



CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A Contract Between Eureka County (County)
Acting By and Through Its

Board of Eureka County Commissioners (Board)
P.O. Box 677, Eureka, NV 89316
(775) 237-5262

and

Cleaning By Chae (Contractor)
P.O. Box 652, Eureka, NV 89316
(775) 237-7068

WHEREAS, NRS 244.320 authorizes the Board of Eureka County Commissioners ("Board") to engage the services of persons as independent contractors; and

WHEREAS, it is deemed that the service of Cleaning By Chae ("Contractor") is both necessary and in the best interests of the County of Eureka;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. REQUIRED APPROVAL. This Contract shall not become effective until and unless approved by the Board.
2. DEFINITIONS. "County" means the County of Eureka and its officers, employees and immune contractors as defined in NRS §41.0307. "Independent Contractor" means a person or entity that performs services and/or provides goods for the County under the terms and conditions set forth in this Contract.
3. CONTRACT TERM. This Contract shall be effective from April 1, 2008 to March 31, 2009, unless sooner terminated by either party as specified in paragraph (10), but may be renewed for one (1) additional year and will expire March 31, 2010, upon written notice of interest by the contractor and acceptance of the renewal by the County.

4. NOTICE. Unless otherwise specified, termination shall not be effective until 30 calendar days after a party has served written notice of default, or without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified above.

5. INCORPORATED DOCUMENTS. The parties agree that the scope of work shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence; a Contractor's Attachment shall not contradict or supersede any County specifications, terms or conditions without written evidence of mutual assent to such change appearing in this Contract:

ATTACHMENT A:	SCOPE OF SERVICES
ATTACHMENT B:	FEE SCHEDULE

6. CONSIDERATION. The parties agree that Contractor will provide the services specified in paragraph (5) at a cost not to exceed \$1,600.00 per month with two installments payable semi-monthly of \$800.00 beginning April 21, 2008. The County does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments.

7. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.

8. TIMELINESS OF BILLING SUBMISSION. The parties agree that timeliness of billing is of the essence to the contract.

9. INSPECTION & AUDIT.

a. Books and Records. Contractor agrees to keep and maintain under general accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the County, State of Nevada or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.

b. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the County, the State Auditor, the relevant state agency or its contracted examiners, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the



General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this paragraph.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used in the Contract. The retention period runs from the date of payment for the relevant goods or services by the County, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. CONTRACT TERMINATION.

a. Termination Without Cause. Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

b. State Termination for Nonappropriation. The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. The County may terminate this Contract, and Contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (on any date specified therein) if for any reason the Contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

c. Cause Termination for Default or Breach. A default or breach may be declared with or without termination. This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

- i. If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
- ii. If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
- iii. If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
- iv. If the County materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
- v. If it is found by the County that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the County with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
- vi. If it is found by the County that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.

d. Time to Correct. Termination upon a declared default or breach may be exercised only after service of formal written notice as specified in paragraph (4), and the subsequent failure of the



defaulting party within 15 calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared default or breach has been corrected.

e. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this paragraph survive termination:

i. The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;

ii. Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the County;

iii. Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the County;

iv. Contractor shall preserve, protect and promptly deliver into County possession all proprietary information in accordance with paragraph (21).

11. REMEDIES. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include without limitation \$125 per hour for County-employed attorneys.

12. LIMITED LIABILITY. The County will not waive and intends to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise specified in the incorporated attachments. Damages for any County breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor. Damages for any Contractor breach shall not exceed 150% of the contract maximum "not to exceed" value. Contractor's tort liability shall not be limited.

13. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

14. INDEMNIFICATION. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the County from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents.

15. INDEPENDENT CONTRACTOR. Contractor is associated with the County only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted services pursuant to this Contract, Contractor is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage,



operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the County whatsoever with respect to the indebtedness, liabilities, and obligations of Contractor or any other party. Contractor shall be solely responsible for, and the County shall have no obligation with respect to: (1) withholding of income taxes, FICA or any other taxes or fees; (2) industrial insurance coverage; (3) participation in any group insurance plans available to employees of the County; (4) participation or contributions by either Contractor or the County to the Public Employees Retirement System; (5) accumulation of vacation leave or sick leave; or (6) unemployment compensation coverage provided by the County. Contractor shall indemnify and hold County harmless from, and defend County against, any and all losses, damages, claims, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes or fees. Neither Contractor nor its employees, agents, or representatives shall be considered employees, agents, or representatives of the County. The County and Contractor shall evaluate the nature of services and term negotiated in order to determine "independent contractor" status and shall monitor the work relationship throughout the term of the Contract to ensure that the independent contractor relationship remains as such. To assist in determining the appropriate status (employee or independent contractor), Contractor represents as follows:

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Contractor's Initials

- | | YES | NO |
|--|-------|-----------|
| 1. Does the County have the right to require control of when, where and how the independent contractor is to work? | _____ | <u>CE</u> |
| 2. Will the County be providing training to the independent contractor? | _____ | <u>CE</u> |
| 3. Will the County be furnishing the independent contractor with worker's space, equipment, tools, supplies or travel expenses? | _____ | <u>CE</u> |
| 4. Are any of the workers who assist the independent contractor in performance of his/her duties employees of the County? | _____ | <u>CE</u> |
| 5. Does the arrangement with the independent contractor contemplate continuing or recurring work (even if the services are seasonal, part-time, or of short duration)? | _____ | <u>CE</u> |
| 6. Will the County incur an employment liability if the independent contractor is terminated for failure to perform? | _____ | <u>CE</u> |
| 7. Is the independent contractor restricted from offering his/her services to the general public while engaged in this work relationship with the County? | _____ | <u>CE</u> |

16. INSURANCE SCHEDULE. Unless expressly waived in writing by the County, Contractor, as an independent contractor and not an employee of the County, must carry policies of insurance in amounts specified in this Insurance Schedule and pay all taxes and fees incident hereunto. The County shall have no liability except as specifically provided in the Contract. The Contractor shall not commence work before:

1) Contractor has provided the required evidence of insurance to the Contracting Agency of the County, and

2) The County has approved the insurance policies provided by the Contractor.

Prior approval of the insurance policies by the County shall be a condition precedent to any payment of consideration under this Contract and the County's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition



subsequent this Contract. Any failure of the County to timely approve shall not constitute a waiver of the condition.

Insurance Coverage: The Contractor shall, at the Contractor's sole expense, procure, maintain and keep in force for the duration of the Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by the County, the required insurance shall be in effect prior to the commencement of work by the Contractor and shall continue in force as appropriate until the latter of:

1. Final acceptance by the County of the completion of this Contract; or
2. Such time as the insurance is no longer required by the County under the terms of this Contract.

Any insurance or self-insurance available to the County shall be excess of and non-contributing with any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the County, Contractor shall provide the County with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the County and immediately replace such insurance or bond with an insurer meeting the requirements.

Workers' Compensation and Employer's Liability Insurance

- 1) Contractor shall provide proof of worker's compensation insurance as required of Nevada Revised Statutes Chapters 616A through 616D inclusive.
- 2) Employer's Liability insurance with a minimum limit of \$500,000 each employee per accident for bodily injury by accident or disease.
If this contract is for temporary or leased employees, an *Alternate Employer* endorsement must be attached to the Contractor's workers' compensation insurance policy.
- 3) If the Contractor qualifies as a sole proprietor as defined in NRS Chapter 616A.310, and has elected to not purchase industrial insurance for himself/herself, the sole proprietor must submit to the County a fully executed "Affidavit of Rejection of Coverage Under NRS 616B.627 and NRS 617.210" form.

Commercial General Liability Insurance

- 1) Minimum Limits required:

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

- 2) Coverage shall be on an occurrence basis and shall be at least as broad as ISO 1996 form CG 00 01 (or a substitute form providing equivalent coverage); and shall cover liability arising from premises, operations, independent contractors, completed operations,



personal injury, products, civil lawsuits, Title VII actions and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Business Automobile Liability Insurance

- 1) Minimum Limit required: \$ _____ Each Occurrence for bodily injury and property damage.
- 2) Coverage shall be for "any auto" (including owned, non-owned and hired vehicles).
The policy shall be written on ISO form CA 00 01 or a substitute providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

Professional Liability Insurance

- 1) Minimum Limit required: \$ _____ Each Claim
- 2) Retroactive date: Prior to commencement of the performance of the contract.
- 3) Discovery period: Three (3) years after termination date of contract.
- 4) A certified copy of this policy may be required.

Umbrella or Excess Liability Insurance

- 1) May be used to achieve the above minimum liability limits.
- 2) Shall be endorsed to state it is "As Broad as Primary Policy"

Commercial Crime Insurance

Minimum Limit required: \$ _____ Per Loss for Employee Dishonesty

This insurance shall be underwritten on a blanket form amending the definition of "employee" to include all employees of the Vendor regardless of position or category.

Performance Security

Amount required: \$ **5,000**

- 1) Security may be in the form of surety bond, Certificate of Deposit or Treasury Note payable to the County, only.
- 2) The security shall be deposited with the County no later than ten (10) working days following award of the Contract to Contractor.
- 3) Upon successful Contract completion, the security and all interest earned, if any, shall be returned to the Contractor.

General Requirements:

- a. Additional Insured: By endorsement to the general liability insurance policy evidenced by Contractor, ***The County, its officers, employees and immune contractors*** as defined in NRS 41.0307 shall be named as additional insureds for all liability arising from the Contract.
- b. Waiver of Subrogation: Each liability insurance policy shall provide for a waiver of subrogation as to additional insureds.
- c. Cross-Liability: All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

- d. Deductibles and Self-Insured Retentions: Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the County. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000 per occurrence, unless otherwise approved by the Risk Management Division.
- e. Policy Cancellation: Except for ten days notice for non-payment of premium, each insurance policy shall be endorsed to state that without thirty (30) days prior written notice to the County, the policy shall not be canceled, non-renewed or coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mail to the address shown below.
- f. Approved Insurer: Each insurance policy shall be:
- 1) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the County and the State and having agents in Nevada upon whom service of process may be made, and
 - 2) Currently rated by A.M. Best as "A- VII" or better.

Evidence of Insurance:

Prior to the start of any Work, Contractor must provide the following documents to the County:

- 1) Certificate of Insurance: The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the County to evidence the insurance policies and coverages required of Contractor.
- 2) Additional Insured Endorsement: An Additional Insured Endorsement (CG20 10 or C20 26) , signed by an authorized insurance company representative, **must** be submitted to the County to evidence the endorsement of the County as an additional insured per General Requirements, Subsection a above.
- 3) Schedule of Underlying Insurance Policies: If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlyer Schedule from the Umbrella or Excess insurance policy may be required.

Review and Approval: Documents specified above must be submitted for review and approval by the County prior to the commencement of work by Contractor. Neither approval by the County nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its sub-contractors, employees or agents to the County or others, and shall be in addition to and not in lieu of any other remedy available to the County under this Contract or otherwise. The County reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

Mail all required insurance documents to the Contracting Agency identified on page one of the contract.

17. COMPLIANCE WITH LEGAL OBLIGATIONS. Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.

18. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

19. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

20. ASSIGNMENT/DELEGATION. To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by County, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written consent of the County.

21. COUNTY OWNERSHIP OF PROPRIETARY INFORMATION. Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under the Contract), or any other documents or drawings, prepared or in the course of preparation by Contractor (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of the County and all such materials shall be delivered into County possession by Contractor upon completion, termination, or cancellation of this Contract. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Contractor's obligations under this Contract without the prior written consent of the County. Notwithstanding the foregoing, the County shall have no proprietary interest in any materials licensed for use by the County that are subject to patent, trademark or copyright protection.

22. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The County will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the County for honoring such a designation. The failure to so label any document that is released by the County shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

23. CONFIDENTIALITY. Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.

24. FEDERAL FUNDING. In the event federal funds are used for payment of all or part of this Contract:

a. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

b. Contractor and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

c. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)

25. LOBBYING The parties agree, whether expressly prohibited by federal, State or local law, or otherwise, that no funding associated with this contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

a. Any federal, state, county or local agency, legislature, commission, counsel or board;

b. Any federal, state, county or local legislator, commission member, counsel member, board member, or other elected official; or

c. Any officer or employee of any federal, state, county or local agency; legislature, commission, counsel or board.

26. WARRANTIES.

a. General Warranty. Contractor warrants that all services, deliverables, and/or work product under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.

b. System Compliance. Contractor warrants that any information system application(s) shall not experience abnormally ending and/or invalid and/or incorrect results from the application(s) in the operating and testing of the business of the County. This warranty includes, without limitation, data values and date data interface values that reflect the century. The County is



immune from liability due to any failure of any incorrect data being produced, calculated or generated by a computer or other information system.

27. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective only after approval by the Board and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.

28. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. Contractor consents to the jurisdiction of the Nevada district court in Eureka, Nevada for enforcement of this Contract.

29. ENTIRE CONTRACT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.



IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

Chae Eum 3-27-08
Independent Contractor's Signature Date Independent's Contractor's Title

[Signature]
Signature - Chairman of the Board

APPROVED BY BOARD

On 3/27/08
(Date)

Approved as to form by:

[Signature]
Eureka County District Attorney
Attorney for the Board

On 3-27-08
(Date)

ATTEST: Jackie Berg
Clerk of the Board

On 03-27-08
(Date)

**ATTACHMENT A
SCOPE OF SERVICES**

The following is a summary of work for responsibilities and duties related to Cleaning By Chae.

Responsibility and duties to include but not be limited to:

SEE ATTACHED



March 1, 2008

Scope of Work
for
Eureka County
Justice Facility Building
411 North Main Street
and Eureka Library
80 North Monroe Street
Eureka, Nevada 89316

Information and Questions relating to the scope of work shall be directed to:

Ronald Damele
Public Works Director
701 South Main Street
P.O. Box 714
Eureka, Nevada 89316
775/237-5717
775/237-5708 Fax



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Eureka Justice Facility Building

Services to be Performed: Contractor shall provide janitorial services for the Eureka County Justice Facility Building. The services to be performed include, but are not limited to, the following:

- A. Five times weekly Contractor will perform the following services within entire building: (EXCEPT DISPATCH)
1. Empty all wastebaskets and trash receptacles.
 2. Wet wipe with disinfectant all wastebaskets and trash receptacles and replace liners.
 3. Vacuum all carpeted floor space, taking care to vacuum under furniture, under carpet protectors and into corners.
 4. Wet mop all vinyl linoleum, VCT or wood floor space, taking care to wet mop under furniture, floor protector, and into corners. Wax and polish areas that have spills or show excessive wear. Contractor shall maintain a clean, glossy floor and provide a wax cover at all times.
 5. Dust all flat surfaces, including but not limited to, desk tops, file cabinets, window sills and frames, tables, countertops, phones, wall hangings, doors, door frames and handles, book cases, computers (except monitors). Desks which are not cleared of personal items and clutter are exempt from this requirements.
 6. Remove spots and fingerprints from desktops, countertops, windows and doors.
 7. Clean, polish, and disinfect top pan of drinking fountain.
 8. Clean glass in all doors, careful not to damage lettering on doors.
 9. Remove all trash from building and place in outside designated containers.
- B. Five times weekly Contractor will perform the following services inside each restroom:
1. Empty all waste baskets and trash receptacles.
 2. Wet wipe with disinfectant all wastebaskets and trash receptacles and replace liners.
 3. Clean and polish mirrors.
 4. Clean and disinfect toilets and urinals inside and out including tile around each toilet and urinal. Polish all hardware. Clean and disinfect both sides of toilet seat.
 5. Dust partition tops, ledges, mirrors, lights and vents.
 6. Remove splash marks from walls around basins and toilets using disinfecting cleaner.
 7. Wet wipe with disinfectant all towel cabinets and polish hardware.
 8. Remove finger prints and other marks from partitions and doors.
 9. Wet mop all floors with disinfectant.
 10. Check and fill soap dispensers with antibacterial soap.
 11. Fill other dispensers as necessary. (hand towels, toilet paper, sanitary pads and tampax.)
 12. Provide aerosol room deodorizer.



- C. Five times weekly Contractor will perform the following services in the service areas and break room.
1. Empty all wastebaskets and trash receptacles.
 2. Wet wipe and disinfect all wastebaskets and trash receptacles and replace liners.
 3. Wet mop floors with disinfectant.
 4. Wet wipe with disinfectant all tables and countertops.
 5. Clean, scour, polish and disinfect around sink area.
 6. Vacuum floor.
 7. Dust all chairs, tables, cupboards, cabinets, window sills and frames.
 8. Shampoo carpet as necessary.
- D. Five times weekly Contractor will perform the following miscellaneous services throughout the entire building.
1. Remove fingerprints from all doors, door frames, door handles, panel box covers, light switches, etc.
 2. Spot clean building walls, partitions, and coving to remove smudges, spots and scuff marks.
 3. Spot clean stains and marks on carpets and all hard flooring. Contractor must use a product that will not damage carpet color.
 4. Completely shampoo carpet as necessary.
- E. Once each month Contractor will perform the following services:
1. Wet wipe with disinfectant all tile walls in each bathroom.
 2. Wet wipe all non tile area walls and ceiling in each bathroom.
- F. Once each quarter contractor will perform the following services:
1. Clean all desks in the building. (May be performed on a rotating schedule) Contractor is responsible for contacting each office as to when this task will be performed so each employee can remove personal items from their desk prior to cleaning. Contractor shall not be penalized for desks that have not had personal items removed upon reasonable notice.
 2. Strip and thoroughly rinse all floor areas not carpeted and apply two (2) coats of wax finish.
 3. Wash all windows, inside and outside.
 4. Vacuum window screen and remove all cobwebs.
 5. Dust and clean all window blinds and frame work.
- G. Exterior Cleaning Contractor will five times weekly perform the following services:
1. Sweep each building entry (1 location)
 2. Empty trash receptacles and smoking containers.
 3. Sweep at West entrance.
- H. Excluded Items:
1. High cleaning is excluded. High cleaning is anything above 10 feet from the floor. Windows are not high cleaning.
 2. Microwaves, coffee makers and refrigerators are excluded.
 3. Cleaning Dispatch (not allowed in dispatch at all)



- I. Supplies and Equipment: Contractor shall supply without limitation the following equipment and expendable supplies, and any other equipment and supplies necessary to perform the services required in the scope of work:
1. Toilet tissue (2 ply), hand towels to fit existing dispensers.
 2. Sanitary pads and tampax to fit existing dispensers.
 3. Antibacterial hand soap.
 4. Glass cleaner.
 5. Aerosol room deodorizer.
 6. Disinfecting cleaning products.
 7. Floor cleaning products.
 8. Floor wax and stripper.
 9. Carpet spot remover.
 10. Dusting products (non oily)
 11. Urinal pads.
 12. Vacuum cleaner or shop vac.
 13. Rug shampooing, machine and soap.
 14. Step ladder.
 15. Dust mop.
 16. Wet mop, brush and bucket.
 17. Wet and dry wipes.
 18. Furniture polish.
 19. Waste receptacle liners.
- J. Contractor will furnish all supervision, labor, tools, equipment and supplies required to maintain the building in a clean and sanitary condition. Floor finish used on non carpeted areas will be non staining and of high grade, and shall contain sufficient solids to insure a hard, glossy, non slip neutral finish. Cleaning materials shall not be harmful to any surfaces to which they are applied. Non oily dust mop treatment shall be used.
- K. Other responsibilities: Contractor will be responsible for satisfactory work in accordance with the intent of this scope of work, which is to maintain the building in a clean and sanitary condition at all times. Contractor will be responsible for breakage, damage, theft or loss due to negligence on the part of the Contractor or its employees and/or agents. Contractor shall carefully screen all employees and agents for honesty. Persons convicted of a felony are not eligible to submit a proposal or be employed by a contractor. Eureka County maintains a drug and alcohol free workplace. The contractor will be required to adhere to this policy. Failure to do so may result in termination of the contract. Contractor shall be assigned numbered keys which will be returned upon completion of the contract. Costs associated with replacing assigned keys will be charged to the Contractor. Contractor will not duplicate keys assigned to them. They will notify the Public Works Department for replacement or duplication keys. Contractor shall report any maintenance issues directly to the Public Works Director in a timely manner.
- L. County Inspections: The Public Works Director or his authorized staff will conduct periodic inspections to insure compliance with this scope of work. Contractor upon

notification of non-compliance, related to the scope of work, shall have 24 hours to correct the problem. Problems not corrected within 24 hours are subject to a reasonable cash deduction per instance. Determination of a reasonable cash deduction shall be made by the Director of Public Works.

M. Insurance: Contractor and employees or agents of the Contractor shall be fully insured with the following:

1. \$1,000,000 liability insurance naming Eureka County as additional insured.
2. \$5,000 performance bond.
3. Proof of Health coverage (Workers comp)

Proof of satisfactory insurance coverage shall be provided to Eureka County prior to performing work. Contractor will also be responsible for tax withholding and reporting as required by Nevada State Law.

N. Place of Performance and Access: Contractor will perform work at the Eureka County Justice Facility Building, 411 North Main Street, Eureka, Nevada. Work will normally be performed five (5) nights per week. Work will not start earlier than 5:00 p.m. on weekdays. The building is available during weekends and holidays for cleaning.

Eureka Library Building

Services to be Performed: Contractor shall provide janitorial services for the Eureka County Library Building. The services to be performed include, but are not limited to, the following:

- A. Five times weekly Contractor will perform the following services within entire building:
1. Empty all wastebaskets and trash receptacles.
 2. Wet wipe with disinfectant all wastebaskets and trash receptacles and replace liners.
 3. Vacuum all carpeted floor space, taking care to vacuum under furniture, under carpet protectors and into corners.
 4. Wet mop all vinyl linoleum, VCT or wood floor space, taking care to wet mop under furniture, floor protector, and into corners. Wax and polish areas that have spills or show excessive wear. Contractor shall maintain a clean, glossy floor and provide a wax cover at all times.
 5. Dust all flat surfaces, including but not limited to, desk tops, file cabinets, window sills and frames, tables, countertops, phones, wall hangings, doors, door frames and handles, book cases, computers (except monitors). Desks which are not cleared of personal items and clutter are exempt from this requirements.
 6. Remove spots and fingerprints from desktops, countertops, windows and doors.
 7. Clean, polish, and disinfect top pan of drinking fountain.
 8. Clean glass in all doors, careful not to damage lettering on doors.
 9. Remove all trash from building and place in outside designated containers.
- B. Five times weekly Contractor will perform the following services inside each restroom:
1. Empty all waste baskets and trash receptacles.
 2. Wet wipe with disinfectant all wastebaskets and trash receptacles and replace liners.
 3. Clean and polish mirrors.
 4. Clean and disinfect toilets and urinals inside and out including tile around each toilet and urinal. Polish all hardware. Clean and disinfect both sides of toilet seat.
 5. Dust ledges, mirrors, lights and vents.
 6. Remove splash marks from walls around basins and toilets using disinfecting cleaner.
 7. Wet wipe with disinfectant all towel cabinets and polish hardware.
 8. Remove finger prints and other marks from partitions and doors.
 9. Wet mop all floors with disinfectant.
 10. Check and fill soap dispensers with antibacterial soap.
 11. Fill other dispensers as necessary. (hand towels, toilet paper, sanitary pads and tampax.)
 12. Provide aerosol room deodorizer.



- C. Five times weekly Contractor will perform the following services in the service areas and break room.
1. Empty all wastebaskets and trash receptacles.
 2. Wet wipe and disinfect all wastebaskets and trash receptacles and replace liners.
 3. Wet mop floors with disinfectant.
 4. Wet wipe with disinfectant all tables and countertops.
 5. Clean, scour, polish and disinfect around sink area.
 6. Dust all chairs, tables, cupboards, cabinets, window sills and frames.
- D. Five times weekly Contractor will perform the following miscellaneous services throughout the entire building.
1. Remove fingerprints from all doors, door frames, door handles, panel box covers, light switches, etc.
 2. Spot clean building walls, partitions, and coving to remove smudges, spots and scuff marks.
 3. Spot clean stains and marks on carpets and all hard flooring. Contractor must use a product that will not damage carpet color.
 4. Completely shampoo carpet as necessary.
- E. Once each month Contractor will perform the following services:
1. Wet wipe with disinfectant all laminate in each bathroom.
 2. Wet wipe all non tile area walls and ceiling in each bathroom.
- F. Once each quarter contractor will perform the following services:
1. Wash all windows, inside and outside.
 2. Vacuum window screen and remove all cobwebs.
 3. Dust and clean all window frame work.
- G. Exterior Cleaning Contractor will five times weekly perform the following services:
1. Sweep each building entry (2 location)
- H. Excluded Items:
1. High cleaning is excluded. High cleaning is anything above 10 feet from the floor. Windows are not high cleaning.
 2. Microwaves, coffee makers and refrigerators are excluded.
- I. Supplies and Equipment: Contractor shall supply without limitation the following equipment and expendable supplies, and any other equipment and supplies necessary to perform the services required in the scope of work:
1. Toilet tissue (2 ply), hand towels to fit existing dispensers.
 2. Sanitary pads and tampax to fit existing dispensers.
 3. Antibacterial hand soap.
 4. Glass cleaner.
 5. Aerosol room deodorizer.
 6. Disinfecting cleaning products.
 7. Floor cleaning products.
 8. Floor wax and stripper.



9. Carpet spot remover.
10. Dusting products (non oily)
11. Urinal pads.
12. Vacuum cleaner or shop vac.
13. Rug shampooing, machine and soap.
14. Step ladder.
15. Dust mop.
16. Wet mop, brush and bucket.
17. Wet and dry wipes.
18. Furniture polish.
19. Waste receptacle liners.

- J. Contractor will furnish all supervision, labor, tools, equipment and supplies required to maintain the building in a clean and sanitary condition. Floor finish used on non carpeted areas will be non staining and of high grade, and shall contain sufficient solids to insure a hard, glossy, non slip neutral finish. Cleaning materials shall not be harmful to any surfaces to which they are applied. Non oily dust mop treatment shall be used.
- K. Other responsibilities: Contractor will be responsible for satisfactory work in accordance with the intent of this scope of work, which is to maintain the building in a clean and sanitary condition at all times. Contractor will be responsible for breakage, damage, theft or loss due to negligence on the part of the Contractor or its employees and/or agents. Contractor shall carefully screen all employees and agents for honesty. Persons convicted of a felony are not eligible to submit a proposal or be employed by a contractor. Eureka County maintains a drug and alcohol free workplace. The contractor will be required to adhere to this policy. Failure to do so may result in termination of the contract. Contractor shall be assigned numbered keys which will be returned upon completion of the contract. Costs associated with replacing assigned keys will be charged to the Contractor. Contractor will not duplicate keys assigned to them. They will notify the Public Works Department for replacement or duplication keys. Contractor shall report any maintenance issues directly to the Public Works Director in a timely manner.
- L. County Inspections: The Public Works Director or his authorized staff will conduct periodic inspections to insure compliance with this scope of work. Contractor upon notification of non-compliance, related to the scope of work, shall have 24 hours to correct the problem. Problems not corrected within 24 hours are subject to a reasonable cash deduction per instance. Determination of a reasonable cash deduction shall be made by the Director of Public Works.
- M. Insurance: Contractor and employees or agents of the Contractor shall be fully insured with the following:
1. \$1,000,000 liability insurance naming Eureka County as additional insured.
 2. \$5,000 performance bond.
 3. Proof of Health coverage (Workers comp)



Proof of satisfactory insurance coverage shall be provided to Eureka County prior to performing work. Contractor will also be responsible for tax withholding and reporting as required by Nevada State Law.

- N. Place of Performance and Access: Contractor will perform work at the Eureka County Library Building, 210 South Monroe Street, Eureka, Nevada. Work will normally be performed five (5) nights per week. Work will not start earlier than 5:00 p.m. on weekdays. The building is available during weekends and holidays for cleaning.

COPY

**ATTACHMENT B
Cleaning By Chae
Fee Schedule**

Labor \$1,600.00 per month
• Paid in semi-monthly payments of \$800.00