doors are to remain locked at all times and the Company’s employees are not allowed to open any doors for anyone.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:

a) A schedule of the cleaning being performed.

b) Specific date(s) the cleaning is to commence.

c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Reports

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on the specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation, the report should state when the missed work will be completed.

3.3 Furnishing Supervision Of Employees

The Company shall furnish, at its expense, the supervision required to insure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 Damage To RTC Property

The Company shall perform required work in such manner that does not damage SMF. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.
Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

### 3.5 RTC Vendor Identification Badges

Employees assigned to the RTC properties **must** be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner’s with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owner’s sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall make an appointment to be issued an RTC Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. The Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

### 3.6 Uniforms

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. The Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

### 3.7 Changes To Schedule Of Service

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

### 3.8 Removal Of Employee

The RTC reserves the right to request the removal of any Company personnel during the term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

### SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS

#### 4.1 Company Equipment

The Company shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work under this
contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner, which shall not be unreasonably withheld. Equipment deemed by the Owner to be of improper type or design or inadequate for the purpose intended shall be replaced by the Company.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

4.3 Cleaning Specifications

a. Restrooms

Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service all employee and public restrooms and shower rooms as specified. Clean and sanitize walls, mirrors and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and sanitized with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets and urinals shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted.

b. Interior Trash Removal

The Company agrees that waste and/or recycles baskets and containers shall be emptied a minimum of once a day from all areas and resupplied with the appropriate liner where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic Services, do not overload the dumpsters as it can create a public health and safety issue.

c. Floor Care
Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.

Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.

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

The Company is to follow maintenance guidelines for “Static Smart ESD Rubber” anti-static flooring upon request.

**4.4 Glass/Windows**

a) All interior glass is to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry. All interior glass/windows will be spot-cleaned daily and fully cleaned weekly up to a 10’ above finished floor height.

b) Interior glass, over 10’ will be cleaned annually.

c) Exterior glass, up to a 10’ above finished floor height, on the first (main) floor will be cleaned after each power washing.

d) Exterior glass, over 10’ above finished floor height, will be cleaned semi-annually.

e) The Company responsible to provide lift to reach high areas.

**4.5 Air Conditioning And Heating Registers**

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

**4.6 Walls, Ceilings And Doors**

The Company is also to remove gum, stains, handprints and markings on all walkways, furniture, walls, ceilings, doors, and landings.

**4.7 Graffiti Removal**
The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while ensuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 Exterior Trash Removal

The Company shall remove trash daily (including cigarette butts) from all inside and outside public areas of these facilities, including front and rear parking areas, landscaped areas, and sidewalk areas.

Empty and clean all exterior ashtrays in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 Sweeping Of Grounds

The Company shall sweep all outside areas daily. Such sweeping shall include all sidewalks, public outside areas and parking lots.

The Company shall do sweeping inside bus parking lot area every other week. Company shall use high performance equipment (372 lb-ft @ 4,000 rpm torque) to provide proper cleaning.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.10 Power Washing

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120°F Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster areas, and surrounding facilities must be cleaned in front area and back area at least three (3) times per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “SMF” map for areas that must be power washed.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35°F Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.11 Detailed Instructions:

Mobility Training Center (MTC)
Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all areas beneath desks and all carpeted traffic areas including corridors, pathways within office areas, and lobbies (only after 5 p.m.).
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.
   m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.
   n) Clean upholstered furniture as requested.
   o) Dust mop and damp mop black top floor (only after 5 p.m.)
   p) Clean and sanitize all automatic ADA door push plates inside and outside of facility.
   q) Clean and sanitize silver hand rails in the high bay area.
   r) Clean crosswalk signals in the high bay area.
   s) Clean all light switches and plates.
   t) Clean and sanitize face of the TVM machine.
   u) Clean and sanitize windows, seats, floors, bars, and all other surfaces inside and outside of buses inside the MTC.
   v) Clean up dog run behind MTC.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing
cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

b) Completely vacuum and spot clean all carpeted areas beneath tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas

g) Mop the surface of the scale on the floor by the reception desk.

h) Wipe down bench directly outside the front doors of the MTC.

3. Monthly

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

b) Brush or dust all high areas including walls, ceilings, doors and high molding.

c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic areas.

d) Dust and clean cove base.

e) Clean vertical and horizontal blinds, light fixtures and defusers.

f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.

g) Squeegee clean all interior and exterior glass, including clean and polish door jambs, thresholds, sills, handles, and hardware.

4. Quarterly

a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing. Shampoo or bonnet to bring back the clean uniform appearance.

5. Additional Power Washing

a) The Company shall provide power washing at least three (3) times a week on all concrete areas and sidewalks surrounding the MTC, with special emphasis on the smoking area and bus stop. See Aerial map for location.

Restrooms

1. Daily
a) Restrooms should be checked and cleaned hourly—placing the appropriate safety caution signs in order to ensure public safety.
b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
e) Clean mirrors.
f) Clean and sanitize all doors, door handles and door jams with disinfectant.
g) Clean and sanitize area below all hand dryers with disinfectant.
h) Clean and sanitize all partitions and walls with disinfectant, removing spots.
i) Clean and sanitize all handicap railings with disinfectant.
j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
k) Clean and sanitize toilets, seats and trims with disinfectant.
l) Clean and sanitize urinals and trims with disinfectant.
m) Damp mop and sanitize floors with disinfectant.
n) Remove any graffiti that will scrub off.

2. Weekly
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

Angela’s House (Inside the MTC) Angela’s house to remain locked at all times.

1. Daily – Empty all wastebaskets inside Angela’s House.

2. Weekly – Clean the outside windows of Angela’s House.

Additional Cleaning by request

Administration Building

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
b) Clean ashtrays.
c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
e) Clean, polish and sanitize drinking fountains with disinfectant.
f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
g) Dust mop and damp mop all resilient tile floor areas.
h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
i) Spot clean all interior glass and glass doors.
j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
k) Remove trash from all outside facilities, including parking areas and landscaped areas.
l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.
m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
   e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
   f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly
   a) Brush or vacuum air returns, vents and areas around vents.
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b) Brush or dust all high areas including walls, ceilings, doors and high molding.
c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic areas.
d) Dust and clean cove base.
e) Clean vertical and horizontal blinds, light fixtures and defusers.
f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly
   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing. Shampoo or bonnet to bring back the clean uniform appearance.

Restrooms

1. Daily
   a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles, and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Cleand and sanitize all partitions and walls with disinfectant.
   i) Clean, polish and sanitize basins, faucets and trims.
   j) Clean and sanitize toilets, seats and trims with disinfectant.
   k) Clean and sanitize urinals and trims with disinfectant.
   l) Damp mop and sanitize floors with disinfectant.
   m) Remove any graffiti that will scrub off.

2. Weekly
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
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Facilities Operation Center (FOC) Building

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.
   d) Dust and clean fingerprints from all exposed furniture tops, including desk chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all carpeted areas, outside concrete areas, and walls.
   m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
f) Sweep outside areas including all sidewalks and parking areas.

3. **Monthly**
   a) Brush or vacuum air returns, vents and areas around vents.
   b) Brush or dust all high areas including walls, ceilings, doors and high molding.
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic areas.
   d) Dust and clean cove base.
   e) Clean vertical and horizontal blinds, light fixtures and defusers.
   f) Scrub and/or strip flooring then apply several coats of floor finish on flooring where spray buffing will not bring back a “just waxed” look.
   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. **Quarterly**
   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet to bring back the clean uniform appearance.

**Restrooms**

1. **Daily**
   a) Restrooms should be **checked and cleaned hourly** – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant, removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims with disinfectant.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
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c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
d) Pour enzymes down drains.

3. Monthly
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

Fixed Route Maintenance Building

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all hard and resilient floors throughout these facilities.
   m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets,
shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

b) Completely vacuum and spot clean all carpeted areas beneath desks, chair mats, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and break rooms.

f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly

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

b) Brush or dust all high areas including walls, ceilings, doors and high molding.

c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic areas.

d) Dust and clean cove base.

e) Clean vertical and horizontal blinds, light fixtures and defusers.

f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.

g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly

a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet will not bring back the clean uniform appearance.

Restrooms

1. Daily

a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs in order to ensure public safety.

b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.

c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.

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

e) Clean mirrors.

f) Clean and sanitize all doors, door handles and door jams with disinfectant.

g) Clean area below all hand dryers with disinfectant.

h) Clean and sanitize all partitions and walls with disinfectant, removing spots.

i) Clean and sanitize all handicap railings with disinfectant.
j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
k) Clean and sanitize toilets, seats and trims with disinfectant.
l) Clean and sanitize urinals and trims with disinfectant.
m) Damp mop and sanitize floors with disinfectant.
n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**Vault/Probe Area**

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless Owner authorizes the Company to do so. The Company will dust all areas.

**Vault Area (Room 509, 510, 511 & 512) - Cleaned upon Request**

**Breakroom/Offices**

1. **Daily**
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary
i) Spot clean all interior glass and glass doors.

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

k) Remove trash from all outside facilities, including parking areas and landscaped areas.

l) Remove chewing gum from all hard and resilient floors throughout these facilities.

m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. **Weekly**

   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.

   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

   e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

   f) Sweep outside areas including all sidewalks and parking areas.

3. **Monthly**

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

   b) Brush or dust all high areas including walls, ceilings, doors and high molding.

   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic areas.

   d) Dust and clean cove base.

   e) Clean vertical and horizontal blinds, light fixtures and defusers.

   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.

   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. **Quarterly**

   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet will not bring back the clean uniform appearance.
Restrooms

1. **Daily**
   a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant, removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucet and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims with disinfectant.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**Fuel Island/Breakroom/Offices**

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless Owner authorizes the Company to do so. The Company will dust all areas.

1. **Daily**
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
e) Clean, polish and sanitize drinking fountains with disinfectant.
f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
g) Dust mop and damp mop all resilient tile floor areas.
h) Vacuum all rubber/carpeted mats, removing stains/Spots when necessary
i) Spot clean all interior glass and glass doors.
j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
k) Remove trash from all outside facilities, including parking areas and landscaped areas.
l) Remove chewing gum from all hard and resilient floors throughout these facilities.
m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly

a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
f) Sweep outside areas including all sidewalks and parking areas.

3. Monthly

a) Brush or vacuum air returns, vents and areas around vents.
b) Brush or dust all high areas including walls, ceilings, doors and high molding.
c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic areas.
d) Dust and clean cove base.
e) Clean vertical and horizontal blinds, light fixtures and defusers.
f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.

g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. **Quarterly**

   a) Shampoo/bonnet carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet will not bring back the clean uniform appearance.

**Restrooms**

1. **Daily**

   a) Restrooms should be **checked and cleaned hourly** – placing the appropriate safety caution signs in order to ensure public safety.

   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.

   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.

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

   e) Clean mirrors.

   f) Clean and sanitize all doors, door handles and door jams with disinfectant.

   g) Clean and sanitize area below all hand dryers with disinfectant.

   h) Clean and sanitize all partitions and walls with disinfectant, removing spots.

   i) Clean and sanitize all handicap railings with disinfectant.

   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.

   k) Clean and sanitize toilets, seats and trims with disinfectant.

   l) Clean and sanitize urinals and trims disinfectant.

   m) Damp mop and sanitize floors disinfectant.

   n) Remove any graffiti that will scrub off.

2. **Weekly**

   a) Clean and sanitize walls and floors with disinfectant.

   b) Remove lime and scale buildup from plumbing fixtures.

   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.

   d) Pour enzymes down drains.

3. **Monthly**

   a) Brush and vacuum air returns, vents and area around vents.

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

   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.
Guard Shack

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless Owner authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all hard and resilient floors throughout these facilities.
   m) Clean and maintain all furniture in office.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
c) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas.

**CNG Mobile Mini**

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless Owner authorizes the Company to do so. The Company will dust all areas.

1. **Daily**

   a) Empty wastebaskets and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.

   b) Clean ashtrays.

   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.

   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.

   e) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas and under the office desks.

   f) Dust mop and damp mop all resilient tile floor areas.

   g) Vacuum all rubber/carpeted mats, removing stains/spots when necessary.

   h) Spot clean all interior glass and glass doors.

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

   j) Remove trash from all outside facilities, including parking areas and landscaped areas.

   k) Remove chewing gum from all hard and resilient floors throughout these facilities.

   l) Clean and maintain all furniture in office.

2. **Weekly**

   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.

c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.

d) Spot clean to remove all spots and marks from walls around light switches and door jambs.

e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.

f) Sweep outside areas including all sidewalks and parking areas.

SECTION 5: ADDITIONAL WORK

Electrical rooms, stairwells, IT rooms, etc., will need to be cleaned upon request by Owner. Once requested, the cleaning service must be scheduled with the Owner contact as they will need to assist in allowing access to these rooms.

Biohazard Clean Ups

The Company is responsible for any and all biohazard clean up, as well as proper disposal of biohazard per OSHA standards. In the event of a biohazard, the Company will have thirty (30) minutes to respond and clean the biohazard once notified. If Company fails to correct issue within the time allowed a complaint will be filed per Section 1.2.

Camera Cleaning

The Company shall clean all interior and exterior security cameras semi-annually. The Company shall provide all equipment necessary for cleaning, including but not limited to poles, scissor lifts, etc. If camera quantity increases by 15% or more over the life of the contract, there may be an additional charge to Owner.

Total Camera Count: 83

SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. The Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.
If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper usage and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice.

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.

SECTION 9: DEFINITIONS

1. Owner: Regional Transportation Commission of Southern Nevada.
2. Keolis: Fixed Route transportation provider and facility occupant.
3. MV Transportation: Paratransit transportation provider and facility occupant.
EXHIBIT C

INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the rtc/ for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers' compensation and professional liability insurance coverages. The Company’s insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used for the performance of
services under this Contract. As an alternative to the specified auto coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. Workers' Compensation and Employers’ Liability: The Company shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts website at [link]) indicating that the Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any of the work to be provided will be performed out of the state of Nevada, then any Workers Compensation policy must include an "all states endorsement" that provides for coverage in any state. The endorsement must include the broadening of coverage to meet the applicable laws in that state.

10. The Supplier shall provide Employers’ Liability covering its legal obligation to pay damages because of bodily injury or occupational disease (including resulting death) sustained by an employee. The coverages required are as follows: Non-Project specific, occurrence basis, $1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy limited.

11. Professional Liability – Not Applicable

12. Failure To Maintain Coverage: If the Company fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Company to stop the work, declare the Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Company or deduct the amount paid from any sums due the Company under this Contract.

13. Additional Insurance: The Company is encouraged to purchase any such additional insurance as it deems necessary.

14. Damages: The Company is required to remedy all injuries to persons and damage or loss to any property of RTC, caused in whole or in part by the Company its subcontractors or anyone employed, directed or supervised by Company.

15. Cost: The Company shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).

16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC's third party insurance compliance tracking service provider, Insurance Tracking Services, Inc. [email] with a copy to [email]

17. Insurance Form Instructions: The following information must be filled in by the Company’s Insurance Company representative:
Insurance Broker’s name, complete address, telephone and fax numbers

Company’s name, complete address, telephone and fax numbers

**Commercial General Liability (per occurrence)**
- **Deductible**
  - Policy Number
  - Policy Effective Date
  - Policy Expiration Date
  - General Aggregate ($2,000,000)
  - Products-Completed Operations Aggregate ($2,000,000)
  - Personal & Advertising Injury ($1,000,000)
  - Each Occurrence ($1,000,000)
  - Fire Damage ($50,000)
  - Medical Expenses ($5,000)

**Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)**
- **Deductible**

**Policy Number**
- Policy Effective Date
- Policy Expiration Date
- Combined Single Limit ($1,000,000)

**Worker’s Compensation and Employer’s Liability**
- **Deductible**

**Policy Number**
- Policy Effective Date
- Policy Expiration Date
- WC Statutory Limits
- Employer’s Liability Each Accident ($1,000,000)
- Employer’s Liability Disease – Each Employee ($1,000,000)
- Employer’s Liability Disease – Policy Limit ($1,000,000)

**Description:** Contract No. 20-044 ; Project Title: Janitorial Services (SMF) (must be identified on the initial insurance form and each renewal form)

**Certificate Holder:**
**Regional Transportation Commission of Southern Nevada, its officers, employees, and agents**
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 198
Long Beach, CA  90801-0198
The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.

The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
CONTRACT NO. 20-044
JANITORIAL SERVICES
SOUTH STRIP TRANSIT TERMINAL (SSTT)

FIRM: Silver State Transportation, LLC
5113 Alpine Place
Las Vegas, Nevada 89107
(702) 878-8020
OWNER-CONTRACTOR AGREEMENT

THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this (the “Effective Date”), by and between the Regional Transportation Commission of Southern Nevada, a political subdivision in the State of Nevada (the “OWNER”) and Silver State Transportation, LLC (the “COMPANY”), collectively referred to herein as the “PARTIES.”

RECITALS

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (South Strip Transit Terminal (SSTT)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

NOW, THEREFORE, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

AGREEMENT

1. PROJECT DESCRIPTION. The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. COMPENSATION AND TERMS OF PAYMENT. The total amount of this CONTRACT shall not exceed 261,610.50 annually, for the period from Notice to Proceed August 31, 2021 unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. CONTRACT TERM. The initial term of the contract is from Notice to Proceed to August 31, 2021 with four (4) one-year renewal options.

4. DOCUMENT INCORPORATION. The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:

   A. Instructions to Bidner
   B. General Conditions
   C. Special Conditions
   D. Bid Proposal, Exhibit A
   E. Scope of Work, Exhibit B
   F. Insurance Requirements, Exhibit C

5. COMMENCEMENT AND COMPLETION DEADLINE. Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. NOTICES. Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

   To the Owner: Regional Transportation Commission of Southern Nevada
   Purchasing & Contracts Manager
RTC CONTRACT NO. 20-044
JANITORIAL SERVICES (SSTT)

600 South Grand Central Parkway, Suite 350
Las Vegas, NV 89106
Fax (702) 676-1518

To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.

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IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

SILVER STATE TRANSPORTATION, LLC

By: MARK FERNANDEZ
Managing Partner

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: LAWRENCE L. BROWN III
Chairman

APPROVED AS TO FORM: ATTEST:

By: MARIN DUBOIS
RTC Legal Counsel
Management Analyst
EXHIBIT A – BID PROPOSAL

South Strip Transit Terminal (SSTT)

Silver State Transportation
Monthly Services charges $ 21,800.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $10.50

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SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the South Strip Transit Terminal (SSTT). This facility is open 365 days a year, including holidays. The hours of operation are twenty-four (24) hours daily.

The total square footage of the SSTT is approximately 15,000 square feet.

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the South Strip Transit Terminal (SSTT), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

Hundreds of people utilize this facility daily. SSTT is a bus transfer hub to multiple bus routes and bus companies.

The facility is open 365 days a year, including holidays. The hours of operation are twenty-four (24) hours daily. The Owner requires a minimum of two (2) Company employees to be on site at the facility during all hours of operation. Several supply closets and custodial office will be available for Company use.

The Company agrees to furnish a complete cleaning maintenance contract for the South Strip Transit Terminal (SSTT) located at 6675 Gilespie Street, Las Vegas, NV 89146. Without limiting the generality of the foregoing, the Company shall clean: all rooms, cabinets, windows, signs, glass, lights, light fixtures, ceilings, walls, stairs, columns, pipes, entrances, exits, toilets, showers, sinks, wash basins, handrails, offices, lobbies, charging stations, furniture, break room areas including appliances, doors, carpets, flooring, base boards, miscellaneous equipment, billboards, trash cans, bus bays and parking areas, landscaping, and sidewalks.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, furniture, walls, ceilings, landings, sidewalks, benches/seating areas,
parking areas, and landscape. **Power washing, three (3) times per week**, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

The Company shall perform all services outlined in these specifications, and shall ensure that the SSTT is in a pristine condition, to the highest standards of cleanliness and safety. The Company shall provide all personnel and supervision to successfully perform the services required.

The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not receive any additional compensation for said emergency call back service. If however, the Owner orders work to be done not covered in the contract, such as cleaning up after a fire, a separate payment statement shall be submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All Company supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive for (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond and correct customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

### 1.3 Heavy Cleaning Hours

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, carpet cleaning (shampooing, dry powder, extracting and/or bonneting method), floor finishing, and any other tasks which would unduly interfere with public/staff access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

### 1.4 Safety Data Sheets

The Company shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in the Regional Transportation Commission’s South Strip Transit Terminal. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, and printed in English and Spanish, and
available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

The Company shall be responsible for any fines imposed by OSHA for lack of the performance regarding SDS sheets.

1.5 Chemicals

All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.6 Cleaning Supplies

The Company shall be responsible to provide and replenish all custodial and paper products in restrooms, break rooms and locker rooms daily or as needed including but not limited to:

   a) Bags for feminine hygiene products
   b) Batteries
   c) Biohazard cleaning kits
   d) Black sand
   e) Cleaning chemicals
   f) Enzymes
   g) Floor cleaner
   h) Hand sanitizer
   i) Hand soap
   j) Hand towels
   k) Paper towels
   l) Toilet tissue
   m) Toilet seat covers
   n) Trash liners
   o) Urinal mats
   p) Urinal blocks w/screen
The Company shall be responsible to provide all trash liners to fit all the various types of trash/recycling receptacles.

The Company shall be responsible to keep the soap dispensers, towel dispensers and hand sanitizer dispensers full throughout the property, including all restrooms, break rooms and locker rooms.

In the event that a dispenser becomes non-functional, the Company will be responsible to replace said dispenser with the same type or equivalent type. If Owner increases dispensers by 10% or more over the life of the contract, the Company will be responsible to add additional dispensers as needed at Owner allowance.

All restroom refill maintenance shall be according to manufacturer suggested maintenance schedule or as directed by Owner.

1.7 Rubber Gloves

The Company will provide disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a contaminated waste (red bag) container.

1.8 Vacuuming Equipment

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

All vacuums to be in good working condition free of floated emitted debris.

All vacuum cords are to be free of damage (e.g., fraying, open wires, etc.)

All vacuum cords must be three (3) pronged.

1.9 Supply Closet

The Company shall have available to them, one or more supply closets with sinks.

The Supply closet should be maintained in a clean and orderly manner.

SECTION 2: SAFETY AND SECURITY

2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered appropriate. The Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.
The Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines as provided and stored in the janitorial closets. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.
Eye protection shall be worn when using any acid-based product, such as bowl cleaner. The Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

2.2 Building Security

The Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make the Company responsible for all losses of RTC property.

2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. The Company shall notify Owner immediately when one of its employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.

All locked doors are to remain locked at all times and the Company’s employees are not allowed to open any doors for anyone.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.
When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:

a) A schedule of the cleaning being performed.

b) Specific date(s) the cleaning is to commence.

c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Report

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation. The report should state when the missed work will be completed.

3.3 Furnishing Supervision Of Employees

The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 Damage To RTC Property

The Company shall perform required work in such manner that does not damage the SSTT. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.

Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

3.5 RTC Vendor Identification Badges

Employees assigned to the RTC properties must be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner’s with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owners sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall make an appointment to be issued an RTC
Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

3.6 **Uniforms**

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. The Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

3.7 **Changes To Schedule Of Service**

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

3.8 **Removal Of Employee**

The RTC reserves the right to request the removal of any Company personnel during a term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

**SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS**

4.1 **Company Equipment**

The Company shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner, which shall not be unreasonably withheld. Equipment deemed by the Company to be of improper type or design or inadequate for the purpose intended shall be replaced by the Company.

4.2 **Minimum Cleaning Standards**

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.
4.3 Cleaning Specifications

a. Restrooms

Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service all employee and public restrooms. Clean and sanitize walls, mirrors, shower rooms, and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and sanitized with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets and urinals shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted.

b. Interior Trash Removal

The Company agrees that waste and/or recycles baskets and containers shall be emptied a minimum of once a day from all areas and resupplied with the appropriate liner or more often where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic Services, do not overload the dumpsters as it can create a public health and safety issue.

c. Floor Care

Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and build up.

Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.
The Company shall remove and replace furniture, as required to perform the work exercising necessary safety precautions and following procedures designed to prevent damage to Owner’s property.

4.4 Glass/Windows

a) All interior glass is to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry. All interior glass/windows will be spot-cleaned daily and fully cleaned weekly up to a 10’ above finished floor height.

b) Interior glass, over 10’ will be cleaned annually.

c) Exterior glass, up to a 10’ above finished floor height, on the first (main) floor will be cleaned after each power washing.

d) Exterior glass, over 10’ above finished floor height, will be cleaned semi-annually.

e) The Company responsible to provide lift to reach high areas.

4.5 Air Conditioning And Heating Registers

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

4.6 Walls, Ceilings And Doors

The Company is also to remove gum, stains, handprints and markings on all walkways, furniture, walls, ceilings, doors and landings.

4.7 Graffiti Removal

The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while ensuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 Exterior Trash Removal

The Company shall remove trash daily (including cigarette butts) from all inside and outside areas of these facilities, including parking areas, landscaped areas, and sidewalk areas.

Empty and clean all exterior sand urns in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 Sweeping Of Grounds
The Company shall sweep all outside areas during each shift. Such sweeping shall include all sidewalks, public outside areas, parking lots and around dumpsters.

Note: If needed the Owner reserves the right to require the frequency is increased.

### 4.10 Power Washing

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster areas, and surrounding facilities must be cleaned at least three (3) times per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “SSTT” map for areas that must be power washed.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

### 4.11 Detailed Instructions

**Interior Offices, Conference Rooms, Lobby, Dispatch and Drivers Areas**

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. **Daily**
   - a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   - b) Clean ashtrays.
   - c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   - d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   - e) Clean, polish and sanitize drinking fountains with disinfectant.
   - f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
   - g) Dust mop and damp mop all resilient tile floor areas.
   - h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary
i) Spot clean all interior glass and glass doors. 

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

k) Remove trash from all outside facilities, including parking areas and landscaped areas. 

l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls. 

m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries. 

2. Weekly 
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking. 
   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning. 
   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs. 
   d) Spot clean to remove all spots and marks from walls around light switches and door jambs. 
   e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas. 
   f) Sweep outside areas including all sidewalks and parking areas. 

3. Monthly 
   a) Brush or vacuum air returns, vents and areas around vents. 
   b) Brush or dust all high areas including walls, ceilings, doors and high molding. 
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area where a pattern is showing. 
   d) Dust and clean cove base. 
   e) Clean vertical and horizontal blinds, light fixtures and diffusers. 
   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed. 
   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware. 

4. Quarterly 
   a) Shampoo/bonnet or dry powder clean carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet or dry powder will not bring back the clean uniform appearance. 

5. Annually 
   a) Strip and wax lobby floor. 

Restrooms 

1. Daily 
   a) Restrooms should be checked and cleaned hourly – placing the appropriate safety caution signs in order to ensure public safety.
b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
e) Clean mirrors.
f) Clean and sanitize all doors, door handles and door jams with disinfectant.
g) Clean and sanitize area below all hand dryers with disinfectant.
h) Clean and sanitize all partitions and walls with disinfectant removing spots.
i) Clean and sanitize all handicap railings with disinfectant.
j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
k) Clean and sanitize toilets, seats and trims with disinfectant.
l) Clean and sanitize urinals and trims with disinfectant.
m) Damp mop and sanitize floors with disinfectant.
n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**SECTION 5: ADDITIONAL WORK**

Electrical rooms, stairwells, IT rooms, etc., will need to be cleaned upon request by Owner. Once requested, the cleaning service must be scheduled with the Owner contact as they will need to assist in allowing access to these rooms.

**Biohazard Clean Ups**

The Company is responsible for any and all biohazard clean up, as well as proper disposal of biohazard per OSHA standards. In the event of a biohazard, the Company will have thirty (30) minutes to respond and clean the biohazard once notified. If Company fails to correct issue within the time allowed a complaint will be filed per Section 1.2.

**Camera Cleaning**
The Company shall clean all interior and exterior security cameras semi-annually. The Company shall provide all equipment necessary for cleaning, including but not limited to poles, scissor lifts, etc. If camera quantity increases by 15% or more over the life of the contract, there may be an additional charge to Owner.

Total Camera Count: 38

SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. If at the Owners request, the Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper use and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice.

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.
EXHIBIT C
INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at [http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/](http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/) for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers' compensation and professional liability insurance coverages. The Company’s’ insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s’ contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used for the performance of
services under this Contract. As an alternative to the specified auto coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. Workers' Compensation and Employers' Liability: The Company shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts website at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/) indicating that the Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any of the work to be provided will be performed out of the state of Nevada, then any Workers Compensation policy must include an "all states endorsement" that provides for coverage in any state. The endorsement must include the broadening of coverage to meet the applicable laws in that state.

10. The Supplier shall provide Employers' Liability covering its legal obligation to pay damages because of bodily injury or occupational disease (including resulting death) sustained by an employee. The coverages required are as follows: Non-Project specific, occurrence basis, $1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy limited.

11. Professional Liability – Not Applicable

12. Failure To Maintain Coverage: If the Company fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Company to stop the work, declare the Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Company or deduct the amount paid from any sums due the Company under this Contract.

13. Additional Insurance: The Company is encouraged to purchase any such additional insurance as it deems necessary.

14. Damages: The Company is required to remedy all injuries to persons and damage or loss to any property of RTC, caused in whole or in part by the Company, its subcontractors or anyone employed, directed or supervised by Company.

15. Cost: The Company shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).

16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services, Inc. certcontrol@instracking.com with a copy to alexanderro@rtcsnv.com

17. Insurance Form Instructions: The following information must be filled in by the Company’s Insurance Company representative:
Insurance Broker’s name, complete address, telephone and fax numbers

Company’s name, complete address, telephone and fax numbers

Commercial General Liability (per occurrence)
  Deductible
    Policy Number
    Policy Effective Date
    Policy Expiration Date
    General Aggregate ($2,000,000)
    Products-Completed Operations Aggregate ($2,000,000)
    Personal & Advertising Injury ($1,000,000)
    Each Occurrence ($1,000,000)
    Fire Damage ($50,000)
    Medical Expenses ($5,000)

Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)
  Deductible
  Policy Number
    Policy Effective Date
    Policy Expiration Date
    Combined Single Limit ($1,000,000)

Worker’s Compensation and Employer’s Liability
  Deductible
  Policy Number
    Policy Effective Date
    Policy Expiration Date
    WC Statutory Limits
    Employer’s Liability Each Accident ($1,000,000)
    Employer’s Liability Disease – Each Employee ($1,000,000)
    Employer’s Liability Disease – Policy Limit ($1,000,000)

Description: Contract No. 20-044; Project Title: Janitorial Services (SSTT) (must be identified on the initial insurance form and each renewal form)

Certificate Holder:
Regional Transportation Commission of Southern Nevada, its officers, employees, and agents
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 198
Long Beach, CA 90801-0198

The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.
The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the South Strip Transit Terminal (SSTT). This facility is open 365 days a year, including holidays. The hours of operation are twenty-four (24) hours daily.

The total square footage of the SSTT is approximately 15,000 square feet.

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the South Strip Transit Terminal (SSTT), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

Hundreds of people utilize this facility daily. SSTT is a bus transfer hub to multiple bus routes and bus companies.

The facility is open 365 days a year, including holidays. The hours of operation are twenty-four (24) hours daily. The Owner requires a minimum of two (2) Company employees to be on site at the facility during all hours of operation. Several supply closets and custodial office will be available for Company use.

The Company agrees to furnish a complete cleaning maintenance contract for the South Strip Transit Terminal (SSTT) located at 6675 Gilespie Street, Las Vegas, NV 89146. Without limiting the generality of the foregoing, the Company shall clean: all rooms, cabinets, windows, signs, glass, lights, light fixtures, ceilings, walls, stairs, columns, pipes, entrances, exits, toilets, showers, sinks, wash basins, handrails, offices, lobbies, charging stations, furniture, break room areas including appliances, doors, carpets, flooring, base boards, miscellaneous equipment, billboards, trash cans, bus bays and parking areas, landscaping, and sidewalks.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, furniture, walls, ceilings, landings, sidewalks, benches/seating areas, parking areas, and landscape. **Power washing, three**
(3) **times per week**, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

The Company shall perform all services outlined in these specifications, and shall ensure that the SSTT is in a pristine condition, to the highest standards of cleanliness and safety. The Company shall provide all personnel and supervision to successfully perform the services required. The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not receive any additional compensation for said emergency call back service. If however, the Owner orders work to be done not covered in the contract, such as cleaning up after a fire, a separate payment statement shall be submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All Company supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive for (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond and correct customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

### 1.3 **Heavy Cleaning Hours**

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, carpet cleaning (shampooing, dry powder, extracting and/or bonneting method), floor finishing, and any other tasks which would unduly interfere with public/staff access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

### 1.4 **Safety Data Sheets**

The Company shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in the Regional Transportation Commission’s South Strip Transit Terminal. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who...
are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

The Company shall be responsible for any fines imposed by OSHA for lack of the performance regarding SDS sheets.

1.5 Chemicals

All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.6 Cleaning Supplies

The Company shall be responsible to provide and replenish all custodial and paper products in restrooms, break rooms and locker rooms daily or as needed including but not limited to:

a) Bags for feminine hygiene products
b) Batteries
c) Biohazard cleaning kits
d) Black sand
e) Cleaning chemicals
f) Enzymes
g) Floor cleaner
h) Hand sanitizer
i) Hand soap
j) Hand towels
k) Paper towels
l) Toilet tissue
m) Toilet seat covers
n) Trash liners
o) Urinal mats
p) Urinal blocks w/screen
The Company shall be responsible to provide all trash liners to fit all the various types of trash/recycling receptacles.

The Company shall be responsible to keep the soap dispensers, towel dispensers and hand sanitizer dispensers full throughout the property, including all restrooms, break rooms and locker rooms.

In the event that a dispenser becomes non-functional, the Company will be responsible to replace said dispenser with the same type or equivalent type. If Owner increases dispensers by 10% or more over the life of the contract, the Company will be responsible to add additional dispensers as needed at Owner allowance.

All restroom refill maintenance shall be according to manufacturer suggested maintenance schedule or as directed by Owner.

1.7 Rubber Gloves

The Company will provide disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a contaminated waste (red bag) container.

1.8 Vacuuming Equipment

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

All vacuums to be in good working condition free of floated emitted debris.

All vacuum cords are to be free of damage (e.g., fraying, open wires, etc.)

All vacuum cords must be three (3) pronged.

1.9 Supply Closet

The Company shall have available to them, one or more supply closets with sinks.

The Supply closet should be maintained in a clean and orderly manner.

SECTION 2: SAFETY AND SECURITY

2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered appropriate. The Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

The Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.
The Company shall use CAUTION signs as required by OSHA guidelines as provided and stored in the janitorial closets. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.
Eye protection shall be worn when using any acid-based product, such as bowl cleaner. The Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

2.2 Building Security

The Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make the Company responsible for all losses of RTC property.

2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. The Company shall notify Owner immediately when one of its employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.

All locked doors are to remain locked at all times and the Company’s employees are not allowed to open any doors for anyone.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:
a) A schedule of the cleaning being performed.
b) Specific date(s) the cleaning is to commence.
c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Report

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation. The report should state when the missed work will be completed.

3.3 Furnishing Supervision Of Employees

The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 Damage To RTC Property

The Company shall perform required work in such manner that does not damage the SSTT. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.

Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

3.5 RTC Vendor Identification Badges

Employees assigned to the RTC properties must be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner’s with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owners sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall make an
appointment to be issued an RTC Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

3.6 Uniforms

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. The Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

3.7 Changes To Schedule Of Service

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

3.8 Removal Of Employee

The RTC reserves the right to request the removal of any Company personnel during a term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS

4.1 Company Equipment

The Company shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner, which shall not be unreasonably withheld. Equipment deemed by the Company to be of improper type or design or inadequate for the purpose intended shall be replaced by the Company.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.
4.3 Cleaning Specifications

a. Restrooms

Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service all employee and public restrooms. Clean and sanitize walls, mirrors, shower rooms, and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and sanitized with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets and urinals shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted.

b. Interior Trash Removal

The Company agrees that waste and/or recycles baskets and containers shall be emptied a minimum of once a day from all areas and resupplied with the appropriate liner or more often where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic Services, do not overload the dumpsters as it can create a public health and safety issue.

c. Floor Care

Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.

Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.
The Company shall remove and replace furniture, as required to perform the work exercising necessary safety precautions and following procedures designed to prevent damage to Owner’s property.

4.4 Glass/Windows

a) All interior glass is to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry. All interior glass/windows will be spot-cleaned daily and fully cleaned weekly up to a 10’ above finished floor height.

b) Interior glass, over 10’ will be cleaned annually.

c) Exterior glass, up to a 10’ above finished floor height, on the first (main) floor will be cleaned after each power washing.

d) Exterior glass, over 10’ above finished floor height, will be cleaned semi-annually.

e) The Company responsible to provide lift to reach high areas.

4.5 Air Conditioning And Heating Registers

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

4.6 Walls, Ceilings And Doors

The Company is also to remove gum, stains, handprints and markings on all walkways, furniture, walls, ceilings, doors and landings.

4.7 Graffiti Removal

The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while ensuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 Exterior Trash Removal

The Company shall remove trash daily (including cigarette butts) from all inside and outside areas of these facilities, including parking areas, landscaped areas, and sidewalk areas.

Empty and clean all exterior sand urns in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 Sweeping Of Grounds

The Company shall sweep all outside areas during each shift. Such sweeping shall include all sidewalks, public outside areas, parking lots and around dumpsters.
Note: If needed the Owner reserves the right to require the frequency is increased.

4.10 Power Washing

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster areas, and surrounding facilities must be cleaned at least three (3) times per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “SSTT” map for areas that must be power washed.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.11 Detailed Instructions

Interior Offices, Conference Rooms, Lobby, Dispatch and Drivers Areas

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary
   i) Spot clean all interior glass and glass doors.
j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
k) Remove trash from all outside facilities, including parking areas and landscaped areas.
l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.
m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.

2. Weekly
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
f) Sweep outside areas including all sidewalks and parking areas

3. Monthly
   a) Brush or vacuum air returns, vents and areas around vents.
   b) Brush or dust all high areas including walls, ceilings, doors and high molding.
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area where a pattern is showing.
   d) Dust and clean cove base.
   e) Clean vertical and horizontal blinds, light fixtures and diffusers.
   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. Quarterly
   a) Shampoo/bonnet or dry powder clean carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet or dry powder will not bring back the clean uniform appearance.

5. Annually
   a) Strip and wax lobby floor.
Restrooms

1. **Daily**
   a) Restrooms should be **checked and cleaned hourly** – placing the appropriate safety caution signs in order to ensure public safety.
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   e) Clean mirrors.
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
   g) Clean and sanitize area below all hand dryers with disinfectant.
   h) Clean and sanitize all partitions and walls with disinfectant removing spots.
   i) Clean and sanitize all handicap railings with disinfectant.
   j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
   k) Clean and sanitize toilets, seats and trims with disinfectant.
   l) Clean and sanitize urinals and trims with disinfectant.
   m) Damp mop and sanitize floors with disinfectant.
   n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**SECTION 5: ADDITIONAL WORK**

Electrical rooms, stairwells, IT rooms, etc., will need to be cleaned upon request by Owner. Once requested, the cleaning service must be scheduled with the Owner contact as they will need to assist in allowing access to these rooms.

**Biohazard Clean Ups**

The Company is responsible for any and all biohazard clean up, as well as proper disposal of biohazard per OSHA standards. In the event of a biohazard, the Company will have thirty (30) minutes to respond and clean the biohazard once notified. If Company fails to correct issue within the time allowed a complaint will be filed per Section 1.2.
Camera Cleaning

The Company shall clean all interior and exterior security cameras semi-annually. The Company shall provide all equipment necessary for cleaning, including but not limited to poles, scissor lifts, etc. If camera quantity increases by 15% or more over the life of the contract, there may be an additional charge to Owner.

Total Camera Count: 38

SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. If at the Owner’s request, the Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper use and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice.

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.
South Strip Transfer Terminal (SSTT)
CONTRACT NO. 20-044
JANITORIAL SERVICES
UNIVERSITY OF NEVADA LAS VEGAS (UNLV)

FIRM: Nellis Building Service
3920 Raymert Dr.
Las Vegas, Nevada 89121
(702) 825-8001
THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this (the “Effective Date”), by and between the Regional Transportation Commission of Southern Nevada, a political subdivision in the State of Nevada (the “OWNER”) and Nellis Building Service (the “COMPANY”), collectively referred to herein as the “PARTIES.”

RECITALS

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (University of Nevada Las Vegas (UNLV)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

NOW, THEREFORE, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

AGREEMENT

1. PROJECT DESCRIPTION. The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. COMPENSATION AND TERMS OF PAYMENT. The total amount of this CONTRACT shall not exceed $14,101.00 annually, for the period from Notice to Proceed August 31, 2021 unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. CONTRACT TERM. The initial term of the contract is from Notice to Proceed to August 31, 2021 with four (4) one-year renewal options.

4. DOCUMENT INCORPORATION. The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:

   A. Instructions to Bidder
   B. General Conditions
   C. Special Conditions
   D. Bid Proposal, Exhibit A
   E. Scope of Work, Exhibit B
   F. Insurance Requirements, Exhibit C

5. COMMENCEMENT AND COMPLETION DEADLINE. Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. NOTICES. Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

   To the Owner: Regional Transportation Commission of Southern Nevada
   Purchasing & Contracts Manager
To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.

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IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

NELLIS BUILDING SERVICES

By: Sunny Kim
President

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: Lawrence L. Brown III
Chairman

APPROVED AS TO FORM:

By: ________________________________
RTC Legal Counsel

ATTEST:

By: Marin Dubois
Management Analyst
(University of Nevada Las Vegas (UNLV)

Nellis Building Services:
Monthly Services charges $1,174.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $13.00

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SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the UNLV Transit Center (UNLV) 7 days a week.

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as UNLV Transit Center (UNLV), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

The Company agrees to furnish a complete cleaning maintenance contract for the UNLV Transit Center (UNLV) located at 1135 E University Road, Las Vegas, NV 89119. Without limiting the generality of the foregoing, the Company shall clean: signs, columns, billboards, trash cans, parking areas, landscaping, and sidewalks.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, sidewalks, benches/seating areas, parking areas, and landscape. Power washing one (1) time weekly.

Company shall perform all services outlined in these specifications, and shall ensure that the properties are in pristine condition, to the highest standards of cleanliness and safety. Company shall provide all personnel, and supervision to successfully perform the services required.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. Company will ensure that all employees are familiar with SDS for all chemicals used.

All supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design,
layout and/or condition. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive for (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond and correct customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

1.3 Safety Data Sheets
The Company shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Complete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

Company shall be responsible for any fines imposed by OSHA for lack of the performance regarding SDS sheets.

1.4 Chemicals
All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.5 Cleaning Supplies
The Company shall be responsible to provide all custodial products including, but not limited to:

a) Trash liners
b) Cleaning chemicals
c) Biohazard cleaning kits

1.6 Rubber Gloves
Company will provide disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. The gloves are to be disposed of in a contaminated waste (red bag) container.
SECTION 2: SAFETY AND SECURITY

2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered appropriate. Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines as provided and stored in the custodial closets. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.

Eye protection shall be worn when using any acid-based product, such as bowl cleaner. Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste.

The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

a) A schedule of the cleaning being performed.

b) Specific date(s) the cleaning is to commence.

c) Notice of when the cleaning is completed.

3.2 Submittal Of Monthly Report

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:
Any problems encountered during the past month. If the Company finds problems based on the specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation. The report should state when the missed work will be completed.

3.3 **Furnishing Supervision Of Employees**

The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 **Damage To RTC Property**

The Company shall perform required work in such manner that does not damage CHTC. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.

3.5 **RTC Vendor Identification Badges**

Employees assigned to the RTC properties must be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner’s with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right to not allow a Company’s employee to work on the Owners sites due to an unsatisfactory result of that employee.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall be able to receive an RTC Vendor Identification Badge by appointment. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. Company will be responsible for all fees associated with obtaining the badges. Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from employees who are no longer working at this site. Company shall obtain badges through the Owner’s designated contact.

3.6 **Uniforms**

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

3.7 **Changes To Schedule Of Service**

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

3.8 **Removal Of Employee**
The RTC reserves the right to request the removal of any Company personnel during a term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS

4.1 Company Equipment

The Company shall provide all necessary cleaning equipment needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner. Equipment deemed by the Company to be of improper type or design or inadequate for the purpose intended shall be replaced by Company.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

4.3 Graffiti Removal

Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while insuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.4 Exterior Trash Removal

Company shall remove trash daily (including cigarette butts) from all outside public areas of these facilities.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.5 Sweeping Of Grounds

Company shall sweep all outside areas daily. Such sweeping shall include sidewalks and bays.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.6 Power Washing

The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster area, and surrounding facilities must be cleaned (1) times per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors,
stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.7 Detailed Instructions

1. Daily
   a) Pick up all trash/cigarettes/debris from grounds, including bays and landscape areas.
   b) Sweep all outside areas, including sidewalks and bays.
   c) Empty trash receptacles. Line with new plastic bags each time emptied.
   d) Clean all glass and/or clear plastic.
   e) Remove chewing gum from all outside concreted areas, and walls.
   f) Clean all graffiti.
   g) Wipe down all horizontal surfaces, including all benches and signage.

2. Weekly
   a) Contractor shall provide a high pressure, high temperature pressure washer, approved by the RTC with a minimum rating of 4,000 psi and 120° Fahrenheit. All sidewalks and/or cement must be power washed weekly with cleaning chemicals/degreasers.

SECTION 5. COMPREHENSIVE PERFORMANCE STANDARDS

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

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. If at the Owners request, the Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.
EXHIBIT C
INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/ for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers' compensation and professional liability insurance coverages. The Company’s insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used for the performance of services under this Contract. As an alternative to the specified auto coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. Workers' Compensation and Employers’ Liability: The Company shall obtain and maintain for the
duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts website at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/) indicating that the Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any of the work to be provided will be performed out of the state of Nevada, then any Workers Compensation policy must include an "all states endorsement" that provides for coverage in any state. The endorsement must include the broadening of coverage to meet the applicable laws in that state.

10. The Supplier shall provide Employers’ Liability covering its legal obligation to pay damages because of bodily injury or occupational disease (including resulting death) sustained by an employee. The coverages required are as follows: Non-Project specific, occurrence basis, $1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy limited.

11. Professional Liability – Not Applicable

12. Failure To Maintain Coverage: If the Company fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Company to stop the work, declare the Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Company or deduct the amount paid from any sums due the Company under this Contract.

13. Additional Insurance: The Company is encouraged to purchase any such additional insurance as it deems necessary.

14. Damages: The Company is required to remedy all injuries to persons and damage or loss to any property of RTC, caused in whole or in part by the Company its subcontractors or anyone employed, directed or supervised by Company.

15. Cost: The Company shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).

16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services, Inc. certcontrol@instracking.com with a copy to alexanderro@rtcsnv.com

17. Insurance Form Instructions: The following information must be filled in by the Company’s Insurance Company representative:

- Insurance Broker’s name, complete address, telephone and fax numbers
- Company’s name, complete address, telephone and fax numbers
- Commercial General Liability (per occurrence)
  - Deductible
  - Policy Number
  - Policy Effective Date
RTC CONTRACT NO. 20-044
JANITORIAL SERVICES
EXHIBIT C INSURANCE REQUIREMENTS

Policy Expiration Date
General Aggregate ($2,000,000)
Products-Completed Operations Aggregate ($2,000,000)
Personal & Advertising Injury ($1,000,000)
Each Occurrence ($1,000,000)
Fire Damage ($50,000)
Medical Expenses ($5,000)

Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)
   Deductible

Policy Number
Policy Effective Date
Policy Expiration Date
Combined Single Limit ($1,000,000)

Worker’s Compensation and Employer’s Liability
   Deductible
Policy Number
Policy Effective Date
Policy Expiration Date
WC Statutory Limits
Employer’s Liability Each Accident ($1,000,000)
Employer’s Liability Disease – Each Employee ($1,000,000)
Employer’s Liability Disease – Policy Limit ($1,000,000)

Description: Contract No. 20-044; Project Title: Janitorial Services (UNLV) (must be identified on the initial insurance form and each renewal form)

Certificate Holder:
Regional Transportation Commission of Southern Nevada, its officers, employees, and agents
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 198
Long Beach, CA  90801-0198

The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.

The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.
CONTRACT NO. 20-044
JANITORIAL SERVICES
WESTCLIFF TRANSIT CENTER PARK RIDE (WCTC)

FIRM: Silver State Transportation, LLC
5113 Alpine Place
Las Vegas, Nevada 89107
(702) 878-8020
THIS OWNER-CONTRACTOR AGREEMENT (the “CONTRACT”) is made and entered into this, the “Effective Date”), by and between the **Regional Transportation Commission of Southern Nevada**, a political subdivision in the State of Nevada (the “OWNER”) and **Silver State Transportation, LLC** (the “COMPANY”), collectively referred to herein as the “PARTIES.”

**RECITALS**

WHEREAS, the COMPANY having submitted a Bid to the OWNER to provide smart card fare media for the project commonly known and referred to as Bid No. 20-044 Janitorial Services (Westcliff Transit Center Park Ride (WCTC)); and

WHEREAS, the RTC Commission, after due consideration of the submitted bids, awarded a contract to the Contractor for the services of the Project in the amount set forth below;

**NOW, THEREFORE**, in mutual consideration of the mutual covenants, promises, and conditions herein, the parties hereto agree as follows:

**AGREEMENT**

1. **PROJECT DESCRIPTION.** The Project consists of the services more fully set forth and described in the Contract Documents (defined in the General Conditions attached hereto).

2. **COMPENSATION AND TERMS OF PAYMENT.** The total amount of this CONTRACT shall not exceed **30,010.00 annually**, for the period from **Notice to Proceed August 31, 2021** unless approved by the OWNER in writing and an amendment to this CONTRACT is executed by the PARTIES.

3. **CONTRACT TERM.** The initial term of the contract is from **Notice to Proceed to August 31, 2021** with four (4) one-year renewal options.

4. **DOCUMENT INCORPORATION.** The Contract consists of this two page document and the following documents incorporated herein by this reference as a part hereof:
   - A. Instructions to Bidder
   - B. General Conditions
   - C. Special Conditions
   - D. Bid Proposal, Exhibit A
   - E. Scope of Work, Exhibit B
   - F. Insurance Requirements, Exhibit C

5. **COMMENCEMENT AND COMPLETION DEADLINE.** Commencement and completion are to be in accordance with the requirements of the Bid Document.

6. **NOTICES.** Any notice required to be given under the Contract shall be deemed to have been given when the notice is (i) delivered personally, or (ii) sent by electronic mail and delivered by regular mail or certified mail, addressed as follows:

   To the Owner: Regional Transportation Commission of Southern Nevada
   Purchasing & Contracts Manager
To the Contractor:

Any change in the addresses stated above shall be made in writing and delivered in the manner provided herein. In the event of suspension or termination of the CONTRACT, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the CONTRACTOR.

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IN WITNESS WHEREOF, the OWNER and the CONTRACTOR have made and executed this Agreement on the Effective Date above.

SILVER STATE TRANSPORTATION, LLC

By: 
Managing Partner

REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA

By: LAWRENCE L. BROWN III
Chairman

APPROVED AS TO FORM:

By: 
RTC Legal Counsel

ATTEST:

By: 
Management Analyst
EXHIBIT A – BID PROPOSAL

Westcliff Transit Center Park Ride (WCTC)

Silver State Transportation
Monthly Services charges $2,500.00

ADDITIONAL SERVICES AS REQUIRED (EMERGENCY CLEAN UP)
Hourly rate $10.50

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EXHIBIT B – SCOPE OF WORK

SCOPE OF SERVICES
WESTCLIFF TRANSIT CENTER PARK & RIDE (WCTC)
25 Durango Drive, Las Vegas, NV 89145

SECTION 1: INTRODUCTION AND GENERAL OVERVIEW

1.1 Introduction

The Regional Transportation Commission of Southern Nevada (RTC) requires janitorial services for the Westcliff Transit Center Park & Ride (WCTC) 7 days a week.

The Company will provide complete cleaning maintenance of the RTC (Owner) property known as the Westcliff Transit Center Park & Ride (WCTC), so that it shall be in optimal condition at all times during the janitorial maintenance period specified in the contract. Work not particularly specified in the contract, but involved in carrying out the intent of complete and proper execution of the work, may be required and shall be performed by the Company. The apparent silence of the contract as to any detail, or the apparent omission from the specifications of any work to be done and materials to be furnished shall be regarded as meaning that only the best materials and workmanship are to be used. Interpretation of the contract shall be made upon that basis.

1.2 General Overview

The Company agrees to furnish a complete cleaning maintenance contract for the Westcliff Transit Center Park & Ride (WCTC) located at 25 Durango Drive, Las Vegas, NV 89145. Without limiting the generality of the foregoing, the Company shall clean: all rooms, cabinets, windows, signs, glass, lights, light fixtures, ceilings, walls, stairs, columns, pipes, entrances, exits, toilets, showers, sinks, wash basins, handrails, offices, lobbies, furniture, break room areas including appliances, doors, carpets, flooring, base boards, miscellaneous equipment, billboards, trash cans, bus bays and parking areas, landscaping, and sidewalks.

The Company agrees to keep the above listed areas free of dust, debris, unauthorized stickers, unauthorized posters, unauthorized decals, unauthorized signs, and graffiti at all times. The Company is also to remove gum, stains, and markings on all walkways, furniture, walls, ceilings, landings, sidewalks, benches/seating areas, parking areas, and landscape. Power washing, one (1) time per week, of exterior terminal, sidewalks, and adjoining areas will include cleaning of overspray from building and windows.

The Company shall perform all services outlined in these specifications, and shall ensure that the WCTC is in a pristine condition, to the highest standards of cleanliness and safety. The Company shall provide all personnel and supervision to successfully perform the services required.

The Company shall provide twenty-four (24) hour emergency call back service. The Company shall not receive any additional compensation for said emergency call back service. If however, the Owner orders work to be done not covered in the contract, such as cleaning up after a fire, a separate payment statement shall be
submitted by the Company. The Owner will compensate the Company in accordance with the separate agreement.

The Company shall have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The Company is expected to accept responsibility and provide personal supervision for those persons employed by the Company. Company will ensure that all employees are familiar with Safety Data Sheets (SDS) for all chemicals used.

All Company supervisors shall have a thorough knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct employees in their individual tasks, and to maintain and control an effective inspection and follow-up program.

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.

The Company must not receive for (4) or more customer and/or Owner complaints within a thirty (30) day calendar period. The Company must respond and correct customer and/or Owner complaints within 48 hours. If the complaints remain unresolved, after 48 hours of receipt of complaint, the Owner shall require the Company to immediately correct the issue. Failure to correct the issue shall be deemed a breach and may be subject to termination of contract.

1.3 Heavy Cleaning Hours

The Company shall perform heavy cleaning between the hours of 10:00 p.m. and 6:00 a.m. Heavy cleaning is defined to include power washing, parking lot sweeping, carpet cleaning (shampooing, dry powder, extracting and/or bonneting method), floor finishing, and any other tasks which would unduly interfere with public/staff access or safety. Please submit schedule to Owner (at least twenty-four (24) in advance describing task and including date, start time and completion time for approval before work has begun.

1.4 Safety Data Sheets

The Company shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 CFR, section 1910.1200 for all chemicals intended for use in the Regional Transportation Commission’s South Strip Transit Terminal. If new chemical products are introduced or new custodial employees are hired, the Company is responsible for reviewing the SDS with employees and ensuring that all employees understand and are trained in the safe use of all materials. The SDS sheets must be legible, and printed in English and Spanish, and available in format to accommodate those who are unable to read. Only SDS for chemicals/cleaners used on-site are to be displayed. Incomplete booklets of all industry SDS sheets are NOT acceptable.

All containers of cleaning material must be properly labeled as per OSHA requirements.

The Company shall be responsible for any fines imposed by OSHA for lack of the performance regarding SDS sheets.
1.5 Chemicals

All chemicals and floor finishes (e.g., cleaning materials, scouring powders, etc.) shall be labeled and identified as to content and shall be transported or placed at eye level or lower to prevent the accidental spilling into the eyes or face.

All chemicals to be used on the premises for the purpose of performing the services shall be approved by the Owner, prior to use. If any chemicals are inadvertently left on the Owner’s property at the end of the Contract or termination thereof, and the Owner has to pay for the removal and disposal of Company’s materials, the Company will be held liable for any and all charges incurred to the Owner as a result. Owner will deduct the expense incurred from the Company’s final payment.

In the area of chemical use, the Company shall ensure appropriate use of chemicals that will not cause any environmental hazard. A policy statement along these lines shall accompany the Company’s proposal. The Company agrees to use the most environmentally protective chemicals when it is possible to do so.

1.6 Cleaning Supplies

The Company shall be responsible to provide and replenish all custodial and paper products in restrooms, and break rooms daily or as needed including but not limited to:

a) Bags for feminine hygiene products
b) Batteries
c) Biohazard cleaning kits
d) Cleaning chemicals
e) Enzymes
f) Floor cleaner
g) Hand sanitizer
h) Hand soap
i) Hand towels
j) Paper towels
k) Toilet tissue
l) Toilet seat covers
m) Trash liners
n) Urinal mats
o) Urinal blocks w/screen

The Company shall be responsible to provide all trash liners to fit all the various types of trash/recycling receptacles.

The Company shall be responsible to keep the soap dispensers, towel dispensers and hand sanitizer dispensers full throughout the property, including all restrooms, break rooms and locker rooms.
In the event that any dispenser becomes non-functional, the Company will be responsible to replace said dispenser with the same type or equivalent type. If Owner increases dispensers by 10% or more over the life of the contract, the Company will be responsible to add additional dispensers as needed at Owner allowance.

All restroom refill maintenance shall be according to manufacturer suggested maintenance schedule or as directed by Owner.

### 1.7 Rubber Gloves

The Company will provide disposable non-sterile rubber gloves when handling any solution that warns of skin irritation. Gloves must be changed between cleaning the restrooms and other areas of the facility. The gloves are to be removed prior to restocking paper supplies and hand soap. The gloves are to be disposed of in a contaminated waste (red bag) container.

### 1.8 Vacuuming Equipment

All vacuum cleaners shall have an enclosed hard case with a disposable bag system.

All vacuums to be in good working condition free of floated emitted debris.

All vacuum cords are to be free of damage (e.g., fraying, open wires, etc.)

All vacuum cords must be three (3) pronged.

### 1.9 Supply Closet

The Company shall have available to them, one or more supply closets with sinks.

The Supply closet should be maintained in a clean and orderly manner.

SECTION 2: SAFETY AND SECURITY

#### 2.1 Safety

The Company will be responsible for instructing its employees in safety measures considered appropriate. The Company personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place, and remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations. General safety requirements will be complied with in all activities.

The Company’s staff shall be trained as needed for basic life safety issues, such as but not limited to: fire extinguisher usage; fire alarm evacuation procedures; bomb threats, etc.

The Company shall use CAUTION signs as required by OSHA guidelines as provided and stored in the janitorial closets. Signs shall be in English and Spanish. They shall be made of rugged plastic bright color for easy viewing, and hinged at top.
Eye protection shall be worn when using any acid-based product, such as bowl cleaner. The Company’s staff shall follow instructions on all warning labels and take steps necessary for safe use of all products.

The Company shall be required to demonstrate the expertise, knowledge, and capability, and responsible training program to appropriately manage situations involving hazardous chemicals and infectious waste. The Company is to contact the Owner immediately when a safety related incident occurs, and/or there is the discovery of a maintenance issue that would be considered a safety hazard per OSHA Guidelines.

### 2.2 Building Security

The Company shall be responsible for securing all buildings, offices, and facilities at the time of service. Failure to comply will make the Company responsible for all losses of RTC property.

### 2.3 Protection Of Keys And Alarm Codes

The Company shall be fully responsible for protection of keys and alarm codes furnished them and shall also be responsible to see that the building is properly locked upon completion of the work, if such action is directed by the Owner’s representative. The Company shall notify Owner immediately when one of its employees resigns, is terminated or otherwise is no longer in the Company’s employ or when an employee no longer works at this site. Should the key(s) allotted to the Company or its employees become lost or stolen, or if one of the Company’s employees or previous employees no longer works at this site, Owner reserves the right to have the corresponding locks re-keyed and a sufficient amount of keys reissued to the Owner’s involved personnel and alarm codes changed at the Company’s expense.

All locked doors are to remain locked at all times and the Company’s employees are not allowed to open any doors for anyone.

### SECTION 3: SCHEDULE, RECORDS, AND EMPLOYEES

#### 3.1 Annual Work Schedule

Upon notice of award and before the commencement of work, the Company shall provide a proposed annual work schedule, to accomplish the services pursuant to this Contract, to the RTC’s designated contact. The schedule shall be set on an annual calendar identifying tasks and frequency of work as detailed in the Detailed Instructions.

This will enable the Owner to identify contracted services performed or not performed. The schedule shall be subject to Owner’s approval.

When HEAVY CLEANING (See Section 1.3) is to occur the Company is to submit to the Owner:

- a) A schedule of the cleaning being performed.
- b) Specific date(s) the cleaning is to commence.
- c) Notice of when the cleaning is completed.
3.2 **Submittal Of Monthly Report**

The Company shall submit a monthly report to the RTC’s designated contact to include, but not limited to, the following:

Any problems encountered during the past month. If the Company finds problems based on specifications of the Contract, they should be addressed in the monthly report.

Any deviation from the annual schedule in the past month and the reason for the deviation. The report should state when the missed work will be completed.

3.3 **Furnishing Supervision Of Employees**

The Company shall furnish, at its expense, the supervision required to ensure the necessary management of its personnel, and the successful completion of work required in the Detailed Instructions.

3.4 **Damage To RTC Property**

The Company shall perform required work in such manner that does not damage the WCTC. In the event damage occurs to the RTC properties by reason of service performed by the Company, the Company will be required to replace or repair the same at no cost to the Owner. If damage caused by the Company has to be repaired or replaced by the Owner, the cost of such work shall be deducted from monies due the Company.

Examples of possible damages include the following: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted walls and floors that causes discoloration or staining.

3.5 **RTC Vendor Identification Badges**

Employees assigned to the RTC properties **must** be 21 years of age. Prior to any employee being assigned to the RTC properties, the Company shall supply Owner’s with a completed RTC Access Badge Application Request Form, a signed Acknowledgment of Security Access Individual Responsibilities Form and a letter on company letterhead stating a background check has been completed and the employee has passed. The Company is responsible for all costs associated with obtaining a background check for each employee. Owner reserves the right not to allow a Company’s employee to work on the Owner’s sites due to an unsatisfactory employee background check.

Once all forms have been provided to the Owner’s designated contact and have been reviewed and approved by the RTC Safety/Security Department, the Company’s employee shall make an appointment to be issued an RTC Vendor Identification Badge. The RTC Vendor Identification Badge shall be worn in a visible place on their person at all times when on the Owner’s properties. Company will be responsible for all fees associated with obtaining the badges. The Company shall be responsible for obtaining new forms and RTC Vendor Identification Badges for any new employees who will be working on these sites and shall collect badges from
employees who are no longer working at this site. The Company shall obtain badges through the Owner’s designated contact.

3.6 Uniforms

All Company employees must wear clean Company furnished uniforms that will include Company and employee name. The Company will also ensure that all Company employees wear reflective safety vests when cleaning around vehicular traffic areas.

3.7 Changes To Schedule Of Service

The Owner, reserves the right to vary the established service schedule from time to time according to the needs of the facilities.

3.8 Removal Of Employee

The RTC reserves the right to request the removal of any Company personnel during a term of the Contract if the RTC determines such removal is in the best interest of the RTC or the Contract. The ultimate decision regarding removal shall be in the Company’s sole discretion.

SECTION 4: CLEANING EQUIPMENT, STANDARDS, AND SPECIFICATIONS

4.1 Company Equipment

The Company shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work under this contract. All of this equipment must be maintained in a safe and secure manner with all electrical cords to be in excellent condition with no fraying and the electrical prongs have to be grounded. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Owner, which shall not be unreasonably withheld. Equipment deemed by the Company to be of improper type or design or inadequate for the purpose intended shall be replaced by the Company.

4.2 Minimum Cleaning Standards

It is the intent of the Owner that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as all inclusive, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

4.3 Cleaning Specifications

a. Restrooms
Restroom cleaning is understood to have a high priority in Owner’s buildings. Clean, sanitize with disinfectant and service all employee and public restrooms. Clean and sanitize walls, mirrors, shower rooms, and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be mopped and sanitized with an approved disinfectant and cleaner which will not harm or remove special floor finishes. Water closets and urinals shall be cleaned and disinfected with quality materials, using techniques which will remove and prevent any formation of dirt buildup, or stains under lids, ledges or rims without harming the finish. All areas that come in contact will be cleaned and sanitized with disinfectant.

Towel dispensers, soap dispensers, hand sanitizer dispensers, toilet paper holders and cabinet seat cover dispensers and sanitary napkin dispensers shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted. The term “clean” as defined here shall be construed to mean that no film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restroom. The use of highly corrosive and/or toxic chemicals shall not be permitted.

b. Interior Trash Removal

The Company agrees that waste and/or recycles baskets and containers shall be emptied a minimum of once a day from all areas and resupplied with the appropriate liner or more often where necessary.

All rubbish, debris, and recyclable waste shall be placed in bags and deposited in dumpsters daily, including holidays noted by the schedule. At locations where there are no dumpsters or the dumpsters are full, the Company is responsible to transport the bags to another dumpster off-site. Per Republic Services, do not overload the dumpsters as it can create a public health and safety issue.

c. Floor Care

Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.

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

Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.

Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.

Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.

The Company shall remove and replace furniture, as required to perform the work exercising necessary safety precautions and following procedures designed to prevent damage to Owner’s property.
4.4 Glass/Windows

a) All interior glass is to be cleaned to acceptable standards-of-the-industry and in conformance with the standards-of-the-industry. All interior glass/windows will be spot-cleaned daily and fully cleaned weekly up to a 10’ above finished floor height.

b) Exterior glass, up to a 10’ above finished floor height, on the first (main) floor will be cleaned after each power washing.

c) Exterior glass, over 10’ above finished floor height, will be cleaned semi-annually.

4.5 Air Conditioning And Heating Registers

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

4.6 Walls, Ceilings And Doors

The Company is also to remove gum, stains, handprints and markings on all walkways, furniture, walls, ceilings, doors and landings.

4.7 Graffiti Removal

The Company shall immediately, upon discovery, remove all graffiti from all surfaces of these facilities including exterior block walls, while ensuring that such surfaces are not harmed in any way by chemicals and cleaning methods used by Company. Graffiti that cannot be properly removed must be reported immediately to the security desk.

4.8 Exterior Trash Removal

The Company shall remove trash daily (including cigarette butts) from all inside and outside areas of these facilities, including parking areas, landscaped areas, and sidewalk areas.

Empty and clean all exterior sand urns in designated smoking areas.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.9 Sweeping Of Grounds

The Company shall sweep all outside areas during each shift. Such sweeping shall include all sidewalks, public outside areas, parking lots and around dumpsters.

Note: If needed the Owner reserves the right to require the frequency is increased.

4.10 Power Washing
The Company shall provide a high pressure, high temperature pressure washer, approved by the RTC, with a minimum rating of 4,000 psi and 120° Fahrenheit. Concrete floors are to be power washed with only RTC approved cleaning chemicals/degreasers, which will not harm or remove special floor finishes or ADA surface markings. The use of highly corrosive and/or toxic chemicals shall not be permitted. All concrete sidewalks, curbs, driveways, benches, dumpster area, and surrounding facilities must be cleaned at least one (1) time per week. The term “cleaned” as defined herein shall be construed to mean that no film, odors, stains, or spots are visible. Such washing shall cause surfaces to be free of dust, grease and other foreign material.

See “WCTC” map for areas that must be power washed.

Due to safety concerns, there must be two (2) Company employees at all times during power washing.

If outside temperatures drop below 35° Fahrenheit causing it unsafe to power wash, then other work needs to be performed (e.g., spot clean sidewalks, benches and walls; pick up trash and/or cigarette butts from planters, etc.)

4.11 Detailed Instructions

Interior Offices, Lobby

Note: Computer keyboards, monitors, and calculators, shall not be cleaned by the Company. The user of the equipment shall be responsible for its cleaning unless RTC authorizes the Company to do so. The Company will dust all areas.

1. Daily
   a) Empty wastebaskets, recycle bins and trash receptacles, unless otherwise directed. Line with new plastic bags each time they are emptied. Waste baskets are to be cleaned, as needed.
   b) Clean ashtrays.
   c) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, phones, filing cabinets, shelves, benches, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
   d) Clean and sanitize telephones with disinfectant. Extreme care must be used not to spray or drip any water or cleaning products into or onto the telephones.
   e) Clean, polish and sanitize drinking fountains with disinfectant.
   f) Vacuum and spot clean all carpeted traffic areas including corridors, pathways within office areas, and lobbies.
   g) Dust mop and damp mop all resilient tile floor areas.
   h) Vacuum all rubber/carpeted mats, removing stains/spots when necessary
   i) Spot clean all interior glass and glass doors.
   j) Secure doors and turn off unnecessary lights after completion of work, in the immediate area, unless otherwise instructed.
   k) Remove trash from all outside facilities, including parking areas and landscaped areas.
   l) Remove chewing gum from all carpeted areas, outside concreted areas, and walls.
   m) Clean and maintain all furniture in offices, lobbies, conference areas, and libraries.
2. **Weekly**
   a) Clean and sanitize all exposed furniture tops and sides from soil marks, dust, and fingerprints with disinfectant. Including desks, chairs, tables, lamps, filing cabinets, shelves, sills and ledges from a height of six feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. An appropriate cleaner or polish should be used to accomplish this task. When completed the surface should have no oily residue feel or streaking.
   
   b) Completely vacuum and spot clean all carpeted areas beneath desks, tables and other furniture. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning.
   
   c) Dust picture frames, wall ornaments, lower one half of doors and door jambs.
   
   d) Spot clean to remove all spots and marks from walls around light switches and door jambs.
   
   e) Spray-buff all resilient tile to restore a “just waxed” look, in high foot-traffic corridors and lobby areas.
   
   f) Sweep outside areas including all sidewalks and parking areas

3. **Monthly**
   a) Brush or vacuum air returns, vents and areas around vents.
   
   b) Brush or dust all high areas including walls, ceilings, doors and high molding.
   
   c) Shampoo/bonnet or dry powder clean carpeting in any high foot traffic area where a pattern is showing.
   
   d) Dust and clean cove base.
   
   e) Clean vertical and horizontal blinds, light fixtures and diffusers.
   
   f) If, after spray buffing the floors, the floors do not show a clean and clear appearance, then the floors should be scrubbed and/or stripped and re-waxed.
   
   g) Squeegee clean all interior and exterior glass, including clean and polish door plates, jambs, thresholds, sills, handles, and hardware.

4. **Quarterly**
   a) Shampoo/bonnet or dry powder clean carpeting where spot cleaning will not bring back a clean uniform appearance. Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet or dry powder will not bring back the clean uniform appearance.

5. **Semi-Annually**
   a) Strip and wax lobby floor twice a year.

**Restrooms**

1. **Daily**
   a) Restrooms should be **checked and cleaned daily** – placing the appropriate safety caution signs in order to ensure public safety.
   
   b) Refill hand soap, hand sanitizer, toilet paper, paper towels, seat covers and sanitary napkin dispensers to full capacity.
   
   c) Empty trash containers, spray and damp-wipe with disinfectant and change liner.
   
   d) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant.
   
   e) Clean mirrors.
   
   f) Clean and sanitize all doors, door handles and door jams with disinfectant.
g) Clean and sanitize area below all hand dryers with disinfectant.
h) Clean and sanitize all partitions and walls with disinfectant, removing spots.
i) Clean and sanitize all handicap railings with disinfectant.
j) Clean, polish and sanitize basins, faucets and trims with disinfectant.
k) Clean and sanitize toilets, seats and trims with disinfectant.
l) Clean and sanitize urinals and trims with disinfectant.
m) Damp mop and sanitize floors with disinfectant.
n) Remove any graffiti that will scrub off.

2. **Weekly**
   a) Clean and sanitize walls and floors with disinfectant.
   b) Remove lime and scale buildup from plumbing fixtures.
   c) Detail clean all toilets, urinal and sinks with disinfectant. This includes washing walls behind the toilets, inside and outside of urinals and under sinks etc.
   d) Pour enzymes down drains.

3. **Monthly**
   a) Brush and vacuum air returns, vents and area around vents.
   b) Vacuum brush or dust all high areas including walls and ceilings.
   c) Scrub restroom floors using a low rpm buffer machine in order to remove any embedded dirt particles.

**SECTION 5: ADDITIONAL WORK**

Electrical rooms, stairwells, IT rooms, etc., will need to be cleaned upon request by Owner. Once requested, the cleaning service must be scheduled with the Owner contact as they will need to assist in allowing access to these rooms.

**Biohazard Clean Ups**

The Company is responsible for any and all biohazard clean up, as well as proper disposal of biohazard per OSHA standards. In the event of a biohazard, the Company will have thirty (30) minutes to respond and clean the biohazard once notified. If Company fails to correct issue within the time allowed a complaint will be filed per Section 1.2.

**Camera Cleaning**

The Company shall clean all interior and exterior security cameras semi-annually. The Company shall provide all equipment necessary for cleaning, including but not limited to poles, scissor lifts, etc. If camera quantity increases by 15% or more over the life of the contract, there may be an additional charge to Owner.

Total Camera Count: 25

**SECTION 6: COMPREHENSIVE PERFORMANCE STANDARDS**
If any services performed are deemed not in conformity with the specifications and requirements of this Contract, the Owner shall have the right to require the Company to perform the services again in conformity with said specifications and requirements at no additional increase in the total contract amount.

Each month, or more often as the Owner deems required, the Owner’s representative will conduct an inspection. The Company will be notified and requested to participate. During the inspection a “Custodial Quality Assurance Inspection Form” will be filled out and discussed with the Company. If at the Owners request, the Company should write in his/her comments and sign the document. These reports and inspections will be utilized to monitor the performance of the Company and could reduce the Contract price for substandard performance pursuant, to the following:

If the Company fails in any category they will have 24 hours to rectify the substandard work performance.

If the Company fails to satisfactorily rectify any area listed on the rating sheet, Owner will have the right to rectify any substandard work and bill Company for complete amount.

Consistent substandard performance and substandard ratings could result in termination of the Contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a material breach of Contract.

SECTION 7: CORRECT USE OF ACCESS SYSTEM

Successful Company employees will be issued keys and badges for access. Protection of Keys and badges will be the Company’s responsibility. Owner will give instructions to the Company as to the proper use and procedures of the badge system. After that time, Company will be responsible for the proper utilization of the badge system during the time they are performing any after hour custodial services at that site.

In the event the alarm is activated through the negligence of the Company, any charges billed to the Owner for the false alarm or unlocked doors shall be charged back to the successful Bidder in the form of a credit against their monthly invoice.

SECTION 8: BUILDING LAYOUT OF CLEANABLE AREAS

Exhibit maps specifies the areas of the building(s) that are to be cleaned by Company.
EXHIBIT C
INSURANCE REQUIREMENTS

1. Format/Time: The Company shall provide RTC with Certificates of Insurance, in strict accordance with the “SAMPLE Goods & Services Insurance Certificate” found on the RTC Purchasing & Contracts webpage at http://www.rtcsnv.com/about-the-rtc/doing-business-with-the-rtc/ for coverages as listed below, and attach separate endorsements affecting coverage required by this Contract within seven calendar days after the award by the RTC. All policy certificates and endorsements shall be signed by a person authorized by that insurer. The insurer must be licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods. The Company shall forward updated certificates of insurance and endorsement(s) when policies are renewed or changed.

2. Best Key Rating: The RTC requires insurance carriers to maintain during the contract term, a Best Key Rating of A, with a Financial Strength of VII or higher.

3. RTC Coverage: The RTC, its officers and employees must be expressly covered as additional insureds except on auto liability, workers' compensation and professional liability insurance coverages. The Company’s insurance shall be primary as respects the RTC, its officers and employees.

4. Endorsement/Cancellation: The Company’s general liability insurance policy(ies) shall be endorsed to recognize specifically the Company’s contractual obligation of additional insured to RTC.

5. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $25,000, unless listed as an exception with the bid or proposal and approved in writing by the RTC.

6. Aggregate Limits: If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000. General Aggregate limit applies per location (LOC) for non-construction projects and per Project for construction projects.

7. Commercial General Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a “per occurrence” basis only, not “claims made,” and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form. The RTC shall be named as an Additional Insured under the Commercial General Liability policy of insurance per standard ISO endorsement forms 2010 (07/04) for ongoing operations and 2037 (07/04) for products/completed operations, or their equivalent.

8. Automobile Liability: Subject to Paragraph 6 of this exhibit, the Company shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used for the performance of
services under this Contract. As an alternative to the specified auto coverage, the RTC will accept all owned, hired and non-owned or symbols 2, 8 and 9.

9. Workers' Compensation and Employers’ Liability: The Company shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers’ compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, a Company that is a sole proprietor shall be required to submit an affidavit (sample on the RTC Purchasing & Contracts website at http://www.rtc.snv.com/about-the-rtc/doing-business-with-the-rtc/) indicating that the Company has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. If any of the work to be provided will be performed out of the state of Nevada, then any Workers Compensation policy must include an "all states endorsement" that provides for coverage in any state. The endorsement must include the broadening of coverage to meet the applicable laws in that state.

10. The Supplier shall provide Employers’ Liability covering its legal obligation to pay damages because of bodily injury or occupational disease (including resulting death) sustained by an employee. The coverages required are as follows: Non-Project specific, occurrence basis, $1,000,000 bodily injury by accident, $1,000,000 bodily injury by disease, and $1,000,000 policy limited.

11. Professional Liability – Not Applicable

12. Failure To Maintain Coverage: If the Company fails to maintain any of the insurance coverages required herein, RTC may withhold payment, order the Company to stop the work, declare the Company in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. RTC may collect any replacement insurance costs or premium payments made from the Company or deduct the amount paid from any sums due the Company under this Contract.

13. Additional Insurance: The Company is encouraged to purchase any such additional insurance as it deems necessary.

14. Damages: The Company is required to remedy all injuries to persons and damage or loss to any property of RTC, caused in whole or in part by the Company its subcontractors or anyone employed, directed or supervised by Company.

15. Cost: The Company shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).

16. Insurance Submittal Address: All Insurance Certificates requested shall be sent to the RTC’s third party insurance compliance tracking service provider, Insurance Tracking Services, Inc. certcontrol@instracking.com with a copy to alexanderro@rtcsnv.com

17. Insurance Form Instructions: The following information must be filled in by the Company’s Insurance Company representative:
Insurance Broker’s name, complete address, telephone and fax numbers

Company’s name, complete address, telephone and fax numbers

Commercial General Liability (per occurrence)
  Deductible
    Policy Number
    Policy Effective Date
    Policy Expiration Date
    General Aggregate ($2,000,000)
    Products-Completed Operations Aggregate ($2,000,000)
    Personal & Advertising Injury ($1,000,000)
    Each Occurrence ($1,000,000)
    Fire Damage ($50,000)
    Medical Expenses ($5,000)

Automobile Liability (per occurrence and any Auto or All Owned, Non-Owned and Hired or symbols 2, 8 and 9)
  Deductible
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  Combined Single Limit ($1,000,000)

Worker’s Compensation and Employer’s Liability
  Deductible
  Policy Number
  Policy Effective Date
  Policy Expiration Date
  WC Statutory Limits
  Employer’s Liability Each Accident ($1,000,000)
  Employer’s Liability Disease – Each Employee ($1,000,000)
  Employer’s Liability Disease – Policy Limit ($1,000,000)

Description: Contract No. 20-044; Project Title: Janitorial Services (WCTC) (must be identified on the initial insurance form and each renewal form)

Certificate Holder:
Regional Transportation Commission of Southern Nevada, its officers, employees, and agents
 c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 198
Long Beach, CA  90801-0198

The Certificate Holder, Regional Transportation Commission of Southern Nevada, its officers, employees, and agents must be named as an additional insured.
The RTC requires that all endorsements accompany the certificates when emailed to the Purchasing Representative specified above.