

FILED

NO. 87-031

PROPOSAL TO
THE DOUGLAS COUNTY BOARD OF COMMISSIONERS
FOR CONTRACT JANITORIAL SERVICES
FOR CERTAIN BUILDINGS LOCATED IN
DOUGLAS COUNTY, NEVADA

BARBARA REED
CLERK

Name of Bidder: Ormsby Building Maintenance

BY [Signature] DEPUTY

Business Address: P.O. Box 573

Carson City, Nevada 89702

Phone Number: 882-3305

TO DOUGLAS COUNTY NEVADA:

In accordance with your Notice Inviting Sealed Proposals (Bids), the undersigned bidder, being fully familiar with the terms of the Contract Documents, local conditions affecting the performance of the contract, the character, quality, quantities, and scope of the work, and the cost of the work at the place where the work is to be done, proposes and agrees to perform within the time, stated in the contract, including all of its component parts and everything required to be performed, and to furnish all of the labor, material, tools, equipment, transportation, services, permits, utilities, and all other items necessary to perform the contract and complete in a workman like manner, all of the work required in connection with janitorial services, all in strict conformity with the Contract Documents, including Addenda Nos. _____, _____, _____, and _____, for the prices set forth below.

Proposals delivered to the Owner at the time set for opening of bids shall be irrevocable, and may not be withdrawn for a period of thirty days after the date set for the opening of the bids.

158016

BOOK 787 PAGE 1248

The undersigned, as Bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any person, firm, or corporation; and he proposes and agrees, if the proposal is accepted, that he will execute a contract with the Owner in the form set forth in the Contract Documents and that he will accept in full payment the following unit and lump sum prices:

LUMP SUM BID

The bid must be provided in the manner set forth below.

Janitorial Services for the following buildings: Judicial Law Enforcement Building, Public Works Building, Recreation Building, County Health Nurse Office, County Administration Building, Record Storage Building, Tahoe Service Center, Agricultural Extension Office and Road Department Office. Janitorial services to consist of the work set forth in the work schedule which delineates both the type and regularity of work. All of this work to be performed for the lump sum of:

\$ 64,812.00

(Written in Figures)

Sixty-four Thousand Eight Hundred Twelve and no/100 Dollars None Cents
(Written in Words)

All subcontractors who will perform work in excess of \$5,000.00 must be listed.

NAME OF SUBCONTRACTOR	ADDRESS	TYPE OF WORK PERFORMED
NONE		

ACCOMPANYING THIS PROPOSAL IS Cashier's Check

(insert the words "bidder's bond" "cashier's check", or "certified check", as the case may be) in an amount equal to at least five percent (5%) of the total amount of the bid, payable to Douglas county, as Owner.

The undersigned deposits this security as a proposal guarantee and agrees that it shall be forfeited to the Owner in case this proposal is accepted by the Owner and the undersigned fails to execute a contract with the Owner as specified in the contract documents or fails to furnish the required material and labor, and performance bonds and insurance certificates and endorsements. Should the Owner be required to engage the services of an attorney in connection with the enforcement of this bid, bidder promises to pay Owner's reasonable attorneys' fees, incurred with or without suit.

The names of all persons interested in the foregoing proposals as principals are as follows: (NOTICE - If Bidder or other interested person is a corporation, state legal name of corporation, also names of president, secretary, treasurer, and manager; if a general partnership, state true name of firm, also

names of all individual partners composing firm; if a limited partnership, the names of all general partners and limited partners; if bidder or other interested person is an individual, state first and last names in full; if the bidder is a joint venture, state the complete name of each venturer.)

Felix Digman DBA Ormsby Building Maintenance

Signature of Bidder:

Felix Digman

Dated: June 29, 1987

NOTE: If Bidder is a corporation, the legal name of the corporation must be stated above with the corporate seal and signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, the true name of the partnership must be stated above with the signature of the general partner or general partners authorized to sign contracts on behalf of the partnership. If the bidder is a joint venture, the name of the joint venture must be stated

EXPERIENCE AND FINANCIAL QUALIFICATIONS
FOR CONTRACT JANITORIAL SERVICES
FOR CERTAIN BUILDINGS LOCATED IN
DOUGLAS COUNTY, NEVADA

1. Bidder: Ormsby Building Maintenance
2. Name and address of home office: P.O. Box 573, Carson City, Nevada 89702
3. When organized, and if corporation, when and where organized:
1972
4. Current on-going contracts:

<u>City of So. Lake Tahoe</u>	<u>Cubic Defense Systems - Fallon Naval Air</u>
<u>Douglas County</u>	<u>El Dorado County - Mental Health & Welfare Bldgs.</u>
<u>Ormsby House</u>	<u>Capital Plaza Office Complex</u>
5. Have you ever failed to complete a contract and if so, where and why?
No
6. List representative contracts:

<u>City of So. Lake Tahoe - 4 years</u>	<u>Cubic Defense Systems - 3 years</u>
<u>Douglas County - 2 years</u>	<u>El Dorado County 1.5 years</u>
<u>Ormsby House - 11 years</u>	<u>Security Nat'l Bank, Main Bldg. Reno</u>
7. Names and titles of officers of the firm:
Felix Digman - President
James M. Russ - Vice President
8. Bank references and credits available:
Security National Bank, Carson City, Brent Holdermen, Mgr.
Applied Janitorial Supply, Carson City

The Bidder signifies receipt of all addenda. Addenda No.(s)

Respectfully submitted:

Ormsby Building Maintenance
Legal Name of Firm

Felix Dugman
Signature of Representative

P.O. Box 573
Business Address

Carson City, Nevada 89702

(Seal)

(702) 882-3305
Telephone Number

The undersigned hereby certifies that the above statements are current and also authorizes and requests any person, firm or corporation to furnish any information requested by the Owner in verification of any information regarding the Bidder.

DATED: June 29, 1987

By:

Felix Dugman
Authorized Signature

Felix Dugman
Type of print name

President-Owner
Title

158016

BOOK 787 PAGE 1253

B I D B O N D

AS SECURITY FOR
JANITORIAL SERVICES
FOR CERTAIN BUILDINGS LOCATED IN
DOUGLAS COUNTY, NEVADA

Ormsby Building Maintenance, as Principal, and _____,
as Surety, bond themselves, jointly and severally, together with
their successors and assigns to Douglas County, as Owner, in the
amount of \$ 3,240.60 (five percent or more of the total bid).

The Principal has submitted to Douglas County, as Owner, a Bid to
enter into a contract for janitorial service. A copy of that
contract is attached as Exhibit A. This Bid Bond is required to
obtain and as security for the contract.

ACCORDINGLY,

- a. if the Bid is rejected, or
- b. if the Bid is accepted and the Principal executes and
delivers the attached contract and completes all other
preliminary requirements

then this Bid Bond will be voided. Otherwise this Bid Bond will
remain in force.

158016

BOOK 787 PAGE 1254

The Surety agrees that its obligations and its Bid Bond shall not be impaired by any extension of the time within which the Owner may accept the Bid. The Surety waives notice of extension.

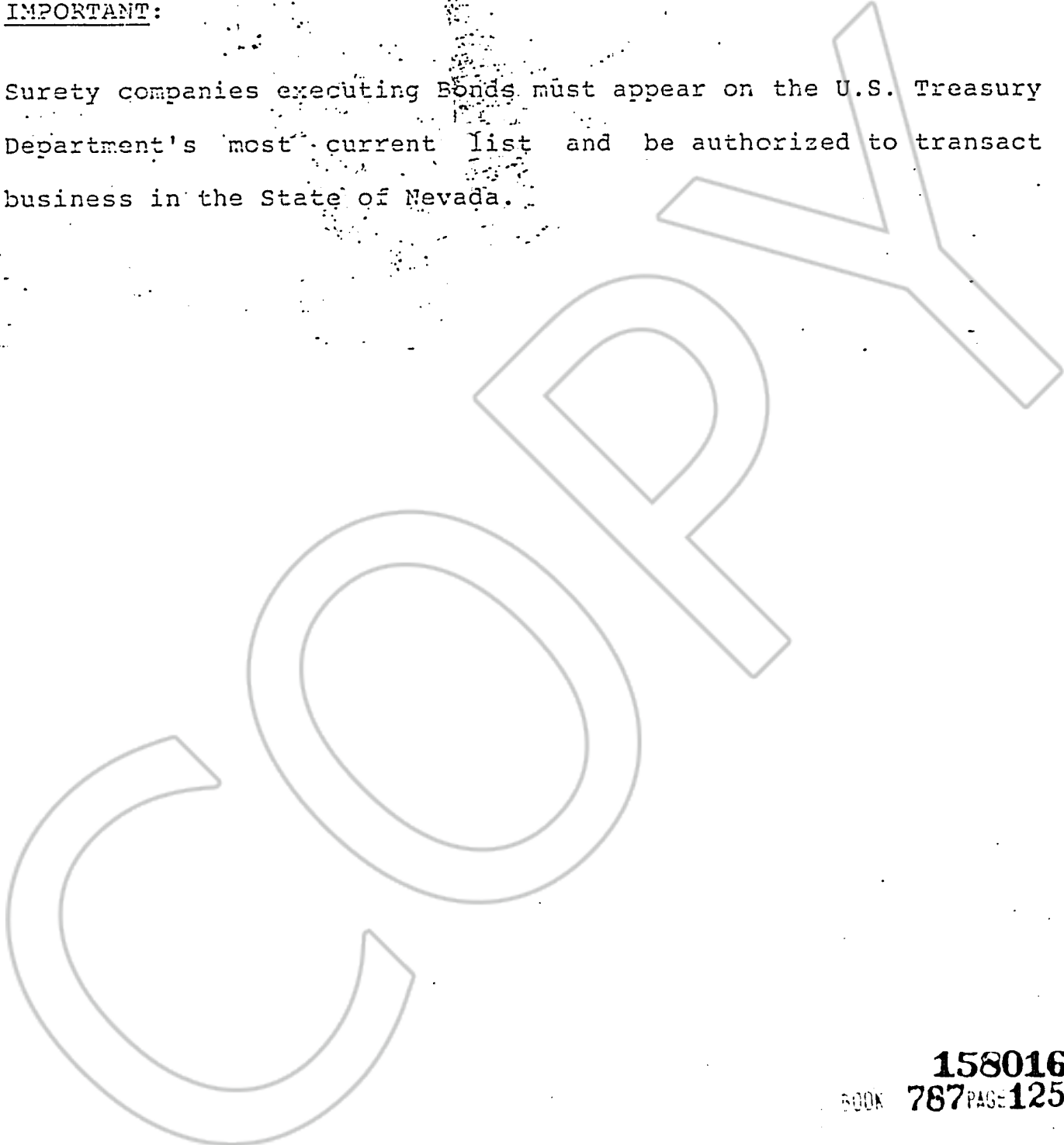
DATED: 7-8, 1987.

By Felix Dymman
PRINCIPAL

By _____
SURETY

IMPORTANT:

Surety companies executing Bonds must appear on the U.S. Treasury Department's most current list and be authorized to transact business in the State of Nevada.



BOOK **158016** PAGE **1255**

CONTRACT
FOR JANITORIAL SERVICES

On June _____, 1987, Douglas County, a political subdivision of Nevada ("Owner"), and Ormsby Building Maintenance ("Contractor") entered into the following contract for janitorial services:

ARTICLE 1 - SCOPE OF WORK

The Contractor must furnish all labor, materials, equipment, tools, transportation, services, appliances, appurtenances, and perform all the work required for janitorial services to the following buildings and offices in Douglas County, Nevada: Judicial and Law Enforcement Building, Public Works Building, Administration Building, Recreation Building, County Health Nurses Office, Agricultural Extension Office, Road Department Building, Tahoe Service Center, Records Storage Building. The work required and the schedule set forth in Exhibit "A".

ARTICLE 2 - THE CONTRACT SUM

The Owner will pay the Contractor, as full compensation for furnishing all materials and labor and doing all the work in strict accordance with the Contract Documents and to the satisfaction of the Building Maintenance Supervisor, amounts as set forth in the Proposal. The Owner will pay the Contractor twelve equal payments of \$ 5,401.00 each. The payments must be paid on the first Thursday of each month following the work performed. The Contractor must bill the Owner to be paid.

158016

BOOK 787 PAGE 1256

ARTICLE 3 - WAGE RATES

The Contractor must pay at least the minimum wage to its employees.

ARTICLE 4 - TIMELY PERFORMANCE

Time is of the essence in this contract.

ARTICLE 5 - INSURANCE

The Contractor must carry industrial insurance and require all subcontractors to carry industrial insurance as required by the Nevada Industrial Insurance Act and the Nevada Occupational Diseases Act. The failure of the Contractor or his Subcontractors to pay premiums will automatically authorize the Owner to withhold sufficient amounts from funds due Contractor to pay insurance premium payments on behalf of the Contractor or his Subcontractors. The Contractor must carry comprehensive liability insurance in the amount of One Million Dollars (\$1,000,000.00) for both bodily injury and property damage, which coverage must extend for the duration of this Contract and must include as additional named insured, the Owner, the Owner's representatives and all of the Owner's Officers, agents and employees.

The Contractor, before execution of this Contract, must provide an insurance certificate or other approved documentation of the above insurance.

158016

BOOK 787 PAGE 1257

ARTICLE 6. - BONDS

The Contractor agrees that, before this Contract becomes effective, he will furnish the Owner with a fidelity bond on behalf of himself and his employees in the amount of one hundred thousand dollars (\$100,000.00).

This Contract will not become effective until these bonds are supplied to and approved by the Owner.

ARTICLE 7 - THE CONTRACT DOCUMENTS

The Contract Documents must consist of the Notice Inviting Sealed Proposals, Information for Bidders, the Proposal, Bid Bond, this Contract, Fidelity Bond, Contractor's Certificate Regarding Workmen's Compensation, Certificate of Insurance [(Workmen's Compensation) or (Workmen's Compensation, Self-Insured Contractors) as applicable], Insurance Endorsement, Certificate of Insurance (Liability), Insurance Endorsement (Liability) Addenda (if any) and all supplemental agreements amending or extending the work contemplated.

158016

BOOK 787 PAGE 1258

ARTICLE 8 - DURATION

The Contract shall be in force and effect for the period July 1, 1987 through June 30, 1988 unless terminated by either party upon thirty days written notice sent by first class mail to the following address as applicable:

DOUGLAS COUNTY BOARD OF COMMISSIONERS
Post Office Box 218
Minden, Nevada 89423

Ormsby Building Maintenance

P.O. Box 573

Carson City, Nevada 89702

The Owner and the Contractor may renew this Contract annually for up to four additional consecutive years as follows: If the Contractor desires to renew this Contract, the Contractor must so notify the Owner in writing at the above address on or before April 1 of the year in which the Contract is to expire. The Owner may decline to renew the Contract for any reason, but must notify the Contractor of the decision to not renew the Contract in writing at the above address on or before May 1 of that year. The Owner and the Contractor have from April 1 to May 1 of that year within which to renegotiate the terms of the Contract, if they so desire. If the Owner and the Contractor fail to agree on the terms for renewal of the Contract by May 1 of that year, the Owner must resubmit the Contract to public bid, at which public bid the Contractor is free to rebid on the Contract in competition with other bidders. In the event that the Owner and Contractor successfully renegotiate the terms of the Contract by May 1 of that year, the Contract must receive approval by a

158016

BOOK 787 PAGE 1259

majority of the Douglas County Board of County Commissioners to become binding. In the event that the Owner and the Contractor elect to renew the Contract under terms identical to the proceeding year, the Contract need not receive consideration of the Douglas County Board of County Commissioners.

DATED: June 29, 1987

By: *Jerry Bing*
JERRY BING, CHAIRMAN
Douglas County Board of
Commissioners

DATED: _____

By: *Felix Degman*
Ormsby Building Maintenance

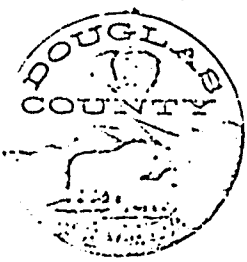
Contractor: P.O. Box 573

Address: Carson City, Nevada 89702

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158016

BOOK 787 PAGE 1260



DEPARTMENT OF PUBLIC WORKS

PAUL A. FILLEBROWN, *Director*
JOHN RENZ, *Chief Planning Official*
MARK V. GONZALES, *County Engineer*
(702) 782-9000

Planning
Engineering
Building and Safety
Regional Transportation
Building Maintenance
Parks Maintenance
Road Maintenance

WORK TO BE PERFORMED AND BUILDING WORK SCHEDULE

Daily

Empty all waste containers
Empty and clean all ashtrays with treated cloth
Clean all counter tops with treated cloth
Dust tile and all composition floors
Vacuum all carpets
Spot-clean all floors that have spills, etc.
Remove burned-out lights; replace from customer's stock
Clean and sanitize all restrooms; refill supplies when needed from customer's stock
Damp mop all restroom floors
Dust office furniture and equipment with treated cloth
Clean all glass doors
Sweep-down entrance
Dust seating areas
Make sure all lights and switches are off or in the position as instructed by the Maintenance Supervisor
Check and lock all doors

Weekly

Polish or clean all desk and table tops; when not covered with papers
Clean and polish all composition floors
Spot-clean all restroom walls
Spot-clean all carpets
Spot-clean all walls and woodwork
Dust picture frames and clean glass
Clean metal thresholds and trim around doors
Clean phones
Empty all pencil Sharpeners
Sweep front porch, steps, pillars and windowsills at front porch

Monthly

All high dusting in building, light fixtures, vents, etc.

158016

BOOK 787 PAGE 1261

Miscellaneous

Take down, fold, and put away flags at Administrative Building and Judicial and Law Enforcement Center between 5:00 p.m. and 6:00 p.m. each working day.

Carpet Shampooing

- a. All heavy traffic areas will be shampooed twice yearly, spring and fall, That includes all hallways, stairways and entrance ways.
- b. All office areas will be shampooed once a year, spring.
- c. Any additional shampooing, as requested by Maintenance Supervisor, will be done at the going rate.

Window Cleaning

- a. All outside windows will be washed two times a year, spring and fall, inside and outside.
- b. All inter-office windows will be washed once a week.

All cleaning equipment and supplies will be supplied by contractor. All paper and soap supplies for restrooms will be supplied by Building Maintenance Department.

<u>LOCATION</u>	<u>APPROXIMATE SQUARE FEET</u>	<u>SCHEDULE</u>
Judicial Law Enforcement Center	26,500	Each Working Day
Administrative Building	19,200	Each Working Day
Community Building	4,600	Each Working Day
Tahoe Service Center	15,077	Each Working Day
Recreation Building	1,700	Mon./Wed./Fri.

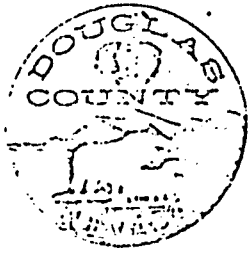
158016

BOOK 787 PAGE 1262

Agriculture Building	1,500	Mon./Wed./Fri.
Human Resources Office	2,076	Tues./Thurs.
Road Department Office	750	Tues./Thurs.
Record Storage Building	620	Tues./Thurs.

COPY

72024



DEPARTMENT OF PUBLIC WORKS

PAUL A. FILLEBROWN, *Director*
JOHN RENZ, *Chief Planning Official*
MARK V. GONZALES, *County Engineer*
(702) 782-9000

Planning
Engineering
Building and Safety
Regional Transportation
Building Maintenance
Parks Maintenance
Road Maintenance

NOTICE TO BIDDERS FOR CONTRACT TO PERFORM JANITORIAL SERVICES WITHIN CERTAIN BUILDINGS WITHIN DOUGLAS COUNTY, NEVADA

Douglas County Board of County Commissioners, as Owner, invite sealed bids to be delivered to the Douglas County Clerk, Douglas County Administration Building (Old Court House), P.O. Box 218, Minden, Nevada 89423 through 10:00 a.m. on ~~July 1,~~ ^{June 30,} 1987.

The Contract is for janitorial services for the following buildings within Douglas County, Nevada: Judicial and Law Enforcement, Public Works, Recreation, County Health Nurse, Agricultural Extension, Road Department, County Administration, Record Storage, and the Tahoe Service Center. The Contract will be from July 1, 1987, through June 30, 1988, and may be renewed four additional consecutive years for a potential total of five consecutive years as provided for within the Contract.

Interested persons may obtain a copy of the work to be performed and the schedule of work by contacting Bonnie Cribbs, Douglas County Clerk's Office (702) 782-9013.

The Building Maintenance Supervisor or his representative will open the bids and read them aloud at 10:00 a.m. on July 1, 1987, at the Douglas County Administrative Building (Old Courthouse), 1616 Eighth St., Minden, Conference Room No. 2. The Douglas County Board of County Commissioners will award the Bid on July 2, 1987.

158016

BOOK 787 PAGE 1264

Please direct all questions about this Contract to Donald Judd, Douglas County Maintenance Supervisor, (702) 792-9838.

Each proposal must be submitted on the forms provided and must be accompanied by a cashiers check, certified check, or a bid bond in an amount not less than five percent of the total bid, made payable to the Douglas County Clerk. The check or bid bond guarantees that the bidder selected will enter into the Contract with the Owner. The successful bidder will forfeit the bid bond, if he fails or refuses to enter into the Contract within 30 days.

The Owner reserves the right to reject any bids, to waive any irregularities in any bid, and to award the Contract in the Owner's best interest.

Donald Judd
DONALD JUDD
BUILDING MAINTENANCE SUPERVISOR

CERTIFIED COPY

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: July 9, 1987
B. Reed Clerk of the 9th Judicial District Court of the State of Nevada, in and for the County of Douglas.

By *Julie Hoffman* Deputy

SEAL

158016

BOOK **787** PAGE **1265**

REQUESTED BY
DOUGLAS COUNTY
IN OFFICIAL RECORDS OF
CLERK OF DISTRICT COURT

'87 JUL 10 A9:04

SUZANNE BEAUBREAU
RECORDER

PAID *JK* DEPUTY