

**NOTICE TO BID**

**CORAL ACADEMY OF SCIENCE LAS VEGAS  
a Nevada Public Charter School**

**REQUEST FOR SEALED PROPOSALS FOR  
JANITORIAL SERVICES FOR THE SCHOOL YEARS 2017-2023**

April 22, 2017

**PART A: EXECUTIVE SUMMARY**

Notice is hereby given that Coral Academy of Science Las Vegas (“CASLV”), a Nevada Public Charter School, is soliciting bids for a contract (a “Contract”) to provide CASLV with janitorial services for its Las Vegas/Henderson campuses.

No offer of intent to enter into a Contract with any party for services should be construed from this legal notice. CASLV reserves the right, in its sole discretion, to approve or reject any proposal, or part of any proposal, or all proposals, in accordance with what it deems to be in CASLV's best interests, as well as to comply with applicable law.

All costs and expenses involved in preparing and submitting proposals to CASLV must be borne in full by the bidding party and should be included, if at all, in the total price.

A copy of the full Request for Sealed Proposal (“RSP”) containing all of the relevant specifications may be obtained by contacting:

Purchasing Manager  
Coral Academy of Science Las Vegas  
8965 S. Eastern Ave. Ste. 280  
Las Vegas NV 89123  
Email: [zaksoy@coralacademylv.org](mailto:zaksoy@coralacademylv.org)

The bidding period is now open. No preregistration is required. Sealed proposals must be submitted to the Purchasing Manager (at the physical address above, not via email or fax) no later than by 4:00 p.m. Pacific time on Wednesday, May 5, 2017.

**Bid Schedule:**

Newspaper Ads:	04/22/2017 - 04/28/2017
Proposal submission date:	05/05/2017
Proposal evaluation date:	05/08/2017 - 05/19/2017
Board approval date:	05/20/2017
Agreement date:	07/01/2017 - 06/30/20023

More information about CASLV and its campuses is available on its website, <http://www.coralacademylv.org/>.

**PART B: BIDDING INSTRUCTIONS AND REQUIREMENTS; CONTRACT PROVISIONS**

1. FORMS. All responsive proposals must include:
  - a **cover letter** providing a brief overview of the Service Provider’s history, technical capabilities and experience, organizational chart, history (if any) of discipline or licensing issues; and
  - the **Bidder’s Response Form** attached as Exhibit A to this RSP; and
  - any **other information and/or documentation** you would like CASLV to consider; and
  - the following **RSP number**, which should be included on the front of your package:  
“RSP # 17-23 Janitorial Services”
2. STAFF BACKGROUND CHECKS. At the time of contracting (if applicable), the Service Provider must supply proof that all of its staff members who will provide services to CASLV have been through a reasonable background check process (for immigration-status, criminal history, drug usage, and other relevant information).
3. INSURANCE. The Service Provider must supply evidence of reasonable and sufficient insurance (in amount of coverage, size of deductible, and strength of insurer) covering:
  - comprehensive general liability (for loss to persons and property) in an amount of at least \$1,000,000 per event and \$2,000,000 aggregate;
  - automotive liability;
  - worker's compensation covering its staff; and
  - such other insurance (e.g., malpractice coverage) as may be reasonable and customary for the Service Provider’s industry.
4. LICENSING. The Service Provider must supply evidence of all licenses, permits, and certificates required by or possessed under applicable law for it to provide the goods and/or services and conduct business as currently conducted and to be conducted during the term of the Contract. If the Service Provider is not a Nevada entity, it must show evidence that it is qualified to do business in Nevada.
5. INSIDER RELATIONSHIPS. The Service Provider shall provide a list of any family, business, or other relationships which it has with CASLV’s former or current governors, directors, officers, employees, students/parents, or family members of the same, that may create an actual or perceived conflict of interest.
6. REFERENCES. In the References section below (Exhibit A / Section 2), the Service Provider shall provide three references who are current or former clients (within the past five (5) years), for similar work in similarly-sized or larger-sized facilities.  
  
CASLV reserves the right to review Better Business Bureau ratings, request credit reference checks, and contact the references provided by Service Provider.
7. INTERNET DOWNLOADS: Service Providers who have not obtained this solicitation document directly from CASLV, or who may have downloaded the document from the CASLV website, shall be responsible for immediately notifying CASLV of their interest in order to receive all written materials on a timely basis. Service Providers who do not so notify CASLV and submit proposals without receipt of all materials issued may be deemed to have submitted proposals not responsive to this RSP.
8. COPIES. Please submit one original hard copy of the proposal and one complete copy.
9. BID/PROPOSAL SUBMISSION: Sealed proposals must arrive no later than 4:00 p.m. Pacific time

on May 5, 2017 and shall be addressed and delivered to:

Purchasing Manager  
 Coral Academy of Science Las Vegas  
 8965 S. Eastern Ave. Ste. 280  
 Las Vegas NV 89123  
 Email: [zaksoy@coralacademylv.org](mailto:zaksoy@coralacademylv.org)

The Purchasing Manager's email address is listed above, but proposals sent by e-mail (or fax) will be rejected.

10. **QUESTION-AND-ANSWER PERIOD.** There is no question and answer period contemplated for this RSP. You may submit written (not oral) questions to the Purchasing Manager (but no other CASLV employee or agent) at the email address above. The Purchasing Manager may respond, but neither such person nor CASLV is obligated to provide answers. Any answers that are provided to any Service Provider will be provided (i) in writing, and (ii) at least two (2) days prior to the Deadline Time/Date, if possible, and then promptly posted to CASLV's website.
11. **WITHDRAWAL/AMENDMENT.** At any time prior to the Deadline Time/Date, a Service Provider, or its designated representative, may withdraw or amend a submitted proposal by submitting a request to withdraw in writing to the same address and person identified above. However, the Service Provider may be removed from consideration for this and/or future awards and/or the approved Service Provider list.

After the Deadline Time/Date, no proposal may be altered, amended, or withdrawn. Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error.

12. **TARDINESS.** Late proposals (submitted after the Deadline Time/Date) will not be considered under any circumstances. All late proposals shall be returned to the Service Provider unopened.
13. **REVIEW.** It is the responsibility of all Service Providers to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all information for accuracy before submitting a response.
14. **OFFER/ACCEPTANCE/CONTRACT.** A PROPOSAL IN RESPONSE TO THIS RSP IS AND SHALL BE DEEMED TO BE AN OFFER TO CONTRACT WITH CASLV BASED UPON THE CONTENTS OF THIS RSP AND THAT RESPONSE. If CASLV notifies the Service Provider that its offer is accepted, then at CASLV's option, that may create a valid and binding Contract, enforceable against the Service Provider in accordance with all of the terms and conditions set forth in this RSP, or CASLV may tender a separate agreement to such Service Provider at that time.

If CASLV opts for the former, then this RSP and the Response shall constitute the Contract.

If CASLV opts for the latter, then the separate agreement would include all of the material terms and conditions set forth herein and in the Service Provider's response, as well as (i) such additional, customary terms as are reasonable and appropriate for a contract of such kind. If the parties cannot agree on the terms thereof, then CASLV, in its discretion, may (i) deem this RSP and the Service Provider's response to constitute the Contract or (ii) terminate the award to that Service Provider and begin negotiations with the second-choice party or parties.

All Contracts include the Standard Terms and Conditions attached as Exhibit B hereto.

15. **FIRM BIDS.** Offers must remain open for acceptance by CASLV for a period of ninety (90) days subsequent to the Deadline Date/Time. No bid may be withdrawn during the period of firm offering.
16. **WAIVER OF LIABILITY.** TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, BY SUBMITTING A PROPOSAL, THE PROPOSER / OFFEROR / SERVICE PROVIDER AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST CASLV

AND ITS DIRECTORS, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, BID PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY BID OR ANY PART OF ANY BID; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY, WHETHER IN LAW OR EQUITY, KNOWN OR UNKNOWN AT THE TIME OF SUBMISSION. THE SERVICE PROVIDER HAS HAD THE OPPORTUNITY TO CONSULT WITH LEGAL COUNSEL AND VOLUNTARILY, KNOWINGLY, AND INTENTIONALLY AGREES TO SUCH WAIVER.

17. RESERVATION OF RIGHTS. Notwithstanding any other provisions of this RSP (including all attached documents), CASLV expressly reserves the right to:
- waive any insignificant or immaterial defect, irregularity, or informality in any proposal procedure;
  - reject any or all proposals;
  - accept proposals from more than one bidder;
  - accept one or more proposals with respect to separate calendar years (or parts thereof);
  - accept one or more proposals with respect to separate campuses (or parts thereof);
  - reissue a Request for Sealed Proposal;
  - negotiate or renegotiate any terms set forth in the RSP or the Service Provider's response, while staying within the material boundaries and specifications of this RSP;
  - amend this RSP prior to the Deadline Date/Time to remedy any errors;
  - seek the assistance of outside experts to review submitted bids; and/or
  - take any other action permitted under applicable law.
18. EVALUATION. An award, if any, will be notified with reasonable promptness to the Service Provider whose proposal best conforms to the invitation and will be the most advantageous to CASLV. The award may be made on the basis of factors other than the lowest price proposal. The factors which CASLV may (but is not obligated to consider) include without limitation, in no particular order, and with no particular weighting:
- Base Price
  - Price for Additional Services
  - Experience / work history
  - Experience with school facilities
  - Past relationship with CASLV
  - Professionalism
  - Managerial staff
  - Employee training and staff
  - References
  - Insurance policies / coverage
  - Financial strength
  - Litigation or complaint history
  - Minority ownership
  - Use of environmentally-safe products
19. SUPPLEMENTAL INFORMATION: All supplemental information required by the proposal documents must be included with the response. Failure to provide complete and accurate information may disqualify Service Provider from consideration.
20. SILENT PERIOD: In order to ensure the integrity of the selection process and comply with

applicable law, Service Provider's officers, employees, agents, and other representatives shall not contact or attempt to contact any director, officer, employee, or agent of CASLV, or any family member of the foregoing, in a direct or indirect attempt to lobby or attempt to influence a vote or recommendation related to the Service Provider's response, including without limitation by offering money, a gratuity, current or future employment or opportunities, or by soliciting insider or proprietary information regarding CASLV and/or this RSP, or by obtaining or seeking to obtain the proprietary information of any other bidder (unless available to the public). Any violation hereof may result in the voiding of Service Provider's bid, civil liability to CASLV, and constitute a criminal offense.

21. **COLLUSION.** Nevada law prohibits the Service Provider from colluding with other bidders by fixing prices or other material bid terms.
22. **GRATUITIES:** CASLV may, by written notice to the Service Provider, deny a bid or cancel a Contract without liability to CASLV if it is determined by CASLV that gratuities, in the form of entertainment, gifts, or otherwise (whether at present or promised in the future), were offered or given by the Service Provider, or any agent or representative of the Service Provider, to any governor/director, officer, employee, or agent of CASLV, with the direct or indirect aim of securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a Contract. In the event the Contract is cancelled by CASLV pursuant to this provision, CASLV shall be entitled, in addition to any other rights and remedies (e.g., for damages and reasonable attorneys' fees and costs), to recover or withhold the amount of the gratuities.
23. **PRICING/PAYMENTS.** Prices shall remain firm for the term of any Contract awarded. All price increases must have the signed, written, pre-approval of CASLV (in its sole discretion). The Contract amount shall either be calculated annually and divided into 12 monthly installments or calculated based on hourly service and to be paid monthly.

CASLV's standard payment terms are net thirty (30) days after receipt of invoice. Service Provider may offer CASLV a cash discount for payment of an invoice with stated discount terms. Service Provider's invoices should be sent to the campus where the services are being provided (or, if for all campuses, to the Purchasing Manager). Service Provider's invoices must contain the appropriate purchase order number on the face of the invoice. Each line item on the invoice should contain the corresponding line-item number shown on the purchase order. Invoices submitted without the correct purchase order number shown may be returned to the Service Provider for correction. Corrected invoices will be subject to the same payment provisions as original invoices. In the event a Service Provider presents CASLV with invoices, statements, reports, etc. that are incomplete, inaccurate or in need of substantial internal research, such action could result in delay of payment. CASLV will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate or incomplete information provided in invoices by Service Provider.

24. **TERMINATION.** In any Contract, CASLV will reserve the right to terminate, without cause and for any reason, such Contract(s) upon thirty (30) calendar days' prior written notice, or immediately (at any time) if for cause.
25. **TAXATION.** CASLV is exempt from local, state and federal taxes. In the event that taxes are imposed on the goods and/or services purchased, CASLV will not be responsible for the payment of the taxes. The Service Provider shall absorb all of the taxes. CASLV will supply tax-exemption information upon a written request.
26. **FEES.** If any action is commenced under or in connection with a Contract, including insolvency or bankruptcy proceedings, and including any dispute for which no court action is filed, the losing

party shall pay the prevailing party reasonable attorneys’ fees and costs incurred by the prevailing party in connection therewith. The “prevailing party” shall be the party that is successful on the main issue, even if that party did not prevail on all issues.

- 27. **FURTHER ASSURANCES.** The fact that certain Contract terms are expressly set forth herein is not intended to preclude CASLV from requesting additional terms and conditions in the future to further achieve the aims of CASLV and ensure consistency with its policies and procedures. If such request is made, the Service Provider and CASLV will negotiate in good faith and agree to such additional terms as are reasonable.
- 28. **INDEMNIFICATION.** In the Contract, Service Provider agrees to and shall indemnify, defend and hold harmless CASLV, its officers, agents and employees, from and against any and all loss, cost, damage, expense, liability, and claims, including attorney's fees and costs, of any kind, for any acts or omission of Service Provider, its officers, agents or employees, in performance of the Contract, so long as CASLV’s gross negligence or willful misconduct is not the cause of the loss, claim, damage expense or cost.
- 29. **WAIVER:** No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 30. **SPECIAL TOOLS & EQUIPMENT:** If the price includes the cost of any special tooling or equipment fabricated or required by Service Provider for the purpose of providing services, such special tooling and equipment shall become the property of CASLV at the conclusion of the Contract.

**PART C: TECHNICAL REQUIREMENTS; SCOPE OF WORK**

1. **CAMPUSES’ SQUARE FOOTAGES.**

	<b>Campus Name</b>	<b>Street Address</b>	<b>City</b>	<b>Approximate Building or Unit Size (Square Feet)</b>
(1)	Sandy Ridge	1051 Sandy Ridge Ave.	Henderson	40,000
(2)	Windmill	2150 Windmill Pkwy.	Henderson	23,000
(3)	Tamarus	8185 Tamarus St.	Las Vegas	13,000
(4)	Centennial Hills	7951 Deer Springs Way.	Las Vegas	36,225
(5)	Nellis	42 Baer Dr.	Las Vegas	66,161

2. **SCOPE OF WORK.**

**I. NIGHTLY CLEANING SERVICES**

This service will be provided Monday through Friday (excepting federal and state holidays).

**A. All Named Areas**

- 1. All trash receptacles are to be emptied and trash removed to a collection point.
- 2. Clean and sanitize drinking fountains.
- 3. Thoroughly dust all horizontal surfaces
  - i. Desktop
  - ii. Chair
  - iii. Tables
  - iv. Pictures
  - iv. Window sills
  - v. Handrails

- vii. All other furnishing
- 4. Damp wipe all horizontal surfaces to remove coffee rings and spillage of liquids
- 5. Vacuum all carpeting
- 6. Spot cleaning carpet for occasional accidental spillage of liquids.
- 7. Dust mop hard surface floors with a treated dust mop
- 8. Damp mop hard surface floors to remove any spillage or soiled
- 9. Damp wipe entrance metal and finger marks on entrance glass
- 10. Spot clean partition glass
- 11. Use an industry standard disinfectant for sanitizing
- 12. Remove graffiti within 24 hours

#### **B. Restrooms**

- 1. Stock toilet tissue
- 2. Wipe paper towel cabinet and refill
- 3. Refill soap dispensers
- 4. Empty trash receptacles and wipe as needed
- 5. Clean and polish mirrors
- 6. Toilets, including seats and urinals, to be cleaned and sanitized inside and outside
- 7. Scour and sanitize all basins
- 8. Remove fingerprints and marks from stall doors and partitions
- 9. Remove splash marks from walls around basins
- 10. Mop and rinse restroom floor with disinfectant
- 11. Remove graffiti within 24 hours.
- 12. Check to be sure plumbing is operational; that there are no stoppages, or leaks.

#### **C. Entrances, Lobbies, Halls, and Other Public Areas**

- 1. Sweep outside steps or nearby sidewalk (up to 15 feet from entrance) to keep soil away from door.
- 2. Keep matting and runners clean and dry at entrance. Use vacuum, if necessary.
- 3. Spot mop these areas to remove tracked-in water or soil.
- 4. Keep waste receptacles emptied as required.
- 5. Pick up any items that have been dropped on floors.
- 6. Clean any spillage or soiled spots on floors with a mop. Spot-clean spills on carpets.

#### **D. Outside Policing**

- 1. Empty waste receptacles and replace plastic liners.
- 2. Keep walkways clear of debris.
- 3. Remove obvious debris, from grounds, athletic areas, and parking areas.

## **II. WEEKLY CLEANING SERVICE**

This service is provided on Sundays.

#### **A. Classrooms, Libraries and MPR**

- 1. Thoroughly mop smooth flooring surfaces with a mild sanitizing solution.
- 2. Completely vacuum carpeted areas, moving all furniture and rearranging as needed.
- 3. Damp wipe doors.
- 4. Dust window ledges, sills, displays and decorations.
- 5. Dust horizontal furniture surfaces, inspect student desk-tops and spot-clean them to remove heavy soil, heavy markings or graffiti.

6. Dust vertical furniture surfaces, wall vents and vertical wall trim.
7. High dusting.
8. Clean doorknobs, push plates, and kick plates.
9. Clean and damp wipe chalk boards weekly, trays daily.

**B. Rest Rooms**

1. Damp wipe vertical surface with a mild sanitizing disinfectant.
2. De-lime urinals
3. Clean doorknobs, push plates, kick plates.
4. Check ceiling for cobwebs.
5. Dust ledges, vents, partitions, and light fixtures above sinks
6. Remove graffiti

**C. Offices and Lounges**

1. In areas which have ceramic, concrete, terrazzo or resilient tile floors, damp mop the entire area.
2. Completely vacuum clean carpeted areas.
3. Dust vertical furniture surfaces, wall vents and vertical wall trim.
4. Clean doorknobs, push-plates, and kick-plates.
5. Check ceilings for cobwebs.
6. Spray buff smooth floor surface traffic patterns every week. Spray buff entire flooring, area monthly.
7. Clean telephones with a mild sanitizing disinfectant.

**D. Entrances and Lobbies**

1. Clean entrance-way glass.
2. Completely damp mop ceramic, concrete, terrazzo and resilient tile floors.
3. Dust vertical furniture surfaces, wall vents and vertical wall trim.
4. Dust window sills, ledges and furniture tops.
5. Clean brass doorknobs, rails, push-plates on doors, kick-plates on doors and other pieces of brass trim.
6. Check ceilings for cobwebs.
7. Shampoo carpeted area monthly.
8. Wipe baseboards.

**E. Cafeterias, Lunchrooms**

1. Damp wipe vertical surfaces within 6 feet of ground level with a mild sanitizing disinfectant.
2. Spray buff resilient flooring surfaces which are coated with floor finish or wax.
3. Vacuum upholstered furniture.
4. Clean doorknobs, push-plates, and kick-plates.

**F. Stairways**

1. Dust mop. Dust handrails and any window sills or ledges.
2. Completely damp mop treads.
3. Wash handrails.

**G. Minimal Service Areas, Mechanical Areas**

1. Remove trash and debris, monthly.
2. Sweep hard surface floor areas, monthly.

**H. Hallways**

1. Clean entrance-ways.
2. Completely damp mop ceramic, concrete, terrazzo and resilient tile floors.
3. Dust vertical furniture surfaces, wall vents and vertical wall trim.
4. Clean brass doorknobs, rails, push-plates on doors, kick-plates on doors and other pieces of brass trim.
5. Check all ceilings for cobwebs.
6. Using a floor machine equipped with a buffing brush or pad, spray buff resilient tile and terrazzo floors. After buffing, dust mop the floor as necessary.

**III. MONTHLY CLEANING SERVICES**

This service is provided on the first Saturday and/or Sunday of each month along with weekly cleaning. A monthly cleaning services shall be done in the first day and last day of contract.

**All named areas**

1. Remove dust and cobwebs from ceiling areas
2. Dust removal of all named vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
3. Dust removal of mini/Venetian blinds
4. Vacuum of all upholstered and wipe leather/vinyl furniture
5. Buff hard surface floors so as enable them to present the best possible appearance at all times
6. Damp wipe and sanitize telephones
7. Dust removal A/C vents
8. Clean exterior windows of immediate entrance area
9. Clean walls and doors, including wall plugs and sockets
10. Cleaning ceiling fluorescent lamp surfaces

**IV. OTHER SERVICES**

Defective building or inoperable building equipment shall be brought to the attention of CASLV such as:

1. Leakage or plumbing problems
2. Defective lights or lighting
3. Doors and/ or gates not properly secured
4. Other unusual circumstances such that might affect the security maintenance, or effectiveness of the facility
5. Janitor closet(s) equipment and material shall be kept in a neat and orderly condition at all times

**V. SERVICES THAT MAY BE PROVIDED WITH AN ADDITIONAL FEE**

1. Carpeting shall be cleaned, upon request, for an additional fee
2. A carpet protector shall be applied to all carpeting, upon request, for an additional fee
3. All emergency and/or construction cleaning accomplished, upon request, for an additional fee
4. Stripping and waxing shall be done for additional fee upon request
5. Exterior windows shall be clean upon request for additional fee

**3. SPECIFICATIONS FOR WORK.**

- a) The Service Provider shall coordinate all activities.
- b) The Service Provider shall provide all labor & supplies.

- c) The Service Provider shall use its own equipment while performing the services.
- d) The Service Provider shall ensure the safety of all CASLV students, staff, and visitors while performing its duties.
- e) The Service Provider shall provide information for all services and person(s) that will participate (with credentials and experience) in the provision of services.
- f) The Service Provider shall be responsible for all injuries to persons or property (whether of CASLV or third parties) caused by the Service Provider and/or its officers, employees, agents, and invitees, and agrees to defend, indemnify and hold CASLV harmless from any and all injuries, damages or losses caused during or by the foregoing.
- g) The Service Provider shall wear adequate safety equipment for the tasks involved and train its employees on the safe use of hazardous materials in the workplace.
- h) The Service Provider shall appoint an experienced Supervisor acceptable to CASLV (in its reasonable discretion) to be responsible for all work required under the Contract, and the RSP response shall contain the curriculum vitae of all such Supervisor(s). Such Supervisor(s) shall be readily accessible to CASLV personnel at all times.

**Exhibit A**  
**To RSP for Janitorial Services for the School Years 2017-2023**  
**(RSP # 17-23 Janitorial Services)**

**Bidder's Response Form**

**Exhibit A / Section 1: Bid Response Information.**

Legal Name of Service Provider \_\_\_\_\_

Jurisdiction of Service Provider \_\_\_\_\_

Fictitious Names (DBAs) of the Service Provider, if applicable: \_\_\_\_\_

Type of Business and types of products or services provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Tax ID No.: \_\_\_\_\_

**Base Pricing**

Annual cost per square feet: \_\_\_\_\_

Annual (school year) cost: \_\_\_\_\_

Monthly cost: \_\_\_\_\_

**Pricing (Additional Services)**

Strip/Wax per square feet (including equipment and supplies) \_\_\_\_\_

Carpet cleaning per square feet (including equipment and supplies) \_\_\_\_\_

If the campus requests additional day porter, hourly cost: \_\_\_\_\_

If the campus requests janitorial services for closed school days, hourly cost: \_\_\_\_\_

**Exhibit A / Section 2:                   References.**

List at least three (3) companies or governmental entities (preferably public or charter schools or districts) where the same or similar services as contained in this specification package were recently provided by Service Provider.

Reference #1:

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Reference #2:

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Reference #3:

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**Exhibit A / Section 3:                   Bidder’s Certification.**

The Service Provider, as well as the undersigned authorized representative of the Service Provider, hereby acknowledge all of the following:

1.       That the authorized representative below is authorized to enter into contractual relationships generally, or into the specific Contract to which this RSP relates (and which would be binding upon an award being granted), on behalf of the Service Provider;
2.       That he/she has carefully examined the RSP, and the contents of the same are hereby incorporated by reference;

- 3. That the Service Provider hereby proposes to supply the relevant services, and will, if awarded a Contract, furnish such products or services at the prices quoted in this bid/proposal and in strict compliance with the all of the terms and conditions set forth in this RSP, and such terms and conditions are agreed to, unless any exceptions are noted in writing with the Service Provider's response;
- 4. That the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted (i) is not listed, as of the date of opening of this Bid/Proposal, on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U.S. General Services Administration (GSA), nor on any list of banned or embargoed persons identified by the Office of Foreign Assets Control (or any similar lists of those suspected of engaging in terrorism, money laundering, and so forth); (ii) is in compliance with the FCC "Red Light Rule;" and (iii) agrees to notify the CASLV of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise after the date of this submission.
- 5. That the Service Provider is in compliance with all federal, state, and local environmental codes, laws, and statutes, and will remain in compliance at all times hereafter.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

Date:

Name:

Title:

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## Exhibit B Contract Standard Terms & Conditions

This Addendum (the “*Addendum*”) is a part of that certain Contract (*as amended, the “Agreement”*) between you (“*Vendor*”) and Coral Academy of Science Las Vegas, a Nevada state public charter school (“*CASLV*”). *This Addendum supplements the Agreement.* The Agreement and this Addendum shall be interpreted in harmony and so as not to render any provision meaningless, but in the event of a conflict, the Agreement controls.

1. **Deliverables.** The “*Deliverables*” means the services (and any related goods) provided by Vendor to CASLV.
2. **Vendor’s Warranties and Covenants.** Vendor warrants that it holds all governmental licenses, permits, approvals, and qualifications appropriate to perform its obligations and provide the Deliverables (the “*Permits*”). Vendor covenants that the Deliverables will: (a) comply with the Permits; (ii) be provided in accordance with all applicable federal, state and local laws, regulations, ordinances, rules, codes, and orders, including labor laws and OSHA regulations (the “*Laws*”); (c) be free and clear of liens, mortgages, or encumbrances; and (d) conform to local industry standards.
3. **Vendor Employees.** Vendor is solely responsible for hiring, administrative supervision, promoting, discharging, and determining the compensation of its employees and other personnel. All such personnel shall be Vendor’s employees, not CASLV’s. Vendor shall be solely responsible and liable for all wages, compensation, severance and termination pay, and other benefits payable to such persons, and the foregoing shall be usual and customary for employees of similar vendors in Las Vegas, Nevada. Vendor’s employees are authorized to live and work in the USA. If CASLV objects to a Vendor employee (with or without cause), Vendor will replace such person.
4. **Insurance.** Vendor must at all times maintain in full-force and effect insurance coverage (in type and amount) which is (i) commercially reasonable and prudent given the nature of the Deliverables, and (ii) sufficient to satisfy the Laws and Permits. Vendor will provide proof of insurance upon request. Vendor’s insurance shall not limit in any respect its liability hereunder.
5. **Payment.** CASLV has 30 days from receipt of a written invoice to pay undisputed amounts due. An invoice must contain information regarding the Deliverables delivered, and the amount due. Invoices may not alter the Agreement.
6. **Default; Termination.** CASLV may (in its sole discretion) terminate the Agreement upon written notice to Vendor: (i) if Vendor fails to cure a material breach of the Agreement within ten (10) days after written notice from CASLV; (ii) if CASLV’s charter is revoked; (iii) upon any suspension, revocation, rescission, or termination of this Agreement in connection with the application of NRS Chapter 332.039 *et seq.*; and/or (iv) without cause, as set forth in the Agreement.
7. **Anti-Discrimination.** Vendor will not discriminate against any person on the basis of his/her race, color, religion, national origin, sex, marital status, disability, or any other classification protected by Law.
8. **State-Mandated Language.** All CASLV obligations are not the obligations, directly or indirectly, in whole or in part, of the State of Nevada, State Public Charter School Authority, or State Department of Education.
9. **Miscellaneous.**
  - (a) **Governing Law; Venue; Fees.** Notwithstanding any choice-of-law/–venue provision in the Agreement, all disputes and controversies arising out of or relating to the Agreement, in contract, tort, equity, or otherwise, are (i) governed by the laws of the State of Nevada, without regard to conflicts-of-law principles; and (ii) subject to exclusive jurisdiction in the state and federal courts in Clark County, Nevada.
  - (b) **Remedies; Damages.** Any remedies of the Parties herein are cumulative with all remedies at law or in equity. Vendor may not recover indirect, special or consequential damages or any lost profits.
  - (c) **Parties’ Relationship.** Vendor is an independent contractor. Nothing shall be deemed to create a relationship of (i) principal / agent, (ii) partners, joint venturers, or associates, or (iii) employer / employee. Neither Party has authority to bind the other Party.
  - (d) **Amendments.** This Agreement may not be amended except in a writing signed by both Parties.
  - (e) **Assignments.** Any assignment or delegation of rights or obligations by Vendor without CASLV’s prior written consent (in its sole discretion) is void. Any approved assignment shall not relieve Vendor of its obligations (i.e., Vendor shall remain responsible for Deliverables).
  - (f) **Notices.** Any required notices shall be in writing and given by (i) U.S. mail, certified or registered, postage prepaid, return receipt requested; (ii) Federal Express or similar courier; or (iii) facsimile or e-mail (if in combination with (i) or (ii)). Notices are deemed delivered upon actual receipt or attempted delivery.
  - (g) **Confidentiality.** Except with CASLV’s prior written consent (in its sole discretion), or as legally required, Vendor will not: advertise, publish or otherwise disclose in any press release or other form of distribution to any third party: (i) its commercial relationship with CASLV, (ii) the terms of the Agreement, or (iii) any other information or documents provided by CASLV. At the end of the Agreement, the Vendor shall return or destroy all of CASLV’ confidential information and documents.
  - (h) **Negotiation; Counsel.** Each Party has had a full opportunity to be represented by counsel in this Agreement. This Agreement shall not be construed in either Party’s favor based on who drafted or revised this.

[Conclusion of Standard T&Cs]