

**JANITORIAL SERVICES AGREEMENT FOR EUREKA COUNTY
ADMINISTRATION BUILDING**

THIS AGREEMENT is entered into this 20th day of March, 2003, by and between EUREKA COUNTY, a political division of the State of Nevada, through its Board of County Commissioners, P.O. Box 77, Eureka, Nevada, 89316, hereinafter referred to as "County", and Cleaning By Chae, P.O. Box 652, Eureka, Nevada, 89316 hereinafter referred to as "Contractor", in which County agrees to purchase from Contractor, and Contractor agrees to provide to County, the services described in the Agreement according to the terms herein set forth.

Services to be Performed: Contractor shall provide janitorial services for the Eureka County Administration Building. The services to be performed include, without limitation, the following:

- A. Five times weekly Contractor will perform the following services:
1. Empty wastebaskets and trash receptacles.
 2. Wet wipe wastebaskets and replace liner.
 3. Vacuum all carpeted floor space, taking care to get under furniture and into corners.
 4. Dust mop all vinyl, linoleum, or wood floor space, taking care to get under furniture and into corners. Wax and polish areas that have spills or show excessive wear. Do whatever is necessary to maintain clean and glossy floor and provide a wax cover at all times.
 5. Thoroughly dust all flat surfaces, including such items as desk tops, file cabinets, under sills, chairs, tables, phones, wall hang ups, doors, computer screens, etc. (unless hooded, covered or not cleared).
 6. Remove spots and fingerprints from desktops.
 7. Clean and polish and sanitize top pan of drinking fountains.
 8. Clean glass in all entrance doors, use spray glass cleaner which will not damage any lettering on doors.
 9. Remove all trash from buildings and place in designated containers.
- B. Five times weekly Contractor will perform the following services inside each restroom:
1. Empty wastebaskets and trash receptacles. Wet wipe wastebaskets and trash receptacles and wash inside cans and sanitize.
 2. Clean and polish mirrors.
 3. Clean and disinfect toilets and urinals inside and outside and polish all bright work toilet seats to be cleaned on both sides.
 4. Dust partition tops, ledges, tops of mirrors and vanity lights.

5. Scound disinfect all basins, polish bright work.
 6. Reme splash marks from walls around basins.
 7. Wet pe all towel cabinets, polish bright work.
 8. As raired, remove finger prints and other marks from toilet partitions and door
 9. Wet up all floors using a disinfectant.
 10. Fill sp dispensers as needed.
- C. Five times eekly Contractor will perform the following services in the service areas/ breakreas:
1. Empall wastebaskets and trash receptacles.
 2. Dustop floor; as required, wet mop and wax to remove spillage and scuff mark
 3. Wet pe all tables, etc.
 4. Dust: chairs and tables.
 5. Vacun or shampoo rugs as needed.
- D. Five times vkly Contractor will perform the following miscellaneous services:
1. Reme fingerprints from all doors, door frames, panel box covers, light switcs, etc. in the building.
 2. Spot an building walls and partitions to remove smudges and spots. These spotsually are not more than waist high. To be done at least once weekly.
 3. Spot an stains or marks on carpets, using a product that will not affect the colofn of the rug.
 4. As nted, completely shampoo rugs.
- E. At least eacquarter of the year Contractor shall:
1. Wasall desks in building (may be done on a rotating schedule).
 2. Strip d thoroughly rinse all floor areas that are not carpeted and apply two (2) ces of finish.
 3. Waswindows, inside and outside.

Excluded items:

1. Highceaning is excluded. High cleaning is anything above 8 feet from the floor./indows are not high cleaning.

Supplies and Equipment: Contractor will supply without limitation the following equipment and expendable supplies, and such other equipment and supplies as may be necessary to perform the services required by this Agreement:

1. Toilet tissue, hand towels; to fit existing holders;
2. Sanitary pads/ tampons to fit existing holders;
3. Liquid hand soap;
4. Glass cleaner;
5. Aero room deodorizer;
6. Disinfecting product;
7. Floor cleaning products;
8. Floor wax/cover;
9. Floor wax stripper;
10. Rug mat remover;
11. Dusting product;
12. Urinal pads;
13. Vacuum cleaners;
14. Dust mops;
15. Wet mops;
16. Wet/dry wipes;
17. Furniture polish;
18. High reach window washing equipment; and
19. Rug shampooing machine.

Contractor will furnish all provision, labor, tools and equipment needed to maintain the building in a clean and sanitary condition. Contractor will furnish all cleaning supplies and liners for all wastebaskets and trash receptacles. Floor finish used on non carpeted areas will be non staining and of a high grade and shall contain sufficient solids to insure a hard, glossy, non slip finish, neutral type. Cleaning materials will be used for all normal cleaning purposes and shall not be harmful to any surfaces to which they are applied. Only non-oily dust mop treatment materials will be used.

Other responsibility: Contractor will be held responsible for satisfactory work in accord with the intent of this Agreement, which is to keep the building in a clean and sanitary condition. Contractor shall be responsible for any breakage, damage or loss through the carelessness of himself or employees. Contractor will screen his agents and employees for honesty and will be responsible for any thefts committed by his employees. It is understood persons previously convicted of a felony in this or any other state are not eligible for employment. Contractor will be given numbered keys and they shall be returned upon completion of the contract. Contractor will be responsible for keeping doors and windows locked and turning off all lights.

County inspections: County Maintenance Department Head, Jerry White, will do inspections and insure compliance with this Agreement. Whenever a complaint of non-performance is made by

the County the Contractor ll have 24 hours to correct the complaint. A reasonable cash deduction may be made by the County each instance that the Contractor fails to correct a justified complaint. Such determinations will be made by Jerry White, County Department Head of Maintenance.

Insurance: Contractor and any employees of contractor will be fully insured to include the following:

- A. \$1,000 liability insurance naming Eureka County as additional insured.
- B. \$5,000 performance (i.e. completed operations, labor bond).
- C. Proof employee health coverage (i.e. SIIS).

Proof of satisfactory insurance will be provided before this Agreement is signed.

Place of Performance: The Contractor will perform the work at the Eureka County Administration Building, 7 South Main Street, Eureka, Nevada 89316.

Access: Due to evening meetings, some early morning cleaning will be necessary. Work will normally be performed five (5) nights per week when the building is closed. Work shall not start earlier than 5:00 P.M. on weekdays. The building will be available during holidays and weekends for cleaning.

Duration of Agreement: This agreement runs from April 1, 2003 through March 15, 2004, and may be renewed at the County's discretion. County may terminate this Agreement with ten (10) days written notice at its option for any reason or no reason at all. Contractor may terminate this Agreement upon sixty (60) days notice in writing to the County.

Notice: Any formal notice required hereunder may be given by either party to the other party at the addresses herein above set forth.

Mutual Obligation: County and Contractor are mutually obliged not to interfere with the performance required by either under this Agreement, and to provide reasonable accommodation for such performance.

Indemnification: Contractor agrees to indemnify and hold County harmless for any and all damages, including but not limited to property damage, personal injury or death, arising out of or in the course of the performance by Contractor and his agents or employees of the services described by this Agreement. This indemnification and hold harmless provision does not extend to the Contractor's action against the County for payment on services rendered.

04/03/2003 16:14

775 7 5708
EUREKA CO PUBLIC WORKS → 92376015

NO. 112 D01
NO. 879 D01
NO. 838 D02

04/03/2003 15:37 01510 → INS (L)

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
04/03/2003

PRODUCER (775) 289-8668 FAX (5) 289-8880

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Insurance Management Services
705 Aultman Street, Suite #1
Ely, NV 89301

MADELINE LIEBSACK

INSURED Clean by Chae
DBA: Chae Enstley
P. O. Box 652
Eureka, NV 89316

INSURERS AFFORDING COVERAGE

INSURER 1 Colony Insurance Company
INSURER 2 Star Insurance Co.
INSURER 3 CNA Surety
INSURED 1
INSURED 2

COVERAGES

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

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY: <input type="checkbox"/> PER <input type="checkbox"/> PER	TBO	03/28/2003	03/28/2004	BODILY OCCURRENCE \$ 1,000,000 FIRE OR LIGHTNING \$ 5,000 AUTO EXP. (EXCEPT AUTO) \$ 100,000 PERSONAL & AUTO INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMPLER AGG \$ 1,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOC				COMMERCE-SINGLE UNIT (EXCEPT AUTO) \$ FOCALY INJURY (EXCEPT AUTO) \$ BODILY INJURY (EXCEPT AUTO) \$ LIABILITY SERVICE (EXCEPT AUTO) \$
Garage Liability <input type="checkbox"/> ANY AUTO				AUTO BODILY OR ACCIDENT \$ OTHER THAN AUTO BODILY OR ACCIDENT \$
EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> PRODUCTS <input type="checkbox"/> POTENTIAL \$				BODILY OCCURRENCE \$ PRODUCTS \$ POTENTIAL \$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY	WC01786	03/28/2003	03/28/2004	<input checked="" type="checkbox"/> WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS LIABILITY F. WORK ACCIDENT \$ 100,000 G. DISMEMBER-MEMEMPLOYEE \$ 100,000 H. DISEMB. POLICY LIMIT \$ 500,000
OTHER Janitorial Employee Dishonesty Bond	TEN	04/01/2003	04/01/2004	\$5,000 \$100 Ded.

DESCRIPTION OF OPERAT ENVIRONMENT, VEHICLE CLASSIFICATIONS AND BY ENFORCEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

ADDRESS AND INSURER LETTER

CANCELLATION

EUREKA COUNTY
P. O. BOX 677
EUREKA, NV 89316

IF SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor to MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

Madeline Liebsack

ACORD 25-S (7/97)

BOOK 3606157

RECORD CORPORATION 1988

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
04/03/2003

PRODUCER (775)289-8888 FAX (775)289-8880

Insurance Management Services
705 Aultman Street, Suite #1
Ely, NV 89301

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MADELINE LIEBSACK

INSURERS AFFORDING COVERAGE

INSURED Clean by Chae
DBA: Chae Enslley
P. O. Box 652
Eureka, NV 89316

INSURER 1 Colony Insurance Company
INSURER 2 Star Insurance Co.
INSURER 3 CNA Surety

COVERAGES

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INSR. TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	TBD	03/28/2003	03/28/2004	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one loss) \$ 5,000 MED EXP. (Any one person) \$ 100,000 PERSONAL & ADJ INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PER-LOSS <input type="checkbox"/> YEAR				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO					AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY - AGG \$
EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC01744	03/28/2003	03/28/2004	<input type="checkbox"/> NON-STAT <input checked="" type="checkbox"/> STAT LIMITS <input type="checkbox"/> PER <input type="checkbox"/> EA E1. EACH ACCIDENT \$ 100,000 E2. DISEASE - EA EMPLOYEE \$ 100,000 E3. DISEASE - POLICY LIMIT \$ 500,000
	OTHER Janitorial Employee Dishonesty Bond	TED	04/01/2003	04/01/2004	\$5,000 \$100 Ded.
	DESCRIPTION OF OPERATIONS/LOCATION/VEHICLE USES/IONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS				

CERTIFICATE HOLDER ADDRESS (LINE 1) INSURER LETTER CANCELLATION

EUREKA COUNTY
P. O. BOX 677
EUREKA, NV 89316

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE
Madelene Liebsack

Compensation: In turn for the services and supplies herein set forth County agrees to pay Contractor the sum of One thousand Three Hundred Dollars(\$1,300.00) per month payable semi monthly by County. County makes no deductions and Contractor is responsible for all employment matters.

Time of the Esser: Time is of the essence of this Agreement and all duties required hereunder shall be promptly performed by the parties.

This agreement is executed effective March 20, 2003, and is in effect from April 1, 2003, until and including March 15, 2004 and may be renewed for additional years if both parties agree.

County of Eureka

Cleaning By Chae

Wayne Robinson
Wayne Robinson, Chair
Eureka County Board of Commissioners

Chae Ensley
By: Chae Ensley, Owner
P.O. Box 652
Eureka, Nevada 89316

Attest:

Attest: Frances Gale, Clerk

Frances Gale
Frances Gale, County Clerk

BOOK 360 PAGE 153
OFFICIAL RECORDS
RECORDED AT THE REQUEST OF
Eureka County
2003 APR 10 AM 8:20

EUREKA COUNTY NEVADA
M.N. REBALEATI, RECORDER
FILE NO. FEES no fee

181538