



**PURCHASING DEPARTMENT
FINANCIAL SERVICES
NEVADA SYSTEM OF HIGHER EDUCATION (NSHE)
REQUEST FOR PROPOSAL # 199 FOR
GROUNDS MAINTENANCE & LANDSCAPING SERVICES**

RELEASE DATE: Monday, September 26, 2011

LAST DAY FOR QUESTIONS: Wednesday, October 12, 2011, 2:00 p.m. PST

LAST DAY FOR ADDENDA : Wednesday, October 19, 2011, 5:00 p.m. PST

OPENING DATE, TIME and LOCATION: Thursday, October 27, 2011, 2:00 p.m. PST
Local Time
College of Southern Nevada
3200 E. Cheyenne Avenue, Sort Code J1C
Financial Services Building
North Las Vegas, NV 89030

Sealed proposals, **one original and four (4) copies**, subject to the terms, conditions and scope of services, herein stipulated and/or attached hereto, will be publicly opened as stated above. **All proposals must be received on or before this date and time to be considered.** Proposals may be mailed to the address above.

Or hand delivered to CSN Purchasing Department located in the Financial Services Building, on the CSN Cheyenne campus. Please go to <http://www.csn.edu/pages/2131.asp> to view a map of the CSN Cheyenne campus.

If you should have any questions regarding this Request for Proposal, fax or e-mail your questions directly to:

Mark Cahill, Interim Director of Purchasing
Mark.cahill@csn.edu
Phone: (702) 651-4350
Fax: (702) 651-4348

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SECTION A
INTRODUCTION

1. **PURPOSE OF REQUEST**

College of Southern Nevada, herein after referred to as CSN, invites interested parties to submit a Proposal for Grounds Maintenance and Landscaping Services at its West Charleston campus, Henderson Campus and Boulder City Campus locations.

2. **COLLEGE OF SOUTHERN NEVADA (CSN)**

The College of Southern Nevada (CSN) creates opportunities and changes lives through access to quality teaching, services and experiences that enrich our diverse community. CSN is part of the Nevada System of Higher Education (NSHE), which is comprised of two universities, a state college, four community colleges and a research institute and is governed by the Board of Regents. Founded in 1971, CSN is the largest and most ethnically diverse higher education institution in Nevada. CSN offers more than 215 degree and certificate options in more than 130 areas of study, including 28 degree and certificate programs available entirely online. With approximately 43,500 students, CSN has three main campuses in Southern Nevada and nine additional centers.

3. **TERMINOLOGY**

RFP	The term “RFP” as used throughout this document will mean Request for Proposal.
PROPOSER	The terms “Proposer” as used throughout this document will mean the respondents to this Request for Proposal
CONTRACTOR	Successful Proposer
CONTRACT DOCUMENTS	The Request for Proposal documents, Proposer's proposal and any mutually agreed upon written modifications
CONTRACT	Agreement
REQUEST	Request for Proposal, RFP
CSN	College of Southern Nevada
NSHE	The Nevada System of Higher Education. NSHE is Nevada's public higher education system. It is comprised of two universities, a state college, four community colleges and a research institute and is governed by the Board of Regents.
BOARD OF REGENTS	The elective body that has been vested by the Constitution of the State of Nevada to have exclusive control and administration of NSHE. The Board of Regents is the contracting party for any NSHE contract. The Board of Regents acts on behalf of CSN.

SECTION B
SUBMISSION INSTRUCTIONS

CSN invites you to submit a proposal on the material and/or services specified within this Request for Proposal. Please read carefully all instructions, introduction, request for proposal general terms and conditions, purchase order terms and conditions, scope of work and/or specifications, Pricing Response Form, RFP Response Form, sample insurance (if applicable), and sample contract (if applicable). Failure to comply with the instructions, terms and conditions, scope of work and/or specifications, of the Request for Proposal may result in your proposal being declared non-responsive.

1. **PREPARATION AND SUBMISSION**

- a) The Proposer is expected to examine the entire Request for Proposal including any attachments. Failure to do so will be at the Proposer's risk.
- b) If it becomes necessary to revise any part of this Request for Proposal, a written addendum will be provided to all Proposers. CSN is not bound by any oral representations, clarifications, or changes made in the written specifications by CSN employees, unless such clarification or change is provided to Proposers in written addendum form from the CSN Purchasing Department. All addenda must be acknowledged on the **RFP Response Form**. Proposal may be considered non-responsive in the event Addenda are not acknowledged.
- c) The proposal submitted should be concise and to the point.
- d) All proposals shall be typed in a font no smaller than 10 points on 8 ½" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested. In an effort to **GO GREEN**, try to omit the use of 3-hole binders or other non-recyclable packaging, and instead bind your packet together by staple, rubber band or standard binder clips.
- e) **If applicable, prices are to be submitted on the Pricing Response Form provided or true copies thereof** and must be manually signed by pen. If any erasures or changes appear on the form, each such correction must be initialed by the person signing the proposal. Proposers shall include with their forms the necessary documents or attachments as required in this document. **All figures must be written in ink or typewritten.** If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.
- f) Proposals along with all required documents as described in this Request for Proposal must be sealed and submitted in an envelope with the response form and **MUST** indicate the name of the Proposer, RFP number, title as listed on the first page of the Request for Proposal, and date and time of opening on the outside of the envelope. **Telegraph, facsimile, email or telephone proposals will not be considered.**
- g) The Proposer shall submit one (1) clearly labeled original and Four (4) copies of their proposal. The name of the Proposers' company shall be indicated on the spine and/or cover of each proposal submitted.
- h) No responsibility will attach to CSN or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open, a proposal not properly addressed and identified.
- i) Alterations, modifications or variations may not be considered unless authorized by this document or by an addendum.

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- j) Any irregularities or lack of clarity in the invitation should be brought to the attention of the CSN Interim Director of Purchasing, as soon as possible so an addendum may be furnished to all Proposers.

Any clarification of instructions, terms and conditions, insurance or offer preparation shall be made only by the Interim Director of Purchasing. Verbal clarifications will not be binding. Written clarifications will be by addenda and posted on the CSN Website: <http://www.csn.edu/pages/2144.asp> and/or faxed to all prospective Proposers who received a copy of the RFP. Proposers who have registered with the CSN Purchasing Desk may be notified via fax as well.

- k) Altering the Request for Proposal form may render the proposal null and void.
- l) Persons or companies submitting an offer for this Request are certifying that they have had no contact with an employee or member of the Nevada System of Higher Education (NSHE), in any manner which would give that company or person submitting such an offer, any advantage over any other company or person submitting an offer. Employees and members of the NSHE shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public. A violation of the above shall be just cause for rejection of that particular offer without further consideration.
- m) All Proposers, by signing the **RFP Response Form**, certify that they agree to the terms and conditions set forth in this RFP and attached sample contract (if applicable) unless otherwise stated.
- n) All Proposers, by signing the **RFP Response Form**, certify that they are an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.
- o) Proposals, attachments and **RFP Response Form** shall be enclosed in sealed envelopes and addressed to:

College of Southern Nevada
Purchasing Department, Sort Code J1C
3200 E. Cheyenne Avenue
Las Vegas NV 89030

The name and address of the Proposer and the RFP No. shall be clearly marked on the face of the envelope. If Proposer has already submitted the initial Request for Proposal response prior to receiving the addendum, addenda must be submitted in a sealed envelope and marked in the same manner as the original Request for Proposal.

- p) CSN accepts no responsibility or liability for any costs incurred by a responding firm prior to the execution of the contract.
- q) CSN reserves the right to contract for less than all of the services identified herein.

2. **EVALUATION OF PROPOSALS**

- a) An evaluation committee shall evaluate proposals. CSN reserves the right to create a "short list" of Proposers to be interviewed. At the conclusion of the evaluation, the committee will recommend a Proposer for award.

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- b) A contract will be awarded on the basis of which proposal CSN deems best suited to fulfill the requirements of the RFP. CSN also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirements of this RFP.
- c) CSN will be the sole judge as to the acceptability, for our purposes, of any and all proposals.
- d) Any letters of recommendation that are submitted with the response, but not specifically requested, will not be evaluated.

3. **LATE PROPOSALS**

Formal, advertised Request for Proposals indicate a time by which the proposal must be received in the CSN Purchasing Department. Any proposal received after that date and time will be rejected and will not be considered or will be returned unopened upon request by, and at the expense of the Proposer. Proposer is responsible for ensuring third party deliveries arrive at the time and place as indicated in this document.

4. **PUBLIC OPENING OF RFPs**

At the date and time stated in this Request for Proposals, all proposals will be opened publicly and the name of the respondents will be recorded. To maintain confidentiality of all responses, no other information will be revealed at the opening or during the evaluation process. Prospective Proposers, their authorized agents and other interested parties are invited to be present.

5. **WITHDRAWAL OF PROPOSAL**

Any prospective Proposers may request withdrawal of a posted, sealed RFP prior to the scheduled opening time provided the request for withdrawal is submitted to the CSN Purchasing Department in writing, or presents themselves in person with proper identification to the CSN Purchasing Department and verbally requests the proposal be withdrawn and signs for its receipt.

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SECTION C
REQUEST FOR PROPOSAL GENERAL TERMS AND CONDITIONS

1. **ACCEPTANCE PERIOD**

The Proposer agrees to a minimum of a sixty (60) calendar day acceptance period from the date of public opening.

2. **AWARD OF CONTRACT**

- a) Award will be made to the lowest responsive and responsible Proposer. The basis of award will be determined by evaluation of items which may include cost, quality, availability, conformance to specifications, financial capability and service, all in the best interests of the requesting department and CSN.
- b) The initial term of the contract will be two (2) years with the option to extend for an additional one (1) year by mutual agreement of both parties.
- d) The Proposer is solely responsible for the content of its proposal. Previously published data in support of experience, financial or performance capability will be evaluated if such data reflects a current position and such data is submitted as a part of the response to the Request for Proposal.
- e) CSN reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
- f) A formal Contract will be signed with the successful Proposer and the Board of Regents of the Nevada System of Higher Education on behalf of the College of Southern Nevada to perform these services.
- g) The Minimum Contract Terms and Conditions contained in Section D or, in the sole discretion of CSN, terms and conditions substantially similar to those, will constitute and govern any agreement that results from this RFP. If the Proposer takes exception to any terms or conditions set forth in the contract, then the Proposer will submit a specific list of the exceptions as part of its response to this RFP. Proposer's exceptions will be reviewed by CSN and may result in disqualification of Proposer's offer as non-responsive to this RFP. If Proposer's exceptions do not result in disqualification of Proposer's response, then CSN may consider Proposer's exceptions when CSN evaluates the Proposer's response.
- h) The CSN Purchasing Department reserves the right to enter into discussions with any one or all of the Proposers after proposals have been initially reviewed by CSN. Such discussions may be for clarification of proposal content contained in a responsive proposal and/or may result in a request for a "Best and Final" offer from Proposer(s). Such responses shall be subject to all provisions, terms and conditions as set forth in the Request for Proposal, unless otherwise modified.
- i) Any governmental, state, or public entity within the State of Nevada may utilize this RFP at their option to obtain services at the RFP price throughout the term of this contract if applicable.

3. **COMPLIANCE**

Proposers are required to comply with all OSHA, EPA, ADA and other relevant state and federal standards, codes and regulations that may apply.

4. **CONFIDENTIAL TREATMENT OF INFORMATION**

Proposers shall preserve in strict confidence any information obtained, assembled or prepared in connection with the performance of this Request for Proposal.

5. **DISQUALIFICATION OF PROPOSERS**

Proposers may be disqualified and rejection of proposals may be recommended by the CSN Purchasing Department for any of (but not limited to) the following causes:

- a) Failure to use the forms furnished by CSN.
- b) Lack of signature by an authorized representative on the RFP Response Form.
- c) Failure to properly complete the response.
- d) Evidence of collusion among Proposers.
- e) Unauthorized alteration of forms.
- f) Failure to submit requested documents.
- g) Failure to furnish proof of receipt of any addendum pertaining to that particular project.
- h) Any Proposer who has defaulted on prior contracts or is guilty of misrepresentation by any member of that particular company.
- i) CSN reserves the right to waive any minor informality or irregularity.

6. **FAILURE TO FURNISH AT SPECIFIED PRICE**

If a successful Proposer fails to furnish services at the price specified in the offer, whether such failure is due to a mistake of fact by the Proposer or any other reason, the Interim Director of Purchasing, may cause the name of such Proposer to be removed from the list containing the names of prospective Proposers to whom Request for Proposals are mailed, for such period of time, not exceeding one (1) year or less than six (6) months.

7. **PAYMENT TERMS**

Payments shall be made within thirty (30) days of acceptance of the related invoice, unless otherwise stated. Should the acceptance of such invoices be in doubt, the successful Proposer shall not be due any interest or penalty on any unpaid amounts.

8. **PROMPT PAYMENT DISCOUNTS**

The offered discount of a successful Proposer will not form a part of the award evaluation. In connection with any discount offered, time will be computed from the date of delivery of the equipment or supplies at destination or from the date the correct invoice is received by CSN, whichever is later. Payment is deemed to be made for the purpose of earning the discount the date the CSN check is mailed.

9. **PROTESTS**

Any Proposer, offeror or contractor who is allegedly aggrieved in connection with the solicitation or award of a contract may protest. The protest must be submitted in writing to the Interim Director of Purchasing, within seven (7) days after such aggrieved person knows or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Interim Director of Purchasing will promptly issue a decision in writing to the Protester. If the Protester wishes to appeal the decision rendered by the Interim Director of Purchasing, such appeal must be made in writing to the CSN Senior Vice President for Finance & Facilities. The decision of the CSN Senior Vice President for Finance & Facilities will be final. The CSN Senior Vice President for Finance & Facilities need not consider protests unless this procedure is followed.

10. **SMALL BUSINESS CONCERNS**

- a) Minority business concerns will be afforded full opportunity to submit proposals in response to this Invitation and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for an award.

DEFINITIONS AND REQUIREMENTS

(1) Minority Owned Business Enterprise (MBE)

An independent business which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of African American, Hispanic American, Asian-Pacific American, or Native American ethnicity.

(2) Women Owned Business Enterprise (WBE)

An independent business which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

(3) Disabled Owned Business Enterprise (DBE)

An independent business which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the Federal Americans with Disabilities Act.

(4) Veteran/Disabled Veteran Business Enterprise (VDBE)

An independent business which performs a commercially useful function and is at least 51% owned and controlled by one or more veterans/disabled veterans who have served in the active military and discharged under conditions other than dishonorable.

(5) Small Business Enterprise (SBE)

An independent business which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, veterans, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

- b) All Proposers, by signing this proposal, certify that they are an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.
- c) CSN may request the successful Proposer to provide reports related to use of Second Tier sub-contractors/suppliers. Reports may include, but are not limited to: Second Tier sub-contractors/suppliers general information, descriptions of goods and/or services provided, and the dollar and percentage amount spent on Second Tier sub-contractors/suppliers in the performance of the RFP.

11. **TAXES, LICENSES AND PERMITS**

It is the Proposer's responsibility for securing all required licenses, permits and insurance necessary for the proper execution and completion of the work involved. CSN is exempted from paying state, local and federal excise taxes.

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SECTION D
MINIMUM CONTRACT TERMS AND CONDITIONS

For purposes of this Section, the Successful Proposer shall be referred to as "Contractor."

1. **TERM**

The term of the contract shall be for three (3) years, with the option of two, one (1) year extensions upon mutual agreement by both parties.

2. **INSURANCE**

At a minimum, Contractor shall procure and maintain the following insurance:

- 1) Commercial General liability insurance including coverage for premises/operations, products/completed operations and personal injury in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate;
- 2) Automobile liability insurance will be a Combined Single Limit of \$ 500,000 per occurrence;
- 3) Workers Compensation insurance as required by Nevada Revised Statutes; Limits shall be at least \$100,000 per occurrence and for occupational disease.

The Board of Regents of the Nevada System of Higher Education shall be named as additional insured on all primary and excess umbrella policies affording the broadest possible coverage. Endorsements shall be submitted to allow blanket addition as required by contract or individualized endorsement naming NSHE as an additional insured.

Contractor shall provide certificates of insurance evidencing the required insurance prior to the effective date of the contract.

CSN reserves the right to request higher limits from the Contractor depending upon what combination of services the successful Contractor will be performing.

3. **ADDITIONS/CHANGES**

No extra work, additions, alterations, including changes in price will be paid by NSHE/CSN unless agreed to and performed pursuant to and in accordance with a written revision to the order.

4. **CANCELLATION/TERMINATION**

NSHE/CSN reserves the right to cancel this Contract without cause by providing a sixty (60) day written notice. An equitable adjustment in price will be negotiated for services completed or in process at the time of the cancellation, but in no event shall NSHE/CSN be required to pay more than Seller's actual cost of labor and supplies consumed to the point of cancellation.

Either party shall have the right to terminate further performance of the Contract upon material breach of the other party which continues uncured after sixty (60) days' written notice. On the effective date of the termination, Contractor shall terminate all work and take all reasonable actions to mitigate expenses.

5. **DEFAULT OF CONTRACTOR**

In case of default of Contractor, CSN may procure the services from other sources and hold Contractor responsible for any excess cost occasioned thereby.

6. OFFICIAL, AGENT AND EMPLOYEES OF OWNER NOT PERSONALLY LIABLE

In no event shall any official, officer, employee, or agent of CSN in any way be personally liable or responsible for any covenant, whether expressed or implied, nor for any statement, representation or warranty made in the Contract or in any connection with the Contract.

7. INDEMNIFICATION

Contractor shall indemnify, defend and hold harmless the Board of Regents of the Nevada System of Higher Education, its officers, employees and agents from and against any and all liabilities, claims, losses, lawsuits, judgments and or expenses, arising either directly or indirectly from any act or failure to act by the Contractor or any of its officers or employees, which may occur during or which may arise out of the performance of the Contract, including Contractor's use of CSN facilities or equipment.

8. APPROPRIATIONS

The terms of the Contract are contingent upon sufficient appropriations and authorizations being made by CSN for the performance of the Contract. If sufficient appropriations and authorizations are not made by CSN, CSN may terminate the Contract, without penalty, upon written sixty (60) days written notice to Contractor. CSN's decision as to whether sufficient appropriations are available shall be accepted by Contractor and shall be final.

9. PERFORMANCE BOND

Upon the execution of the Contract, Contractor shall deliver to CSN an executed standard performance bond, with approved surety, payable to The Board of Regents of the Nevada System of Higher Education on behalf of the College of Southern Nevada. The bond shall be guarantee for the faithful performance by the Contractor of its obligations under the Contract as such the Contract may be amended from time to time. The sureties of all bonds shall be from such a security company or companies as are reasonably approved by CSN and are authorized to transact business in the State of Nevada. No Contract shall be deemed in effect until bonds and insurance are in effect and the contract is completely executed. The bond shall remain in effect throughout the term of the contract, any extensions thereof, and for at least ninety (90) days after expiration or earlier termination of the contract.

10. ASSIGNS AND SUCCESSORS

Contractor shall not assign, transfer or delegate any rights, obligations or duties under the Contract without the prior written consent of the CSN.

11. COMPLIANCE

Contractor agrees to comply with all OSHA, EPA, ADA, HIPAA, FERPA, NCAA and other relevant state and federal standards, codes and regulations that may apply. As requested by CSN, Contractor shall provide properly authenticated documents or other satisfactory proof of compliance with such requirements.

12. DEBARMENT/SUSPENSION STATUS

Contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any State agency or local public body. Contractor agrees to provide immediate notice to CSN's Purchasing Department in the event of being suspended, debarred or declared ineligible by any State or Federal department or agency, or upon receipt of a notice of proposed debarment during the term of this Contract.

13. **EQUAL EMPLOYMENT OPPORTUNITY**

Contractor certifies that it and/or its subcontractors do not discriminate against any employee or applicant for employment or person to whom they provide services because of race, color, religion, gender, sexual orientation, age, national origin or disability, and that they comply with all applicable Federal, State and local laws and executive orders regarding employment.

In the event that Contractor or its subcontractors are found liable by an appropriate authority to be in violation of any Federal, State or local law, CSN may declare the Contractor in breach of the Contract and immediately terminate the Contract.

14. **GOVERNING LAW**

The laws of the State of Nevada shall govern the validity, construction, interpretation and effect of the Contract. Any and all disputes arising out of or in connection with the Contract shall be litigated in a court of competent jurisdiction in Clark County, State of Nevada, and Contractor expressly consents to the jurisdiction of said court.

15. **INDEPENDENT CONTRACTOR**

Contractor shall be subject to and operate under all applicable Federal, State, City and Municipal enactments, codes and ordinances and those of the State of Nevada regarding workers compensation insurance and expressly covenants and agrees that its employees engaged in work under the Contract are not, and shall not be treated or considered as the servants and employees of CSN, it being the intention of the parties that Contractor shall be and remain an independent contractor, and that nothing in the Contract shall be construed inconsistent with that status.

16. **MODIFICATION**

No alteration, modification, amendment or supplement to the contract or any of its provisions shall be effective, enforceable or binding unless made in writing and duly signed by the parties.

17. **INTEGRATION**

The Contract, together with all attachments, proposal documents, appendixes, exhibits and other attachments, will constitute the entire agreement between the parties and will supersede all previous agreements, whether written or oral between the parties, whether expressed or implied and shall bind the parties unless amended in a writing executed by the authorized parties.

18. **NOTICES**

Written notices required under the Contract shall be sent certified mail, return receipt requested, to the parties at the addresses designated in the Contract.

19. **TAXES, LICENSES AND PERMITS**

It shall be Contractor's responsibility to secure all required licenses, permits, franchises, lawful authority and insurance necessary for the proper execution and completion of the work involved under the Contract. Contractor shall pay all required fees, taxes and other charges applicable.

20. LAWS, RULES, AND REGULATIONS

Contractor agrees to comply with all CSN policies, county ordinances, state and federal laws that may be applicable to its performance under the Contract.

21. SEVERABILITY

In the event any one or more of the provisions of the Contract shall for any reason be held to be invalid, illegal or unenforceable, such provision(s) shall be treated as severable, leaving the remaining provisions of the Contract unimpaired, and the Contract shall be construed as if such invalid, illegal or unenforceable provision(s) were not present.

22. USE OF COLLEGE NAME AND/OR LOGO IN ADVERTISING

Contractor acknowledges that it shall not use any name, mark, logo, design or other symbol of the Board of Regents of the Nevada System of Higher Education and/or CSN in the performance of its services, in its advertising, or in the production of any materials related to the Contract, without the prior written approval of CSN.

23. WAIVER

A failure or delay of either party to enforce at any time any of the provisions of the Contract shall not be construed to be a waiver of a party's right to enforce strict compliance of such provisions(s) of the Contract.

24. NOT A PARTNERSHIP

The provisions of the Contract are not intended to create, nor shall they be in any way interpreted or construed to create, a joint venture, partnership or any other similar relationship between the parties.

25. PUBLIC RECORDS

Notwithstanding anything contrary in the Contract, the Contract is subject to the provisions of the State of Nevada Public Records Law, Nevada Revised Statutes (NRS) 239.010, such that the Contract and other information or documents received from Contractor may be open to public inspection and copying. CSN 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 CSN for honoring such a designation. The failure to so label any document that is released by CSN shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

26. INSPECTION

CSN shall have the right to inspect the work of Contractor with respect to the quality and quantity, methods and procedures, sanitary and safety standards, cleanliness, appearance and conduct of Contractor's employees, operating hours, and general housekeeping and upkeep of premises. CSN shall have the right to make reasonable regulations with regard to all such matters and Contractor agrees to comply with such regulations.

27. SALES TAX

Contractor shall be solely responsible for collection of sales tax and remittance to the State. NSHE/CSN is exempt from Nevada State Sales Tax as provided by Nevada Revised Statutes 372.325 and 374.330. The NSHE State Tax Exempt Number is RCE-004 115. The Federal Tax ID number is 88-6000024.

28. FACILITIES AND EQUIPMENT

- a. The Contractor shall provide all such equipment as may be needed to provide services. All of the Contractor's equipment shall be of good quality.
- b. CSN shall provide Contractor with reasonable access to the service facilities such as loading and unloading areas as are necessary for Contractor's performance.
- c. Contractor shall not use the equipment or facilities to provide any services to any third party without prior written consent from CSN.
- d. Contractor is responsible for loss of, theft of, or damage to any personal property of Contractor or its authorized users, located within the CSN facilities or on CSN property.

29. SERVICES TO FACILITIES

Contractor agrees to make every reasonable effort to conserve utilities and to operate equipment in a safe and efficient manner.

Contractor shall coordinate refuse removal and disposal with CSN. Contractor shall be responsible for placing all refuse in the appropriate dumpster.

30. LIMITATION OF LIABILITY

EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, CSN SHALL NOT UNDER ANY CIRCUMSTANCES BE LIABLE TO CONTRACTOR OR ANY OTHER PARTY FOR: (A) PERSONAL INJURY OR PROPERTY DAMAGE; OR (B) LOST PROFITS, WORK STOPPAGE, OR ANY OTHER SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND.

31. REMOVAL OF CSN EQUIPMENT

The Successful Proposer will not remove nor permit the removal of any equipment owned by CSN without the prior approval of CSN.

SECTION E
SCOPE OF WORK/SPECIFICATIONS

The College of Southern Nevada is seeking Proposals to provide labor, supervision, materials, tools, and equipment necessary to provide Grounds Maintenance Services at its West Charleston Campus, Henderson Campus, Henderson Baseball Field and Boulder City Campus locations.

Following is a description of the service levels that will apply to all three (3) campus locations unless noted otherwise:

SERVICE STANDARDS

All work will be performed in accordance with ANSI A300 Standards Part 1 thru Part 7 and ANSI Z133.1 Standards:

- ANSI A300 (Part 1) – Pruning
 - ANSI A300 (Part 2) – Soil Management
 - ANSI A300 (Part 3) – Supplemental Support Systems
 - ANSI A300 (Part 4) – Lighting Protection Systems
 - ANSI A300 (Part 5) – Management of Trees and Shrubs during Site Planning, Site Development, and Construction
 - ANSI A300 (Part 6) – Transplanting
 - ANSI A300 (Part 7) – Integrated Vegetation Management
- ANSI Z133.1 – Safety Standards

PLANT AND TREE MAINTENANCE

- 1) Trim all plants and shrubs as needed to contain growth within planter areas and maintain a neat, natural and uniform look. Shearing of plants is only allowed in areas directed by CSN in writing. All other areas shall be pruned to enhance natural growth, plant health and to keep a natural appearance.
- 2) All walkways and drive lanes shall maintain an eight (8) foot and ten (10) foot canopy clearance respectively from the ground. No walkways shall be obstructed by plants or shrubs.
- 3) All buildings shall maintain a twelve (12) inch clearance/ border from all plants, shrubs, trees and palms.
- 4) All palms shall be maintained as outlined to ANSI A300 standards. A minimum of two (2) services per calendar year (June and October).
- 5) Fertilize all planter beds a minimum of once per year. Fertilizer costs are to be included as part of service.
- 6) Inspect and treat all plants for disease and insect-related damage. Herbicides and other chemical costs are to be included as part of service.
- 7) Maintain tree and shrub suckers. At no time should any sucker exceed four (4) inches in length.

- 8) Provide planning and implementation of tree crown thinning, structural pruning and staking for mature trees.

- a. Tree Thinning:

Tree thinning shall reduce the density of live branches towards developing the natural branching structure. Thinning shall result in an even distribution of branches on individual limbs and throughout the crown to provide free air circulation through the remaining limbs and branches. Not more than 25 percent of the crown should be removed within an annual growing season.

Tree maintenance shall be performed only by arborists or arborist trainees who, through related training or on-the-job experience, or both, are familiar with the practices and hazards of arboriculture and the equipment used in such operations. This standard shall not take precedence over arboricultural safe work practices. Operations shall comply with applicable Occupational Safety and Health Administration (OSHA) standards, ANSI Z133.1, as well as State and local regulations.

Climbing spurs shall not be used when climbing and pruning trees. Tree branches shall be removed in such a manner so as not to cause damage to other parts of the tree or to other plants or property. Branches too large to support with one hand shall be pre-cut to avoid splitting of the wood or tearing of the bark. Where necessary, ropes or other equipment shall be used to lower large branches or portions of branches to the ground.

- b. Tree supports should be kept in good condition and functioning at all times and removed when no longer needed. All trees and shrubs should be fully protected. Tree stakes, tree ties, and guy wire shall be of materials that are comparable to those existing on site, and shall be replaced or repaired by the Contractor as needed using GCS products (e.g. V-strap at www.treestrap.com). Supports or braces are to be repositioned as often as necessary to prevent damage to the tree or shrub trunk. Sand pans can be used for trees and shrubs to protect the plant trunk from the mower.

- 9) Tree Survey

Within thirty (30) days from the annual contract start date, a certified grounds maintenance professional shall provide a survey of the trees and an evaluation of their condition. Soil samples shall be taken and analyzed at the Contractor's expense by an approved testing laboratory, from areas where health problems are present.

The evaluation results shall include a plan and price list for any special treatment not covered by this contract. In addition, recommendations of the testing laboratory should also be submitted with a plan and price list for any necessary treatment not covered by this contract.

GROUNDS MAINTENANCE AND WEED CONTROL

- 1) Maintain landscaped grounds areas, sidewalks, curbs, parking lots, and storm gutters to be clean of all weeds, grass clippings, leaves, trash and miscellaneous litter as indicated below:
 - a. Daily on the West Charleston Campus (Appendix A) and Henderson Campus (Appendix B) locations.
 - b. Weekly on the Boulder City Campus location (Appendix C).
- 2) Maintain planter beds to be free of weeds and debris. Maintain appropriate topsoil levels.

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- 3) All areas (excluding unimproved grounds) are to be free of weeds and unwanted growth. Unimproved grounds shall have no weeds exceeding four (4) inches in height and/or cover more than 20% of any one (1) square foot area.
- 4) Grass, native grass, weeds and other growth at the fence lines at the border stations shall be controlled and not exceed four (4) inches in height on both sides of the fence.
- 5) Clear all curbing and cracks of weeds, overgrowth, etc.
- 6) Use Pre-emergent and Post-emergent herbicides as necessary for weed control. Herbicides and other chemical costs are to be included as part of service. A minimum application of once per the spring and the fall. Depending on weather patterns, more often could be required.
- 7) Use blowers to clean and maintain primary entry ways and sidewalks as detailed below:
 - a. West Charleston and Henderson campus locations, daily (Mon. – Fri.)
 - b. Boulder City campus, once a week.
- 8) Complete Landscape Inspection Report (Appendix D-E) on a bi-monthly basis.

IRRIGATION SYSTEM MAINTENANCE – West Charleston & Henderson Campuses Only

- 1) Test and inspect the irrigation system to ensure proper operation of sprinkler heads, bubblers, emitters and valves weekly or more frequently if needed.
- 2) Provide a weekly irrigation inspection report to appropriate CSN personnel for each campus location.
- 3) As part of the service, provide irrigation repairs, including parts (nozzles, diaphragms, solenoids, emitters, laterals, etc.) from the point of the ball valve located directly before the irrigation valve as necessary. All current non-turf irrigation equipment has been replaced in the last 18 – 24 months. All repairs must use the same make/model of materials that is currently installed. The current standard can be found at Rain Bird products <http://rainbird.com/landscape/index.htm>
- 4) Any damage to the irrigation system caused by the Contractor will be repaired at no charge to CSN..
- 5) Water Management – CSN is 100% responsible for all water schedule activities utilizing their Rainbird Maxicom system.
 - a. Contractor is responsible to notify CSN of water issues immediately.
 - b. Contractor is responsible to notify CSN if plant pallet is stressed due to watering issues.

FERTILIZATION SCHEDULE

- 1) Lawn fertilizer (where applicable) will be applied at 1 lb. of nitrogen per 1,000 square feet a minimum of every eight (8) weeks. Fertilizer costs are to be included as part of service.
- 2) Plants, shrubs, palms and trees will be liquid fertilized (high quality with organics) once during the spring. Fertilizer costs are to be included as part of service.
- 3) Provide fertilization schedule and records including any product applied, product name and quantity used within two (2) weeks of application.
- 4) Provide copies/verification of invoices of fertilization expenses.

TURF OVERSEEDING SCHEDULE

- 1) Each fall, typically the second week of September, provide all labor and material to overseed all turf locations. This includes the following activities:
 - a) Labor/ material to scalp, verticut, and/or vacuum. Some areas at Charleston cannot be verticut due to tree roots on the surface. Visual inspection by all parties will be required to skip those areas.
 - b) Debris haul off
 - c) Utilize Palmer Prelude Perennial Rye seed at 10lbs per 1,000 sq. feet
 - d) Utilize Starter Fertilizer 5-20-10 at a rate of 10lbs per 1,000 sq. feet
 - e) Coordinate water management during overseeding period.
 - f) Follow up with spot seeding as needed to acquire 100% coverage.

- 2) Typical overseeding scheduling dates:
 - a) September 12th cut water rate by 50%
 - b) September 19th Scalp, verticut, vacuum debris, drop seed and starter fertilizer and mow in after seed drop Germination and manage water.
 - c) October 1st re-seed as needed

INTEGRATED PEST MANAGEMENT PLAN

- 1) The Contractor shall utilize the Integrated Pest Management Plan for controlling pests and disease to ensure that landscape, trees, and shrubs are free of disease and infestation.

WEATHER

Contractor will not have scheduled workers on days weather is deemed inclement or unsafe by CSN. At the sole discretion of CSN a credit memo will be submitted for these non-work days or CSN may request additional manpower be provided during the same billing period.

SNOW AND ICE REMOVAL

- 1) The Contractor shall furnish the necessary tools, heavy equipment and other items needed to clear or haul snow and ice from parking areas, roads, driveways, plaza areas, etc. when an order is issued. Heavy equipment includes ride on equipment such as front end loaders, backhoes, bobcats, snow plows, etc.

- 2) The Contractor shall use caution when snow removal is in progress to prevent any damage to the buildings, grounds, vegetation, landscape areas, sidewalks, roads, fire hydrants, shrubs, signs, and other protrusions. The Contractor shall be held liable for any damage incurred to Government property during the performance of work. All locally prescribed safety regulations, laws, and practices shall be carefully observed in performance of the work.

ADDITIONAL PLANTS, MATERIALS & MISCELLANEOUS ITEMS

- 1) Provide replacement of plants, shrubs, palms, and trees associated with plant material loss due to Contractor negligence such as failure to regularly inspect/repair sprinklers, etc. Contractor will not be responsible for plant material lost due to the following; high temperatures, freezing temperatures, high winds, electrical failure of irrigation system, vandalism and/or vehicle/equipment accidents.

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- 2) Contractor is responsible for providing all materials (herbicides, fertilizers, etc.), irrigation repair supplies, tools and other equipment necessary to provide scope of services.
- 3) Power washing: The Contractor shall remove all dirt, debris, residue, gum, grease, and tar within the exterior walkways of the building(s) monthly. The Boulder City location shall be serviced every other month.
- 4) Uniforms – All personnel performing contract duties shall wear readily identifiable, distinctive uniforms/clothing. Uniforms shall be neat, clean, and in good repair and include a badge, monogram or imprint of the Contractor's name on it.
- 5) Personnel will be required to turn in any "found items" to CSN Security at each campus location

CONTRACTOR REPORTING RESPONSIBILITIES

- 1) Contractor is to provide current MSDS sheets before any products are utilized.
- 2) Provide a master schedule of all activities at least two times a year (fall and spring).
- 3) CSN will conduct a site inspection once every two weeks or more frequent if necessary. Contractor shall have a representative attend the inspections at least once per month or more frequently if necessary.
- 4) Contractor shall immediately notify CSN in writing of any deficiencies, safety issues, concerns, etc.

CONTRACTOR USE OF PREMISES

- 1) Work schedule of assigned on-site personnel will be 5:00 a.m. – 1:30 p.m., Mon. – Fri. CSN reserves the right to adjust schedule based on CSN Academic schedule (Appendix F).
- 2) Contractor will provide any necessary secure storage requirements (i.e. trailer, pod, etc.). CSN will provide a space to accommodate storage.
- 3) Contractor will have access to utility requirements as needed.
- 4) Clean up and containerize the rubbish (refuse, debris, waste materials, etc.) resulting from the work at the end of each workday and leave work areas clean and orderly.
- 5) Dispose of containerized rubbish in CSN specified locations. Burning of any rubbish is prohibited.

SAFETY REQUIREMENTS

- 1) Contractor will be responsible for all efforts related to providing a safe environment for students, faculty and the general public while performing the scope of services for CSN.
- 2) Develop and maintain storage, housekeeping and debris removal practices that reduce the safety risks to the lowest level necessary for daily operations.
- 3) Utilize safety equipment (cones, barriers, etc.) to manage safety in work areas.

LICENSING REQUIREMENTS

- 1) Contractor is **required** to have been licensed for a minimum of three (3) years with a current Nevada Landscape Contractor (C-10) License.

- 2) Contractor is **recommended** to have personnel with the following certifications:
 - a. ISA Certified Arborists
 - b. IA Certified Irrigation Auditors
 - c. GCSAA Certified Superintendents
 - d. State of Nevada Certified Pesticide Applicator License

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ADDITIONAL SITE SPECIFIC REQUIREMENTS

West Charleston Campus – 6375 W. Charleston Blvd., Las Vegas, NV 89146

TURF MAINTENANCE

- 1) Mow, edge, line trim and remove all leaves and debris from all lawn areas each Monday. Any deviation in schedule must be approved by CSN. See Attachments identifying Turf areas.
- 2) Provide complete year-round fertilization of all lawns. Schedule fertilization during the odd months of the calendar.
- 3) Maintain neat and uniform tree wells around the base of all trees in the lawn areas.
- 4) Inspect and treat turf for disease and insect damage. Chemical costs to be included as part of service.
- 5) Aerate turf twice per year. Once in the spring and once in the fall.

DAY CARE CENTER MAINTENANCE

- 1) Sand in play area is to be raked and cleaned out three times per week, per child care accreditation codes.
- 2) All mowing, edging, blowing, etc. must be completed prior to 7:00 a.m. on Mondays.
- 3) Grounds maintenance shall comply with the Southern Nevada Health District Regulations 9.5x and Bureau of Services of Child Care NAC 432A.250 and NRS 432A.077

STAFFING REQUIREMENTS

- 1) Minimum requirement, Contractor must provide a full-time, five (5) day (Mon. – Fri.), forty (40) hour per week, gardener on site to perform grounds and landscape related maintenance as detailed in the scope.
- 2) Contractor to supply communication devices for on-site personnel.

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ADDITIONAL SITE SPECIFIC REQUIREMENTS

Henderson Campus – 700 College Drive, Henderson, NV 89002

STAFFING REQUIREMENTS

- 1) Minimum requirement, Contractor must provide a full-time, five (5) day (Mon. – Fri.), forty (40) hour per week, gardener on site to perform grounds and landscape related maintenance as detailed in the scope.
- 2) Contractor to supply communication devices for on-site personnel.

GROUNDS MAINTENANCE REQUIREMENTS

- 1) Grounds maintenance includes area surrounding the Henderson Baseball Field.

Henderson Campus – Baseball Field – 700 College Drive, Henderson, NV 89002

TURF MAINTENANCE

- 1) Mow, edge, line trim and remove all leaves and debris from field areas on the following schedule;
 - a. October – January – One (1) time per week
 - b. February – September – Three (3) times per week.
 - c. Any deviation in schedule must be approved by CSN.
 - d. Pitching mound maintenance and batting area maintenance will be maintained by CSN Athletics.
- 2) Vendor to adjust and sharpen CSN Mower reels when needed. CSN reserves the right to direct reels maintenance service protocols if vendor is utilizing CSN equipment.
- 3) Available equipment (Morses Stadium Only) – CSN does not guarantee the operability of the equipment over the life of the Contract:
 - a. Reel Mower – Infield and Outfield Use
 - b. Edger
 - c. Toro Workman
 - d. Blower
 - e. Artificial Turf Power Rake

FERTILIZATION SCHEDULE

- 1) See Fertilization Schedule below by month and product type. Any deviations to schedule must be approved by CSN in writing. Contributing factors may include weather, contractor scheduling conflicts, CSN scheduling conflicts, etc. but this list is not all-inclusive.
 - a. November to May - Spray with Iron and Micronutrients (2x) Fertilizers once monthly.
 - b. June - Spray with 21-0-0 Ammonium Sulfate @ 1 lb. N/1000.
 - c. July – Spray with 21-0-0 @ 1 lb. N/1000 twice during the month.
 - d. August –
 - e. September – Spray with 8-30-15 Starter @ 1 lb. P/1000.
 - f. October – Spray with 21-7-14 Turf Royal @ 1 lb. N/1000.

- 2) Provide Pre-emergent and Post-emergent products as necessary. A minimum application in the fall and in the spring is required but may be required more often due to weather conditions.
- 3) Perform comprehensive Soil Analysis in January and July.

WATER MANAGEMENT

- 1) Perform water audits with catch cans for all turf areas per manufacturer's specifications in the months of August, November, February and May.
- 2) Repair and replace rotors and nozzles as needed. CSN will maintain a supply of parts inventory.
- 3) Contractor will provide recommendations for adjustments in water management programming.

MISCELLANEOUS FIELD CARE

- 1) Perform verticut, fracture aeration and pick up cores two (2) times during the month of July, and one (1) time in August.
- 2) Top dress 1/8" depth USGA Standards fairway grade Sand during July and August as needed.

SEPTEMBER – OCTOBER FIELD RESEEDING REQUIREMENTS

Based on the following draft schedule:

Week 1:	Cut Water
Week 2:	Scalp, verticut, vacuum debris, drop seed and starter fertilizer and mow in.
Week 3:	Germination Stage – Water Management
Week 5-8:	Re-seed as necessary.

- 1) Provide labor, material and equipment necessary to over seed approximately 111,000 square feet. This includes the following:
 - a. Labor / Material to scalp, verticut, and vacuum areas.
 - b. Debris / rubbish removal from CSN premises
 - c. Install **Palmer Prelude Perennial Rye Seed**
 - d. Apply Starter Fertilizer
 - e. Maintain Water Management during the over seed period
 - f. Spot seeding as required to provide 100% coverage.

CONTRATOR REPORTING RESPONSIBILITIES – BASEBALL FIELD SPECIFIC

- 1) Provide a monthly report detailing the previous month's activities, including but not limited to:
 - a. Water Audit Catch Can reports.
 - b. Water Analysis reports.
 - c. Fertilization Schedules.
- 2) Contractor to provide copies of product receipts within two (2) weeks of a request.

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- 3) Any concerns, safety, water management, etc. should be communicated in written form (i.e. email, monthly reports, etc.) to the designated CSN staff.

MISCELLANEOUS

- 1) Provide any and all equipment necessary to perform tasks.
- 2) Provide debris/rubbish removal generated from all activities related to the scope of work.
- 3) Contractor Field Walks:
 - a. When temperatures exceed 80 degrees, field walks are required at a minimum of three days a week (M, W, F).
 - b. Temperatures below 80 degrees require a field walk once per week.

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ADDITIONAL SITE SPECIFIC REQUIREMENTS

Boulder City Campus – 700 Wyoming Street, Boulder City, NV 89005

IRRIGATION SYSTEM

- 1) No irrigation system installed. Plant pallet must be maintained by hand watering, gator bags, or equivalents to ensure, promote and maintain healthy growth. Hand watering is minimally performed:
 - a. A minimum once per week when temperatures are below ninety (90) degrees.
 - b. A minimum twice per week (with at least two days between watering) when high temperatures exceed ninety (90) degrees for more than three consecutive days.

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SECTION F
PRICING RESPONSE FORM

Provide quotes which reflect all inclusive costs (labor, tools, supplies, equipment, storage, supervision and transportation) to perform the scope of work as detailed in Section G by each location and based on annual service.

West Charleston Campus \$ _____

Henderson Campus \$ _____

Henderson Baseball Field \$ _____

Boulder City Campus \$ _____

Additional Services & Special Projects:

24 Hour Emergency Hourly Rate and Minimum Hours \$ _____/Hourly Rate _____ Minimum Hrs.

Straight Time Hourly Rate \$ _____/Hourly Rate _____ Minimum Hrs.

Material Cost Markup _____ %

Other Services:

Power Washing – Four (4) Step Process \$ _____ Cost Per Square Foot

1. Pre-Spray with Chemical
2. Agitation
3. Re-Spray with Chemical
4. Extraction (All Gum Removed)

Power Washing – Two (2) Step Process \$ _____ Cost Per Square Foot

1. Power Washing
2. Extraction (All Gum Removed)

Additional Information Required:

Company Information – Provide on a separate page, general information about your company, including number of years in business, contractor’s licenses, number of personnel, main and branch locations.

Key Personnel – Provide the name of the individual who will be assigned to administer the contract along with an alternate individual, phone & fax number(s) and an email address for each individual.

Licensing Qualifications – List of Staff with accompanying certifications, degrees, etc.

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References

Submitters shall provide a list of at least three (3) of its customers who have received similar services. Each reference shall be a paying customer external to the submitter's organization.

All submitters shall provide three names of individuals to contact, company name, complete addresses, phone numbers and fax numbers as references for this type of service.

1. Company Name _____ Contact _____
Address _____ City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____

2. Company Name _____ Contact _____
Address _____ City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____

3. Company Name _____ Contact _____
Address _____ City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____

SECTION G
RFP RESPONSE FORM

ACKNOWLEDGMENT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda:

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

The undersigned, as an authorized representative for the Company named below, acknowledges that he/she has examined this Request for Proposal including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein and at the prices stated.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

PRINTED NAME AND TITLE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ FEDERAL TAX ID NO: _____

Please check the appropriate box below all in accordance with Section C – General Terms & Conditions.

MINORITY BUSINESS TYPE:

- | | | | |
|------------------------------------|--------------------------|--|--------------------------|
| Minority Owned Business Enterprise | <input type="checkbox"/> | Women Owned Business Enterprise | <input type="checkbox"/> |
| Disable Owned Business Enterprise | <input type="checkbox"/> | Veteran/Disabled Veteran Business Enterprise | <input type="checkbox"/> |
| Small Business Enterprise | <input type="checkbox"/> | Not Applicable | <input type="checkbox"/> |

DEBARMENT/SUSPENSION STATUS

1. The Proposer/contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any State agency or local public body.
2. The Proposer/contractor agrees to provide immediate notice to CSN's Purchasing department in the event of being suspended, debarred or declared ineligible by any State or Federal department or agency, or upon receipt of a notice of proposed debarment that is received after the submission of this proposal but prior to the award of the purchase order/contract.

EXCEPTIONS

Any exceptions to any of the specifications or requirements of this RFP shall be noted in writing, and attached to the proposal when submitted. By taking exceptions and clearly stating them in writing on a separate sheet of paper headed "EXCEPTIONS", and by offering alternates to replace the stated requirements, the Proposer may still compete in the solicitation. However, the CSN Purchasing Department shall be the sole judge of the acceptance or rejection of any exceptions.

Are there exceptions to this proposal? YES _____ NO _____

APPENDIX A – West Charleston Campus Map



APPENDIX B – Henderson Campus Map



APPENDIX C - Boulder City Campus Map

700 Wyoming Street
Boulder City, NV 89005



APPENDIX - D

Landscape Inspection report Read: Instructions on reverse		Date of last Report		Date of this report		Overall Rating	
		Address					
		Inspected By (Name and Title)					
Services performed		Rating (1 thru 5)	Item NO.	Condition to be Corrected And Remarks		Date corrected and Signature	
Category	Item						
Palm Tree Circle Breeze way Bell Tower SoWest Building E	1.Trash pick up						
	2. Raking of area						
	3. Pick up Leafs						
	4.Remove cigarette butts						
	5. Empty Trash cans						
Radio Station Torrey Pines Modules West Building H Palm Circle East Building H	1.Trash pick up						
	2. Raking of area						
	3. Blowing of Area						
	4.Remove cigarette butts						
	5. Empty Trash cans						
Palm Tree Circle Breeze way Bell Tower North Building C North Building D	1.Trash pick up						
	2. Raking of area						
	3. Pick up Leafs						
	4.Remove cigarette butts						
	5. Empty Trash cans						
Radio Station Torrey Pines Modules West Building H	1.Trash pick up						
	2. Raking of area						
	3. Blowing of Area						
	4.Remove cigarette butts						
	5. Empty Trash cans						
Building I Building K Palm Circle Breeze Way	1.Trash pick up						
	2. Raking of area						
	3. Blowing of Area						
	4.Remove cigarette butts						
	5. Empty Trash cans						
Equipment Tools Storage area	1. Clean						
	2. Organized						
	3. Broken						

Appendix F – CSN Academic Calendar FY 2011 - 2012

Observed holidays: <http://dop.nv.gov/holidays.html>

- January 1..... **New Year's Day**
- Third Monday in January..... **Martin Luther King, Jr.'s Birthday**
- Third Monday in February..... **Presidents' Day**
- Last Monday in May..... **Memorial Day**
- July 4..... **Independence Day**
- First Monday in September..... **Labor Day**
- Last Friday in October..... **Nevada Day**
- November 11..... **Veterans' Day**
- Fourth Thursday in November..... **Thanksgiving Day**
- Friday following the Fourth
Thursday in November..... **Family Day**
- December 25..... **Christmas Day**

- CSN Academic Calendar:

<http://www.csn.edu/PDFFiles/Admissions/20112012AcademicCalendarWeb.pdf>

ACADEMIC CALENDAR 2011 - 2012

FALL SEMESTER 2011
August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5*	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28*	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11*	12
13	14	15	16	17	18	19
20	21	22	23	24*	25*	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26*	27	28	29	30	31

LEGEND

	Classes Not In Session
	Convocation
	Final Examinations
	Instructional Days
	Grades Due
*	Holiday for classified and 12 mo. Employees
**	Summer School Begins
☆	Graduation

Summer Session 2012

June 2012

S	M	T	W	T	F	S
					1	2
3	4**	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

S	M	T	W	T	F	S
1	2	3	4*	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

SPRING SEMESTER 2012
January 2012

S	M	T	W	T	F	S
1	2*	3	4	5	6	7
8	9	10	11	12	13	14
15	16*	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20*	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		