

AGREEMENT FOR CITY-WIDE LANDSCAPING SERVICES

This Agreement for City-Wide Landscaping Services (“Agreement”) is made and entered into as of _____ (“Effective Date”) by and between the City of North Las Vegas, a Nevada municipal corporation (“City”) and Par-3 Landscape & Maintenance, Inc., a Nevada corporation (“Provider”).

WITNESSETH:

WHEREAS, the City requires city-wide landscaping services, as more particularly described in the City-Wide Landscaping Services Request for Proposal RFP 2023-005 (“RFP”) attached hereto as Exhibit A (“Services”); and

WHEREAS, Provider represents that it has the experience, knowledge, labor, and skill to provide the Services in accordance with generally accepted industry standards, and is willing and able to provide the Services.

WHEREAS, Provider further represents that is has the required licenses and/or authorizations pursuant to all federal, State of Nevada, and local law to conduct business relative to this Agreement.

NOW THEREFORE, in consideration of the above recitals, mutual covenants, and terms and conditions contained herein, the parties hereby covenant and agree to the following:

SECTION ONE SCOPE OF SERVICES

1.1. Provider shall perform the Services in accordance with the RFP terms, incorporated herein and attached as Exhibit A, Services Provider’s response to the RFP dated May 1, 2023, incorporated herein and attached as Exhibit B, and the terms, conditions, and covenants set forth in this Agreement. Provider shall at its own expense comply at all times with all municipal, county, state and federal laws, regulations, rules, codes, ordinances, and other applicable legal requirements.

1.2. Provider shall, at its own expense, comply at all times with all municipal, county, state, and federal laws, regulations, rules, codes, ordinances, and other applicable legal requirements.

SECTION TWO TERM

2.1. This Agreement shall commence on the Effective Date and will continue to be in effect for three (3) years (“Term”), unless earlier terminated in accordance with the terms herein. All Services shall be completed by the end of the Term. If the City determines, in its sole discretion, that Provider has satisfactorily performed its obligations under this Agreement, the City Manager

or his/her designee may extend the Term for up to two (2) additional one-year periods upon written notice to the Provider.

SECTION THREE COMPENSATION

3.1. Provider will provide the Services in the amount of \$690,335.00, which includes all fees for time and labor, overhead materials, equipment, insurance, licenses, and any other costs. Provider's prices may not be increased during the Term. Periodic progress billings will be due and payable within 30 days of presentation of invoice, provided that each invoice is complete, correct, and undisputed by the City. The annual not to exceed amount of this Agreement is Six Hundred Ninety Thousand, Three Hundred Thirty-Five Dollars and 00/100 (\$690,335.00) per fiscal year. The total not to exceed amount of this Agreement is Three Million, Four Hundred Fifty-One Thousand, Six Hundred Seventy-Five Dollars and 00/100 (\$3,451,675.00).

SECTION FOUR TERMINATION OR SUSPENSION OF SERVICES

4.1. This Agreement may be terminated, in whole or in part, for convenience by the City, through its City Manager, upon thirty (30) days written notice to the Provider. In the event of termination, Provider shall be paid compensation for Services properly performed pursuant to the terms of the Agreement up to and including the termination date. The City shall not be liable for anticipated profits based upon Services not yet performed.

4.2. This Agreement may be terminated by the Provider in the event the City defaults in the due observance and performance of any material term or condition contained herein, and such default is not cured within thirty (30) days after the Provider delivers written notice of such default to the City.

4.3. The City may suspend performance by Provider under this Agreement for such period of time as the City, in its sole discretion, may prescribe by providing written notice to the Provider at least ten (10) days prior to the date on which the City will suspend performance. The Provider shall not perform further work under this Agreement after the effective date of the suspension until receipt of written notice from the City to resume performance, and the time period for Provider's performance of the Services shall be extended by the amount of time such performance was suspended.

SECTION FIVE PROVIDER REPRESENTATIONS AND WARRANTIES

5.1. The Provider hereby represents and warrants for the benefit of the City, the following:

5.1.1. Provider is a duly formed validly existing entity and is in good standing pursuant to the laws of the State of Nevada. The Provider is financially solvent, able to pay

its debts when due, and possesses sufficient working capital to provide the Services pursuant to this Agreement.

5.1.2. The person executing this Agreement on Provider's behalf has the right, power, and authority to enter into this Agreement and such execution is binding on the Provider.

5.1.3. All Services performed, including deliverables supplied, shall conform to the specifications, drawings, and other descriptions set forth in this Agreement, and shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Provider's profession and in accordance with generally accepted industry standards prevailing at the time the Services are performed, and do not infringe the intellectual property of a third party. The foregoing representations and warranties are not intended as a limitation, but are in addition to all other terms set forth in this Agreement and such other warranties as are implied by law, custom, and usage of the trade.

SECTION SIX INDEMNIFICATION

Provider shall defend, indemnify, and hold harmless the City, and its officers, agents, and employees from any liabilities, claims, damages, losses, expenses, proceedings, actions, judgments, reasonable attorneys' fees, and court costs which the City suffers or its officers, agents or employees suffer, as a result of, or arising out of, the negligent or intentional acts or omissions of Provider, its subcontractors, agents, and employees, in performance of this Agreement until such time as the applicable statutes of limitation expire. This section survives default, expiration, or termination of this Agreement or excuse of performance.

SECTION SEVEN INDEPENDENT CONTRACTOR

Provider, its employees, subcontractors, and agents are independent contractors and not employees of the City. No approval by City shall be construed as making the City responsible for the manner in which Provider performs the Services or for any negligence, errors, or omissions of Provider, its employees, subcontractors, or agents. All City approvals are intended only to provide the City the right to satisfy itself with the quality of the Services performed by Provider. The City acknowledges and agrees that Provider retains the right to contract with other persons in the course and operation of Provider's business and this Agreement does not restrict Provider's ability to so contract.

SECTION EIGHT CONFIDENTIALITY AND AUTHORIZATIONS FOR ACCESS TO CONFIDENTIAL INFORMATION

8.1. Provider shall treat all information relating to the Services and all information supplied to Provider by the City as confidential and proprietary information of the City and shall not permit its release by Provider's employees, agents, or subcontractors to other parties or make

any public announcement or release thereof without the City's prior written consent, except as permitted by law.

8.2. Provider hereby certifies that it has conducted, procured or reviewed a background check with respect to each employee, agent, or subcontractor of Provider having access to City personnel, data, information, personal property, or real property and has deemed such employee, agent, or subcontractor suitable to receive such information and/or access, and to perform Provider's duties set forth in this Agreement. Provider hereby certifies that it has conducted a State of Nevada CANS background check. The City reserves the right to refuse to allow any of Provider's employees, agents or subcontractors access to the City's personnel, data, information, personal property, or real property where such individual does not meet the City's background and security requirements, as determined by the City in its sole discretion.

SECTION NINE INSURANCE

9.1. Provider shall procure and maintain at all times during the performance of the Services, at its own expense, the following insurances:

9.1.1. Workers' Compensation Insurance as required by the applicable legal requirements, covering all persons employed in connection with the matters contemplated hereunder and with respect to whom death or injury claims could be asserted against the City or Provider.

9.1.2. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000.00 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.

4.1.3. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Provider has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000.00 per accident for bodily injury and property damage.

9.1.5. Property Installation Floater covering property damage to any equipment damaged, impaired, broken, or destroyed during the performance of the Work, including during transit, installation, and testing at the City's site.

9.1.6. Contractors Pollution Legal Liability with limits no less than \$1,000,000.00 per occurrence or claim, and \$2,000,000.00 policy aggregate.

9.1.7. Requested Liability limits can be provided on a single policy or combination of primary and umbrella, so long as the single occurrence limit is met.

9.1.8. The insurance policies are to contain, or be endorsed to contain, the following provisions:

9.1.8.1. Additional Insured Status: The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Provider including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Provider's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

9.1.8.2. Primary Coverage: For any claims related to this contract, the Provider's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Provider's insurance and shall not contribute with it.

9.1.8.3. Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

9.1.8.4. Waiver of Subrogation: Provider hereby grants to the City a waiver of any right to subrogation which any insurer of said Provider may acquire against the City by virtue of the payment of any loss under such insurance. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

9.1.8.5. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Provider, its employees, agents, and subcontractors.

9.1.8.6. Self-Insured Retentions: Self-insured retentions must be declared to and approved by the City. The City may require the Provider to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

9.1.8.7. Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

9.1.8.8. Claims Made Policies: If any of the required policies provide claims-made coverage:

9.1.8.8.1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

9.1.8.8.2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

9.1.8.8.3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Provider must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work.

9.1.9. Verification of Coverage: Provider shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Provider’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9.1.10. Special Risks or Circumstances: The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION TEN NOTICES

10.1. Any notice requiring or permitted to be given under this Agreement shall be deemed to have been given when received by the party to whom it is directed by personal service, hand delivery or United States mail at the following addresses:

To City: City of North Las Vegas
Attention: Joy Yoshida
2250 Las Vegas Blvd., North, Suite 820
North Las Vegas, NV 89030
Phone: 702-633-1745

To Provider: Par-3 Landscape & Maintenance, Inc.
Attention: Bobby Rivera
4610 Wynn Road
Las Vegas, NV 89103
Phone: 702-253-7878
Email: bobby@par3landscape.com

10.2. Either party may, at any time and from time to time, change its address by written notice to the other.

SECTION ELEVEN SAFETY

11.1. Obligation to Comply with Applicable Safety Rules and Standards. Provider shall ensure that it is familiar with all applicable safety and health standards promulgated by state and federal governmental authorities including, but not limited to, all applicable requirements of the Occupational Safety and Health Act of 1970, including all applicable standards published in 29 C.F.R. parts 1910, and 1926 and applicable occupational safety and health standards promulgated under the state of Nevada. Provider further recognizes that, while Provider is performing any work on behalf the City, under the terms of this Agreement, Provider agrees that it has the sole and exclusive responsibility to assure that its employees and the employees of its subcontractors comply at all times with all applicable safety and health standards as above-described and all applicable City safety and health rules.

11.2. Safety Equipment. Provider will supply all of its employees and subcontractors with the appropriate Safety equipment required for performing functions at the City facilities.

SECTION TWELVE ENTIRE AGREEMENT

This Agreement, together with any attachment, contains the entire Agreement between Provider and City relating to rights granted and obligations assumed by the parties hereto. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement not expressly set forth in this Agreement are of no force or effect.

SECTION THIRTEEN MISCELLANEOUS

13.1. Governing Law and Venue. The laws of the State of Nevada and the North Las Vegas Municipal Code govern the validity, construction, performance and effect of this Agreement, without regard to conflicts of law. All actions shall be initiated in the courts of Clark County, Nevada or the federal district court with jurisdiction over Clark County, Nevada.

13.2. Assignment. Any attempt to assign this Agreement by Provider without the prior written consent of the City shall be void.

13.3. Amendment. This Agreement may be amended or modified only by a writing executed by the City and Provider.

13.4. Controlling Document. To the extent any of the terms or provisions in Exhibit A conflict with this Agreement, the terms and provisions of this Agreement shall govern and control. Any additional, different or conflicting terms or provisions contained in Exhibit A or any other

written or oral communication from Provider shall not be binding in any way on the City whether or not such terms would materially alter this Agreement, and the City hereby objects thereto.

13.5. Time of the Essence. Time is of the essence in the performance of this Agreement and all of its terms, provisions, covenants and conditions.

13.6. Waiver. No consent or waiver, express or implied, by the Provider or the City of any breach or default by the other in performance of any obligation under the Agreement shall be deemed or construed to be a consent or waiver to or of any other breach or default by such party.

13.7. Waiver of Consequential Damages. The City shall not be liable to Provider, its agents, or any third party for any consequential, indirect, exemplary or incidental damages, including, without limitation, damages based on delay, loss of use, lost revenues or lost profits. This section survives default, expiration, or termination of this Agreement.

13.8. Severability. If any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding on the parties hereto.

13.9. No Fiduciary or Joint Venture. This Agreement is not intended to create, and shall not be deemed to create, any relationship between the parties hereto other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. Neither of the parties hereto shall be construed to be the agent, employer, representative, fiduciary, or joint venturer of the other and neither party shall have the power to bind the other by virtue of this Agreement.

13.10. Effect of Termination. In the event this Agreement is terminated, all rights and obligations of the parties hereunder shall cease, other than indemnity obligations and matters that by their terms survive the termination.

13.11. Ownership of Documents. Provider shall treat all information related to this Agreement, all information supplied to Provider by the City, and all documents, reconciliations and reports produced pursuant to this Agreement as confidential and proprietary information of the City and shall not use, share, or release such information to any third-party without the City's prior written permission. This section shall survive the termination or expiration of this Agreement.

13.12. Fiscal Funding Out. The City reasonably believes that sufficient funds can be obtained to make all payments during the Term of this Agreement. Pursuant to NRS Chapter 354, if the City does not allocate funds to continue the function performed by Provider under this Agreement, the Agreement will be terminated when appropriate funds expire.

13.13. Public Record. Pursuant to NRS 239.010 and other applicable legal authority, each and every document provided to the City may be a "Public Record" open to inspection and copying by any person, except for those documents otherwise declared by law to be confidential. The City shall not be liable in any way to Provider for the disclosure of any public record including, but not limited to, documents provided to the City by Provider. In the event the City is required to defend

an action with regard to a public records request for documents submitted by Provider, Provider agrees to indemnify, hold harmless, and defend the City from all damages, costs, and expenses, including court costs and reasonable attorneys' fees related to such public records request. This section shall survive the expiration or early termination of the Agreement.

13.14. Interpretation. The language of this Agreement has been agreed to by both parties to express their mutual intent. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. Preparation of this Agreement has been a joint effort by the City and Provider and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

13.15. Electronic Signatures. The use of facsimile, email, or other electronic medium shall have the same force and effect as original signatures.

13.16. Counterparts. This Agreement may be executed in counterparts and all of such counterparts, taken together, shall be deemed part of one instrument.

13.17. Federal Funding. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, in receipt of a notice of proposed debarment 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.

13.18. Boycott of Israel. Pursuant to NRS 332.065(4), Provider certifies that the Provider is not currently engaged in a boycott of Israel, and Provider agrees not to engage in a boycott of Israel during the Term.

13.19. Attorneys' Fees. In the event any action is commenced by either party against the other in connection with this Agreement, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees, as determined by the court, including without limitation, fees for the services of the City Attorney's Office. This Section 13.19 shall survive the completion of this Agreement until the applicable statutes of limitation expire.


[The remainder of this page is left intentionally blank. Signature page follows.]

IN WITNESS WHEREOF, the City and Provider have executed this Agreement as of the Effective Date.

City of North Las Vegas,
a Nevada municipal corporation

Par-3 Landscape & Maintenance, Inc.,
a Nevada corporation

By: _____
Pamela A. Goynes-Brown, Mayor

By: 
Name: KAM BRIAN
Title: CEO

Attest:

By: _____
Jackie Rodgers, City Clerk

Approved as to form:

By: _____
Micaela Rustia Moore, City Attorney

EXHIBIT A

RFP 2023-005

Please see the attached page(s).

Mayor
Pamela A. Goynes-Brown

Council Members
Isaac E. Barron
Ruth Garcia Anderson
Scott Black
Richard J. Cherchio



City Manager
Ryann Juden, J.D., Ph.D.

Finance Department

2250 Las Vegas Boulevard, North · Suite #708 · North Las Vegas, Nevada 89030
Telephone: (702) 633-1463 · Fax: (702) 669-3328 · TDD: (800) 326-6868
www.cityofnorthlasvegas.com

April 3, 2023

CITY OF NORTH LAS VEGAS REQUEST FOR PROPOSAL ("RFP") RFP 2023-005 City-Wide Landscaping Services

Proposals will be received electronically only through the Nevada Gov eMarketplace (NGEM) System at www.ngemnva.com until **April 24, 2023 at 1:00 P.M.** local time ("Proposal Due Date"). **A Proposal opening will be held on a conference call via Google Meet, Telephone# 484-854-3261, Meeting Pin# 581 263 616# on the RFP Due Date.**

An optional Pre-Proposal Meeting will be conducted at **10:00 A.M., local time, Monday April 10, 2023, local time,** via Google Meet conference call, Telephone # 929-299-3634, Meeting Pin# 942 930 608#. The purpose of this meeting is to discuss the Request for Proposal requirements and answer any questions or concerns. Any and all questions asked during the Pre-Proposal meeting must be submitted in writing either via email or submitted in NGEM at the conclusion of the Pre-Proposal Meeting.

All questions or concerns must be submitted electronically in NGEM or via e-mail to Joy Yoshida, Buyer, at yoshidaj@cityofnorthlasvegas.com. The cut-off time for all questions is **April 17, 2023, at 12:00 p.m.** local time. All questions received will be consolidated and answered AFTER the question cut off period via Addendum on NGEM. Any questions received after the question cut off period will not be answered.

Proposal documents may be accessed on NGEM or on the City of North Las Vegas (City) Purchasing Web Page (listed above). The City reserves the right to reject any and all Proposals, waive any informality or technicality, or to otherwise accept Proposals deemed in the best interest of the City. Capitalized terms contained in this Invitation to Bid are defined in the Definitions section on page 10.

Marie Leake
Procurement Manager

Published Las Vegas Review Journal April 3, 2023

**CITY OF NORTH LAS VEGAS
REQUEST FOR PROPOSAL ("RFP")
RFP 2023-005 City-Wide Landscaping Services**

1. PUBLIC RECORDS:

The RFP documents and all Proposals submitted in response thereto are public records. You are cautioned not to put any material into the Proposal that is proprietary in nature. The City is a public agency under state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City's records, including this Request for Proposal, are public records that are subject to inspection and copying by any person, unless declared by law to be confidential.

2. PERFORMANCE OF WORK:

The successful Respondent shall perform all the work described in this RFP as may be necessary to complete the Contract in a satisfactory and acceptable manner according to the terms set forth herein and in any agreement entered into with the City.

3. FORM OF CONTRACT:

Execution of the Contract by all named parties will authorize delivery of goods and/or services obtained under this Invitation to Bid.

4. ELECTRONIC RESPONSE THROUGH NGEM SYSTEM:

Proposals must be submitted online through the Nevada Government eMarketplace (NGEM). The NGEM System is an electronic bidding system used by a consortium of local government entities in Nevada for supplier registration and the submission of electronic bids and proposals. The NGEM System is available at www.ngemnv.com. There is no cost for any Respondent to use the NGEM System, however, all Respondents must register prior to gaining access to see the details of any solicitation and to submit a bid or proposal online. All Proposals must be submitted on the NGEM System no later than the Proposal Due Date and time. Per the Terms of Use of the NGEM System, Proposals may not be submitted after the Proposal Due Date, and the server clock will govern.

5. EXPLANATION TO RESPONDENT:

Any explanations desired by Respondent regarding the meaning or interpretation of specifications must be requested in writing and with sufficient time allowed for a reply to reach Respondent before submission of its Proposal. Oral explanations given before the award of the Contract will not be binding. Any written interpretation made will be furnished to all Respondents, and its receipt by the Respondent will be acknowledged. Interpretation of the meaning of the plans, specifications or other pre-Proposal documents will not be binding if presented to any Respondent orally. Every request for such interpretation should be in writing addressed to Joy Yoshida by email at yoshidaj@cityofnorthlasvegas.com. Any and all such interpretations and any supplemental instructions deemed necessary will be in the form of a written addendum to the specifications that, if issued, will be posted on NGEM. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such Respondent from any obligation under the Proposal documents as submitted. All addenda issued shall become part of the Proposal documents.

6. METHOD OF EVALUATION AND AWARD OPTIONS:

The evaluation of the Proposals will be conducted by City personnel. The City will award this Request for Proposal based on the Respondent who submits the most responsive, responsible Proposal deemed to be in the City's best interest according to the evaluation criteria set forth within this RFP. Please prepare your Proposal according to the appropriate sections and your Proposal will be evaluated accordingly. The City reserves the right to reject all Proposals. Pursuant to NRS 332.065(4), the City shall not enter into a Contract with a Respondent to this Proposal unless the Contract includes the written certification that the company is not currently engaged in, and agrees for the duration of the Contract not to engage in, a boycott of Israel.

7. ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the Contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party or unless otherwise allowed pursuant to NRS 332.095(2). The Respondent will be an independent contractor for all purposes and no agency, either expressed or implied, exists.

8. CONDITIONS OF PROPOSAL SUBMITTAL:

- (a) The Proposal must be signed by a duly authorized official of the proposing firm or company submitting its Proposal.
- (b) No Proposal will be accepted from any person, firm, or corporation that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff or City Council.
- (c) No Proposal will be accepted from any person, firm, or corporation if that person, firm, or corporation or any of its principals are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any federal or state department or agency. By signing and submitting a Proposal to the City, the Respondent certifies that no current suspension or debarment exists.
- (d) All Proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.

9. PROTESTS:

The City will publish the Recommendation of Award Notification on NGEM. Any Respondent may file a notice of protest regarding the proposed award of the Contract by the North Las Vegas City Council. Respondents will have five (5) business days from the date the Recommendation of Award is published to submit the written protest to the City Clerk. The written protest must include a statement setting forth, with specificity, the reasons the person filing the protest believes that applicable provisions of the Contract documents or law were violated. At the time a notice of protest is filed, the person filing such notice of protest shall post a bond with a good and solvent surety authorized to do business in the State of Nevada, and supply it to the City Clerk. The bond posted must be in an amount equal to the lesser of (i) twenty-five percent (25%) of the total value of the

Proposal submitted by the person filing the notice of protest; or (ii) two hundred fifty thousand dollars and 00/100 (\$250,000.00).

A notice of protest filed in accordance with this section shall operate as a stay of action in relation to the award of the Contract until a determination is made by the North Las Vegas City Council. A person who makes an unsuccessful proposal may not seek any type of judicial intervention until after the North Las Vegas City Council has made a determination on the notice of protest and awarded the Contract. Neither the City nor any authorized representative of the City is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a person who submits a Proposal, whether or not the person files a notice of protest pursuant to this section.

If a protest is upheld, the bond posted and submitted with the notice of protest will be returned to the person who posted the bond. If the protest is rejected, a claim may be made against the bond by the City in an amount equal to the expenses incurred by the City because of the unsuccessful protest.

10. LICENSES:

All Respondents must provide a copy of all appropriate licenses in accordance with the laws of the State of Nevada, prior to submission of Proposals for this project. Upon award, the successful Respondent will be required to obtain a North Las Vegas Business License.

11. PUBLIC OPENING:

Proposals received will be opened and the name of the Respondent's company will be read via conference call at the time and place indicated in the Request for Proposal documents. Respondents, their authorized agents and the public are invited to call in. No responsibility will attach to any City official or employee for the pre-opening of, or the failure to open, a Proposal not properly addressed or identified.

12. TERM OF THE CONTRACT:

The Contract shall have a term of three years with the option to renew for two (2) one year periods at the sole discretion of the City Manager or designee.

13. INSURANCE:

Prior to the commencement of the Contract, the successful Respondent must provide properly executed Certificates of Insurance to the City, which shall clearly evidence all insurance required by the City, including a policy or certificate of comprehensive general liability insurance in which the City, its public officials, officers, employees, agents, and volunteers shall be the named insured or be named as an additional insured. In compliance with this provision, the Respondent may file with the City a satisfactory policy providing a minimum \$1,000,000.00 "blanket coverage" policy or certificate of insurance. Such insurance will (i) waive subrogation against the City, its officers, agents, servants, and employees; (ii) will be primary and any insurance or self-insurance maintained by the City will apply in excess of, and not contribute with, the insurance required; (iii) will include or be endorsed to cover the Respondent's contractual liability to the City; and (iv) disclose all deductibles and self-insured retentions in the Certificate of Insurance. No deductible or self-insured retention may exceed \$250,000.00 without the City's written approval.

Required insurance shall not be canceled, allowed to expire or be materially reduced in coverage until after 30 days' written notice has been given to, and approved in writing by, the City Attorney or the City Risk Manager.

The policy shall provide the following minimum limits:

WORKER'S COMPENSATION INSURANCE: Each successful Respondent shall secure, maintain in full force and effect, and bear the cost of complete Worker's Compensation Insurance in accordance with the Nevada Industrial Insurance Act - Nevada Revised Statutes, Chapter 616A-616D, inclusive, for the duration of the Contract and shall furnish the City, prior to the execution of the Contract, a Certificate of Insurance which meets the requirements of the Nevada Industrial Insurance Act. The City, or any of its officers or employees, will not be responsible for any claims or suits in law or equity occasioned by the failure of the successful Respondent to comply with the provisions of this paragraph. If the successful Respondent has no employees, then Exhibit D- Affidavit of Rejection of Coverage for Workers' Compensation must be completed and submitted with response to this Proposal.

COMMERCIAL GENERAL LIABILITY (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000.00 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.

AUTOMOBILE LIABILITY: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

PROPERTY INSTALLATION FLOATER: covering property damage to any equipment damaged, impaired, broken, or destroyed during the performance of the Work, including during transit, installation, and testing at the City's site.

CONTRACTORS POLLUTION: Legal Liability with limits no less than \$1,000,000.00 per occurrence or claim, and \$2,000,000.00 policy aggregate.

Requested Liability limits can be provided on a single policy or combination of primary and umbrella, so long as the single occurrence limit is met.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

ADDITIONAL INSURED STATUS: The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to

the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

PRIMARY COVERAGE: For any claims related to this Contract, the Provider's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Provider's insurance and shall not contribute with it.

NOTICE OF CANCELLATION: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

WAIVER OF SUBROGATION: Provider hereby grants to the City a waiver of any right to subrogation which any insurer of said Provider may acquire against the City by virtue of the payment of any loss under such insurance. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Provider, its employees, agents, and subcontractors.

SELF-INSURED RETENTIONS: Self-insured retentions must be declared to and approved by the City. The City may require the Provider to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

CLAIMS MADE POLICIES: If any of the required policies provide claims-made coverage:

The Retroactive Date must be shown, and must be before the date of the Contract or the beginning of Contract work.

Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Contract of work.

If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Provider must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

VERIFICATION OF COVERAGE: Provider shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting

coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Provider's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

SPECIAL RISKS OR CIRCUMSTANCES: The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Such insurance shall include the specific coverage set out herein and be written for NOT LESS THAN the limits of liability and coverage provided in the "Insurance Service Office", or required by law and other governing agencies, whichever is greater. The cost of this insurance shall be deemed included in the Proposal prices and no additional compensation will be made.

In addition, the Respondent shall furnish evidence of a commitment by the insurance company to notify the City by registered mail of the expiration or cancellation of the insurance policies required not less than 30 days before the expiration or cancellation is effective.

14. INDEMNITY:

The successful Respondent agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from any and all liabilities, causes of action, claims, damages, losses, expenses, proceedings, actions, judgements, reasonable attorneys' fees, and court costs which the City suffers or its officers, agents, or employees suffer, as a result of, or arising out of, the negligent or intentional acts or omissions of Respondent, its subcontractors, agents, and employees, in the fulfillment or performance of the work described herein until such time as the applicable statutes of limitation expire.

15. PROVISIONS PROVIDED BY LAW:

Each and every provision and clause required by law to be inserted in the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract forthwith shall be physically amended to make such insertion or correction. The Respondent's attention is directed to the fact that all applicable City, County, State and Federal laws, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout its duration, and they will be deemed to be included in the Contract the same as though herein written out in full.

16. ADDENDA INTERPRETATIONS:

If it becomes necessary to revise any part of this Request for Proposal, a written addendum will be provided publicly. The City is not bound by any oral clarifications changing the scope of work for this project. The addendum must be acknowledged and returned in the Proposal submission.

17. CANCELLATION OF CONTRACT:

The City reserves the right to cancel the award or execution of any Contract at any time before the Contract has been approved by the City Council without any liability or claims thereof against the City.

18. TERMINATION FOR CONVENIENCE:

The City, through its City Manager or his/her designee, shall have the right at any time to terminate further performance of the Contract, in whole or in part, for any reason whatsoever (including no reason). Such termination shall be effected by written notice from the City to the Respondent, specifying the extent and effective date of the termination. On the effective date of the termination, the successful Respondent shall terminate all work and take all reasonable actions to mitigate expenses. The successful Respondent shall submit a written request for incurred costs for services performed through the date of termination within thirty (30) days of the date of termination. All requests for reimbursement of incurred costs shall include substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the successful Respondent within thirty (30) days after receipt of a correct, adequately documented written request. The City's sole liability under this Paragraph is for payment of the costs for the services requested by the City and actually performed by the successful Respondent.

19. TAXES:

The City is exempt from State, Retail, and Federal Excise Taxes. The Proposal price must be net, exclusive of taxes.

20. EXCEPTIONS:

Each Respondent must list on a separate sheet of paper any exceptions to the Request for Proposal specifications and attach it to its Proposal. Exceptions, deviations, or contingencies requested in Respondent's Proposal, while possibly necessary in the view of the Respondent, may result in lower scoring or disqualification of the Proposal. **A template of the City of North Las Vegas Service Agreement is attached in Exhibit G. Any and all exceptions to this document must be declared at the time of submission.**

21. FISCAL FUNDING OUT:

In the event the City fails to appropriate funds for the performance of this Contract, the Contract will terminate once the existing funds have been exhausted.

22. LIMITATION OF FUNDING:

The City reserves the right to reduce estimated or actual quantities, in whatever amount necessary, without prejudice or liability to the City, if funding is not available or if legal restrictions are placed upon the expenditure of monies for the services required under the Contract.

23. ESCALATION:

Prices may not be increased. The price submitted in your Proposal must remain firm throughout this project.

24. AUDIT OF RECORDS:

- (a) The successful Respondent agrees to maintain financial records pertaining to all matters relative to this Proposal in accordance with standard accounting principles and procedures and to retain all records and supporting documentation applicable to this Proposal for a period of three (3) years after completion of this Proposal and any subsequent extensions thereof. All records subject to audit findings shall be retained for three (3) years after such findings have been resolved. In the event the successful Respondent goes out of existence, the successful Respondent shall turn over to the City all of its records relating to this Proposal. The successful Respondent agrees to give the City access to records immediately upon request.
- (b) The successful Respondent agrees to permit the City or the City's designated representative(s) to inspect and audit its records and books relative to this Proposal at any time during normal business hours and under reasonable circumstances and to copy and/or transcribe any information that the City desires concerning successful Respondent's operation hereunder at the City's discretion. The successful Respondent further understands and agrees that said inspection and audit would be exercised upon written notice. If the successful Respondent or its records and books are not located within Clark County, Nevada, and in the event of an inspection and audit, successful Respondent agrees to deliver the records and books or have the records and books delivered to the City or the City's designated representative(s) at an address within the City as designated by the City. If the City or the City's designated representative(s) find that the records and books delivered by the successful Respondent are incomplete, the successful Respondent agrees to pay the City or the City's representative(s)' costs to travel (including travel, lodging, meals, and other related expenses) to the successful Respondent's offices to inspect, audit, retrieve, copy and/or transcribe the complete records and books. The successful Respondent further agrees to permit the City or the City's designated representatives to inspect and audit, as deemed necessary, all records of this project relating to finances, as well as other records including performance records that may be required by relevant directives of funding sources of the City.
- (c) If, at any time during the term of this Proposal, or at any time after the expiration or termination of the Proposal, the City or the City's designated representative(s) finds the dollar liability is less than payments made by the City to the successful Respondent, the successful Respondent agrees that the difference shall be either: (a) repaid immediately by the successful Respondent to the City or (b) at the City's option, credited against any future billings due the successful respondent.
- (d) The successful Respondent must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order; however, if the City decides that the facts justify, the City may receive and act upon an invoice submitted before final payment of the Proposal.

- (e) The successful Respondent shall provide current, complete, and accurate documentation to the City in support of any equitable adjustment. Failure to provide adequate documentation, within a reasonable time after a request from the City will be deemed a waiver of the successful Respondent's right to dispute.

25. INDEPENDENT CONTRACTOR:

In the performance of services under the Contract, the successful Respondent and any other persons employed by it shall be deemed to be an independent contractor and not an agent or employee of the City. The City shall hold the successful Respondent as the sole responsible party for the performance of this Contract. The successful Respondent shall maintain complete control over its employees. Nothing contained in the RFP, Contract or award by the City shall create a partnership, joint venture or agency. Neither party shall have the right to obligate or bind the other party in any manner to any third party.

26. COMPANY PERSONNEL:

The successful Respondent is solely responsible for the supervision and control of its staff performing work under the Contract; however, the City reserves the right to request removal from its premises the successful Respondent's "on site" staff personnel for just cause, and the successful Respondent shall take reasonable action to comply with the request. Upon award of the Contract a listing of all personnel authorized to participate in the awarded program shall be submitted and included as part of the executed agreement. The successful will be required to conduct background checks on each employee performing work on City property. Successful Respondent shall be notified during the Contract phase what specific background check requirements apply to the Contract.

27. KEY PERSONNEL:

For the City of North Las Vegas:

Joy Yoshida, Buyer. She is responsible for the administration and audit of the Contract and any changes. She can be reached at (702) 633-1745, Monday through Thursday, 6:30 a.m. to 4:00 p.m.

Chris Vasquez, Parks Superintendent. He or his designee is responsible for monitoring the project and is responsible for any requested changes by the Respondent. He can be reached at (702) 633-2581, Monday through Thursday, 7:00 a.m. to 5:00 p.m.

The cutoff time for any questions regarding this Request for Proposal is Monday, April 17, 2023 at 12:00 p.m. local time. **Any questions submitted beyond this cutoff time will not be answered.**

**City of North Las Vegas
Request for Proposal (“RFP”)**

RFP 2023-005 City-Wide Landscaping Services

Definitions

Certificates of Insurance – a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. This document should list the effective date of the policy, the type of insurance coverage provided, the type and dollar amount of applicable liability, and shall list the City of North Las Vegas , its public officials, officers, employees, agents, and volunteers, as an additional insured.

City - the City of North Las Vegas.

City Attorney – the lawyer employed by the City of North Las Vegas, who is legally appointed as legal counsel to transact business on behalf of the City of North Las Vegas.

City Clerk - a public officer charged with recording the official proceedings and vital statistics of the City of North Las Vegas.

City Council - the legislative body that governs the City of North Las Vegas.

City Manager - a person not publicly elected but appointed by the City Council to manage the City of North Las Vegas.

City Records - information, minutes, files, accounts or other records which the City of North Las Vegas is required to maintain, and which must be accessible to review by the public.

City Staff - any person currently employed by the City of North Las Vegas.

Contract – the written agreement between the City and the Respondent selected by the City as having the best Proposal, as approved by City Council and fully executed by the parties.

Key Personnel - defined City employees listed in Paragraph 27.

Pre-Proposal Meeting – a meeting that Respondent may attend to have the project requirements defined. This allows the Respondent to ask questions necessary to enable Respondent to provide a Proposal.

Nevada Public Records Law – as defined in NRS Chapter 239.

Proposal - document submitted in NGEM by Respondent to the City of North Las Vegas offering the product or service that meets the requested specifications. Respondent will fill out the Proposal documents with their price offering and complete all required documents.

Purchasing Department – The City of North Las Vegas Department that reviews the Proposals for compliance to specifications, reviews the pricing, and awards the Contract to the most responsive and responsible Respondent.

Recommendation of Award Notification – notification to the general public that the City has recommended a Respondent who has been selected based on having the best Proposal by meeting the criteria listed in the Proposal documents. This Recommendation of Award goes to the City Council and upon City Council approval will be selected to fulfill the requirements as outlined in the Request for Proposal.

Representative – person who represents a company and compiles questions to enable the company to submit a proposal that accurately identifies the City's requirements.

Request for Proposals – the official legal published advertisement of the Proposal requirements.

Respondent(s) or Proposer(s) – Vendor who offers the requested service or product to the City on the official Request for Proposal.

Subcontractor - a person who, or business that, contracts to provide some service or material necessary for the performance of another's contract.

Warranty - a guarantee on purchased goods that they are of the quality represented and will be replaced or repaired if found to be faulty.

CITY OF NORTH LAS VEGAS

RFP 2023-005 City-Wide Landscaping Services

SCOPE OF WORK

1. **Introduction:** The City of North Las Vegas ("City") is seeking Proposals from qualified Respondents for an award for citywide landscaping. The City currently has 69 locations that require maintenance of city-owned facilities, streetscapes, and street medians. The City may add or remove locations, as it deems necessary. This RFP includes the scope of work, the City of North Las Vegas Parks & Recreation Department Maintenance Standards (**Exhibit H**) that awarded respondent must adhere to, reports that must be completed by awarded respondent (**Exhibit I, J & K**), a list of City facilities, which the City may remove or add to (**Exhibit L**), and Additional Work Labor Cost Sheet that must be completed and submitted with proposals by **ALL** respondents.

Respondents to this proposal must complete **Exhibit L** and will need to provide examples of at least five (5) years of experience greater than or equal to the scope provided in the Bid. Respondents must furnish list of appropriate traffic control set up equipment and a staffing list that includes qualified irrigation technicians. **Exhibit N** shows the Median Island and Streetscape Maintenance Responsibilities

SCOPE OF WORK

1. The scope of work consists of furnishing labor and the equipment necessary to provide complete and continuous maintenance of city-owned facilities, streetscapes, and street medians as described in the attached exhibits of the following:
 - a. Plant Material. The Contractor will be responsible for maintaining all plants, shrubs, tree, and turf using the standards set forth herein. If Contractor fails to report and address irrigation issues and/or disease, the Contractor shall be responsible for replacing the affected plant, including associated costs. This does not include damage as a result of vandalism that damages the plant material directly, accidents, or other extreme circumstances, including severe weather, in which the City will be responsible for the costs as designated in **Exhibit M**, in Respondent's proposal.
 - b. Control, programming, and maintenance of the irrigation system, including everything down-stream from the water meters, unless otherwise specified. This includes all irrigation lines and components attached to water lines less than 6". Contractor to provide parts.
 - c. Other items as identified in the Contract Documents, if applicable.
 - d. Map Locations.
2. **Exhibit H** includes the City of North Las Vegas Parks Services Landscape Maintenance Standards, which detail specific performance standards for each area that the Contractor will be responsible for maintaining. The Contractor must follow

these standards unless otherwise stated in writing by the Parks Superintendent or his or her designee.

3. **Exhibit L** contains the sites to be maintained under the provisions of this RFP. These sites are diversely landscaped with turf ground cover, shrubs, trees, and cacti, and are irrigated by manual and/or automatically controlled systems. Contractor acknowledges that she or he has visited the sites and surrounding areas and has evaluated the extent to which the physical condition will affect the services to be provided. Contractor accepts the premises in its present physical condition and agrees to make no demands that the City make improvements or alterations.

4. SEASONAL AND OVERALL LANDSCAPE INSPECTION

- a. The maintenance routine must include daily or as scheduled inspections. In addition, a comprehensive inspection should be conducted monthly to analyze plant materials for signs of stress, damage, and potential trouble from the following:
 - i. INFESTATION: Moles, gophers, ground squirrels, rabbits, snails, slugs, insects, etcetera.
 - ii. DISEASE: Withering of leaves, die-back, blackened or galled branches, wilt, fungus growths, cancer, bleeding bark, root rot, stunted growth, discolored or blotchy foliage.
 - iii. LOSS OF VIGOR: In normally healthy plants, this is seen as a failure to thrive, a dropping of unopened flowers, leaves that are small for the species, or thin or leggy growth. These symptoms may have many causes: heat stress, desiccation, wind and frost damage, improper irrigation, incorrect installation, damage from construction or maintenance vehicles, or altered growing conditions. Contractor must treat each instance individually when determining cause of decline and treatment.
 - iv. FERTILIZER OR SOIL CHEMICAL IMBALANCE: Fertilizer “burn” at leaf margins, unusually light green or yellowish-green leaf color (chlorosis), yellow/brown salt “burn” at leaf margin, or other symptoms.
- b. Spraying and applications of fertilizers and soil chemicals should be applied discriminately and confined to the areas affected.

5. PROTECTION OF PLANT MATERIALS

The City of North Las Vegas Parks Services Landscape Maintenance Standards (**Exhibit H**) provides for the proper maintenance of landscape materials on a day-to-day basis, or during undisturbed environmental conditions. This manual is for recommendation only. There will be occasions where weather, construction activities,

renovation of existing site improvements, or revisions to site design will affect established plantings.

6. CHEMICAL POLLUTANTS

Contractor shall not permit chemical pollution to contaminate planting areas. This includes paints and thinners, caustics and solvents, detergent solutions, salts, petroleum products and pesticides or herbicides not specifically being applied to the plant materials.

7. TRAFFIC CONTROL

- a. Contractor shall not drive or park maintenance vehicles under the drip line of trees or on lawn or ground cover areas.
- b. Contractor shall provide adequate protective barriers around landscaped areas during operation of landscape contractor's maintenance or construction equipment. Contractor shall not operate heavy equipment beneath the drip line of trees.
- c. Contractor shall take necessary safety precautions to protect maintenance crew and roadway users from hazards.

| LOCATION | PERMITTED WORK HOURS |
|---|--|
| All School Zones | School zones shall be time restricted based on the bell times of the associated school. Typical work hours are from 8:00 a.m. to 2:00 p.m. but may vary based on location. |
| <ul style="list-style-type: none"> • Craig Road • Ann Road • Centennial Boulevard • Lake Mead Boulevard • Carey Avenue • Lamb Boulevard • Decatur Boulevard • Martin Luther King • Tropical Parkway • Aliante Parkway • Aviary Way | <p>One lane closed: 9:00 a.m. - 3:00 p.m.</p> <p>Two or more lanes closed: 9:00 p.m. - 5:30 a.m.</p> |
| Cheyenne Avenue | <p>From Decatur Avenue to Losee Road: 9:00 p.m. - 5:30 a.m.</p> <p>East of Losee Road: one lane closed: 9:00 a.m. - 3:00 p.m.; two or more lanes closed: 9:00 p.m.-5:30 a.m.</p> |

| | |
|------------|--|
| Losee Road | – if two lanes need to be closed. |
| Notes: | <p>1. Locations other than those listed above may have work hours restricted on a case-by-case basis depending on the type of work proposed.</p> <p>2. Other jurisdictional agencies may place additional conditions on projects that cross agency boundaries or that take place within their R.O.W. The most restrictive time shall govern.</p> <p>3. Work zones near residential areas may be restricted based on the type of work proposed.</p> |

8. ALTERATION OF FINISH GRADES

- a. Contractor shall not permit construction to raise the finish grades in established landscaped areas.
- b. Contractor shall not permit machine excavation within the drip line of existing trees. If excavation must intrude into this zone, only hand excavation should be permitted. Obtain permission from Parks Superintendent when roots greater than 3" in diameter or roots with a diameter greater than 50% of the diameter of the main trunk must be cut.
- c. Contractor shall not permit soil, rock, gravel, lumber, polluted products, or other materials to be stockpiled beneath the drip line of trees or shrubs without mitigating measures approved by the Parks Superintendent.
- d. Contractor shall not permit concrete or stone paving to be laid within the drip line of existing trees. The only exception is that paving may extend to no more than one-quarter (1/4) of the drip line area if a corresponding thinning of the crown is performed simultaneously with the completion of the paving work.
- e. Exceptions to these guidelines may be unavoidable and will be judged on a case-by-case basis, prior to any repairs or corrections by the Parks Superintendent and contractor.

9. PROTECTION AGAINST DISEASE/INSECTS/ANIMAL PESTS

- a. Contractor shall remove, by corrective pruning, plant materials damaged by fire, weather, or mechanical means immediately after the damage has been identified.
- b. Contractor shall transport diseased or infested plant materials completely off the site immediately after their removal. Contractor shall not permit pruned materials from diseased planting to be stockpiled anywhere on site at any time. Plant parts, soil, debris, etcetera, removed from the site shall be disposed of at

a legitimate dumpsite. Disposal of material by dumping in the desert will be viewed by the City as grounds for Termination of Contract.

- c. Contractor shall inspect new plant materials for signs of insect infestation or disease upon delivery to the site. If possible, Contractor should quarantine new materials for three (3) weeks prior to installation.
- d. Contractor shall control damage from animal pests, such as rabbits, with approved techniques. The cost for such protection, such as sprays and protective fencing, should be considered part of the basic services.

10. PROTECTION DURING SPRAYING

Contractor shall immediately wash off sprayer drippings and materials accidentally spilled on plants.

11. EROSION PREVENTION

Two common forms of erosion are sheet erosion and gullying. Sheet erosion is gradual, while gullying may be sudden and dramatic. Contractor shall bring any potential erosion problems to the attention of the Parks Superintendent. Contractor shall seek to prevent erosion through the following:

- a. Sheet erosion: be aware of gradual changes in the color or texture of soil. Disc and mulch areas subject to sheet erosion. Install contour furrows or interceptor ditches where required on long slopes.
- b. Gully erosion: be aware of the formation of “rills” in the natural depressions of a slope or deeper cutting in swales. Control gullying in a variety of ways, from dissipation of flow through use of gravel or other surface treatment, to construction of check dams or diversion ditches.
- c. Remove downstream accumulations of soil transported by erosion to prevent damage to roots of downstream plant materials.

12. ONGOING MAINTENANCE TASKS

Applicable Standards – Use of the City of North Las Vegas Parks Services Landscape Maintenance Standards as a minimum standard as described within (Exhibit H).

13. MOWING-OPERATION

- a. Contractor shall perform all mowing in a manner that ensures a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- b. Contractor shall mow turf with a rotary-type mower.

- c. Contractor shall adjust and adequately sharpen all equipment to the proper cutting heights.
- d. The mowing height shall be 1.5 inches for all Bermuda turf areas from April to October. The mowing height *may* be set as high as 2-1/2 during the dormant season from November to March. Mowing heights may need to vary for special events, athletic field requirements or other special conditions as requested by the Parks Superintendent.

14. EDGING/DETAIL/WEED CONTROL - GENERAL OPERATION

- a. Contractor shall keep all turf areas neatly edged and all grass invasions eliminated. Contractor shall maintain areas between plants weed-free. Contractor shall control weeds by physical removal or application of accepted herbicides.
- b. Contractor shall keep all grass-like type weeds, morning glory or vine/weed types, ragweed, or other underground spreading weeds under strict control.
- c. Contractor shall remove all weeds and grass from walkways, curb and gutter expansion joints, roadways, driveways, parking lots, patios, drainage areas and hillsides.
- d. Contractor shall incorporate in its methods for removal of weeds, turf encroachment and detailing mechanical and/or chemical means of eradication.
- e. Contractor shall cultivate or use herbicide to remove weeds and turf around the base of new trees.
- f. Contractor shall use only recommended and legally approved herbicides to control weed growth. Contractor shall follow manufacturer's recommendations for application methods, rates, etcetera.

15. MECHANICAL EDGING

- a. Contractor shall perform mechanical edging of turf at a minimum of once weekly from June to August; twice per month from April to May, and September and October; and once per month from November to March.
- b. Contractor shall complete mechanical edging as one operation in a manner that ensures a well-defined edge.
- c. Contractor shall clean walkways, curbs, gutters, and any other areas which catch grass clippings immediately following each mechanical edging and clippings removed from the site.
- d. When designed edges exist in flower beds, Contractor shall keep these edges clean, sharp, well defined, and free of weeds and grass invasions.

- e. Contractor shall edge all turf edges including, but not limited to, sidewalks, patios, drives, curbs, shrub beds, flower beds, ground cover beds and around the base of trees to a neat and uniform line.
- f. Contractor shall trim the edge of turf or limit it around all sprinklers (to provide maximum water coverage), valve boxes, meter boxes, backflow devices and other obstacles.

16. CHEMICAL APPLICATION - EDGING

- a. Contractor may apply chemicals in and around areas such as planters, areas adjacent to buildings, trees, fence lines, sprinkler heads, etcetera. Prior to application of chemicals, all areas shall be trimmed to proper mowing height. Chemicals shall be applied in a manner to limit drift to six inches (6"). Precautionary measures shall be employed since all areas will be open for public access during application.
- b. Contractor may spot treat with a portable sprayer or wick wand using an effective herbicide, which must be applied per manufacturer's recommendation. Water shall not be applied to treated areas for four to eight (4-8) hours after each application or in accordance with manufacturer's recommendations.
- c. Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete, a second application shall be applied.
- d. Weeds treated using a systemic chemical shall be left in place per manufacturers recommendation. If kill is not complete by the time specified in the manufacturer's recommendation, a second application shall be applied.
- e. After complete kill, all dead weeds shall be removed from area.

17. CLEARANCE- EDGING

- a. Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen inches (18") from the trunk of trees and away from the drip line of shrubs by use of approved chemicals. Line trimmers and other types of maintenance equipment shall not be operated so as not to damage plant materials.
- b. Linear chemical edging of turf boundaries may be performed in a manner that ensures a defined turf edge and limits its encroachment into beds or across boundaries where it is impractical to edge mechanically. A six-inch (6") barrier width shall be considered normal.
- c. Detailing valve boxes, meter boxes, and similar small obstacles in turf areas may be performed in a manner that ensures operability, ease of location or a clean appearance. A six-inch (6") clearance shall be considered normal.

18. EDGING/DETAILING/WEED CONTROL- FREQUENCY: ALL AREAS TO BE MAINTAINED SHALL RECEIVE NO LESS THAN THE FOLLOWING:

- a. Mechanical edge turf: A minimum of once per week from June to August; twice a month from April to May and September and October; and once per month from November to March for a total of at least twenty-five (25) times per year.
- b. Detail chemical application: Once a month from April to September, and once every two months from October to March or on an as-needed basis.
- c. Chemical application: beds, planters, walkways, hard court areas, picnic pavilions, drainage areas, play areas, patios, walkway and curb and expansion joints, roadways, parking lots and hillsides on an as-needed basis.
- d. Inspect, spot-treat or mechanically remove weeds as necessary once per week.

19. LITTER CONTROL / CLEANING - OPERATION

- a. Complete policing and litter pick-up to remove paper, glass, trash, weeds, unwanted grass, leaves, spilled drinks, bird droppings, pet droppings, gum, undesirable materials, and other accumulated debris from all areas to be maintained including, but not limited to, all landscaped areas, building entrances, colonnades, walkways, curbs, gutters, between and around planted areas, all areas under trees, steps, planters, drains, catch basins and the corners and edges along the parking lot area.
- b. Litter and debris removal shall be in the most appropriate way for each area whether it be by raking, sweeping, blowing, or pressure-washing. Litter and debris shall be disposed of by the contractor.

20. LITTER CONTROL - FREQUENCY

- a. Successful bidder shall provide all labor, equipment, and materials to maintain and clean all areas seven (7) days a week in the frequency noted in **(Exhibit L)** or as requested by the PA.
- b. The entire site is to be cleaned and maintained at the frequency listed in **(Exhibit L)**.

21. TRASH BIN REMOVAL- OPERATION AND FREQUENCY

- a. All trash and accumulated debris shall be removed from the site by the Contractor.
- b. Trash receptacles on each site shall be maintained according to the frequencies in Exhibit A-1 or as directed by Parks Superintendent.

- c. All trash receptacles will be emptied when they are half full or have a foul odor. Large in-ground trash cans will need to be emptied with a specialized crane and truck provided by the contractor a minimum of one (1) time per month.
- d. Specialized in ground trash receptacles will be emptied a minimum of once per month from March to November, then bi-monthly the remainder of the year, where applicable.

22. RAKING - OPERATION

- a. Accumulation of leaves shall be removed from all curbs, gutters, sidewalks, parking lots and landscaped areas including beds, planters and turf areas under trees and shall be disposed of in mulching bay onsite or hauled off site.
- b. Contractor shall rake smooth decomposed granite areas on a bi-weekly basis. Contractor shall add matching rock mulch to areas that are thinning as needed and shall insure that no bare spots or plastic is exposed. Additional materials needed will be provided by the Parks Superintendent.

23. RAKING – FREQUENCY

- a. Ground Cover Beds Under Trees: bi-weekly or as requested by the Parks Superintendent.
- b. Rock Mulch Areas: bi-weekly or as requested by the Parks Superintendent.

24. TREES SHRUBS PRUNING AND HEDGE TRIMMING-OPERATION

Do not clip shrubs into balled or boxed forms unless specifically called for in the design. Only shrubs designated as “hedges” are to be sheared. Periodically pinch back “wild” growth on shrubs as called for in the maintenance requirements for individual plants. All tree “suckers” are to be removed to encourage healthy growth.

25. CLEARANCE

Maintain clearance for branches overhanging beyond curb line into the paved section of roadways. Prune all plant materials where necessary to maintain a seven-foot (7) pedestrian visibility and clearance and to prevent or eliminate hazardous situations. All other pruning will be performed by another tree contractor hired by the City. Pruning is to be approved by Parks Superintendent prior to pruning operations.

- a. Remove all clippings from the site on the day that plant materials are pruned or trimmed.
- b. Plant ties shall be checked frequently and either retied to prevent girdling or removed along with the stakes when no longer required.
- c. Remove all new growth on shrubs to maintain appropriate clearances.

- d. Remove all dead shrubs and trees. Provide a list of removed shrubs and trees immediately after removal.

26. RUNING AND HEDGE TRIMMING - FREQUENCY

- a. Shrubs: clearance pruning - all shrubs should be trimmed for clearance three (3) times per year and on an as-needed basis. All shrubs should be pinched back periodically to remove wild growth.
- b. Ground cover thinning: as needed.
- c. Prune plant material for vehicular and pedestrian visibility on an as-needed basis to achieve a maximum height of no taller than 2.5 feet from top of curb line.

27. STAKING AND TYING

- a. Inspect staking monthly and within forty-eight (48) hours after high (over 30 mph) winds to prevent girdling of trunks or branches, and to prevent rubbing that causes bark wounds.
- b. Replace missing or damaged stakes where the tree caliper is less than three inches (3"). Stake(s) should support the tree and allow 2" of trunk movement in all directions.
- c. Stake in those cases where tree has been damaged and requires staking for support.
- d. Stake new trees or recently planted trees which have not previously been staked.

28. MATERIALS

Tree stakes, two (2) per tree, shall be lodge pole pine treated with a wood preservative and not less than eight feet (8") in length for five-gallon size trees and not less than ten feet (10") for fifteen-gallon trees.

- a. Tying will be done using "V.I.T. twist brace". Other types of ties may be substituted with Parks Superintendent approval.
- b. Stakes will not be placed closer than eight inches (8") from the trunk of the tree, and permit two inches (2") of trunk movement in all directions.
- c. Stakes and ties will be placed so no chafing of the bark occurs.
- d. Damaged trees shall be staked and tied within twenty-four (24) hours. Replacement stakes or new staking shall be completed within five (5) days.

- e. Stakes and ties will be provided by the PA.

29. WATERING CONTROLLER OPERATION

Since water requirements by plants vary according to the season and a particular year, extremely close attention shall be paid to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the species and varieties, shall be taken into consideration.

All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to, hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves to water specific areas as needed. Desert (xeric) plant material shall not be over watered. All irrigation watering will be managed by the City via a centrally controlled computer irrigation system.

- a. All watering shall be programmed in compliance of the guidelines set forth by the local governing water purveyor.
- b. Adequate soil moisture will be determined by contracted staff via weekly e-mail communications, this includes excessive slopes, or dry spots and stations.
- c. The City will adjust all watering via onsite inspection from Parks Superintendent and e-mail correspondence from the contractor.
- d. Consideration must be given to the soil condition, humidity, minimizing water runoff and the relationship of conditions which affect day and night watering. Contact Parks Superintendent for adjustment of water for special circumstances.
- e. Watering shall be accomplished at night or early morning and in full compliance with all ordinances established by the City and shall be regulated to avoid interference with any use of the facility, roadway, paving or walks. Ice should not be allowed to form on sidewalks or other surfaces due to irrigation runoff.
- f. In areas where wind creates problems of spraying water into private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night or early morning hours.
- g. Irrigation system will be controlled in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from over- watering and runoff drowning.
- h. New turf (up through the sixth mowing) shall be watered immediately after mowing. Well-established turf shall not be watered for at least four (4)

hours after mowing.

- i. All ground cover areas shall be watered as needed to maintain a healthy condition, care being taken not to over-water in shady areas.
- j. Initial watering problems and extraordinary changes will be approved by PA.
- k. All sites listed in **(Exhibit L)** are controlled by the Parks Maintenance Division via computerized irrigation control. It is the responsibility of the contractor to notify the City via e-mail for all irrigation changes needed within 24 hours upon discovery.

30. IRRIGATION SYSTEM MAINTENANCE

- a. Contractor shall maintain in an operational state, at all times, the complete irrigation system, consisting of back-flow devices, remote controllers, automatic controllers, control valves, control valve wires, gate valves, quick couplers, booster pump, pressure regulators, filters, strainers, and all irrigation lines less than 6". Tubing, risers, sprinkler heads, bubblers, and emitters. All irrigation systems shall be regularly inspected and tested at frequencies specified herein. The Contractor will provide all parts and components for irrigation systems.
- b. Contractor shall provide personnel fully trained in all phases of landscape irrigation systems including, but not limited to, operation, maintenance, adjustment, and repair. Contractor will be responsible for:
 - 1. Adjustment of valves and sprinkler heads.
 - 2. Removal of obstruction.
 - 3. On-site repairs to valves, sprinkler heads and quick couplers including, but not limited to, providing small parts such as solenoids, screens, diaphragms, gaskets, springs, screws, adjustment screws, washers, "O" rings and nozzles.
 - 4. Replacement of all risers and swing joints to the lateral lines.
 - 5. Replacement of all types of irrigation heads, shrub heads and emitters.
 - 6. Replacement of all missing covers to valve boxes.
 - 7. Providing caps and plugs.
 - 8. All components needed to repair lateral lines of PVC or tubing including reburial if surfaced.
 - 9. All components needed to repair or replace gate valves, ball valves, automatic valves, quick couplers, heads, and pressure regulators.

10. Main line repair (defined as equal to or greater than a 6" line) will be considered additional work unless it is a result of contractor negligence and/or operation.
- c. Contractor will provide all irrigation parts needed for tasks being performed. This includes irrigation head type and model number, nozzle size and emitter GPH.
 - d. Replacement by contractor of inoperative irrigation components shall be completed within 24 hours.
 - e. Replacements for the irrigation system shall be with originally specified equipment of the same size and quality or substitutes approved by the Parks Superintendent prior to any installations.

31. IRRIGATION SYSTEM OPERABILITY AND TESTING

To ensure the operability of the irrigation system, Contractor shall sequence controller(s) to each station manually to check on the function of all facets of the irrigation system and report any damage or incorrect operation to the Parks Superintendent.

During the testing, Contractor shall:

- a. Adjust all sprinkler heads for correct coverage to prevent excessive runoff and/or erosion and to prevent the spread onto roadways, sidewalks, hard surface areas and private property.
- b. Unplug clogged heads and flush lines to free lines of rocks, mud, and debris.
- c. Replace or repair inoperable irrigation equipment.
- d. All system malfunctions, damage and obstructions shall be recorded, and corrective action taken.
- e. Repair/replace malfunctioning quick couplers, manual or automatic valves, and sprinkler heads within one watering cycle.
- f. Correct malfunctioning irrigation systems and equipment within two hours of identification or following verbal notification.
- g. Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Parks Superintendent.
- h. Flush the irrigation lines of grit and gravel by removing the last head on each lateral and operating the system until those materials are expelled.

32. IRRIGATION SYSTEM OPERABILITY AND TESTING - FREQUENCY: OPERATION AND MAINTENANCE OF THE IRRIGATION SYSTEM SHALL RECEIVE NO LESS THAN THE FOLLOWING:

- a. Check for operability all controllers, quick couplers, valves, and sprinkler heads once per week or as problems/conditions indicate a need.
- b. Adjust and correct for coverage as needed.

Repair and/or replace damaged or inoperable controllers, valves, quick couplers, heads, and broken water lines as needed.
- c. Check valve boxes for safety and security purposes; once per week.

33. USE OF CHEMICALS -OPERATIONS

- a. All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by or under the direction of a State of Nevada Licensed Pest Control Operator. Contractor shall have a full compliance, hazard communication/right-to-know program in place at the start of the Contract period. The Contractor must provide copies and Safety data sheets (SDS) to the City and they must be approved by the City and a copy of all SDS sheets must be kept on file. Contractor shall not store fertilizers or other chemicals on-site.
- b. A listing of proposed chemicals to include commercial name, application rates and type of usage shall be submitted to the Parks Superintendent for approval at the commencement of the contract. No herbicide applications shall begin until written approval of use is obtained from the Parks Superintendent.
- c. Chemicals shall only be applied by those persons with or under the direction of an individual with a valid Nevada pest control applicator's license.
- d. Records of all herbicide applications shall include starting dates, times, methods of applications, chemical formulations, applicator's names and weather conditions. Records shall be submitted to Parks Superintendent and retained for a minimum of three (3) years.
- e. Chemicals shall be applied when air currents are calm, to limit-drifting onto adjacent property.

34. SWEEPING-OPERATIONS

Methods for sweeping of roadway, walkway areas and parking lots include: backpack blowers, vacuums, brooms and hand-held power blowers. The City may use its street sweepers for parking lots.

35. AERATION -OPERATION/FREQUENCY

- a. Aerate all turf areas by using a device that removes cores to a minimum depth of 1-1/2 inches at no more than six-inch (6") spacing.
- b. Turf aeration shall be accomplished two (2) times a year on the entire turf area.
- c. Aeration may be required immediately after vertical mowing (thatch removal) operation and just prior to over-seeding and fertilization.
- d. Aeration cores will not be collected.

36. PLANT MATERIALS-OPERATIONS

- a. All plant material additions and/or replacement outside the scope of this contract shall be accomplished upon approval of a time and materials proposal and shall not be included in the annual maintenance cost bid items.
- b. Plant materials shall conform to "Horticultural Standards" of American Association of Nurserymen, as to kind, size, age, etcetera. Plans of record and specification should be consulted to ensure correct identification of species. Plant material larger than those specified may be supplied if complying in all other respects.
- c. Substitutions may be allowed but only with prior written approval by the Parks Superintendent.
- d. All new or replacement plant materials or trees will be inspected prior to installation by the Parks Superintendent.

37. QUALITY

- a. Plants shall be sound, healthy, and vigorous, free from plant disease, insect pests or their eggs, and shall have healthy normal root systems and comply with all state and local regulations governing these matters and shall be free from any noxious weeds.
- b. Where caliper or other dimensions of any plant materials are omitted, it shall be understood that these plant materials shall be normal stock as recommended by the American Nurseryman Standard.
- c. Shape and form: plant materials shall be symmetrical, and/or typical for variety and species.
- d. All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Parks Superintendent.

38. PLANT MATERIALS GUARANTEE

All shrubs shall be guaranteed to live and remain in healthy condition for no less than sixty (60) days from the date of acceptance of the job by the Parks Superintendent.

39. TREE REPLACEMENT

All trees permanently damaged, by any means, will be replaced with the identical species of tree existing previously, unless otherwise notified, in writing, by the Parks Superintendent. Size of the replacement shall be of like size. The need for and the size of replacement will be determined by the Parks Superintendent.

The Contractor will be responsible for all costs associated with tree replacement required due to damage from the Contractor or Contractor's staff, or failure by the Contractor to adequately report and address any issues (*i.e.*, irrigation, disease, etcetera).

40. DISPLAY GARDENS/ENHANCED DESERT AREAS

- a. Minimize disruption to surrounding undisturbed areas during maintenance activities.
- b. Prevent excess irrigation water from flowing onto undisturbed desert areas to minimize problems with weed growth.
- c. Remove stakes, tree ties, etcetera, as soon as practical so that areas appear as natural as possible.
- d. Prevent any access by vehicles into undisturbed areas. Strictly limit pedestrian access to essential maintenance tasks only.
- e. Provide fencing or other temporary barriers if required to prevent maintenance personnel or others from entering undisturbed areas.

41. DISEASE/INSECT CONTROL-OPERATION

- a. All landscaped areas shall be maintained, free of disease and insects that could cause damage to plant materials including, but not limited to, trees, shrubs, ground cover and turf.
- b. The Parks Superintendent shall be notified immediately of any disease, insects or unusual conditions that might develop.

42. RODENT CONTROL - OPERATION

All areas shall be maintained free of rodents that could cause damage to turf, shrubs, ground cover, trees, and irrigation systems.

43. RENOVATION/VERTICAL MOWING-OPERATION

- a. Vertical mowing will be performed a minimum of twice yearly.
- b. Care shall be taken to avoid unnecessary or excessive injury to the turf grass.
- c. Sweep or rake the dislodged thatch from the turf areas and place in appropriate trash bin(s).
- d. Standard renovating or vertical mowing type equipment shall be used.

44. VERTICAL MOWING - TURF

Vertical mow to remove thatch in turf areas to encourage healthy growth and to maintain acceptable appearance.

45. RENOVATION-TURF

- a. Renovate to the soil line and remove all excessive thatch in turf area.
- b. After thatch is removed and upon completion of turf renovation, all turf areas shall be over seeded, mulched, and watered with approval for additional work by the Parks Superintendent.
- c. Areas to be over seeded will be seeded utilizing blends or mixtures at the rate application recommended by the Parks Superintendent.
- d. Mulch shall be spread evenly over the entire area to reestablish turf to an acceptable quality.

46. TURF RESEEDING/RESTORATION OF BARE AREAS-OPERATION

- a. Overseed all damaged, vandalized, or bare areas as needed to reestablish turf to an acceptable quality.
- b. Areas to be over seeded will be seeded utilizing blends or mixtures at the rate of application recommended by the Parks Superintendent.

47. GROUND COVER

All dead, diseased and unsightly branches, vines, or other growth shall be removed as they develop. All ground cover areas shall be pruned to maintain a neat edge along planter box walls.

48. SUPPLEMENTAL SERVICES

If the City desires the Contractor to provide additional tasks not set forth in the Scope of work, the City will notify the Contractor in writing ("Supplemental Services"). If such changes cause significant increase or decrease in the Contractor's cost or time required for performance, the parties shall formally

amend the Agreement. Any claim by Contractor for adjustment under this clause must be asserted in writing within thirty (30) calendar days from the date of receipt by Contractor of City's notice of changes, or such claim shall be deemed waived by Contractor and Contractor will be deemed to agree to the changes without modification of compensation or time of performance hereunder. All such Supplemental Services shall be performed at the rates set forth in Additional labor costs included in proposal.

49. INTERPRETATION OF THE MAINTENANCE SPECIFICATIONS

Should any misunderstanding arise, the Parks Superintendent will interpret the Agreement. If the Contractor disagrees with the interpretation, the Contractor shall continue with the work in accordance with the Park Superintendent's interpretation. Within thirty (30) days after receipt of the interpretation, the Contractor may file a written request for a meeting with the Director and/or Deputy Director of Parks and Recreation, and a reasonable solution shall take place.

50. PRE-COMMENCEMENT ACCEPTANCE

Contractor to provide Parks Superintendent with report upon joint inspection with Parks Superintendent or designee, detailing items below for each site within two weeks of award of contract.

- a. Plant materials: general condition of existing plant materials including trees, shrubs, vines, ground covers, and turf areas.
- b. Irrigation system: general condition of existing irrigation systems.
- c. General Site conditions: including walkways, planter beds, playgrounds, parking lots, picnic areas, shade covers and turf.

The Contractor will notify the Parks Superintendent that they accept the contracted-out locations in its current condition and agrees to make no demands upon City/or any improvements or alterations.

51. CONTRACTOR RESPONSIBILITIES:

All forms the forms listed below need to be completed and turned in with monthly billing:

- a. Schedule of Monthly Maintenance Operations Report **Exhibit J.**
- b. Contractor Complaint Log **Exhibit K.**

52. GENERAL REQUIREMENTS:

- a. All work shall be performed in a professional, workmanship-like manner using quality equipment and materials.
- b. Contractor shall provide the labor and equipment necessary for the provision of

grounds and landscape maintenance services, except as otherwise specified hereinafter. No work of the contract will be sub-contracted by the Contractor without the express written permission of the PA. The premises shall be maintained with nothing but acceptable City of North Las Vegas Park Services Landscape Maintenance Standards (**Exhibit H**) at the frequencies set forth herein.

c. In accordance with acceptable City of North Las Vegas Park Services Landscape Maintenance Standards (**Exhibit H**) and practices, including those specific practices set forth below and applicable codes, laws and regulations, do work necessary to promote and maintain the healthy growth and attractive appearance of the project site.

d. Monthly, the Contractor shall provide via email a Schedule of Monthly Maintenance Operations, and Complaint Logs (**Exhibit I, J & K**), which shall include:

- i. Name of maintenance foreman or person filing report.
- ii. Period covered by report and other noteworthy or key dates.
- iii. Names of crew persons working on job.
- iv. Work performed and completed to date and projected work for the next month.
- v. Application of herbicides and fertilizers used on site including type, rates, purpose for application, and results of application.
- vi. List of maintenance equipment used on site.
- vii. Condition of plant material, specifically noting physical abnormalities related to temperature, moisture, insects, diseases, poor drainage, death, replacement, etcetera.
- viii. Vandalism.

e. The Contractor is to provide landscape and grounds maintenance services. It is understood that the contractor will maintain all areas cited in this contract in a professional, quality manner, and that all areas will remain in good condition.

f. Contractor shall not work or perform any operations during periods of inclement weather, which may destroy or damage contracted areas.

g. The Contractor shall respond to all emergencies within two (2) hours of notification. Any call out responses after regular working hours agreed upon by contractor and Parks Superintendent shall be paid according to bid price on additional work labor cost. All notification will be done via phone and documented with an e-mail by the Parks Superintendent. Contractor shall respond to the call out and document response via e-mail to Parks Superintendent within 48 hours on remedy of complaint.

h. The Contractor shall perform an irrigation inspection monthly.

i. The Contractor shall notify the Parks Superintendent of, all applications of fertilizer, herbicide, and of any major cultural practices at least 2 weeks in advance.

53. CERTIFICATION/REPORTS

a. Payment: the Contractor will submit a monthly invoice to the City either by mail or electronically through e-mail and will be paid monthly in arrears based on the monthly price submitted in the bid. Periods of less than one month will be pro-rated on the monthly bid price. City reimbursement schedule can take up to thirty days after payment submitted.

b. Maintenance Function Reports: the Contractor shall maintain a monthly maintenance report and keep current a record of all ongoing, seasonal, and additional maintenance functions performed daily, by Contractor's personnel. Said report shall be in a format acceptable to the Parks Superintendent and shall be submitted concurrently with the monthly invoicing. The monthly payment will not be processed until such report is received by the Parks Superintendent.

54. CERTIFICATION

When applicable, the Contractor shall submit with the monthly invoice an attached report indicating, for those specialty type maintenance operations completed, the following information:

- a. Quantity and complete description of all fertilizer(s) used.
- b. Quantity and label description of all grass seed used.
- c. Quantity and complete description of all soil amendments used.
- d. Copies of corresponding herbicide application report.

55. CONTRACTOR'S NONCOMPLIANCE

If the Parks Superintendent determines that there are deficiencies in the performance of this Agreement, the Parks Superintendent will provide a email notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Parks Superintendent may:

Deduct from Contractor's payment those applicable portions of the Monthly Contract Sum; Upon receiving electronic notification and failure to respond within five (5) days' notice to the Contractor for failure to correct the deficiencies, correct any and all deficiencies, and the total costs incurred by completion of the work by an alternate source, whether it be City forces or separate private contractor, will be deducted and forfeit from the payments to the Contractor from the City. Failure to respond via electronic communication for two (2) hour emergency

service, 48-hour response will result in a penalty letter being issued. These actions will be construed as a penalty for adjustment of payment to Contractor to recover City cost due to the failure of the Contractor to complete or comply with the provision of this Agreement. Failure to respond to electronic complaints, required reports, or emergency service requests will result in a penalty letter being issued. The City's issuance of three (3) penalty letters to a Contractor during any 12-month period constitutes grounds for termination of the contract.

56. ADDITIONAL WORK

- a. The Parks Superintendent may, at his discretion, authorize the Contractor to perform additional work including, but not limited to, special event needs, rentals needs, graffiti abatement, tree pruning above six feet, main line repairs (main line described as greater than 6"), rockscape/turf install and/or removal, pressure washing, repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, acts of god, and third-party negligence; or improvements in order to add new, modify existing, or to refurbish existing landscaping and irrigation systems. **(See Exhibit M)** Additional Labor Cost if the Parks Superintendent determines that the labor for work resulting from vandalism, acts of God or third-party negligence can be performed by Contractor's present work force, Parks Superintendent may modify the Contractor's Ongoing Maintenance Schedule to compensate the Contractor in performing said work. Absent said modification, any work not provided for elsewhere in this Agreement and authorized by the Parks Superintendent and performed by the Contractor shall be paid for only upon approval of a time and materials proposal.
- b. Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials. No work shall commence without the written authorization from the Parks Superintendent. Notwithstanding the above authorization, when a condition exists wherein there is imminent danger of injury to the public or damage to property, the Parks Superintendent may verbally authorize the work to be performed. Upon receiving a verbal authorization, the Contractor shall submit a written estimate to the Parks Superintendent for approval.
- c. All additional work shall commence on the specified date established and the Contractor shall proceed diligently to complete said work within the time allotted.

57. DAMAGES BY CONTRACTOR

- a. All damages to existing facilities caused by the Contractor or his employees or agents shall be repaired or replaced at the Contractor's expense. All damages caused by the Contractor's inaction shall also be the Contractor's responsibility.

- b. All such repairs or replacements shall be completed within the following time limits:
1. Irrigation damage shall be repaired or replaced within one watering cycle.
 2. All damages to shrubs, trees, turf or ground cover shall be repaired or replaced within five (5) working days.
 3. Provide to Parks Superintendent, as-built drawing for any modification resulting from landscape contractor's repairs within (5) working days.
 4. All repairs or replacements shall be completed in accordance with the following maintenance practices:
 - Trees: minor damage, such as bark lost from impact of mowing equipment, shall be repaired by a qualified landscape maintenance person at the cost of the Contractor. If damage results in the loss of a tree, the damaged tree shall be removed and replaced. The Parks Superintendent shall approve the replacement.
 - Shrubs: minor damage may be corrected by appropriate pruning at the cost of the contractor. Major damage shall be corrected by removal and/or replacement of the damaged plant material. The Parks Superintendent must approve the replacement.
 - Herbicide: all damage resulting from herbicide application, shall be corrected at the cost of the contractor.

58. OFFICE OF INQUIRIES AND COMPLAINTS

- a. The Contractor shall maintain a local office with electronic communication at some fixed place located in the Las Vegas Metropolitan area and shall maintain a telephone there, listed in the telephone directory in his own name or in the firm name by which he is most commonly known, and shall, during the daily hours of maintenance operation, have some responsible person(s) employed by the Contractor to answer and take the necessary action regarding all inquiries and complaints that may be received from the Parks Superintendent, City personnel, the public, or patrons using the facilities. An answering service shall be considered an acceptable substitute to full time coverage, provided the Contractor is advised of the complaint within one (1) hour of receipt of complaint by the answering service. During normal working hours, the Contractor's foreman or other employee of the Contractor, who is responsible for

providing maintenance services, shall be available for notification through radio or phone communications.

- b. Whenever immediate action is required to prevent injury, death or property damage to the facilities being maintained, the City may, after reasonable attempt to notify the Contractor, cause such action to be taken by the City work force and shall charge the cost thereof, as determined by the Parks Superintendent, against the Contractor, or may deduct such cost from any amount due to the Contractor from City.
- c. The Contractor shall maintain a written log of all complaints, the date and time thereof, and the action taken pursuant thereto or the reason for non-action. The log of complaints shall be open for the inspection by the Parks Superintendent at a reasonable time. **(See Exhibit K) Contractor Complaint Logs.**
- d. All complaints shall be rectified as soon as possible, but in all cases within 24 hours after notification, to the satisfaction of the Parks Superintendent. If any complaint is not rectified within 24 hours, the Parks Superintendent shall be notified immediately of the reason for not resolving the complaint followed by a written report within five (5) days. If the complaints are not resolved within the time specified or to the satisfaction of the Parks Superintendent, the Parks Superintendent may correct the specific complaint and the total cost incurred by the City will be deducted from the payments owed to the Contractor from the City.

59. SAFETY

- a. Contractor agrees to perform all work outlined in this Agreement in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all local, County, State and other legal requirements including, but not limited to, full compliance with the terms of the applicable OSHA Safety Orders at all times to protect all persons including Contractor's employees, agents of the City, vendors, members of the public or others from foreseeable injury, or damage to their property. Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.
- b. It shall be the Contractor's responsibility to inspect and identify any condition(s) that renders any portion of the premises unsafe, as well as any unsafe practices occurring thereon. The Parks Superintendent shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor corrections including, but not limited to, filling holes in turf areas and replacing valve box covers, to protect members of the public or others from injury.

60. PROTECTION

- a. The Contractor shall take precautionary measures to protect plant materials, ground surface treatments, pedestrians, irrigation system, lighting and electrical system, storm drainage system, signage, and other elements from damage from maintenance operations.
- b. Site maintenance shall also include temporary erection of fences, barriers and signs for the protection of landscape areas, as required by the Parks Superintendent.
- c. The Contractor shall perform work in accordance with applicable laws, codes, and regulations required by authorities having jurisdiction over such work.
- d. Provide for inspections and permits required by Federal, State, or local authorities in furnishing, transporting, and installation of agricultural chemicals, plants, etcetera.
- e. Protection of keys: The Contractor shall be fully responsible for protection of irrigation system time clock keys furnished him and shall also be responsible to see that the irrigation system time clock is properly locked upon completion of the work if such action is directed by the City's representative. Should the key(s) allotted to the Contractor or her/his employees become lost or stolen, the City reserves the right to have the corresponding locks re-keyed and the sufficient number of keys re-issued to the City's involved personnel at the Contractor's expense.

61. HOURS AND DAYS OF MAINTENANCE SERVICE

- a. Hours of maintenance service shall be seven (7) days a week between 6 a.m. to 5 p.m., with holiday hours paid per item as outlined in **(Exhibit M)** Additional Labor cost, year-around.
- b. Any changes in the days and hours of operation heretofore prescribed shall be subject to approval by the Parks Superintendent.
- c. All school zones shall be restricted based on the bell times of the associated school. Typical work hours are 08:00 a.m. to 2:00 p.m. but times may vary based on locations.
- d. The following roads with one lane closed: 9:00 a.m. to 3:00 p.m. & 2 or more lanes closed: 9:00 p.m. - 5:30 a.m. are Craig Road, Ann Road, Centennial Parkway, Lake Mead Boulevard, Carey Avenue, Lamb Boulevard, Decatur Boulevard, Martin Luther King Boulevard, Tropical Parkway, Aliante Parkway, Aviary Way.
- e. Cheyenne Avenue from Decatur to Losee Road: 9:00 a.m. to 3:00 p.m. East of Losee Road: one lane closed: 9:00 p.m. to 5:30 a.m. and two or more lanes closed: 9:00 p.m. to 5:30 a.m.

- f. Locations other than those listed may have restricted on a case-by-case basis depending on the type of work proposed. Other jurisdictional agencies may place additional conditions on that cross agency boundaries or that takes place within their right of way. The most restrictive time shall govern. Work zones near residential area may be restricted based on the type of work proposed.
- g. An Approved Typical Traffic/Barricade Control Plan must be onsite when working within the City's right of ways.
- h. Any work that takes place on center medians, traffic control must be present in both directions. If herbicides or pre-emergent is being applied, a mobile TPC is allowed per one direction only.

62. MAINTENANCE SCHEDULES

- a. Contractor shall provide a work schedule for the facilities which shall be submitted to the Parks Superintendent within ten (10) days after the effective date of this Contract. Said work schedule shall be set on the annual calendar identifying all the required tasks and frequencies of work. The schedule shall delineate the time frames for the Ongoing Maintenance Function by day of the week, morning and afternoon. (See **Exhibit J**) Schedule of Monthly Maintenance Operations.
- b. The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Parks Superintendent within five (5) working days prior to scheduled time for the work.
- c. The above provisions are not construed to eliminate the Contractor's responsibility in complying with the requirements to notify the Parks Superintendent for Specialty Type maintenance as set forth immediately hereinafter.
- d. Contractor shall notify the Parks Superintendent, in writing, at least 48 hours prior to the date and time of all "Specialty Type" maintenance operations. All associated labor costs are to be covered by the Contractor. "Specialty Type" operations are defined as:
 - 1. Turf aeration (equipment to be provided by Contractor).
 - 2. Turf renovation/reseeding (materials provided by the Parks Superintendent).
 - 3. Spraying of trees, shrubs or plants.
 - 4. Aesthetic tree pruning.

63. CONTRACTOR'S STAFF

a. The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein: All the Contractor's maintenance personnel shall be supervised at each individual job site by a qualified, foreman in the employ of the Contractor. All changes in supervision will be reported to the Parks Superintendent within 48 hours.

b. Contractor shall take appropriate action under this Agreement concerning any employee whose conduct or activity shall, in the reasonable exercise or discretion by the Parks Superintendent, be deemed detrimental to the interest of the public patronizing the premises. Contractor shall take such appropriate action within a reasonable time following notice from the Parks Superintendent.

c. Contractor will be responsible for supplying each of his employees working at these sites with uniform which they must wear when on the Owner's property.

d. The Contractor shall require each of his employees to wear work attire appropriate for their respective tasks and any safety regulations applicable thereto.

64. SIGNS/IMPROVEMENTS

Contractor shall not post signs or advertising matter upon the premises or improvements thereon unless prior approval is obtained from the Parks Superintendent.

65. UTILITIES

The City shall pay for all utilities. However, water usage shall not exceed amount required to comply with irrigation schedules established by the Contractor and approved by the Parks Superintendent. Contractor shall insure that watering occurs in compliance with the City's Ordinances.

66. NON-INTERFERENCE

Contractor shall not interfere with the public use of the premises.

67. CERTIFICATIONS REQUIRED AT TIME OF PROPOSAL SUBMISSION

- a. C-10 Landscape Contractor License.
- b. ISA Certified Arborist on staff.
- c. Certified Tree Care Safety Professional (CTSP) on staff.
- d. Tree Care Industry Association (TCIA) certification on staff.

- 2. Additional Documents required for your Proposal:** The following information is mandatory and should be separately identified. Failure to complete and submit any section may be grounds for rejection. These documents are attached as exhibits to this Scope of Work:

- EXHIBIT A OFFER STATEMENT AND BUSINESS FORM - Provide the name and address of Respondent for purpose of notice or other communication relating to the Proposal. Proposals must be signed by a business entity official who has been authorized to make such commitments.
- EXHIBIT B CERTIFICATE-DISCLOSURE OR OWNERSHIP/PRINCIPALS - This form must be notarized.
- EXHIBIT C QUALIFICATIONS AND EXPERIENCE - References - Provide three (3) governmental agencies or private businesses with which you have conducted business transactions during the past five (5) years. At least two (2) of the references named are to have knowledge of your debt payment history.
- EXHIBIT D AFFIDAVIT OF REJECTION OF WORKER'S COMPENSATION - Please fill this form out in its entirety. This form must be notarized.
- EXHIBIT E NON-COLLUSION AFFIDAVIT - This form must be notarized.
- EXHIBIT F Written Certification Required by NRS 332.065(3) for contracts with an estimated annual amount required for performance that is in excess of \$100,000.00.
- EXHIBIT G Template of City of North Las Vegas Service or Purchase Agreement. Any and all exceptions to the terms of this agreement with explanation must be turned in with electronic submission of the proposal.
- EXHIBIT H City of North Las Vegas Park & Recreation Department Maintenance Standards
- EXHIBIT I Weekly Landscape Function Report
- EXHIBIT J Schedule of Monthly Maintenance Operations Report
- EXHIBIT K Contractor Complaint Log
- EXHIBIT L Sites to be maintained
- EXHIBIT M Additional Work Labor Cost Sheet
- EXHIBIT N City-Wide Median Island & Streetscape Maintenance Map

- 3. Evaluation Process:** Proposals will be evaluated by a selection committee. The evaluation process is composed of the following steps:

- (1) Review of all Proposals for conformance to this RFP.
- (2) The elimination of all Proposals, which deviate substantially from the basic intent of the solicitation.
- (3) An evaluation of the remaining Proposals.
- (4) Interviews and presentation(s) of Proposals by Respondents (if the City determines a need for such).
- (5) Possible unannounced visit by some or all of the City selection committee to one or more of the projects/businesses represented by Respondent.
- (6) Selection of one Proposal which will be recommended to the City of North Las Vegas City Council.
- (7) Negotiation/finalization of a Professional Services Agreement between the City and the selected Respondent.

4. Evaluation Factors: The City reserves the right to accept a Proposal other than the lowest total expense offered. The following factors will be considered in the evaluation of individual Proposals. The City's Selection Committee will score each Proposal on a 100-point scale. The purpose of scoring the Proposals is to establish a prioritized order in which to continue further discussions. The following are the criteria and points associated for each that the committee will be using:

- A. Completeness of the Proposal (30 points total)
 - Response to RFP provisions (5 points)
 - Respondent 's references (20 points)
 - Respondent 's presentation (5 points)
- B. Management Qualifications (70 points total)
 - Respondent's plan, pricing, list of landscape staff, and maintenance equipment list (60 points)
 - Value-added Proposals within the submittal (10 points)

Proposals will be evaluated based on the following:

- Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves.
- Superior prior experience of respondent and its staff.
- Superior quality, efficiency, and fitness of proposed solution for City Department.
- Superior skill and reputation, including timeliness, and demonstrable results.
- Lower cost.

5. Award of Contract: The recommendation by the selection committee to the City Council to award the Contract will be based upon the Proposal which is most advantageous to the City. All Proposals shall remain firm for ninety (90) calendar days after the Proposal opening. Refer to the Evaluation Process and Evaluation factors sections within this document.

- 6. Modifications:** The City may institute changes or modifications to the Work and will notify all participants in a timely manner by an addendum to this RFP.
- 7. Rejection of Proposals:** The City reserves the right to reject any and all Proposals received in response to this solicitation if determined not to be in the best interest of the City. Once received, the Proposals shall become the property of the City and are subject to public disclosure under the Nevada Public Records Act. Respondents are not entitled to recover any Request for Proposal preparation costs or other damages should the City not make an award or fail to successfully negotiate the Contract.
- 8. Incorporation of Proposal into the Contract:** The contents of the RFP and the selected Respondent's Proposal shall be incorporated, in total, into the Contract. In the event there is a conflict between the RFP and the Contract, the terms of the Contract will prevail.
- 9. Proposal Format**

A. Proposals submitted in response to this RFP must include a cover letter signed by the person authorized to issue the proposal on behalf of the Applicant, and the following information, in the sections and order indicated:

1. Table of Contents
2. Introduction/Executive Summary
 - Provide an overview of the services being sought and proposed scope of services.
3. Applicant Profile
 - Provide a narrative description of the Applicant itself, including the following:
 - Applicant's business identification information, including name, business address, telephone number, website address, and federal taxpayer identification number or federal employer identification number;
 - A primary contact for the Applicant, including name, job title, address, telephone and fax numbers, and email address;
 - A description of Applicant's business background, including, if not an individual, Applicant's business organization (corporation, partnership, LLC, for profit or not for profit, etcetera), whether registered to do business in North Las Vegas and/or Nevada, country and state of business formation, number of years in business, primary mission of business, significant business experience, whether registered as a minority-, woman-, or disabled-owned business or as a disadvantaged business and with which certifying agency, and any other information about Applicant's business organization that Applicant deems pertinent to this RFP.
4. Project Understanding
 - Provide a brief narrative statement that confirms Applicant's understanding of, and agreement to provide, the services and/or tangible work products necessary to achieve the objectives of the project that is the subject of this RFP. Applicant shall describe how the Applicant's business experience will benefit

the project.

5. Proposed Scope of Work , including a cost proposal and project timetable (schedule), in accordance with, "Scope of Work," of this RFP.
6. Statement of Qualifications; Relevant Experience
 - Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. If any minimum qualifications for performance are stated in this RFP, Applicant must include a statement confirming that Applicant meets such minimum requirements.

**City of North Las Vegas
Request for Proposal ("RFP")
RFP 2023-005 City-Wide Landscaping Services**

**EXHIBIT "A"
PROPOSAL SUBMITTAL PAGE**

This Proposal is submitted in response to **RFP 2023-005 City-Wide Landscaping Services** and constitutes an offer by this company to enter into a contract as described herein.

AUTHORIZED SIGNATURE NAME (TYPE OR PRINT) LEGAL NAME OF FIRM

AUTHORIZED SIGNATURE DATE

TITLE TELEPHONE NUMBER FAX NUMBER

ADDRESS OF FIRM

CITY STATE ZIP CODE

E-MAIL ADDRESS: _____

CNLV-BUSINESS LICENSE NO: _____

____ A COPY OF MY CNLV BUSINESS LICENSE IS ATTACHED

FOR INFORMATIONAL PURPOSES ONLY

Is this firm a ESB, Minority, Women or Disabled Veteran Business Enterprise?

___ No ___ Yes If YES specify ___ MBE ___ WBE ___ DVBE ___ ESB

Has this firm been certified as a ESB, Minority, Women or Disabled Veteran Business Enterprise?

___ No ___ Yes If YES specify Certifying Agency _____

Please attach a copy of your certification.

EXHIBIT "B"
FORM A
CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS

1. DEFINITIONS

"City" means the City of North Las Vegas.

"City Council" means the governing body of the City of North Las Vegas.

"Contracting Entity" means the individual, partnership, or corporation seeking to enter into a contract or agreement with the City of North Las Vegas.

"Principal" means, for each type of business organization the following: (a) sole proprietorship – the City of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

2. INSTRUCTIONS

The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted. An Officer or other official authorized to contractually bind the Contracting Entity shall sign and date the Certificate, and such signing shall be notarized.

3. INCORPORATION

This Certificate shall be incorporated into the resulting Contract or agreement, if any, between the City and the Contracting entity. Upon execution of such Contract or agreement, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the Contract or agreement, and/or a withholding of payments due the Contracting Entity.

| | | |
|-----------------------------------|--|--|
| Block 1 Contracting Entity | | Block 2 Description |
| Name | | RFP 2023-005 City-Wide Landscaping Services |
| Address | | |
| Telephone | | |
| EIN or DUNS | | |

| | |
|---|-------------------------|
| BLOCK 3 | TYPE OF BUSINESS |
| <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Other: | |

EXHIBIT "B"
(CONTINUED)

FORM B

CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS

CERTIFICATE-DISCLOSURE OR OWNERSHIP/PRINCIPALS (Continued)

BLOCK 4 DISCLOSURE OF OWNERSHIP AND PRINCIPALS

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

| | FULL NAME/TITLE | BUSINESS ADDRESS | BUSINESS PHONE |
|-----|-----------------|------------------|----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

The Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 5 above. A description of such disclosure documents must be included below.

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate.

BLOCK 5 DISCLOSURE OF OWNERSHIP AND PRINCIPALS – ALTERNATE

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

further certify that I am an individual authorized to contractually bind the above named Contracting Entity.

Name

Date

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

EXHIBIT "C"

QUALIFICATIONS AND EXPERIENCE RESPONDENT

Name: _____

1. Respondent shall provide a brief description of the Responder's qualifications, certifications, experience, and number of years in operation.

2. Provide three (3) examples of contracts similar in size and scope that have been completed in the past five (5) years. The City reserves the right to verify references for the companies identified. Ensure references have given permission to be contacted by the City.

Example Contract 1:

Company Name: _____

Company Address: _____

Point of Contact: _____ Phone Number: _____

E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? ☐ YES ☐ NO

If yes, were damages assessed? ☐ YES ☐ NO If yes, what was the amount assessed? \$ _____

EXHIBIT "C"
QUALIFICATIONS AND EXPERIENCE RESPONDENT
(CONTINUED)

Example Contract 2:

Company Name: _____
Company Address: _____
Point of Contact: _____ Phone Number: _____
E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? ☐ YES ☐ NO

If yes, were damages assessed? ☐ YES ☐ NO If yes, what was the amount assessed? \$ _____

Example Contract 3:

Company Name: _____
Company Address: _____
Point of Contact: _____ Phone Number: _____
E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? ☐ YES ☐ NO

If yes, were damages assessed? ☐ YES ☐ NO If yes, what was the amount assessed? \$ _____

EXHIBIT "D"
AFFIDAVIT OF REJECTION OF COVERAGE
FOR WORKERS' COMPENSATION UNDER NRS 616B.627 AND NRS 617.210

In the State of Nevada, County of Clark, _____, being duly sworn,
deposes and says:

1. I make the following assertions pursuant to NRS 616B.627 and NRS 617.210.
2. I am a sole proprietor who will not use the services of any employees in the performance of this Contract with the City of North Las Vegas.
3. In accordance with the provisions of NRS 616B.659, I have not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS, relating thereto.
4. I am otherwise in compliance with the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS.
5. In accordance with the provisions of NRS 617.225, I have not elected to be included within the terms, conditions and provisions of chapter 617 of NRS.
6. I am otherwise in compliance with the terms, conditions and provisions of chapter 617 of NRS.
7. I acknowledge that the City of North Las Vegas will not be considered to be my employer or the employer of my employees, if any; and that the City of North Las Vegas is not liable as a principal contractor to me or my employees, if any, for any compensation or other damages as a result of an industrial injury or occupational disease incurred in the performance of this Contract.

I, _____, do here swear under penalty of perjury that the assertions of this affidavit are true.

Signed this _____ day of _____, 20_____

Signature _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20_____,
by _____ (name of person making statement).

Notary Signature

EXHIBIT "E"
NON-COLLUSION AFFIDAVIT



CITY OF NORTH LAS VEGAS

Non-Collusion Affidavit

State of _____ County of _____

_____ being first duly sworn deposes that:

- (1) He/She is the _____ of _____, the Firm that has submitted the attached Proposal;
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Firm nor any of its officers, partners, City, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm, or person to submit a collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of North Las Vegas or any person interested in the proposed Contract or agreement; and
- (5) The Proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the Firm/team or any of its agents, representatives, City, employees, or parties including this affiant.

(Signed): _____

Title: _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public

My Commission expires: _____

EXHIBIT "F"
WRITTEN CERTIFICATION



CITY OF NORTH LAS VEGAS

WRITTEN CERTIFICATION PURSUANT TO NRS 332.065(3)

Pursuant to NRS 332.065(3), a governing body or its authorized representative shall not enter into a contract with an estimated value in excess of \$100,000 with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Respondent agrees and certifies that it does not currently boycott Israel and will not boycott Israel during any time in which it is entering into, or while in contract, with the City. If at any time after the signing of this certification, the Respondent decides to engage in a boycott of Israel, the Respondent must notify the City in writing.

AUTHORIZED SIGNATURE NAME (TYPE OR PRINT) LEGAL NAME OF RESPONDENT

AUTHORIZED SIGNATURE DATE

TITLE

EXHIBIT "G"
Exceptions to North Las Vegas Service or Purchase Agreement



CITY OF NORTH LAS VEGAS

Please provide an explanation to any and all exceptions on terms of the North Las Vegas Service Agreement.

AGREEMENT FOR CITY-WIDE LANDSCAPING SERVICES

This Agreement for City-Wide Landscaping Services (“Agreement”) is made and entered into as of _____ (“Effective Date”) by and between the City of North Las Vegas, a Nevada municipal corporation (“City”) and [insert full legal name of Provider entity], a [insert entity type and state of origin] (“Provider”).

WITNESSETH:

WHEREAS, the City requires city-wide landscaping services, as more particularly described in the City-Wide Landscaping Services Request for Proposal RFP 2023-005 (“RFP”) attached hereto as Exhibit A (“Services”); and

WHEREAS, Provider represents that it has the experience, knowledge, labor, and skill to provide the Services in accordance with generally accepted industry standards, and is willing and able to provide the Services.

WHEREAS, Provider further represents that is has the required licenses and/or authorizations pursuant to all federal, State of Nevada, and local law to conduct business relative to this Agreement.

NOW THEREFORE, in consideration of the above recitals, mutual covenants, and terms and conditions contained herein, the parties hereby covenant and agree to the following:

SECTION ONE SCOPE OF SERVICES

1.1. Provider shall perform the Services in accordance with the RFP terms, incorporated herein and attached as Exhibit A, Services Provider’s response to the RFP dated [insert date], incorporated herein and attached as Exhibit B, and the terms, conditions, and covenants set forth in this Agreement. Provider shall at its own expense comply at all times with all municipal, county, state and federal laws, regulations, rules, codes, ordinances, and other applicable legal requirements.

1.2. Provider shall, at its own expense, comply at all times with all municipal, county, state, and federal laws, regulations, rules, codes, ordinances, and other applicable legal requirements.

SECTION TWO TERM

2.1. This Agreement shall commence on the Effective Date and will continue to be in effect for three (3) years (“Term”), unless earlier terminated in accordance with the terms herein. All Services shall be completed by the end of the Term. If the City determines, in its sole discretion, that Provider has satisfactorily performed its obligations under this Agreement, the City Manager

or his/her designee may extend the Term for up to two (2) additional one-year periods upon written notice to the Provider.

SECTION THREE COMPENSATION

3.1. Provider will provide the Services [*at the rate of OR in the amount of*] [\$], which includes all fees for time and labor, overhead materials, equipment, insurance, licenses, and any other costs. Provider's prices may not be increased during the Term. Periodic progress billings will be due and payable within 30 days of presentation of invoice, provided that each invoice is complete, correct, and undisputed by the City. The annual not to exceed amount of this Agreement is [] (\$). The total not to exceed amount of this Agreement is [] (\$).

SECTION FOUR TERMINATION OR SUSPENSION OF SERVICES

4.1. This Agreement may be terminated, in whole or in part, for convenience by the City, through its City Manager, upon thirty (30) days written notice to the Provider. In the event of termination, Provider shall be paid compensation for Services properly performed pursuant to the terms of the Agreement up to and including the termination date. The City shall not be liable for anticipated profits based upon Services not yet performed.

4.2. This Agreement may be terminated by the Provider in the event the City defaults in the due observance and performance of any material term or condition contained herein, and such default is not cured within thirty (30) days after the Provider delivers written notice of such default to the City.

4.3. The City may suspend performance by Provider under this Agreement for such period of time as the City, in its sole discretion, may prescribe by providing written notice to the Provider at least ten (10) days prior to the date on which the City will suspend performance. The Provider shall not perform further work under this Agreement after the effective date of the suspension until receipt of written notice from the City to resume performance, and the time period for Provider's performance of the Services shall be extended by the amount of time such performance was suspended.

SECTION FIVE PROVIDER REPRESENTATIONS AND WARRANTIES

5.1. The Provider hereby represents and warrants for the benefit of the City, the following:

5.1.1. Provider is a duly formed validly existing entity and is in good standing pursuant to the laws of the State of Nevada. The Provider is financially solvent, able to pay

its debts when due, and possesses sufficient working capital to provide the Services pursuant to this Agreement.

5.1.2. The person executing this Agreement on Provider's behalf has the right, power, and authority to enter into this Agreement and such execution is binding on the Provider.

5.1.3. All Services performed, including deliverables supplied, shall conform to the specifications, drawings, and other descriptions set forth in this Agreement, and shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Provider's profession and in accordance with generally accepted industry standards prevailing at the time the Services are performed, and do not infringe the intellectual property of a third party. The foregoing representations and warranties are not intended as a limitation, but are in addition to all other terms set forth in this Agreement and such other warranties as are implied by law, custom, and usage of the trade.

SECTION SIX INDEMNIFICATION

Provider shall defend, indemnify, and hold harmless the City, and its officers, agents, and employees from any liabilities, claims, damages, losses, expenses, proceedings, actions, judgments, reasonable attorneys' fees, and court costs which the City suffers or its officers, agents or employees suffer, as a result of, or arising out of, the negligent or intentional acts or omissions of Provider, its subcontractors, agents, and employees, in performance of this Agreement until such time as the applicable statutes of limitation expire. This section survives default, expiration, or termination of this Agreement or excuse of performance.

SECTION SEVEN INDEPENDENT CONTRACTOR

Provider, its employees, subcontractors, and agents are independent contractors and not employees of the City. No approval by City shall be construed as making the City responsible for the manner in which Provider performs the Services or for any negligence, errors, or omissions of Provider, its employees, subcontractors, or agents. All City approvals are intended only to provide the City the right to satisfy itself with the quality of the Services performed by Provider. The City acknowledges and agrees that Provider retains the right to contract with other persons in the course and operation of Provider's business and this Agreement does not restrict Provider's ability to so contract.

SECTION EIGHT CONFIDENTIALITY AND AUTHORIZATIONS FOR ACCESS TO CONFIDENTIAL INFORMATION

8.1. Provider shall treat all information relating to the Services and all information supplied to Provider by the City as confidential and proprietary information of the City and shall not permit its release by Provider's employees, agents, or subcontractors to other parties or make

any public announcement or release thereof without the City's prior written consent, except as permitted by law.

8.2. Provider hereby certifies that it has conducted, procured or reviewed a background check with respect to each employee, agent, or subcontractor of Provider having access to City personnel, data, information, personal property, or real property and has deemed such employee, agent, or subcontractor suitable to receive such information and/or access, and to perform Provider's duties set forth in this Agreement. Provider hereby certifies that it has conducted a State of Nevada CANS background check. The City reserves the right to refuse to allow any of Provider's employees, agents or subcontractors access to the City's personnel, data, information, personal property, or real property where such individual does not meet the City's background and security requirements, as determined by the City in its sole discretion.

SECTION NINE INSURANCE

9.1. Provider shall procure and maintain at all times during the performance of the Services, at its own expense, the following insurances:

9.1.1. Workers' Compensation Insurance as required by the applicable legal requirements, covering all persons employed in connection with the matters contemplated hereunder and with respect to whom death or injury claims could be asserted against the City or Provider.

9.1.2. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000.00 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.

9.1.3. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Provider has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000.00 per accident for bodily injury and property damage.

9.1.5. Property Installation Floater covering property damage to any equipment damaged, impaired, broken, or destroyed during the performance of the Work, including during transit, installation, and testing at the City's site.

9.1.6. Contractors Pollution Legal Liability with limits no less than \$1,000,000.00 per occurrence or claim, and \$2,000,000.00 policy aggregate.

9.1.7. Requested Liability limits can be provided on a single policy or combination of primary and umbrella, so long as the single occurrence limit is met.

9.1.8. The insurance policies are to contain, or be endorsed to contain, the following provisions:

9.1.8.1. Additional Insured Status: The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Provider including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Provider's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

9.1.8.2. Primary Coverage: For any claims related to this contract, the Provider's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Provider's insurance and shall not contribute with it.

9.1.8.3. Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

9.1.8.4. Waiver of Subrogation: Provider hereby grants to the City a waiver of any right to subrogation which any insurer of said Provider may acquire against the City by virtue of the payment of any loss under such insurance. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

9.1.8.5. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Provider, its employees, agents, and subcontractors.

9.1.8.6. Self-Insured Retentions: Self-insured retentions must be declared to and approved by the City. The City may require the Provider to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

9.1.8.7. Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

9.1.8.8. Claims Made Policies: If any of the required policies provide claims-made coverage:

9.1.8.8.1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

9.1.8.8.2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

9.1.8.8.3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Provider must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work.

9.1.9. Verification of Coverage: Provider shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Provider’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9.1.10. Special Risks or Circumstances: The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION TEN NOTICES

10.1. Any notice requiring or permitted to be given under this Agreement shall be deemed to have been given when received by the party to whom it is directed by personal service, hand delivery or United States mail at the following addresses:

To City: City of North Las Vegas
Attention: Joy Yoshida
2250 Las Vegas Blvd., North, Suite 820
North Las Vegas, NV 89030
Phone: 702-633-1745

To Provider: [REDACTED]
Attention: [REDACTED]
[REDACTED]
[REDACTED]
Phone: [REDACTED]

10.2. Either party may, at any time and from time to time, change its address by written notice to the other.

SECTION ELEVEN SAFETY

11.1. Obligation to Comply with Applicable Safety Rules and Standards. Provider shall ensure that it is familiar with all applicable safety and health standards promulgated by state and federal governmental authorities including, but not limited to, all applicable requirements of the Occupational Safety and Health Act of 1970, including all applicable standards published in 29 C.F.R. parts 1910, and 1926 and applicable occupational safety and health standards promulgated under the state of Nevada. Provider further recognizes that, while Provider is performing any work on behalf the City, under the terms of this Agreement, Provider agrees that it has the sole and exclusive responsibility to assure that its employees and the employees of its subcontractors comply at all times with all applicable safety and health standards as above-described and all applicable City safety and health rules.

11.2. Safety Equipment. Provider will supply all of its employees and subcontractors with the appropriate Safety equipment required for performing functions at the City facilities.

SECTION TWELVE ENTIRE AGREEMENT

This Agreement, together with any attachment, contains the entire Agreement between Provider and City relating to rights granted and obligations assumed by the parties hereto. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement not expressly set forth in this Agreement are of no force or effect.

SECTION THIRTEEN MISCELLANEOUS

13.1. Governing Law and Venue. The laws of the State of Nevada and the North Las Vegas Municipal Code govern the validity, construction, performance and effect of this Agreement, without regard to conflicts of law. All actions shall be initiated in the courts of Clark County, Nevada or the federal district court with jurisdiction over Clark County, Nevada.

13.2. Assignment. Any attempt to assign this Agreement by Provider without the prior written consent of the City shall be void.

13.3. Amendment. This Agreement may be amended or modified only by a writing executed by the City and Provider.

13.4. Controlling Document. To the extent any of the terms or provisions in Exhibit A conflict with this Agreement, the terms and provisions of this Agreement shall govern and control. Any additional, different or conflicting terms or provisions contained in Exhibit A or any other written or oral communication from Provider shall not be binding in any way on the City whether or not such terms would materially alter this Agreement, and the City hereby objects thereto.

13.5. Time of the Essence. Time is of the essence in the performance of this Agreement and all of its terms, provisions, covenants and conditions.

13.6. Waiver. No consent or waiver, express or implied, by the Provider or the City of any breach or default by the other in performance of any obligation under the Agreement shall be deemed or construed to be a consent or waiver to or of any other breach or default by such party.

13.7. Waiver of Consequential Damages. The City shall not be liable to Provider, its agents, or any third party for any consequential, indirect, exemplary or incidental damages, including, without limitation, damages based on delay, loss of use, lost revenues or lost profits. This section survives default, expiration, or termination of this Agreement.

13.8. Severability. If any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding on the parties hereto.

13.9. No Fiduciary or Joint Venture. This Agreement is not intended to create, and shall not be deemed to create, any relationship between the parties hereto other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. Neither of the parties hereto shall be construed to be the agent, employer, representative, fiduciary, or joint venturer of the other and neither party shall have the power to bind the other by virtue of this Agreement.

13.10. Effect of Termination. In the event this Agreement is terminated, all rights and obligations of the parties hereunder shall cease, other than indemnity obligations and matters that by their terms survive the termination.

13.11. Ownership of Documents. Provider shall treat all information related to this Agreement, all information supplied to Provider by the City, and all documents, reconciliations and reports produced pursuant to this Agreement as confidential and proprietary information of the City and shall not use, share, or release such information to any third-party without the City's prior written permission. This section shall survive the termination or expiration of this Agreement.

13.12. Fiscal Funding Out. The City reasonably believes that sufficient funds can be obtained to make all payments during the Term of this Agreement. Pursuant to NRS Chapter 354, if the City does not allocate funds to continue the function performed by Provider under this Agreement, the Agreement will be terminated when appropriate funds expire.

13.13. Public Record. Pursuant to NRS 239.010 and other applicable legal authority, each and every document provided to the City may be a "Public Record" open to inspection and copying by any person, except for those documents otherwise declared by law to be confidential. The City shall not be liable in any way to Provider for the disclosure of any public record including, but not limited to, documents provided to the City by Provider. In the event the City is required to defend an action with regard to a public records request for documents submitted by Provider, Provider agrees to indemnify, hold harmless, and defend the City from all damages, costs, and expenses,

including court costs and reasonable attorneys' fees related to such public records request. This section shall survive the expiration or early termination of the Agreement.

13.14. Interpretation. The language of this Agreement has been agreed to by both parties to express their mutual intent. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. Preparation of this Agreement has been a joint effort by the City and Provider and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

13.15. Electronic Signatures. The use of facsimile, email, or other electronic medium shall have the same force and effect as original signatures.

13.16. Counterparts. This Agreement may be executed in counterparts and all of such counterparts, taken together, shall be deemed part of one instrument.

13.17. Federal Funding. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, in receipt of a notice of proposed debarment 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.

13.18. Boycott of Israel. Pursuant to NRS 332.065(4), Provider certifies that the Provider is not currently engaged in a boycott of Israel, and Provider agrees not to engage in a boycott of Israel during the Term.

13.19. Attorneys' Fees. In the event any action is commenced by either party against the other in connection with this Agreement, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees, as determined by the court, including without limitation, fees for the services of the City Attorney's Office. This Section 13.19 shall survive the completion of this Agreement until the applicable statutes of limitation expire.

[The remainder of this page is left intentionally blank. Signature page follows.]

IN WITNESS WHEREOF, the City and Provider have executed this Agreement as of the Effective Date.

City of North Las Vegas,
a Nevada municipal corporation

[REDACTED],
a [REDACTED]

By: _____
Pamela A. Goynes-Brown, Mayor

By: _____
Name: _____
Title: _____

Attest:

By: _____
Jackie Rodgers, City Clerk

Approved as to form:

By: _____
Micaela Rustia Moore, City Attorney

EXHIBIT A

RFP 2023-005

Please see the attached page(s).

EXHIBIT B

Services Provider's Response to RFP

Please see attached page(s).

EXHIBIT “H”
City of North Las Vegas Park & Recreation Department Maintenance Standards



CITY OF NORTH LAS VEGAS



City of North Las Vegas (CNLV) Parks & Recreation Department Maintenance Standards

MISSION:

To preserve and maintain the City's parks and recreational facilities in an efficient and cost-effective manner, providing safe and clean facilities for the pleasure and use of the current and future residents of North Las Vegas.

GOALS:

The following defines the City of North Las Vegas maintenance goals:

1. Safety

Safety is defined as eliminating any potential hazard from all grounds and landscape right of ways. This includes inspection, removal of all litter, glass, or any other foreign object that creates a liability for our park users. All Park infrastructure, restrooms, playing surfaces, parking lots, and turf areas are inspected daily for safety hazards.

2. Clean and Sanitary Parks and Facilities

Cleanliness is defined as housekeeping tasks necessary to make the parks sanitary and aesthetically pleasing for our customers. Cleanliness includes; inspections, all litter removed daily, restrooms cleaned twice a day, sports field cleaned and made playable, pools inspected, chemically balanced and cleaned, playgrounds inspected and cleaned, and vandalism/graffiti removed and repaired as soon as discovered.

3. Playability

Playability is defined as preparation of athletic fields, special areas, playgrounds, picnic areas, and hard-court surfaces for use. Playability means all athletic fields are to be inspected, groomed, cleaned, lined and prepared according to daily usage. Playgrounds and picnic areas are cleaned and checked daily. Pools are to be properly chemically balanced, and ready for use.

4. Support Services

Making resources available to City departments and community organizations that contribute to the quality programs and events.

5. Attractive Parks and Facilities

Attractive parks: turf, plant material, trees, picnic areas, and all other park infrastructure are kept clean, healthy, safe, and inviting to park users.

Parks Division Services

The following lists the Park Maintenance Division's core responsibilities:

- Maintain landscape and facilities to high standards.
- Provide support to the Recreation Division in its mission to furnish programs to park and facility users.
- Support planning in designing new facilities, and upgrading existing facilities, to maximize maintenance efficiency and cost-effective operation..
- Maintain median, specific parkways, and trails and pathways identified by development agreements, to high standards.
- Provide landscape maintenance to City owned buildings and facilities to high standards.
- Provide technical resources to the public as well as other City departments related to landscape, irrigation, facility, and recreation related issues. Set design standards for other City Departments.
- Caretakers of the City's park and recreation facilities through park rules and regulations with close support by contracted security services, police services, and internal employee customer service.
- Prepare, maintain, and monitor facilities that have been reserved by park users.
- Create and administer contracts for outside services providers.
- Assist in the design and specifications, and inspection of new park and recreational facilities, including developer-built public parks, as well as projects bid out by the city.
- Provide support for various City functions, including special events, grand openings and emergency services.
- Design and construct landscape areas for other City Departments.

With regard to streetscape/median landscape maintenance. It has been determined that these areas need:

Moderate level maintenance (Mode Level 3) – associated with locations with moderate to low levels of visitation. Moderate level maintenance is usually associated with medians and parkways, satellite government facilities and high visitation landscaped trails.

1. Turf Care
 - Grass height maintained according to species and variety of grass. Mowed at least once every four (4) working days (or once a week). Aeration at least one (1) time a year. Overseeding only annually. Weed control should be practiced so that no more than twenty (20) percent of the surface has weeds present. Complete site edging of trees, curbs, sidewalks, beds, buildings, sprinklers, valve boxes, meter boxes, etc., shall be performed on the same day as the site is mowed to insure the site looks groomed and complete.
2. Fertilizer
 - On turf apply at least two (2) applications in February and October. Separate applications for shrub, trees, and flowers. All applications to be a balanced fertilizer with nitrogen, phosphorus, and potassium (NPK) based on site-specific soil analyses.
3. Irrigation
 - Irrigation system monitored locally. Irrigation system checked daily at each site. All zones are checked for operation and repairs made immediately. Schedule adjustments due to additional rainfall or other weather conditions are made.
4. Litter Control
 - Minimum of once per day, four (4) days a week (M-Th), or more depending on location.

5. Tree Maintenance

- Weed Control: Mechanical grass trimming around trees shall be accomplished in a way that will not scar the trunk in any way. Chemical removal of turf and weeds is permissible within one (1) foot radius of the tree's trunk following application of proper herbicides.
- Mulching: Mulch base of tree in a minimum of six (6) foot diameter circle, to a depth of three (3) inches, maintaining one to two (1-2) inch clearance from perimeter of trunk.
- Pruning: All trees shall be pruned of annual sucker growth as suckers appear. Trees shall be pruned during the winter months, unless a limb has broken or is posing a safety hazard. Trees shall be pruned according to industry standards, in accordance with the International Society of Arboriculture standards.
- Staking: All newly planted trees shall be staked if needed. All nursery stakes will be removed at time of planting. All stakes are to be removed within the first year.
- Removal and Replacement: All damaged trees shall be removed and replaced within one (1) month, unless determined by management to delay replacement. All Memorial Trees shall be replaced within a week of discovery. The replacement shall be, at minimum, a 24" box tree. If the tree cannot be matched, the Park Operations Manager will determine an appropriate replacement.

6. Disease and Insect Control

This is done when disease or insects are inflicting noticeable damage, reducing vigor of plant materials or could be considered a direct bother to the public.

- Integrated Pest Management: withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, fire ants, etc.

Some moderate problems may be tolerated at this level.

7. Lighting

- Replacement or repair of fixtures when observed or reported as not working. Work order requests shall be sent to Public Works-Facility Maintenance and should indicate a medium priority.

8. Surfaces
 - Surfaces should be cleaned, repaired, repainted, or replaced when appearance has noticeably deteriorated. Safety repairs take priority over appearance.
 - Rock mulch areas will have beds raked of debris and cleaned of trash as needed.
9. Repairs
 - Should be done whenever safety and function is in question. Repairs to all elements of the area should be done to minimize disruption to the public. Repairs may be postponed to a time least disruptive (Project List).
10. Inspection
 - Personnel assigned to the site shall conduct inspections on a daily basis. An inspection report will be completed at least once every month.
11. Floral Planting
 - Color beds are minimal or are absent from the landscape.
12. Restrooms
 - Restrooms are usually associated with an adjacent park that provides that service.
 - May involve contracted service for portable toilets. Ensure weekly check to ensure contracted cleaning service is performed.
13. Building and Site Maintenance
 - Structures: Notify Park Maintenance Supervisor of any structure (gazebo, shade structures, maintenance shops, etc.) that requires repair. Initiate work order to Public Works for lamp replacement and needed repairs. This includes plumbing, electrical and structural components.
 - Fencing: Inspect for repairs - fences, gates, and locking devices immediately which are required for safety or site and equipment protection. Fencing shall be inspected as needed on site boundaries and materials used shall match the existing facility to preserve the original design. Notify Park Maintenance Supervisor of need for repairs before initiating.
 - Signs: All signs shall be designed and installed in a way that matches the intent of the site design. Replacement signs and new signs shall be in conformance with standard park signage. Notify Park Maintenance Supervisor before initiating replacement or repair.
 - Play Structures: All play equipment will be inspected once a week, utilizing the Playground Safety Checklist. All repairs will be made within 24 hours of discovery unless parts are unavailable, at which time the play equipment will be barricaded or made safe for use until the parts can be installed back to manufacturer's specifications. All playground equipment shall meet guidelines set forth in the U.S. Consumer Products Safety Commission's Playground Safety Manual (See Appendix 13.12). All playgrounds shall be inspected monthly by a certified playground inspector.

- Reservation Areas: All reservation areas will be inspected before each reservation use. Reservable group picnic areas will have the picnic tables cleaned, concrete pad swept or washed down, trash emptied from receptacles, and barbecue grills brushed down and coals removed, if needed, to maintain cleanliness of site.

14. Special Features

- Should be maintained for safety and function only.

With regard to city municipal buildings including City Hall, Old City Hall, Justice Facility and all recreation centers, it has been determined that these areas need:

State of the art maintenance (Mode level 1) applied to a high quality diverse landscape. High maintenance frequencies are usually associated with high traffic areas such as high visitation parks, sports complexes, city hall complex, civic center grounds and Recreation Centers.

1. Turf Care

- Park and Other Site Areas: Grass height maintained according to species and variety of grass. Mowed at least once every four working days (or once a week), but may be as often as every three (3) working days. Aeration at least three (3) times a year. Reseeding or sodding as needed. Weed control should be practiced so that no more than five (5) percent of the surface has weeds present. Complete site edging of trees, curbs, sidewalks, beds, buildings, sprinklers, valve boxes, meter boxes, etc., shall be performed on the same day as the site is mowed to insure the site looks groomed and complete.
- Athletic Fields: Turf cut two (2) times a week on infields; one to two (1-2) times a week in outfields. Aeration at least four (4) times a year. Reseeding or sodding as needed. Weed control should be practiced so that no more than five (5) percent of the surface has weeds present. See Athletic Field Turf Maintenance Program.

2. Fertilizer

- Park and Other Site Areas: On turf, apply at least three (3) applications from February through October. Separate applications for shrub, trees, and flowers. All applications to be a balanced fertilizer with nitrogen, phosphorus, and potassium (NPK) based on site-specific soil analyses. Micronutrient applications may be applicable.
- Athletic Fields: See Athletic Turf Management Program.

3. Irrigation
 - Irrigation system checked daily at each site. General inspection of turf and plant material shall be done daily for signs of stress or damage. Irrigation system monitored locally, or by Calsense computerized irrigation management system. Preventative maintenance checks done weekly - all zones are checked for operation and repairs made immediately. Schedule adjustments due to additional rainfall or other weather conditions are made.
4. Litter Control
 - Minimum of once per day, up to seven (7) days per week. High visitation or special events may increase the frequency.
5. Tree Maintenance
 - Weed Control: Mechanical grass trimming around trees shall be accomplished in a way that will not scar the trunk in any way. No chemical removal of turf and weeds is permissible under drip line.
 - Mulching: Mulch base of tree in a minimum of six (6) foot diameter circle, to a depth of three (3) inches, maintaining one to two (1-2) inch clearance from perimeter of trunk.
 - Pruning: All trees shall be pruned of annual sucker growth. Trees shall be pruned during the winter months, unless a limb has broken or is posing a safety hazard. Structural pruning to be approved by the area certified arborist. Trees shall be pruned according to the International Society of Arboriculture standards (1995) and ANSI A300, 1995.
 - Staking: All newly planted trees shall be staked if needed. All nursery stakes will be removed at time of planting. All stakes are to be removed within the first year.
 - Removal and Replacement: All damaged trees shall be removed and replaced within one (1) month unless determined by management to delay replacement. All Memorial Trees shall be replaced within a week of discovery. The replacement shall be, at minimum, a 24" box tree. If the tree cannot be matched, the Park Operations Manager will determine an appropriate replacement.

It is anticipated at Mode I that problems will either be prevented or observed at a very early stage and corrected immediately, utilizing one of the three steps indicated:

- Preventative: a scheduled chemical or cultural program designed to prevent significant damage.
- Corrective: application of chemical or mechanical controls designed to eliminate observed problems.
- Integrated Pest Management: withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, fire ants, etc.

At this maintenance level, the controlling objective is not to have the public notice any problems.

6. Lighting

- Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Work order requests shall be sent to Public Works-Facility Maintenance and should be indicated as a top priority.
- A monthly documented inspection shall be performed on all systems.

7. Surfaces

- Should be cleaned so that at no time does an accumulation of sand, dirt, and leaves detract from the looks or safety of the area. Graffiti should be removed within one (1) day of discovery.
- Rock mulch areas will have beds raked of debris and cleaned of trash frequently as use and condition of areas determine. Sand and gravel to be removed from sidewalks daily. Please follow number of days per week in attached document.

8. Repairs

- Should be done whenever safety, function, or bad appearance is in question. Repairs to all elements of the area should be done immediately upon discovery, provided replacement parts and services are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time least disruptive (Project List).

9. Streetscape Maintenance

- Litter and Debris Removal: All streetscape and median areas shall be maintained free of trash and debris.
- Weed Control: Streetscape and medians shall be ninety (90) percent free of weeds. Beds shall be weeded at a minimum of once per week.
- Trimming: All shrubs shall be pruned as needed to meet the intent of the landscape design. Ground covers shall be edged as needed to keep plant growth off curbs, sidewalks, buildings, and turf areas.
- Removal and Replacement: All damaged plants shall be removed and replaced within fourteen (14) days unless determined by management to delay replacement. The replacement plant shall be the same size and species as the damaged plant, if possible. The Parks Coordinator shall approve replacement of plant material not meeting these specifications.

10. Restrooms

- Restrooms are to be serviced at least once per day. High use may dictate one or more additional servicing per day. Servicing period should ensure adequate supply of paper products, and that the restrooms are reasonably clean, sanitary, and free of bad odors.

11. Building and Site Maintenance

- Structures: Notify Park Superintendent of any structure (gazebo, shade structures, maintenance shops, etc.) that requires repair. Initiate work order to Support Services for lamp replacement and needed repairs. Includes HVAC, plumbing, electrical, and structural components.
- Recreation Centers: Inspect recreation centers regularly with assigned Recreation Supervisor. Develop work order for maintenance of facility, repairs, and scheduled preventative maintenance.
- Fencing: Repair or replace fences, gates, and locking devices immediately which are required for site or equipment protection. Fencing shall be inspected as needed on site boundaries and materials used shall match the existing facility to preserve the original design.
- Signs: All signs shall be designed and installed in a way that matches the intent of the site design. Replacement signs and new signs shall be in conformance with standard park signage. Any changes from the standard will require Park Superintendent approval.
- Play Structures: All play equipment will be inspected once a week, utilizing the Playground Safety Checklist. All repairs will be made within 24 hours of discovery, unless parts are unavailable, at which time the play equipment will be barricaded or made safe for use until the parts can be installed back to manufactures specifications. All playground equipment shall meet guidelines set forth in the U.S. Consumer Products Safety Commission's Playground Safety Manual (See Appendix 13.12). All playgrounds shall be inspected monthly by a certified playground inspector.
- Reservation Areas: All reservation areas will be inspected before each reservation use. Reservable group picnic areas will have the picnic tables cleaned, concrete pad swept or washed down, trash emptied from receptacles, and barbecue grills brushed down and coals removed, if needed, to maintain cleanliness of site.

12. Special Features

- Should be maintained for safety, function and high quality appearance as per established design.

MAINTENANCE STANDARDS

Maintenance Standards provide the procedures and key steps involved in ensuring the maintenance activity is performed completely and to division standards.

101 Capital Construction

Standard: Construct improvements to existing facilities to City of North Las Vegas Parks and Recreation Department standards.

Equipment: Appropriate equipment for the task.

Procedure: Receive direction from immediate supervisor for scope and method of construction. All projects to be developed off of approved Project List managed by Land Development and Community Services Project Coordinator.

1. Develop and/or refer to a scope of work for the project. Gather equipment and materials appropriate for the project from this scope of work.
2. Visit the project site, ascertain any special requirements for the job. Be aware of any outside influences that will affect the project.
3. Initiate "**Call Before You Dig**", to insure all underground utilities are located. Refer to the Parks division S.O.P.
4. Complete project according to scope of work. Prepare a post-job analysis to Park Maintenance Supervisor, indicating all materials, supplies, equipment, and manpower used on the job.
5. Analyze performance and determine if efficiencies can be gained on next job.

102 Equipment Repair/Maintenance

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to do the repairs and maintenance the correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment, make sure it is tied down properly, using the trailer with the correct towing capacity and arrangement to tow it.
7. Drag mats should never be stored in an up right position if repairs are needed.
8. Notify your immediate supervisor if there is a needed repair beyond basic maintenance needed to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.

9. After operations, clean and fuel equipment. Store in a ready to use condition.

10. Perform required routine maintenance based on operators manual.

Standard: Maintain all trees and shrubs in a healthy and vigorous condition.

Equipment: Equipment varies according to application method:

- Surface application granular: push spreader, hand spreader, and measuring wheel.
- Subsurface granular: one-half inch power auger motor, leather gloves, 2" x 18" soil auger.
- Liquid injection: tank sprayer, soil injection probe, eye protection, latex/rubber gloves.
- Foliar application: tank sprayer, spray gun, eye protection, latex, rubber gloves.
- Trunk injection and implants: power source, 3/8" power drill, 3/8" wood bit, rubber mallet, sharp knife, eye protection, rubber/latex gloves.

Procedure:

Trees and shrubs will be fertilized only when it has been determined by a certified arborist that a deficiency exists or that fertilization would improve the health and vigor of the plant.

All fertilizer is to be stored, transported, mixed, and dispersed according to manufacturer specifications. Refer to Parks division HAZMAT policy and procedures.

For all related procedures for woody plant fertilization refer to the American National Standards Institute Fertilizations Standards. (ANSI A300 Part 2 – 1998 Fertilization Standards).

104 Pest Control

Standard: Maintain all areas free of undesirable pests.

Equipment: Equipment will vary depending on approach.

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure: Utilize integrated pest management to identify the most appropriate control measures. Verify appropriate control measures with a certified pesticide applicator.

Chemical Control:

- Apply chemical according to label rates.
- Follow all safety precautions on the label and M.S.D.S., as well as HAZMAT policies.
- M.S.D.S. at treatment site at all times.
- Sample label at treatment site at all times.
- Record all applications on the "pesticide application record" at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted material.

Standard: To give our full support to any special project identified as a project outside of normal work duties.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Contact Coordinator daily and provide project updates. Record any comments or ideas on daily activity sheet.
7. Attend after action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain and repair parks and facilities free of vandalism and current with City of North Las Vegas specifications.

Equipment: Any and all applicable equipment necessary for the task. For graffiti, include graffiti removal products. Tools may include, but are not limited to: high-pressure washer, shop rags, brushes, gloves, and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or by delegation, contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate forms and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible, take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.

5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Contact Park Maintenance Supervisor to determine if sandblasting, painting, or other means will be used to remove the graffiti.

Standard: To apply herbicides and provide mechanical for removal of unwanted plant materials.

Equipment: Any and all applicable equipment necessary for the task. Equipment includes, but it is not limited to:

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure:

Utilize integrated pest management to identify the most appropriate control measures. Verify appropriate control measures with a certified pesticide applicator.

Chemical Control:

- Apply pre-emergent and post-emergent chemicals according to label rates.
- Follow all safety precautions on the label and M.S.D.S., as well as HAZMAT policy and procedures.
- M.S.D.S. at treatment site at all times,
- Sample label at treatment site at all times,

Record all applications on the "pesticide application record" at the site.

Mechanical Control:

- Use hula hoe, shovel, rake and broom to remove unwanted plant material.

Standard: To maintain flower beds with maximum color and variety, that is aesthetically pleasing, clean, as designed for the space, with minimal weeds.

Equipment: All applicable equipment necessary for the task, including but not limited to: square and round point shovels, hand trowel, bow rake, hand pruners, cultivator, hose, and gloves. Supplies include organic mulch, bio-barrier (under mulch), fertilizer.

Procedure:

Basic procedures are the same for annual and perennial flower beds. Annual flower beds will require more maintenance because they only last one season and must be replanted periodically. Perennial beds last for more than one year and are preferred because they require only one planting, and are generally hardier material and withstand cold spells and abuse better.

Planting

1. Till the flower bed to a depth of six (6) inches and remove any weeds. Remove rocks larger than two (2) inches in diameter. Install irrigation to provide adequate coverage.
2. Supplement with organic mulch if planting soil has limited organic in it. Organic material may need to be supplemented occasionally.
3. Layout planting scheme putting plants with a growth form that is taller to the back of the bed as it is viewed, and the smaller plants in front. Use color and variety to create a scheme that is pleasant to the eye. Annual flowers should be placed to the front of the bed, to minimize damage to plants as maintenance is performed.
4. Plant flowers with the hand trowel, making sure that plant base (where trunk of plant meets soil) is at the same ground level as the surrounding soil.
5. Water bed thoroughly and apply additional watering in the first two weeks after planting to ensure adequate moisture levels. Check plants weekly for sufficient moisture.

Flower Maintenance

1. Flowers bloom and the stalks extend for another bloom as the season progresses. Naturally this results in long, gangly stalks that can be unpleasing visually. "Head-back" or pinch the area just below the bloom and this will encourage new blooms to form, without the gangly stalks.
2. Apply a light amount of fertilizer to plant material (about twenty-five (25) percent of what is applied to turf) to encourage health and vigor.
3. Remove weeds completely each time maintenance is performed, leaving no more than five (5) percent weeds in the entire planting bed after removal.

Standard: To transport bulk materials and equipment to project sites, ensuring material, equipment, and personnel arrive safely and efficiently.

Equipment: Trailers, vehicles, dump trucks, Stage, and assorted tools and equipment for safe transportation. Also, log book, keys, strapping equipment, slow moving signs/cones.

Procedure:

1. Determine scope and process of transport from immediate supervisor. May require specific license to operate (CDL).
2. Pre-check equipment and materials before beginning loading operation. Use proper size trailer capacity to match equipment to be transported. Complete log book.
3. Connect trailer to vehicle and secure break before loading. Connect safety chains and lights and test.
4. Prepare ramps on trailer. Use two (2) personnel if loading ramp exceeds fifty (50) pounds to relieve strain and prevent back injuries.
5. Load equipment/materials, and distribute load uniformly over trailer, with heavier portions of load centered over axle of trailer. There should be no more than 400-500 pounds tongue weight when loading is completed.
6. Ensure any portion of load extending beyond the end of a vehicle or trailer has a red flag attached to the end of the load.
7. Secure the load with straps or chain, depending on size and type of equipment/material.
8. Any large equipment, such as mowers, tractors, and implements, should be chocked at the wheels and brakes engaged.

9. Transport equipment in conformance with all traffic laws. Utilize flashers and headlights if slower than traffic.
10. When disconnecting trailer, ensure wiring harness is removed, as well as safety chains.

110 Irrigation Repair

Standard: Maintain a properly functioning irrigation system that provides maximum efficiency for the delivery of water.

Equipment: Utilize necessary and appropriate tools for the task. Tools may include, but are not limited to: PVC pipe cutter; cable saw; hack saw; trenching shovel; round point shovel; digging bar; PVC glue; appropriate safety equipment, including personal protective equipment; pipe wrenches; backhoe; teflon tape or equivalent.

Procedure:

1. Turn on suspect valve and locate area for repair.
2. Once area has been identified, turn off all water feeding the location. Locate isolation valve if extended repair.
3. If required, expose break by digging around location.
4. Determine what is needed to repair the system.
5. If necessary, cut out damaged area and replace with like components.
6. Utilize slip-fix couplings where it is deemed cost and time effective.
7. Glue pipe with appropriate product for application.
8. For pipe sizes greater than 2" in size, use PVC primer before adding glue to pipe.
9. If glue was utilized in the repair, wait for a minimum of 5 minutes on pipe sizes less than 2"; 30 minutes on pipe sizes of 2" and greater, before turning on the water feeding the damaged area.
10. Test system to assure that it is free of debris and running efficiently. Remove the nozzle from the last irrigation head in the line repaired to flush debris.

11. Fill in any holes in landscape left from repair and clean up any tools and debris.

12. Make sure that all heads, emitters, and nozzles are properly installed and operating to manufacturer's specifications.

111 Landscaping

Standard: Install landscape materials to City of Henderson specifications.

Equipment: Utilize all equipment necessary and available for the task. Tools may include, but are not limited to: Personal protective and safety equipment; shovels, backhoe, Bobcat, sod cutter, pick, trencher, water supply truck, dump truck, trailer, etc.

Procedure:

Refer to the City of North Las Vegas Parks and Recreation Design Guidelines.

1. Develop a design in accord with CNLV Planning Division
2. Have design reviewed by your Park Superintendent.
3. Use appropriate equipment to begin removal of material on site.
4. Use care not to damage plant material that is projected for transplanting.
5. Follow design as closely as possible, noting any changes that were made in the field.
6. Keep a current "as-built" at all times on the project.

Standard: Area is to be kept free of all debris (trash, bottles, cans, etc.) and all obvious litter. Trash receptacles are to be located so they are easily accessible to the public and kept clean and free of foul odors. Area adjacent to the receptacle will be kept clean of all debris and stains.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to: Appropriate safety equipment including PPE; trash grapplers; trash bags; five gallon buckets; cart or truck to haul debris; shovel, rake, broom, water hose and quick coupler, deodorizer.

Procedure: Litter and debris will be removed from the site daily, Monday through Thursday and as necessary Friday through Sunday. Trash containers will be emptied when they are more than half full or attracting insects or bees, and a minimum of once per week. Trash containers will be emptied if park usage indicates containers will be filled prior to the next inspection. Specific areas, which are reserved by permit, will be inspected for litter and debris prior to reservation. All trash containers that remain half full after one week will be emptied.

1. Each morning the park will be inspected for litter and debris.
2. All litter or debris should be picked up and disposed of upon discovery, paying special attention to glass and other hazardous items.
3. Each trash container will be checked for trash level and/or foul odor every day. All trash containers with foul odors will be cleaned, even if there is only a small amount of trash or food items in it.
4. Remove the old liner and any remaining debris and discard in the appropriate receptacle.
5. Replace liner in trash container and secure it around sides.
6. If trash has been put in a container without a liner, empty the container and hose it out using a deodorizer.
7. All litter will be picked up and placed in the appropriate receptacle.

Standard: Maintain a weed free mulch bed around all trees located in turf.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to: Appropriate safety equipment including PPE; sod cutter, side sod cutter, sod shovel, round point shovel, trenching shovel, edger, line trimmer, hula hoe, measuring device, marking paint.

Procedure:

1. Use a template or a measuring device in order to obtain a six (6) foot ring around the base of the tree.
2. Mark area with marking paint.
3. Use appropriate equipment to remove the turf inside the ring, being careful not to damage root system of tree.
4. The area inside the ring should be a minimum of two (2) inches in depth, and free of weeds, rocks, and plant material.
5. Place the bark mulch in the tree well, avoiding contact with the tree trunk.
6. Make sure that any irrigation used in the tree well is one (1) inch above the bark surface.
7. Replace the mulch annually in depleted areas.

Standard: To insure the survival and establishment of trees and shrubs by utilizing sound planting practices and providing post planting care.

Equipment: Equipment will depend on the scope of the project.

Procedure:

The procedure for planting shrubs and trees is identical. Refer to *New Tree Planting*, International Society of Arboriculture, 1995, revised 2000. In summary, the procedures contain the following major elements:

1. Perform pre-check on all equipment, whether manual or motorized, to ensure all equipment is in good operating condition and has been serviced according to the prescribed schedule. All manual tools should be sharp, handles solid without splinters, and in good condition.
2. Dig a shallow, broad planting hole:
 - Make the hole wide, up to 3 times diameter of root ball, but only as deep as the root ball.
3. Identify the trunk flare:
 - The trunk flare is where the roots spread at base of tree. Find it so you can determine how deep the hole needs to be for proper planting.
4. Place the tree at the proper height:
 - Before planting, check to make sure hole has been dug to proper depth. It is better to plant the tree a little high rather than too low (1-2"), allowing for some settling.
 - To avoid damage when setting tree in hole, always lift tree by root ball; never by the trunk.
 - Box trees should remain in the box when placed into the hole.
5. Straighten the tree in the hole:
 - Before beginning backfilling, have someone view the tree from several directions to confirm tree is straight. Once you begin backfilling it is difficult to reposition.
 - After the tree is straight, cut the bands on the box and remove sides of box.
6. Fill the hole, gently but firmly:
 - Fill the hole about 1/3 full and gently, but firmly pack the soil around the base of the root ball.

- Fill remainder of hole, taking care to firmly pack soil to eliminate air pockets, adding a few inches of soil at a time until hole completely filled.
7. Stake the tree, if necessary:
 - Follow instructions for staking as defined in Task 118.
 - Stake only if necessary for trees unable to stand on their own, or if site is exposed to heavy winds.
 8. Mulch the base of the tree:
 - Follow mulching instructions as found in Task 113.
 9. Follow-up care:
 - Keep soil moist but not soaked, deep watering is best.

Standard: Prune trees and shrubs that are damaged, diseased, or posing a hazard to the public or property.

Equipment: Equipment will vary with the size and scope of the project.

Procedure:

- Secure sites and prevent public access to hazardous conditions.
- Safety of staff and the public is of the utmost concern at all times.
- A Certified Arborist will evaluate damaged trees.
- Evaluate and prioritize all hazards, with the highest hazard being repaired or removed first.
- When possible, plan work for low traffic times to limit hazard exposure to the public.
- Follow operating procedures in the operator's manual for all equipment utilized for tree pruning.
- All trees and shrubs will be pruned as defined in the *Tree Pruning Guidelines*, International Society of Arboriculture, 1995.

Standard: Cleanup and removal of landscape debris after storms, wind, and other natural disasters.

Equipment: Equipment will vary with size and scope of project.

Procedure:

- Secure sites and prevent public access to hazardous conditions. Refer to the City's *Storm Water Management Plan*.
- Safety of staff and the public is of the utmost concern at all times.
- A Certified Arborist will evaluate all damaged trees.
- Evaluate and prioritize all hazards, with the highest hazard being repaired or removed first.
- When possible, plan work for low traffic times to limit hazard exposure to the public.
- Follow operating instructions in the operator's manual for all equipment utilized for tree pruning.
- All trees will be removed as defined in A300 For Tree Operators, 1998, American National Standards Institute.
- All trees will be pruned as defined in Tree Pruning Guidelines, International Society of Arboriculture, 1995.

Standard: Eliminate trees that are damaged, diseased, or posing a hazard to the public or property.

Equipment: Equipment will vary with the size and scope of the project

Procedure:

- Secure sites and prevent public access to hazardous conditions.
- Safety of staff and the public is of the utmost concern at all times.
- A Certified Arborist will evaluate damaged trees.
- Evaluate and prioritize all hazards, with the highest hazard being repaired or removed first.
- When possible, plan work for low traffic times to limit hazard exposure to the public.
- Follow operating procedures in the operator's manual for all equipment utilized for tree pruning.
- All trees will be pruned as defined in the Tree Pruning Guidelines, International Society of Arboriculture, 1995.

Standard: Maintain stability of newly planted trees to ensure a timely establishment period.

Equipment: Tree stakes, French hammer, flexible rubber tubing, non-rusting wire, wire cutters, fencing tool.

Procedure:

- Stake only the trees that require support to stand upright, or will be exposed to high wind condition.
- Install two stakes opposite each other, equal distance from the trunk, outside root ball. Stakes will be driven into undisturbed soil. Larger trees may require three stakes for adequate support.
- Use a wide flexible tie material at two points along the trunk (total of 4 ties) that will hold the tree upright, provide flexibility, and limit damage to the trunk.
- Cut stakes that interfere with the crown and may cause damage.
- Stakes and trees will be examined and adjusted on a monthly basis to insure support as well as flexibility.
- Stakes are to be removed when it has been determined that the tree can support itself. All tree stakes will be removed within the first year of establishment.

119 Landscape Trail Maintenance

Standard: Provide safe and clean bike trails for trail users.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to: Safety equipment and PPE; hand blowers, broom, shovel, dust pan, litter grapplers, trash bags, hand saws, chain saw (at least two (2) workers must be present when using chain saw), paint supplies, walk behind or hand held vacuum, truck, and trailer, and irrigation supplies. Other equipment used frequently is the Parks Division street sweeper and buffalo blower.

Procedure:

1. Pick up all debris, including fallen trees or branches, and all litter on a daily basis or when discovered.
2. Keep all asphalt surfaces swept or blown clean and free of gravel and/or debris.
3. Check and repair irrigation periodically to make sure it is working correctly.
4. Check plant material for damage and replace as needed.
5. Remove low hanging branches growing over the trail that could impede bike traffic or pedestrian traffic.
6. Check fencing along trail and make repairs as needed.
7. Check signage for vandalism and graffiti and make repairs as needed.
8. Fill out graffiti and vandalism reports as needed.
9. Check bollards for safety and proper pole position. Paint periodically with safety yellow color.
10. Report any damage to trail to Park Maintenance Supervisor or Park Superintendent

Standard: To maintain xeriscape planters with maximum variety of xeric type plant material, that is aesthetically pleasing, clean, as designed for the space, with minimal weeds.

Equipment: All applicable equipment necessary for the task, including but not limited to: Appropriate safety equipment including all PPE's, square and round point shovels, hula hoe, landscape rake, leaf rake, hand pruners, loppers, broadcast spreader, and gloves. Supplies include rock mulch, pre-emergent herbicide, acid and fertilizer if available.

Procedure:

Maintenance

4. Rake and clean planter as needed removing trash, rocks, and organic debris.
5. Inspect all irrigation components ensuring that: clock and valves are functioning, emitters are operating properly (not clogged or broken), valve boxes and emitters are intact and at proper height.
6. Prune trees and shrubs in accordance with Maintenance Standard 115.
7. Apply a light amount of fertilizer to plant material as needed to encourage health and vigor. If available acid and fertilizer can be applied as needed through fertigation system. Follow all safety precautions on the label and M.S.D.S. M.S.D.S. and sample label at treatment site at all times.
8. Apply pre-emergent herbicide as needed at appropriate label rates. Follow all safety precautions on the label and M.S.D.S. M.S.D.S. and sample label at treatment site at all times.
9. Record all applications of herbicides, fertilizers, and acids on appropriate applicators logs.
10. Remove weeds completely each time maintenance is performed, leaving no more than five (5) percent weeds in the entire planting bed after removal.

201 Capital Construction

Standard: Construct improvements to existing facilities to City of North Las Vegas department standards.

Equipment: Appropriate equipment for the task.

Procedure: Receive direction from immediate supervisor for scope and method of construction. All projects to be developed off of the approved project list.

1. Develop and/or refer to a scope of work for the project. Gather equipment and materials appropriate for the project from the scope of work.
2. Visit the project site; ascertain any special requirements for the job. Be aware of any outside influences that will affect the project.
3. Initiate "**Call Before You Dig**", to ensure all underground utilities are located.
4. Complete project according to scope of work. Prepare a post-job analysis for park coordinator, indicating all materials, supplies, equipment, and manpower used on the job.
5. Analyze performance and determine if efficiencies can be gained on next job.
6. Supervisor update the Project List to show the job's completion.

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to do the repairs and maintenance in a safe and correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment, make sure it is tied down properly using the trailer with the correct towing capacity and arrangement to tow it.
7. Drag mats should never be stored in an upright position.
8. Notify your immediate supervisor if you need a repair beyond basic maintenance to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.
9. After operations, clean and fuel equipment. Store in a ready-to-use condition.
10. Perform required routine maintenance based on operators manual.

203 Walkway/Parking Lot Maintenance

Standard: Provide safe and clean walkways and parking areas for park users.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to:

Safety equipment and PPE; hand blowers, broom, shovel, dust pan, litter grabbers, trash bags, hand saws, chain saw, paint supplies, walk behind or hand held vacuum, truck, and trailer.

Procedure:

1. Follow pre-start procedures for all power equipment as defined in operator's manual. Machine should be fueled and full of line before beginning operation.
2. Pick up all debris, including fallen trees or branches, and all litter on a daily basis or when discovered.
3. Parking lots will be kept clean. Major sweeping needs will be coordinated with the Streets Division. All corners and difficult to access curb lines will be swept or blown prior to mechanical sweeping.
4. Visually inspect parking lot blocks and curbs for any damage and use the appropriate product to repair damage.
5. Keep all asphalt surfaces swept or blown clean and free of gravel and/or debris.
6. Clean and service equipment used in this operation after use.

204 Pest Control

Standard: Maintain turf free of undesirable pests.

Equipment: Equipment will vary depending on approach.

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/ rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure: Utilize integrated pest management (pest management what??) to identify the most appropriate control measures. Verify appropriate control measures with a Certified Pesticide Applicator

Chemical Control:

- Apply chemical according to label rates.
- Follow all safety precautions on the label and M.S.D.S. Refer to the Parks Division S.O.P.
- M.S.D.S. at treatment site at all times.
- Sample label at treatment site at all times.
- Record all applications on the "pesticide application record" at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

Standard: To give our full support to any special project, identified as a project outside of normal work duties.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Provide project updates to your coordinator daily. Record any comments or ideas on the Daily Activity Sheet.
7. Attend after-action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain parks and facilities free of vandalism and to restore parks and facilities if vandalized to current City of North Las Vegas specifications.

Equipment: Any and all applicable equipment necessary for the task. For graffiti, include graffiti removal products. Tools may include, but are not limited to: high pressure washer, shop rags, brushes, gloves, and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or by delegation, contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate forms and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.

5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Immediate supervisor determine if sandblasting, painting, or other means will be used to remove the graffiti.

Standard: To apply herbicides and provide mechanical for removal of unwanted plant materials.

Equipment: Any and all applicable equipment necessary for the task. Equipment includes, but it is not limited to:

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/ rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure:

Utilize integrated pest Management to identify the most appropriate control measures. Verify appropriate control measures with a Certified Pesticide Applicator.

Chemical Control:

- Apply pre-emergent and post-emergent chemicals according to label rates.
- Follow all safety precautions on the label and M.S.D.S., as well as HAZMAT policy and procedure.
- M.S.D.S. at treatment site at all times.
- Sample label at treatment site at all times.

Record all applications on the Pesticide Application Record at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

208 Building Maintenance

Standard: Housekeeping and janitorial duties performed in buildings.

Equipment: Appropriate contracts for facility.

Procedure:

1. Review contract for specific facility. Check contract for variation from standards.
2. Meet with contractor and facility manager to insure contract requirements are being fulfilled. Discuss any discrepancies and resolve any conflicts.
3. Conduct monthly inspection with facility manager. Submit results to immediate supervisor.
4. Address deficiencies with work orders and submit to designated Park Maintenance Supervisor.

209 Building Repairs

Standard: To insure that repair of buildings meet City of North Las Vegas standards.

Equipment: Appropriate tools and materials for task or contract and specifications if contracted out.

Procedure:

In-house Repairs

1. Meet with facility manager, discuss and understand scope of repairs.
2. Confirm schedule of work.
3. Check with supervisor about expenses.
4. Assemble tools and materials, complete repairs.
5. Have facility manager check off work.
6. Clean up work area and store tools and materials.
7. Turn in all paper work related to task to supervisor.

Contracted Repairs

1. Meet with facility manager and contractor, discuss and understand scope of repairs. Go over contract and specifications.
2. Confirm schedule of work and completion dates.
3. Check on job progress daily, and call facility manager.
4. Resolve any conflicts that arise during repair work.
5. Update supervisor and discuss any problems.

6. Insure contractor leaves area clean and secure.
7. Check off contractor work at the end of repairs.
8. Turn in all relevant paperwork to supervisor.

Standard: Diligently work to assist event organizers in all aspects of setting up and preparation of special events.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to:

Dollies, hand trucks, trailers, trucks, carts.

Procedure:

1. Park and Recreation Superintendents and General Manager of Craig Ranch Regional Park will meet with event coordinator in advance of event to determine what part of the event preparation process the Parks division and City of North Las Vegas will be available to assist.
2. Staff will utilize any and all equipment available in order to make set up of the event as professional as possible.
3. Use appropriate equipment to maneuver items into position according to event organizers.
4. All staff will contact their immediate supervisor if unsure of what steps to take, or what response to give for service.

211 Facility Maintenance

Standard: To maintain and repair all park facilities separate from buildings, including park shelters, pavilions, shade structures, to the current City standards.

Equipment: All applicable equipment necessary to perform the task, and specifications if contracted out.

Procedure:

In-house Repairs

1. Meet with immediate supervisor, discuss and understand scope of repairs.
2. Confirm schedule of work.
3. Check with manager and/or coordinator and obtain approval for purchase of supplies.
4. Assemble tools and materials, complete repairs.
5. Have immediate supervisor check off work.
6. Clean up work area and store tools and materials. Keep job site safe, clean and secure.
7. Turn in all paper work related to task to supervisor.

Contracted Repairs

1. Meet with immediate supervisor and contractor, discuss and understand scope of repairs. Go over contract and specifications.
2. Confirm schedule of work and completion dates.
3. Check on job progress daily, and update immediate supervisor.

4. Resolve any conflicts that arise during repair work.
5. Insure contractor leaves area clean and secure.
6. Check off contractor work at the end of repairs.
7. Turn in all relevant paperwork to immediate supervisor.

212 Fence Repair/Maintenance

Standard: To maintain boundary and security of fence lines, and safeguard the public.

Equipment: All applicable tools necessary to complete the task. Tools include, but are not limited to: pliers, wrenches, hammers, fence stretchers, and gloves.

Procedure:

1. Inspect fences for damage and report any sub-standard conditions to the immediate supervisor.
2. Inspect for:
 - Holes, cut fabric, any sharp protruding metal.
 - On baseball fields, backstop area pushed out from activity (usually from ball machines or players practicing hitting).
 - Sagging top rail.
 - Missing tie wire or loose fabric not attached.
 - On non-chain link fence, need to paint or remove rust.
3. Obtain materials and make minor fence repairs.
4. If contractor involved, obtain quote and turn in to immediate supervisor for action.

Standard: To maintain horseshoe pits in a condition for activity to be performed, and at a quality consistent with City standards.

Equipment: All applicable equipment necessary to perform the task, including, but not limited to:
Round point shovel, hammers, paint brush and paint (aerosol), rake.

Procedure:

1. Inspect horseshoe pits to determine if consistent with City standards:
 - Stakes painted white, leaning forward from pit at a 15 degree tilt.
 - Border of pit free of splinters or loose material.
 - Backboard free of splinters and secure in footings and attachment.
 - Any debris from pit material contained in pit, not outside.
2. Perform routine maintenance.
 - Turn over pit with round point shovel once a month or more frequently if pit becomes impacted.
 - Lightly spray pits down when pit turn over is complete.
 - Dig up stake prior to painting, and adjust if not leaning forward properly.
 - Wipe down pit stake, assure that it is dry, and paint stake.
 - Make any repairs to backboard and stabilize backboard.
 - Rake and excess pit material found outside the pit. Replenish with additional pit material if after raked level, pit material is more than 1" below grade.
 - Paint backboard as needed.

214 Housekeeping

- Standard:** To maintain shop areas, work areas, chaises in restroom buildings, etc., so that equipment and tools can be easily reached and located. Areas are kept clean to eliminate hazardous conditions.
- Equipment:** All applicable tools necessary to complete the task, including but not limited to:
Brooms, mops and mop buckets, cleaning equipment.
- Procedure:**
1. All shop and work areas are to be kept clean at all times.
 2. Tools, equipment and supplies are to be stored properly and out of the flow of traffic within the shop environment.
 3. Sweep the floor of the work area at least weekly, and more often if conditions warrant.
 4. Mop the floor monthly to remove stains.
 5. Clean restrooms weekly following the procedures contained in Task 218.
 6. Empty trash cans daily.
 7. Wipe down break area tables weekly. Remove excess paperwork or trash from the work areas.
 8. Ideally one staff person should be assigned the housekeeping task on a rotating basis, as determined by the park coordinator over that area.

Standard: Maintain a properly functioning lighting system, maximizing illumination based on equipment capability, and schedule for appropriate use.

Equipment: Visual Inspection.

Procedure:

1. Turn on park or pathway lighting via switch, timer, etc.
2. Utilize photocell bypass to check those systems.
3. Visually inspect all park lighting once per week. Inspect lamps, lenses, hoods, and poles for damage or poor alignment.
4. Report any necessary repairs or lamp replacement to immediate supervisor.
5. Supervisor will then contact appropriate personnel to repair fixtures.

- Standard:** To maintain park furniture to be free of graffiti or damage, repaired and maintained in original condition.
- Equipment:** All applicable tools and equipment necessary to perform the task. These include, but are not limited to: furniture dolly, forklift, wire brush, ash bucket, and pallet jack.
- Procedure:**
1. All park furniture should be inspected at least weekly for signs of damage.
 2. Park furniture includes: picnic tables, barbecues, benches, trashcans, etc.
 3. Concrete park furniture has specific concrete repair kits available to make spot repairs.
 4. Clean concrete products with water and high-pressure hose for routine maintenance.
 5. A sacrificial coating (meaning a coating that can be removed through cleaning or weatherization) has been applied to the concrete products. A re-application of the coating may need to be applied once several cleanings have occurred.
 6. Remove graffiti from concrete products using vandal mark remover (aerosol or liquid). Check with immediate supervisor whether its necessary to reapply graffiti coating.
 7. All concrete trashcans are to be secured to a concrete pad to prevent being tipped over and damaged.
 8. All metal 55-gallon drum trashcans are to be painted annually for a fresh appearance and shall match existing park color scheme. Locate these trashcans on rock mulch areas, as they tend to leave rust on concrete surfaces.
 9. Barbecues: wire brush to clean grills, remove debris to ash bucket. Make sure any coals are completely out.
 10. Trash receptacles: dump trash, and hose out if necessary.

Standard: To maintain play areas in conformance with standards set by the Consumer Product Safety Commission (CPSC) and American Standards and Testing Methods (ASTM), so that equipment is usable and safe for park users.

Equipment: All applicable equipment necessary for the task, including but not limited to: Hand tools; mechanics tools; inspection report, playground audit gauge and probe kit.

Procedure:

1. Playground inspections are to be conducted in compliance with the City's Playground Maintenance Manual.
2. All inspections are to be conducted by trained personnel who have received training for compliance with the manual.
3. An inspection report is necessary to be completed once weekly.
4. Any damage to playground structures or components is to be reported to the immediate supervisor.
5. An incident report form will be filled out for any damage caused by vandalism, and turned in to the immediate supervisor.
6. Any repairs made to the playground system will be documented on a playground inspection sheet, noting date and time, even if not during normal inspection occasion.
7. Any repairs to playground structures or components that can not be completed immediately will be safeguarded and secured so that the park users cannot gain access to them.
8. All repairs to playground structures or components will be made within twenty-four (24) hours, unless replacement parts are unavailable.
9. Only original or manufacturer's approved replacement parts may be used for repairs to each specific piece of playground structures or components.

218 Restrooms

Standard: To keep restrooms clean and sanitary for park users to use with complete confidence in their condition.

Equipment: Rubber gloves, toilet paper, disinfectant and brushes and all applicable equipment needed for the job.

Procedure: Restrooms will be unlocked and cleaned daily. Check and make sure all fixtures are working properly, if not repair or call supervisor for direction.

Restroom cleaning includes:

1. Inspect restroom for damage or vandalism daily, and if found, contact immediate supervisor and complete an incident report form.
2. Maintenance of restrooms
 - Check and make sure all fixtures are operating properly. If not, repair and contact immediate supervisor for direction.
 - Sweep and remove all litter and debris in restroom.
 - Clean restrooms and floors using mop bucket and mop, with disinfectant solution. Use all personal protective equipment when mixing and applying cleaning solutions.
 - Scrub toilets, sinks, and urinals with disinfectant cleaner.
 - Wash down walls and ceilings to remove any debris, including wads of paper, marks on walls, etc.
 - Refill toilet paper dispenser as needed.
 - Check and operate hand dryer for correct operation. If not operating contact immediate supervisor.
 - Wipe down mirror with cleaner.
 - Check and inspect lighting to ensure correct operation. If not operating or lamps out, contact immediate supervisor.

- Standard:** To maintain hard court surfaces free of litter and debris, so that park users may use it for purpose intended.
- Equipment:** All applicable equipment and tools necessary to complete the task, including, but not limited to: Hose, spray wand or water broom, quick coupler key, rubber squeegee roller, blowers, hose, ladder, hog rings and pliers, windscreen, tennis nets, and center straps.
- Procedure:**
1. Inspect hard court surfaces, including tennis courts, basketball courts, and handball courts for litter and debris that inhibits play or is a safety concern, including blown-in sand.
 2. Remove litter and trash daily from hardcourt areas. Blow when necessary, such as heavy leaf droppings.
 3. Wash down courts monthly.
 - Remove all trash and litter.
 - Connect quick coupler key to valve, hose to quick coupler, spray wand to hose.
 - Begin washing down court from uphill side of court, normally in the middle working towards the edges, so that water drains away from court as you wash it.
 - Squeegee off remaining water in bird baths using rubber squeegee roller.
 4. Check and adjust tennis net tension.
 - The following is an approved method for obtaining proper net tautness. First, loosen the center strap. Next, tighten the net cord until it is approximately 40 inches above the ground, being careful not to over-tighten the net. Finally, tighten the center strap until the center of the net is 36 inches above the ground.
 5. Basketball nets shall be replaced when one or more straps holding the net to the basket is missing or broken. Replace with approved type.
 6. Replace nets and center straps when headband separates, net or straps are fraying.

Standard: To maintain sand volleyball courts to be level and not compacted, and in a condition for park users to enjoy.

Equipment: Includes all necessary tools and equipment to complete task, including but not limited to: Trap rake, rake, shovels, tractor with front-end loader, rototiller, brooms, blowers, and nets.

Procedure:

1. Inspect for conditions that result in low spots in the sand, particularly in front of the net. Inspect condition of net, loose or damaged. Check border rope is in good condition.
2. Relocate sand into low spots using front-end loader.
3. Inspect and clear area of any debris. Rototill sand to a depth of six inches to relieve compaction.
4. Use trap rake to smooth surface of sand after rototilling.
5. Check rope boundary to ensure it is tight and attached properly. Repair if necessary.
6. Tighten tension of net so that the center deflects no more than 3 inches from each end post. Repair or replace defective nets.
7. Rake out sand if in surrounding turf. Use hose if necessary.
8. Check sprinklers serving volleyball court to insure proper operation.

Standard: To maintain aquatic facilities in compliance with local laws governing these facilities, to be free of hazards, and provide a suitable location for the public to enjoy.

Equipment: Various tools and equipment appropriate for this task.

Procedure:

Pool maintenance procedures are covered under the Aquatic Facility Maintenance section of the Parks Division Operations Manual. For general understanding, the following activities are associated with pool maintenance:

1. Infrastructure maintenance
 - Includes boiler, filter, piping, valves, pumps.
 - Pool or aquatic feature surface and distribution systems.
 - Pool deck and flooring.
 - Does not include building components.
2. Water quality and monitoring
 - Water quality is officially responsibility of the Recreation division - Aquatics Section. However, water quality is affected by monitoring equipment and the distribution system that supplies water to the pool.
 - Monitor and adjust Scantrol controllers to adjust ph, acid level, and chlorine levels.
 - Fill and distribute chlorine and acid through tanks associated piping.
3. Training
 - Provide training to part time seasonal staff, Recreation division - Aquatic Section staff in proper preventative maintenance on filters, pool cleaning, and associated equipment.
4. Make all appropriate repairs to equipment, excluding electrical and major plumbing.

222 Banner Maintenance

Standard: To safely maintain banners on medians to enhance the image of the City of North Las Vegas.

Equipment: Lift trucks, mechanics tools, banding tool, banner brackets, and ladder.

Procedure:

1. Receive directions for placement of banners in appropriate season or special event from immediate supervisor.
2. Operate lift truck in median areas in conformance with safe work practices, using safety cones or barricades to control traffic, if needed.
3. Maintain inventory of banners, discarding old and damaged banners; requesting replacement of discarded banners to keep stock current. Also maintain inventory of banding supplies and associated hardware.
4. Installation may involve use of ladder. Always use two people to ensure safety is observed at all times.

301 Contract Inspections

Standard: Inspect work performed by contract for new construction, improvements to existing facilities, and/or replacement and repair of park and recreation facilities to City of North Las Vegas standards.

Equipment: Inspection form.

Procedure: Receive direction from immediate supervisor as to what areas and locations of inspection are required.

New Construction

1. Attend all required site construction progress meetings. Take your direction from the park planner assigned as the City's project manager. Communicate any project issues to the project manager directly.
2. Obtain permission from contractor before going on-site; then meet with the contractor's representative at the site. Follow all required safety regulations, including use of hard hat.
3. Using the inspection form provided, inspect all required components.
4. Do not direct contractor to correct deficiencies or amend the contract specifications in any way. Note deficiencies on inspection report and contact the project manager as soon as possible.
5. When directed by the project manager to perform an inspection, only inspect what is required. Do not inspect or express opinions on how to proceed on other work you are have not been asked to inspect – this is the role of the project manager.

Repair, Replacement, or Improvement of Existing Facilities

1. Follow New Construction guidelines if the project manager or park planner manages the project. Otherwise, follow the direction of your immediate supervisor. Perform inspections and utilize the Inspection Report Form to communicate results to your immediate supervisor.

302 Inventory

Standard: Perform inventory of city-owned property accurately and in a timely fashion.

Equipment: Inventory form.

Procedure:

1. Receive direction from your immediate supervisor on the items you are responsible for maintaining an inventory control on.
2. Utilizing the inventory form, complete an accurate assessment of the inventory item, including:
 - Quantity of item. May include hour meter or similar factor.
 - Quality. Indicate condition of equipment at time of inspection.
 - Re-order amount. If applicable, indicate what amount is needed to bring the item up to the benchmark stock-on-hand.
3. Maintain inventory form for stock items and report need to re-stock as directed by your immediate supervisor.

303 Irrigation Systems

Standard: Maintain at City of North Las Vegas specifications, the design, installation, testing, and reactivation, inspection, modification, and programming of controllers.

Equipment: Complete irrigation system, including, but not limited to: backflow prevention devices, controllers, valve wiring, electric and manual valves, PVC parts and piping, quick-couplers, irrigation heads of all types, drip irrigation components, mainline, remote transmitters, valve boxes.

Procedure:

- *Design:* Review the design of blueprints submitted for construction, and tag for any deficiencies to current City of North Las Vegas standards.
- *Installation:* Includes installation of new components not related to repair.
- *Testing and reactivation.* Conduct tests of irrigation system to ensure it is operating in compliance with City of North Las Vegas standards. Do not perform tests during non-watering hours if at all possible. Includes reactivation of system once repairs are made.
- *Inspection.* Conduct inspection of irrigation system and observe for conditions indicating non-compliance with system standards, including: excess water, irrigation breaks and leaks, dry spots, etc.
- *Modifications.* If modifications occur, note on as-built plans all changes to system.
- *Programming.* Program using irrigation audit data, SNWA historical weather information, Calsense ET information and connectivity, and local user experience. Contact Irrigation Systems Technician for technical information to maintain water use with needs in the field.

Equipment Information

- *Backflow prevention devices:* Observe for leaking conditions. If shut off for any reason, must be re-certified for to ensure correct operation.
- *Controllers:* Irrigation clocks and controllers are used to test the irrigation system and operate a schedule automatically, either stand-alone or with the Calsense system. Always leave CCU Calsense switch in “on” position, unless otherwise directed by immediate supervisor. If CCU is left in the off position, the Irrigation System Technician must be notified.
- *Valve wiring.* A common and control wire is run to each electric valve in the field. If cut or damaged in between valves, wire must be spliced with field splicing kit for weather-tight connection and a 6” valve box with risers

over the splice for future location. Control wire should have 24 volt on gauge. Use gauge to ensure common wire is not broken.

- *Electric valves.* Shut off with manual gate valve before electric valve. Perform diagnostic checks as needed. Should have 24 volts to valve through wiring. Diaphragm free of debris. Regulating stem valve backed off 1-2 turns from full open.
- *Manual valve.* Back off from full open 1-2 turns from full open.
- *PVC parts and piping.* Utilize correct PVC parts for operation; i.e., schedule 80 for nipples, schedule 40 for most PVC fittings, class 200 or higher for laterals. Do not replace parts with a lower grading schedule fitting or pipe.
- *Quick-couplers.* Use care when using quick-couplers, slowly backing off (turning counter-clockwise) and holding coupler firmly, to reduce pressure on coupler before disengaging. Never leave coupler unattended.
- *Irrigation heads.* All sprinklers should be installed according to manufacturers specifications, including: head to head coverage, maintain head at 90 degree angle to ground level, matched precipitation of nozzles within a zone, remove clogged or damaged nozzles and heads and replace with same components. Raise/lower any heads that are not at ground level or slightly below turf height.
- *Drip irrigation components.* Maintain all drip irrigation components in compliance with manufacturers specifications. All bowsmith emitters attached to PVC riser should be within 1-2" of ground to avoid attracting vandalism. Cap and remove emitters no longer providing irrigation to individual plant material. If in need of repair, replace with same type component.
- *Mainline.* Maintain mainline components in conformance with CNLV and manufacturer's specifications. Replace thrust block if removed during repairs. Utilize approved repair coupler for size and type of pipe.
- *Remote transmitters.* Utilize to make system inspections and to facilitate repairs. Replace batteries or recharge, as applicable.
- *Valve boxes.* Replace cracked or damaged box lids. Ensure box is to grade with surrounding conditions.

304 Calsense

Standard: Maintain Calsense system to operate in conjunction with weather stations and CCU units to download ET information to provide adequate supply of water to meet requirements of plant material.

Equipment: Cluster Control Unit (CCU), ESP or similar irrigation controllers, flow sensor, master valve, decoders, maxi-cable, computer and modem, weather station.

Procedure:

1. *Cluster Control Unit.* This is the “middle manager” of the Calsense system. The CCU interfaces between the central computer and the system components in the field. An actual computer itself, the CCU has all of the monitoring and control capabilities of the PC with the scope of only one site. The CCU has the ability to communicate with up to 28 devices in the field. The CCU operation switch is to remain in the “on” position at all times, unless operating in the stand-alone position. Ensure switch is turned to “on” position by the end of shift.
2. *ESP; Irrigation Controllers.* Provides the schedule the irrigation system will follow once activated by manual or automatic operation in the stand-alone position or is used as a path of communication between the program in the CCU and Calsense. Ensure clock is set back to run position when testing or repair procedures are complete.
3. *Flow sensor.* Determines rate of flow through a mainline. Use to set system parameters for high and low flows, and shut system down in conjunction with master valve. Must be configured for rate of flow specific to site, checked annually for system compliance.
4. *Master valve.* Is an irrigation control valve that operates in the normally “closed” position, this valve will only provide water to the irrigation system when it is provided with a signal from the irrigation controller. This helps in the protection of the system due to vandalism.
5. *Decoders.* A field device used to interface between CCU unit and components; i.e., flow sensor, master valve, lighting, etc. Check for fuses in operating condition at each inspection.
6. *Two-Wire path* used to relay data between CCU(s) and related components; i.e., master valve, flow sensors, decoders.
7. *Calsense computer and modem.* Computer program operates Calsense software to connect to remote sites and CCU(s). Program uses data from weather stations, site field conditions, irrigation system components and experience for scheduling.

8. *Weather station.* A true weather monitoring station that receives weather data from sensors and sends that data to the central computer (when included in the Calsense system). The weather data provided includes wind speed, wind direction, solar radiation, rainfall, temperature, and humidity.

305 Meetings

Standard: Attend all meetings required for assigned position, and those assigned by immediate supervisor or administration.

Equipment: Recording instruments for taking notes and any useful information relative to discussion.

Procedure: Includes all meetings, i.e., staff meetings, scheduling, safety, special event preparation, and workshops

1. Arrive at meetings at least 5 minutes before assigned meeting time.
2. If conducting meetings, provide agenda to focus discussion.

306 Reports/Recordkeeping

Standard: Maintain accurate reports of all required recordkeeping and assigned tasks.

Equipment: Computer, report forms.

Procedure: Includes preparation of reports and recordkeeping in performance of job duties including timesheets, monthly, weekly, daily reports.

1. Prepare reports as required for assigned tasks. Provide legible written information and subject as required.
2. Submit for computerized draft or complete on spreadsheet or work processing software.

307 Supervision

Standard: Supervision of employees including directing work schedules, projects, evaluating performance, providing technical assistance, interviewing/recruiting personnel, office paperwork, managing budgets, and administering personnel matters.

Equipment: All applicable equipment necessary to perform tasks.

Procedure:

Supervision

1. Develop and maintain work schedules for assigned personnel.
2. Manage work projects utilizing manpower, equipment, and operation resources.
3. Evaluate performance using employee input form, notes on performance over entire evaluation period, in comparison with standards set by CNLV. Evaluate performance in assigned goals.
4. Provide technical assistance based on experience, or on technical resources available through various resources.
5. Participate in oral and selection board interviews to recruit the best candidate based on a job classification.
6. Maintain assigned budget in accordance with departmental and CNLV directives.
7. Complete office paperwork in assigned duties, including: monthly status report, bidding, contract supervision, administrative paperwork on assigned tasks.
8. Conduct personnel matters including coaching and counseling of employees, confidentiality of sources to resolve issues.

308 Training

Standard: Complete all assigned training per classification.

Equipment: Assigned resources.

Procedure: Includes all time spent in safety meetings, education classes/conferences, schools and workshops including first aid and CPR classes or in job-related subjects; includes orientation of new employees.

1. Complete all assigned training with a passing grade.
2. Maintain reference library of accumulated training materials for reference.
3. Maintain certification and inform supervisor of re-certification needs at least one (1) month in advance of expiration.
4. Immediate supervisors maintain training log of all assigned employees for all training received, whether certified or not.

309 Work for Others

Standard: Perform work at CNLV Parks division level of performance when assigned tasks outside the division.

Equipment: Assigned resources.

Procedure: Includes work performed for other departments, agencies, associations, groups, and clubs in accordance with departmental directives, includes Stage placement, setup, and transport of materials in support of Recreation.

1. Document work performed for others on timesheet and other reporting instruments.
2. Perform required work in accordance with CNLV Parks division standards.

310 Purchasing

Standard: Purchase materials, equipment, and supplies in conformance with CNLV departmental standards.

Equipment: Assigned resources; Purchase and Vendor requisition forms; purchase orders; invoices; purchasing card procedures; etc..

Procedure: Includes all activities related to purchasing of materials, equipment, and supplies as well as all activities related to processing claims, purchase orders, requisitions.

1. Always obtain three quotes for any purchases made over \$10,000. It is recommended that multiple quotes be obtained for any major purchase even if it doesn't exceed \$10,000. Quotes should be based on the same criteria.
2. Complete vendor requests for all purchases.
3. Turn in invoices, pick tickets, and/or bills of lading to immediate supervisor for payment.
4. Follow purchasing card procedures. Provide timely response to questions regarding purchases as expenses are recorded on a monthly statement.

311 Transport

Standard: Transportation of equipment and supplies in support of the Department mission.

Equipment: Trailers, vehicles, and assorted tools for safe transportation.

Procedure: Includes transport of equipment and materials not tied to a specific job task.

1. This standard is for any job task where transportation is not part of the task itself.
 - Example: Inspection of a park requires transportation to each park site. The transportation time between parks and from the base of operations, would apply in the Transport job task, not the Inventory job task.

401 Aeration

Standard: To increase air infiltration, water percolation, plant nutrient mobility, and correct soil compaction by making holes or slits in turf.

Equipment: Hand operated, walk-behind, riding, towing 3 pt. hitch aerater.

Procedure:

1. Shut off irrigation one (1) day prior to aeration.
2. Perform pre-check of equipment, and insure tines are of a usable length, straight all fittings lubed.
3. Identify area for service and clearly mark with flags all irrigation valve boxes, all irrigation heads, quick-couplers, or any other pull boxes.
4. Aerate area in north-south direction and then repeat in an east-west direction.
5. At completion of task, insure all tines are clean, straight and not worn down below a usable length.
6. Cycle all stations on irrigation system to insure no damage was done to system. Check for lateral breaks as well as valve and head damage.

402 Equipment Repair/Maintenance

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to perform repairs and maintenance the correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts and tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment make sure it is tied down properly, using the trailer with the correct towing capacity and arrangement to tow it.
7. Drag mats should never be stored in an up-right position.
8. Notify your immediate supervisor if there is a needed repair beyond basic maintenance needed to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.
9. After operations, clean and fuel equipment. Store in a ready to use condition.

403 Turf Fertilization

Standard: Maintain all turf in a healthy, vigorous, and safe condition

Equipment: *Large Areas:* tow behind spreader, tow vehicle equipped with turf tires, gloves

Small Areas: walk behind spreader, hand held spreader, and gloves

Procedure:

1. Fertilizer application rates are determined by turf species, season, soil type, and existing nutrients in the soil at the site.
2. Select spreading device with a broadcast pattern that that does not exceed the narrowest area to be fertilized. Consult owner's manual for broadcast pattern specifications.
3. Calibrate spreading device so the proper rate of product is achieved. Calibration procedures vary with types of fertilizer and the equipment used. Consult the fertilizer label and operators manual for the spreading device to properly calibrate.
4. Load fertilizer in to the spreader on a hard surface to facilitate proper clean up.
5. Fertilizer rates should be cut in half and applied in two directions when ever possible to insure the most even dispersal over the site. This avoids the "tiger stripe" affect found on residential turf.
6. Fertilizer on walks, parking areas, street surfaces, play areas, and other non-target areas will be recovered and dispersed over the site. At no time is fertilizer to migrate from the site.
7. Time applications for the hours of lowest visitation to the site. Maintain a wide clearance from park patrons and vehicles during application.
8. Record fertilization on the fertilizing record at the site.

404 Pest Control

Standard: Maintain turf free of undesirable pests

Equipment: Equipment will vary depending on approach

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure: Utilize integrated pest Management to identify the most appropriate control measures. Verify appropriate control measures with a 'Certified Pesticide Applicator.

Chemical Control:

1. Apply chemical according to label rates.
2. Follow all safety precautions on the label and M.S.D.S. Refer to Parks Division HAZMAT policy and procedure.
3. M.S.D.S. at treatment site at all times.
4. Sample label at treatment site at all times.
5. Record all applications on the Pesticide Application Record at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

405 Special Projects

Standard: To give our full support to any special project, identified as a project outside of normal work duties, whether it is for a recreation project or for another department.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Contact coordinator daily and provide project updates. Record any comments or ideas on daily activity sheet.
7. Attend after action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain and repair parks and facilities free of vandalism and current with City of North Las Vegas specifications.

Equipment: Any and all applicable equipment necessary for the task. For graffiti include graffiti removal products. Tools may include, but are not limited to: high-pressure washer, shop rags, brushes, gloves and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or his/her designee, will contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate form and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.
5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Immediate supervisor shall determine if sandblasting, painting, or other means will be used to remove the graffiti.

Standard: To apply herbicides and provide mechanical for removal of unwanted plant materials.

Equipment: Any and all applicable equipment necessary for the task. Equipment includes, but it is not limited to,:

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/ rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection.

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure:

Utilize integrated pest Management to identify the most appropriate control measures. Verify appropriate control measures with a 'Certified Pesticide Applicator.

Chemical Control:

1. Apply pre-emergent and post-emergent chemical according to label rates
2. Follow all safety precautions on the label and M.S.D.S.
3. M.S.D.S. at treatment site at all times.
4. Sample label at treatment site at all times.
5. Record all applications on the Pesticide Application Record at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

Standard: To provide a clean and clear 90 degree edge between turf area and hardscapes, resulting in a professional appearance.

Equipment: Hand held or walk behind edgers, safety glasses or face shields, gloves, earplugs, extra edging blades, fuel (mixed).

Procedure:

1. Perform pre-start procedures in compliance with the operator's manual provided with the machine.
2. Insure blades are sharp and of the proper length.
3. Insure safety shields are properly installed and adjusted.
4. Wear proper personal protection equipment.
5. Check if area is clear of all personnel. Do not operate equipment within 50 feet of people.
6. Remove excessive cut grass and blow off hardscape. Schedule your cleanup to remove any excess grass by the end of your shift.

Standard: Maintain a properly functioning irrigation system to park design specifications.

Equipment: PVC pipe cutter; cable saw; hack saw; trenching shovel; round point shovel; digging bar; PVC glue; appropriate safety equipment, including personal protective equipment; pipe wrenches; backhoe; Teflon tape or equivalent.

Procedure:

1. Turn on suspect valve and locate area for repair.
2. Once area has been identified, turn off all water feeding the location. Locate isolation valve if extended repair.
3. If required expose break by digging around location.
4. Determine what is needed to repair the system.
5. If necessary, cut out damaged area and replace with like components.
6. Utilize slip-fix couplings where it is deemed cost and time effective.
7. Glue pipe with appropriate product for application.
8. For pipe sizes greater than 2" in size, use PVC primer before adding glue to pipe.
9. If glue was utilized in the repair, wait for a minimum of 5 minutes on pipe sizes less than 2", and 30 minutes on pipe sizes of 2" and greater before turning on the water feeding the damaged area.
10. Test system to assure that it is free of debris and running efficiently. Remove the nozzle from the last irrigation head in the line repaired to flush debris.
11. Fill in any holes in landscape left from repair and clean up any tools and debris.
12. Make sure that all heads, emitters and nozzles are properly installed and operating to manufactures specifications.

410 Overseeding

Standard: To establish, or maintain, quality of turf to CNLV standards.

Equipment: Riding mowers, walk-behind mowers, power rake, turf vacuum, seed spreader, fertilizer spreader, and top dresser.

Procedure:

1. Pre-check and service all equipment before operating. Review operator's manual for each piece of equipment if unfamiliar or if never operated before.
2. Mow area at lowest setting on mower.
3. Remove cuttings.
4. Power rake area to be seeded.
5. Remove thatch using turf vacuum or similar.
6. Seed should be able to make contact with soil.
7. Lightly fertilize (25% normal rate).
8. Reduce recommended seeding rate by one-half ($\frac{1}{2}$) and cover the area twice, in two directions, leaving a "cross-hatch" seeding pattern.
9. Topdress with organic material using topdresser implement.
10. Adjust irrigation run times to prevent runoff or puddling. Apply irrigation in thirds three times each application during establishment period.
11. Insure all equipment is cleaned and serviced following the completion of tasks.

411 Verticutting

Standard: To provide a healthy turf by removing excessive thatch through mechanical means.

Equipment: Walk behind, towed or riding verticutting machine or implement, turf sweeper.

Procedure:

1. Perform proper startup procedure.
2. Do not water twenty-four (24) hours prior to verticutting.
3. Verticut deeply once to 3 times per year, depending on facility and turf type.
4. Remove thatch using turf sweeper or other means.
5. Lightly fertilize.
6. Provide deep watering to insure nutrients reach roots.

Standard: To maintain turf in areas inaccessible to riding mowers to acceptable turf height and appearance, and City standards.

Equipment: Walk behind push mower; i.e., Honda or Tru-cut.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Insure all blades are sharp.
3. Inspect area to be mowed prior to beginning mowing.
4. Before beginning and during the mowing operation survey the area within 100 feet; checking for people or obstructions within the mowing area.
5. Alternate the direction you mow to improve appearance after mowing, and to relieve soil compaction.
6. Discard excess clippings if necessary.
7. Clean and service equipment before next operation.

413 Renovation

Standard: To restore turf area to acceptable standards that provide a safe and usable area for citizens.
Contact the Irrigation Systems Tech one (1) week prior to renovation for sod irrigation schedule.

Equipment: Spray tank, sod cutter, aerater, power rake (verticutter), seed spreader, and hand tools.

Procedure:

Overseeding

1. Spray with non-selective herbicide and follow label directions.
2. Mark irrigation heads and aerate in at least two directions, at 90 degrees.
3. Power rake after area has died off (5 -14 days).
4. Overseed, cutting recommended rate in half and applying in two directions (90 degrees)
5. Topdress with appropriate mulch or similar material.
6. Fertilize with appropriate fertilizer.

Sod Replacement

1. Locate irrigation heads, valve boxes, and sod area to be renovated (sod should be slightly damp before cutting).
2. Water down soil, but not too heavily, to control dust.
3. Lay sod, keeping moist and staggering rolls so that four corners don't meet.
4. Fertilize with appropriate fertilizer.
5. Irrigate thoroughly, then roll sod to level turf area.

Standard: To maintain turf in all areas accessible to riding mowers to acceptable turf height and appearance, and City standards.

Equipment: All riding mowers; i.e., Toro 580D, 325D, etc.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Follow pre-start procedures for all power equipment, as defined in operator's manual.
3. Insure all blades are sharp.
4. Inspect area to be mowed prior to beginning mowing.
5. Before beginning and during the mowing operation survey the area within 100 feet; checking for people or obstructions within the mowing area.
6. Never refuel over turf area or while equipment is hot.
7. Maintain at least one foot clearance around trees or obstacles, do not try mowing too close to avoid damage.
8. Avoid mowing when turf is wet.
9. Alternate the direction you mow to improve appearance after mowing, keep blades of turf erect, and to relieve soil compaction.
10. Always use seat belt and follow all safety precautions listed in operators manual.
11. Discard excess clippings if necessary.
12. Always turf off blades when crossing graveled areas.
13. Clean and service equipment before next operation.

415 Turf Vacuum

Standard: To maintain turf areas clear of leafs and debris. Used to remove clippings from mowing or dethatching.

Equipment: Walk behind or tow-type turf vacuum.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Wear proper safety equipment including PPE.
3. Pick up glass or other sharp objects before passing over the turf area.
4. Dump collected material appropriately.
5. Clean and service equipment for next operation.

Standard: To maintain turf with an even surface and proper organic composition.

Equipment: Topdresser implement, tractor or turf vehicle, drag mat.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Insure topdresser adjusted for type of material being used for topdressing (i.e., sand vs. organic mulch).
3. Make one pass over designated area.
4. Topdress after heavy aeration and incorporate the material by dragging a steel mat, if needed.
5. Apply no more than one-half ($\frac{1}{2}$) inch of material each application.
6. Clean and service equipment ready for next operation.

417 Line Trimming

Standard: To maintain landscape area borders and edges, in a professional appearance, and cleared of weeds and tall grasses.

Equipment: Hand held grass trimmers (weedwhips, weed eaters, etc.).

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual. Machine should be fueled and full of line before beginning operation.
2. Start unit and test at shop, before transporting to job site.
3. Wear all personal protective equipment (PPE).
4. Check and adjust carrying harness before beginning operation.
5. Bring mixed fuel in appropriate can, and additional trimming line.
6. Before beginning and during trimming, survey the area within 100 feet; checking for people or obstructions within the trimming area.
7. Trim all posts, benches, tables, trash cans, fence lines, trees BBQ grills, buildings and other obstacles must be done.
8. All areas must be blown clear of debris before leaving job site.
9. Clean and service all equipment for next operation.

501 Sports Field Maintenance

Standard: To provide the best possible playing fields with the resources available for our citizens.

Equipment: All applicable equipment to do the job.

Procedure:

Turf Care

Grass height maintained to species and variety of grass. Mowed at least once a week outfield, 1-2 times infield. Aeration at least four times annually. Dethatch at least once annually. Weed control practiced so that no more than 5% of the surface has weeds present. Topdressing applied to level turf as needed.

Fertilizer

Apply at least three (3) applications per year. All fertilizer applications to be a balanced fertilizer with nitrogen, phosphorus, and potassium (NPK) based on site soil analysis.

Irrigation

Irrigation system monitored locally, and/or by Maxicom. Irrigation system checked daily at each site. All zones are checked for operation, and repairs made immediately. Schedule adjustments due to additional rainfall or other weather conditions are made. Care is given to schedule irrigation to avoid scheduled use for activities.

Lighting

Perform monthly inspection of sports lighting fixtures for adequate illumination.

Sports Equipment

Inspect soccer goals, etc for any repairs necessary to bring it back to standard.

502 Equipment Repair/Maintenance

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to do the repairs and maintenance the correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment make sure it is tied down properly, using the trailer with the correct towing capacity and arrangement to tow it.
7. Notify your immediate supervisor if there is a needed repair beyond basic maintenance needed to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.
8. After operations, clean and fuel equipment. Store in a ready to use condition.
9. Perform required routine maintenance based on operators manual.

503 Ballfield Maintenance

Standard: To provide the users with a high quality playing surface that is safe and free of debris.

Equipment:

- Drag mat, trap rake, four wheel ATV/ small tow vehicle (Mule or Gator or equivalent), landscape rake—minimum of 2ft.; tamp, hose and spray nozzle, quick coupler key, gloves, eye protection, ear protection, Turface or equivalent, trash bags, trash grabbers.

Procedure:

1. Pick up any debris on or around the playing area.
2. Use the landscape rake to fill in holes on the pitching mound and around home plate.
3. Use the landscape rake to rake the base paths and entrance areas. Rake the ball mix so that you are not creating any build up at the turf edges.
4. Use the landscape rake to fill in any depressions in the ball mix near or around the bases.
5. Remove all bases and wet the surface prior to dragging.
6. Use the drag mat and a small tow vehicle, or the trap rake, to smooth out the ball mix playing surface.
7. Use the Turface or an equivalent product only if necessary to dry out any non-turf playing surface that has been deemed not suitable for play.
 - First remove as much water as possible.
 - Second, lightly spread the product in the wet area.
 - Third, lightly rake the product into the soil.
 - Fourth, repeat the steps until the area begins to dry. Try not to over apply product because it will make it more difficult to keep a high quality playing surface.

504 Bleacher Maintenance

Standard: To maintain Bleachers in a safe, clean way, checking for damage and vandalism so that the public is safe.

Equipment: Hand tools, nuts & bolts to repair the bleacher, loader, tie downs, trailer big enough to haul bleachers.

Procedure: Repairs should be done whenever safety, function, or bad appearance is in question. Surfaces should be cleaned, repaired, repainted, or replaced when appearance has noticeably deteriorated. Safety repairs take priority over appearance.

Transportation of bleachers should be done using a trailer and a loader to load the bleacher on and off the trailer.

Standard: To give our full support to any special project, identified as a project outside of normal work duties, whether for a recreation project or for another department.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what the project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Contact supervisor daily and provide project updates. Record any comments or ideas on daily activity sheet.
7. Attend after action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain and repair parks and facilities free of vandalism and current with CNLV specifications.

Equipment: Any and all applicable equipment necessary for the task. Tools may include, but are not limited to: high-pressure washer, shop rags, brushes, gloves and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or by delegation, contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate form and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible, take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.
5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Immediate supervisor shall determine if sandblasting, painting, or other means will be used to remove the graffiti.

Standard: Maintain a properly functioning sports lighting system, maximizing illumination based on equipment capability, and schedule for appropriate use.

Equipment: Visual Inspection.

Procedure:

1. Turn on sports lighting via switch, timer, etc.
2. Utilize photocell bypass and timer to check those systems connected in that fashion.
3. Visually inspect all sports lighting once per week. Inspect lamps, lenses, hoods, and poles for damage or poor alignment.
4. Report any necessary repairs or lamp replacements to your supervisor immediately.
5. Supervisor will then contact appropriate personnel to repair fixtures.
6. Any evidence of tampering or wire theft shall be immediately reported to your supervisor.

MAINTENANCE CALENDAR

The Maintenance Calendar defines the frequencies of maintenance activities and provides a schedule for park staff to perform them.

Fixed Work Schedule


- Provides an overall view of all routine maintenance activities (Section 3), based on maintenance standards (Section 4), and the frequencies they are performed at (Section 2).

Daily Work Schedule

- Provides a daily, weekly, monthly, and yearly frequency of maintenance activities to be performed at each park and facility.

CNLV Incident Report

Important: If emergency personnel is contacted, notify your supervisor at once.

| | | | |
|--|--|--|---|
| Date of Incident: | | Time of Incident: | |
| Program: | Facility/Site: | | Area in Location: |
| CHECK SPECIFIC INCIDENT: | | | |
| <input type="checkbox"/> Abuse | <input type="checkbox"/> Confrontation | <input type="checkbox"/> Theft | <input type="checkbox"/> Vandalism <input type="checkbox"/> |
| <input type="checkbox"/> Other (specify): _____ | | | |
| WERE POLICE NOTIFIED? | | <input type="checkbox"/> No <input type="checkbox"/> Yes, Report Number: _____ | |
| PATRON INFORMATION: | | | |
| Name: | | Age: | Sex: |
| Address (Street/ZIP): | | | |
| Home Ph.#: | Alt. Ph.#: | Parent/Guardian (if minor): | |
| | |  | |
| WAS PATRON ENROLLED IN: | | | |
| <input type="checkbox"/> Class/Program | | <input type="checkbox"/> Drop-in Activity | <input type="checkbox"/> Other (specify): _____ |
| INCIDENT INFORMATION: Describe how the incident occurred, the cause of the incident, parties involved & apparent cause. | | | |
| | | | |
| ACTION TAKEN BY PARKS AND RECREATION STAFF: | | | |
| | | | |
| Name of Supervisor (if contacted): _____ | | | Date: _____ |
| PATRON WITNESS: (Attach Witness Statement) | | PATRON WITNESS: (Attach Witness Statement) | |
| Name: | | Name: | |
| Address (Street/ZIP): | | Address (Street/ZIP): | |
| Telephone: | | Telephone: | |
| STAFF MEMBER(S) ON DUTY (please print information): Check box if witnessed incident. | | | |
| <input type="checkbox"/> Name/Title: | | <input type="checkbox"/> Name/Title: | |

| | |
|--|--------------------------------------|
| <input type="checkbox"/> Name/Title: | <input type="checkbox"/> Name/Title: |
| Name/Title of Staff Completing Report: _____ Date: _____ | |
| SUPERVISOR'S COMMENTS: | |
| PRINT NAME: _____ | |
| COMMENTS: | |
| SIGNATURE: _____ Date: _____ | |

EXHIBIT “I”
Weekly Landscape Function Report



CITY OF NORTH LAS VEGAS

Weekly Landscape Maintenance Functions Report

Month: _____

Contractor Name: _____

Crew Members: _____

| Date | Site Name | Description of Work | Total Hours |
|------|-----------|---------------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Additional Notes:

EXHIBIT “J”
Schedule of Monthly Maintenance Operations Report



CITY OF NORTH LAS VEGAS

Schedule of Monthly Maintenance Operations Report

Contractors Name: _____

SECTION 1:

Lot #: _____

Site Name: _____

Date: From: _____

To: _____

Crew Leader: _____

Contact Phone #: _____

Staffing #: _____

Names: _____

Section 2: Summary of Work Performed

Synopsis of work performed: _____

Agricultural chemicals or fertilizers applied: _____

List of equipment used on site: _____

Condition of plant materials: _____

Vandalism sustained: _____

Irrigation Repaired: _____

EXHIBIT “K”
Contractor Complaint Log



CITY OF NORTH LAS VEGAS

Contractor Complaint Log

[illegible]

EXHIBIT “L”
Sites to be Maintained



CITY OF NORTH LAS VEGAS

LOT #1 – CITY FACILITIES

| MAP | FACILITY | LOCATION | DAYS PER WEEK |
|-----|---|---|---------------|
| 1 | North Las Vegas City Hall | 2250 Las Vegas Blvd. North | 5 |
| 2 | Civic Center Complex Old City Hall | Civic Center Drive from Constitution Way north to Justice Facility | 5 |
| 3 | North Las Vegas Justice Facility | 2332 Las Vegas Blvd. North | 5 |
| 4 | Fire Station# 51 | 2626 E. Carey and Daley | 2 |
| 5 | Neighborhood Recreation Center | 1638 N. Bruce at Stanley | 5 |
| 6 | Utilities Department Building | 2829 Fort Sumter and Brooks | 2 |
| 7 | Kiel Ranch Street Landscape & Trash Pickup | Carey Ave and Kiel Way | 2 |
| 8 | Fire Station # 50 | 105 E. Cheyenne | 2 |
| 9 | Fire Station # 52 | 4110 Losee Rd and Frehner | 2 |
| 10 | NLV Fire Administration Building | 4040 Losee Rd. and Alexander Frehner building | 2 |
| 11 | Alexander Library | 1755 W. Alexander Rd. and Martin Luther Kin | 2 |
| 12 | Fire Station # 53 | 2804 W. Gowan between Fuselier and Simmons | 2 |
| 13 | Silver Mesa Recreation Center | 4025 Allen Lane at Alexander | 5 |
| 14 | Northwest Area Command | 3755 W. Washburn at Allen Lane | 2 |
| 15 | Fire Station # 55 | 5725 Allen Lane and Ann Rd | 2 |
| 16 | Fire Station # 56 | 3475 W. Elkhorn Rd. west of Aliante Pk | 2 |
| 18 | Fire Station # 54 | 5438 Camino Al Norte south of Ann Road | 2 |
| 19 | Fire Station # 57 | 3120 E. Azure east of Losee | 2 |
| 20 | Skyview Recreation Center | 3050 E. Centennial at Statz | 5 |
| 21 | PD: Northeast Area Command | 6445 Palmer at Centennial | 2 |
| 22 | Water Reclamation Facility | 2580 N Betty Lane | 2 |

LOT #2 – PUBLIC AREA SOUTH

| Map | Facility | Location | Days per Week |
|------------|---|--|------------------------------|
| 1 | Bruce Street Entry Monument | NE corner Bruce and Owens | 2 |
| 2 | Pecos/ Owens Entry Monument | | 2 |
| 3 | Pine Island | North side of Lake Mead eastbound at White Street | 2 |
| 4 | Cheyenne — Peaking Basin: West landscape | West side of Cheyenne-Peaking Basin | 1 |
| 5 | Cheyenne-Peaking Basin: East Landscape | East side of Cheyenne-Peaking Basin | 1 |
| 6 | Lake Mead Blvd. Streetscape | South side of Lake Mead just west of Bruce | 3 |
| 7 | Lake Mead Blvd. Streetscape | South side of Lake Mead Blvd. from Civic Center East to Belmont Street. | 3 |
| 8 | Brooks Avenue Streetscape: | 50 East Brooks Avenue, north side of Brooks at Parks Maintenance yard. | 1 |
| 9 | Carlton Square Reservoir Streetscape: | East side of Coleman Street from Colton Ave. south to property line. | 1 |
| 10 | Carlton Square Reservoir Streetscape: | 3300 Coleman Street, south side of Colton Avenue | 1 |
| 11 | Del Prado Highlands Streetscape | CUTOUTS East side of MLK from Watercreek Drive south to Broad Arrow Drive, and north and south side of Gowan Road from MLK to Rose Canyon Drive | 1 |
| 12 | Windsor Park Streetscape | West side of Martin Luther King from Cartier Ave. north to Prentiss Walker Pool | 2 |
| 13 | N 5 th Street Medians and Parkway | (back of curb to sidewalk) Owens to Cheyenne, both sides and medians. | 2 |
| 14 | Valley/Craig Landscape: | Southeast corner of Valley and Craig | 1 |
| 15 | Casa Linda Street Landscape | North side of Alexander from LDS church to Allen | 2 |
| 16 | Alexander Street Landscape | North side Alexander from Valley to San Mateo | 2 |
| 17 | 2711 E. Craig | East side of Las Vegas Valley wash adjacent to business complex, south of Craig/ East of Berg | 2 |
| 18 | 2400/ 2500 Block of North Donna | Planters on west side of Donna in front of Quannah McCall Elementary School | 2 |
| 19 | Tonopah School Zone | McDaniel St. Bruce Street | 1 |

LOT #3-STREET MEDIANS: Night Work Only (9pm-5am)

| MAP | Facility | Location | Days per Week |
|------------|--|--|----------------------|
| 1 | Lake Mead Dr. Center Medians | From LV Blvd to Civic Center | 3 |
| 2 | Civic Center Dr Center Medians | From Owens to Lake Mead Dr. From Lake Mead to LV Blvd North From LV Blvd to Cheyenne | 3 |
| 3 | Las Vegas Blvd North Center Medians | From Owens Ave to Pecos Rd | 3 |
| 4 | Carey Ave Center Medians | From Rancho Dr to Clayton St | 2 |
| 5 | Martin Luther King Dr. Center Medians | From Carey Ave to Craig Rd. | 2 |
| 6 | Craig Road Center Medians | From Decatur Ave to Berg | 2 |
| 7 | North 5 th St Center Medians and East side planters | From Centennial to past Azure | 2 |
| 8 | Lake Mead Dr Center Medians | From Rancho Dr to Allen Ln | 2 |
| 9 | North 5 th St Center Medians | From Centennial to Deer Springs | 1 |
| 10 | North 5 th St Center Medians | From Deer Springs to 215 Overpass | 1 |
| 11 | Dorrell St Center Medians and Southside Planters | Medians and south planters East of North 5 th St to Flood Channel. | 1 |
| 12 | Losee Road Center Medians | From Craig Rd to 215 Overpass | 1 |

LOT #4 – PUBLIC AREA NORTH

| MAP | FACILITY | LOCATION | DAYS PER WEEK |
|------------|--|---|----------------------|
| 1 | Lower Las Vegas Wash Detention Basin | Washburn and Scott Robinson | 1 |
| 2 | Camino Al Norte pump station | Next to FD 54 ON Camino Al Norte | 2 |
| 3 | Tropical Pkwy | Both sides of Tropical Parkway from Clayton Street to Revere | 3 |
| 4 | Whitestone Drive | Westside (cutouts) from Ann Road north to Tropical Pkwy | 1 |
| 5 | Clayton Street Landscape | East side of Clayton from Deer Springs to Centennial/Camino Eldorado | 3 |
| 6 | Ann Road/ Eldorado HOA2 | North side Ann Road from Whitestone to Clayton | 3 |
| 7 | Camino Eldorado – (turf removal scheduled for the turf areas at this location). | Center Medians, east and west side planters from Bent Arrow Dr to Clayton St | 3 |
| 8 | Ann Road Streetscapes | South side of Ann Road from Whitestone east to Clayton | 3 |
| 9 | Centennial Parkway Streetscape | South side from Camino Eldorado east to Revere | 3 |
| 10 | Eldorado HOA2/3 | West side of Revere Street from Tropical Parkway North to Centennial Parkway | 3 |
| 11 | Rancho Del Norte Streetscape (Future Turf Conversion Area). This turf area will be desert landscape. | East and West side planter areas and center median of Scott Robinson Blvd. from Lone Mountain Dr to Washburn Rd | 3 |
| 12 | Rancho Del Norte Tree Wells | North side of Lone Mountain Rd. from Clayton St. east to Scott Robinson | 1 |
| 13 | Rancho Del Norte Tree Wells | East side of Clayton St. from Lone Mountain Rd. north to Washburn | 1 |
| 14 | Rancho Del Norte Tree Wells | South side of Washburn from block wall to block wall | 1 |
| 15 | Deer Springs Dr | South side planter area of Deer Springs from Clayton St to Gentle Brook. | 3 |
| 16 | Clayton St | East side planters from Camino Eldorado/Centennial to Deer Springs Dr. | 3 |

EXHIBIT "M"
Additional Work Labor Cost Sheet



CITY OF NORTH LAS VEGAS

Additional Work Labor Cost Sheet

Company Name: _____

Install Plants

Price per Planting

| Item No. | Plant Species | Pricing for 1 Gallon | Pricing for 5 Gallon |
|----------|-------------------------------------|----------------------|----------------------|
| 1 | Baccharis x "Starn Thomoson" | | |
| 2 | Lantana Montevicensis | | |
| 3 | Dalea Greaaii | | |
| 4 | Dalea caoitate 'Sierra Gold' | | |
| 5 | Rosmarinus officinalis "Prostratus" | | |
| 6 | Chrysactinia Mexicana | | |
| 7 | Lantana "Radiation" | | |
| 8 | Hesoeraloe oarviflora | | |
| 9 | Dasyilirion wheeleri or acrotriche | | |
| 10 | Echinocactus Grusioni | | |
| 11 | Agave oarrvi | | |
| 12 | Agave murohevi | | |

Install Trees

Price Per Planting

| | |
|--|--------------|
| 5 Gallon | |
| 15 Gallon | |
| 24" Box | |
| 36" Box | |
| Irrigation main line Repair (Labor only) City will provide parts | Hourly Rate: |
| Rockscape / Turf Install / Removal | Hourly Rate: |
| Infrastructure Repair (Labor Only) | Hourly Rate: |

Additional Work Labor Cost Sheet (Continued)

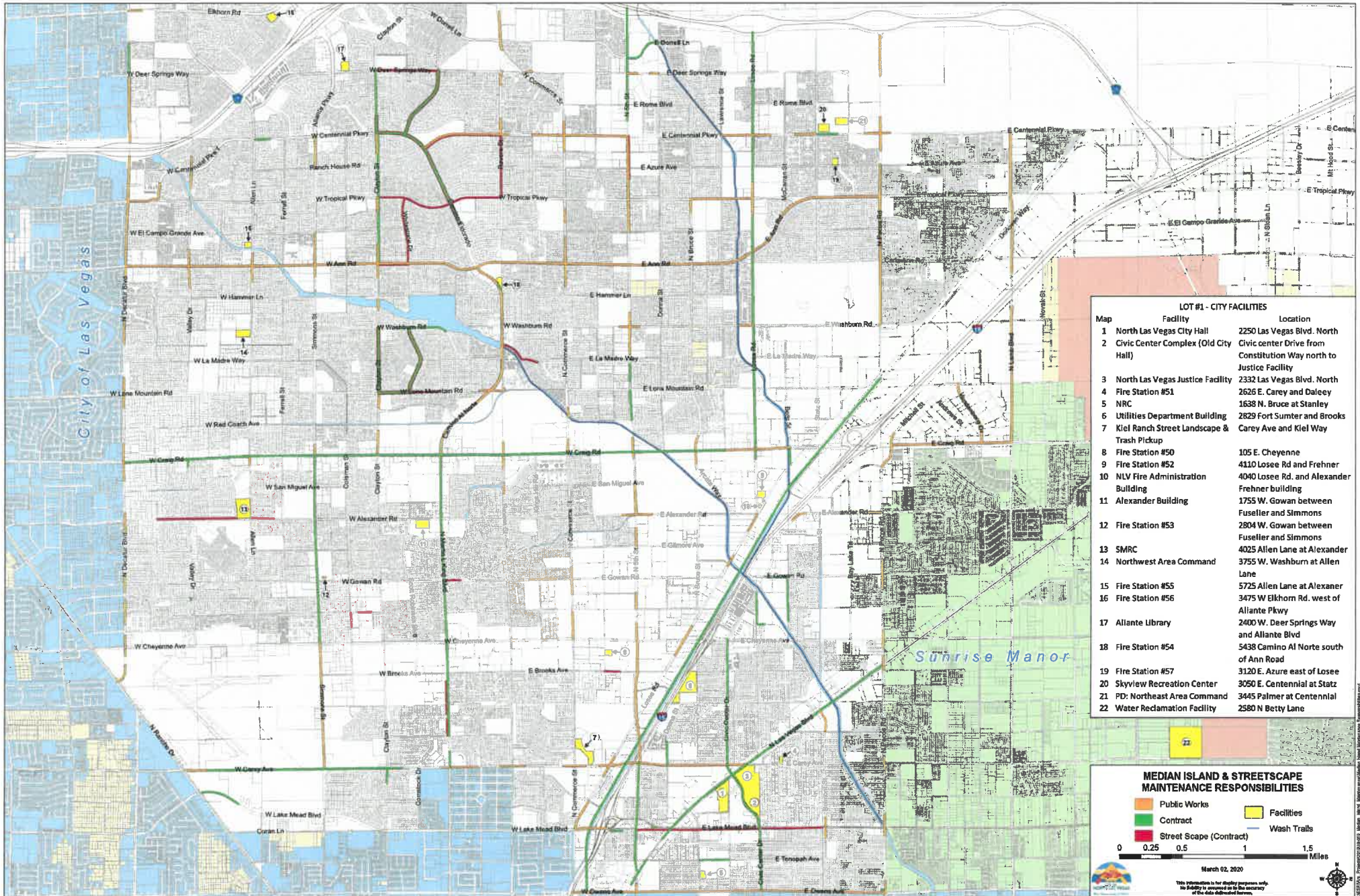
Company Name: _____

| | |
|---|--|
| Graffiti Removal or Painting (Labor Only) City will provide parts | Hourly Rate: |
| Additional Work Requested | Hourly Rate: Equipment Rate: |
| Hardscape Pressure Washing | Hourly Rate: |
| Non-Working Hours Call out Laborer: | Hourly Rate: |
| Supervisor | Hourly Rate: |
| Working Hours Call Back Rate Laborer: | Hourly Rate: |
| Supervisor | Hourly Rate: |
| Emergency additional Labor Hourly Rate: Emergency Laborer | Emergency Laborer per hour rate: \$ |
| Emergency Supervisor | Emergency Supervisor per hour rate: \$ |

EXHIBIT “N”
City-Wide Median Island & Streetscape Maintenance Map



CITY OF NORTH LAS VEGAS



Mayor
Pamela A. Goynes-Brown

Council Members
Isaac E. Barron
Ruth Garcia Anderson
Scott Black
Richard J. Cherchio



City Manager
Ryann Juden, J.D., Ph.D.

Finance Department

2250 Las Vegas Boulevard, North · Suite #708 · North Las Vegas, Nevada 89030
Telephone: (702) 633-1463 · Fax: (702) 669-3328 · TDD: (800) 326-6868
www.cityofnorthlasvegas.com

April 19, 2023

**CITY OF NORTH LAS VEGAS
REQUEST FOR PROPOSAL ("RFP")
RFP 2023-005 City-Wide Landscaping Services**

Addendum #1

This Addendum #1 has been issued to extend the proposal due date.

Proposals will be received electronically only through the Nevada Gov eMarketplace (NGEM) System at www.ngemnva.com until **May 1, 2023 at 1:00 P.M.** local time ("Proposal Due Date"). **A Proposal opening will be held on a conference call via Google Meet, Telephone# 484-854-3261, Meeting Pin# 581 263 616# on the RFP Due Date.**

A handwritten signature in black ink, appearing to read 'Marie Leake', is positioned above a horizontal line.

Marie Leake
Procurement Manager

EXHIBIT B

Services Provider's Response to RFP

Please see attached page(s).



RFP 2023-005 Addendum 2
Par 3 Landscape Inc.
Par 3 Lanscape & Maintenance, Inc.
Supplier Response

Event Information

Number: RFP 2023-005 Addendum 2
Title: City-Wide Landscaping Services
Type: Request for Proposal
Issue Date: 4/3/2023
Deadline: 5/1/2023 01:00 PM (PT)
Notes: The City of North Las Vegas ("City") is seeking Proposals from qualified Respondents for an award for citywide landscaping. The City currently has 69 locations that require maintenance of city-owned facilities, streetscapes, and street medians. The City may add or remove locations, as it deems necessary.

Contact Information

Contact: Joy Yoshida
Address: 2250 Las Vegas Blvd. Suite 820
North Las Vegas, NV 89030
Phone: 1 (702) 6331745
Email: yoshidaj@cityofnorthlasvegas.com

Par 3 Landscape Inc. Information

Contact: Kurtis Hyde
Address: 4610 Wynn Road
Las Vegas, NV 89103
Phone: (702) 253-7878
Fax: (702) 253-7879
Email: kurtis@par3landscape.com
Web Address: www.par3landscape.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Bobby Rivera

Signature

Submitted at 5/1/2023 11:12:22 AM (PT)

bobby@par3landscape.com

Email

Requested Attachments

Required Documents

Exhibits A, B, C, D, E, F.pdf

Exhibits A, B, C, D, E and F, must be submitted as part of your proposal response.

Required Documents

Exhibit G.pdf

Exhibit G must be submitted as part of your response. Any and all exceptions to CNLV service agreement must be noted in your response. All redlines to Exhibit G must be submitted as part of your response. No redlines will be accepted after proposal submission.

Response Attachments

Par 3 Submittal_Exhibit M.pdf

This attachment has the breakdown of cost.

Exhibits H, I, J, K, L, N.pdf

Confirm that we received and understand the required forms that need to be filled out.

Bid Attributes

1

Acknowledgment of Addendum #1

I acknowledge receipt of Addendum #1.

☒ Acknowledgment of Receipt of Addendum #1 (Acknowledgment of Receipt of Addendum #1)

2

Acknowledgment of Addendum #2

I acknowledge receipt of Addendum #2

☒ Acknowledgment of Receipt of Addendum #2 (Acknowledgment of Receipt of Addendum #2)



PROPOSAL FOR:

CITY OF NORTH LAS VEGAS
RFP 2023-005 City Wide Landscape Services

May 1, 2023



TABLE OF CONTENT

- Page #3
 - Thanks you for Opportunity
- Page #4
 - Team Composition
- Page #5
 - Service Plan
- Page #6
 - Licenses & Qualifications
- Page #7
 - Mission Statement
- Page #8
 - Company Profile
- Page #11
 - Primary of Contact
- Page #12
 - Proposal Scope of Work (Cost breakdown)

THANK YOU FOR THE OPPORTUNITY

May 1, 2023

RFP 2023-005 City-Wide Landscaping Services
c/o: City of North Las Vegas

Par 3 is one of the largest, most reputable landscape maintenance companies in Las Vegas. We are locally owned and operated and take great pride in the properties we maintain. We currently service several master planned communities including Peccole Ranch, Summerlin South, Southern Highlands, The Ridges and Desert Shores and properties managed by public entities including the City of Las Vegas, Clark County and the City of North Las Vegas. We understand the expectations of the City of North Las Vegas and bid our work so that we are adequately staffed to pay attention to the details that matter to our tax paying residents.

We are the leading water management contractor in the Las Vegas valley. We have saved over 650,000,000 gallons over the last 7 years through smart water management alone! We have invested in the latest technology and employee the leading Water Conservation Specialist in the Southwest, Tom Raden. If we're awarded the contract, we'll assign Tom to analyze your water usage history and look for solutions that could result in water savings as significant as 10-20% without compromising the health and beauty of your landscape palette.

We hope to have the opportunity to begin to partner with you in ensuring that the quality of your landscape maintenance matches the image of the City of North Las Vegas.

Sincerely,



Bobby Rivera
Branch Manager
bobby@par3landscape.com

TEAM COMPOSITION

Management

The Par 3 management team will consist of:

- 1 CEO/COO - Kam Brian
- 1-Branch Manager - Bobby Rivera
- 1 Account Manager – Jesus Raygoza
- 1 Field Manager - Jorge Castillo
- 1 Water Conservation Specialist - Tom Raden
- 1 Department of Agriculture Primary Principle - Noe Ramos
- 1 Safety Officer-Marco Amaya
- 1 Dedicated Irrigation Technician team member
- 1 Dedicated night crew of 2 team members
- 2 Dedicated Day crew of 2-3 team members for each crew
- 1 Dedicated porter service team member for debris removal

Equipment for City of North Las Vegas

- 1 Irrigation technician to be outfitted with Ford Transit Van mark with company logo.
- 1 Night Crew to be outfitted with F-650 with safety Attenuator.
- 2 Day Crew to be outfitted with a primary vehicle F-250 w/trailers
- 1 Porter Service Ford Ranger
- 1 60" Ride on mower
- 2 21" Walk behind mower.
- Certified boom truck (Tree work)
- 1500 Vermeer Chipper
- 6 Backpack blowers
- 2 Weed Eaters
- 4 Hedge Trimmers

Service Plan

We have familiarized ourselves thoroughly with the RFP and fully understand the scope of work therein. We understand the City's objectives and intend to meet its vision. In addition to the outlined scope of work and provided landscape maintenance standards, we offer the following narrative of how we intend to approach the contract in the first six months of service.

Prior to starting we will bring together a veteran crew by promoting within from our group of over 500 experienced employees.

Our initial clean up will consist of removing all dead or dying plant material, weeds, debris from deferred maintenance. We anticipate using upwards of 10 dumpsters for haul off of plant debris and trash to make an immediate impact on the overall appearance of the property.

During the initial clean up, we will assess the landscape areas for any liability concerns with trees and plant material that present a potential hazard for pedestrians. These concerns include structurally unsafe trees in danger of falling, tree limbs obstructing vehicular or walking paths, plants that obstruct pedestrian areas, and identify line of sight issues. Identifying liability concerns allows the City to address issues prior to them resulting in costly lawsuits. We'll also provide traffic control plans and obtain any necessary permits to perform work in medians and on roadsides requiring lane closures.

We will provide an in depth evaluation of the entire property utilizing our team members with expertise in water management, mapping, and hydrology to familiarize ourselves with the property. This includes developing site maps, learning boundaries, irrigation clocks, stations, backflows, etc. Our irrigation team will map all of the meters, valves and stations thru the ARC GIS software that permanently keeps the information available to our team as a valuable management tool. We will provide this interactive map to the City at no cost (value of approximately \$50,000 depending on size and complexity of irrigation system).

We'll share with the City our safety program that includes driver training and certification for all of our drivers. Best practices for using all powered equipment and hand tools. Regular tailgate safety meetings and an incentive program with bonuses and prizes for our employees that have no accidents.

As part of our initial start up plan, we'll provide a detailed horticultural report, arborist report, irrigation report and general report to give board members a firm understanding of the current state of the property. We'll then work with the City to develop a multi-year plan to address the aging irrigation system and preserving plant and tree health. We'll assist in developing a plant palette and addressing aging plant material that has reached the end of its natural life cycle.

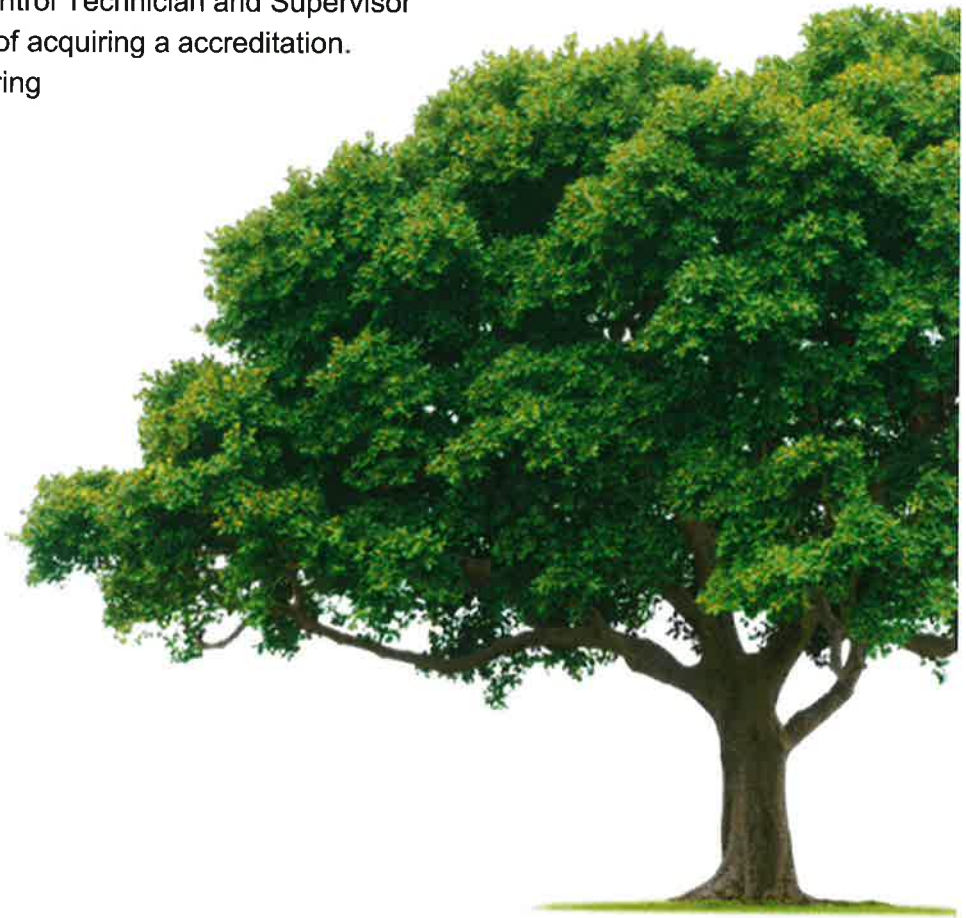
Our Primary Principal license holder with the Nevada Department of Agriculture will develop and provide a pre and post emergent plan to address the heavy weed issues that the City is currently experiencing. Our application program would eliminate the emergence of over 75% of the weeds within the first two years of adoption. We'll review the entire property for insect, disease, pest and plant health issues and provide a report along with a tailor made program for fertilization of the turf areas, deep root feeding for mature trees and soil drench for plants that will vastly improve the color and health of the plant palette.

Due to new SNWA restrictions forthcoming we will review all turf areas and provide attractive design options for turf reduction to save water and eliminate unusable turf. AB 356 requires that the City eliminate non-functional turf areas; we have removed more turf than any contractor in southern Nevada.

Working in conjunction with the City, we will provide detailed renderings of areas that potentially need to be revamped or redesigned. We always suggest working with the highest visibility areas of the property first. We are experienced in developing realistic working budgets and time frames that address the functionality and long term viability of the landscaped areas.

Licensing & Qualifications

- Nevada State Business License #19951047149
- Clark County Business License #2006614-240
- C-10 Landscape Contractors License #0041311. Bid limit: Unlimited
- 5 ISA certified arborists
- Full-time safety officer
- Irrigation Association Certified Landscape Irrigation Auditors #67477
- Pesticide Applicators – 10+ Licensed and Certified Chemical Applicators
- SNWA Water Smart contractor
- GCSSA Certified golf course Superintendent, turf expert consultation
- Rainbird IQ Licensed Operator and Technician
- ATSSA Certified Traffic Control Technician and Supervisor
- TCIA Member in progress of acquiring a accreditation.
- CTSP in progress of acquiring
- Arc GIS capabilities



MISSION STATEMENT

Par 3's mission is to provide the highest quality landscape services in Las Vegas by building real, lasting relationships with our customers and attracting and retaining the most qualified individuals to create and maintain beautiful, sustainable landscapes.

No one knows the local landscape like Par 3

The Jaramillo family has local roots dating back to the early 1940's when the first members of the family began doing landscape work in Las Vegas. Now its third and fourth generations, Par 3 has built upon the tradition of excellence that Great Grandpa Abe started over 75 years ago.

Since 1995 Par 3 has provided unparalleled service and expertise to many of Las Vegas' finest communities such as Summerlin, Southern Highlands, and The Ridges.

With our rich history in local horticulture, we understand what it takes for landscaping to thrive in our harsh climate and are committed to continue making southern Nevada a vibrant and beautiful desert community.

Our focus is to provide value for our customers with our three core pillars of service - design, maintenance, and sustainability. With an incomparable amount of local experience, an in-house landscape architect and a team of designers, we can take on any project. Our philosophy is to create beautiful landscapes while conserving our most valuable resource – water.



COMPANY PROFILE

DESIGN

Par 3's team of experienced landscape professionals have been involved in some of the most visible commercial landscapes in Las Vegas. From the artificial turf surrounding the world famous "Welcome to Las Vegas" sign to many of Las Vegas' foremost casinos, our world-class landscaping can be found in some of the most prominent places in the city. With an in-house, stamped landscape architect and designers that use the latest in computer assisted design technology, we collaborate with our clients to bring their vision to life. We specialize in educating our clientele on drought tolerant native species, combining beauty and sustainability to maximize design budgets and create lasting value.



MAINTAIN

Par 3 is the biggest and best landscape maintenance contractor in Las Vegas. We specialize in commercial properties and have provided years of continuous service to many of the most admired master planned communities, hotel casinos, and corporations in Las Vegas. We have over 500 employees, many of whom are long tenured staff members with graduate and post-graduate degrees, high level certifications, extensive field training and countless years of local experience. As a locally owned company with three generations of landscaping experience in Las Vegas, we understand the challenges of our unforgiving climate. We know how to get the most out of an existing plant palette through proper irrigation, trimming and pruning practices. We also know the tried and tested plant species that will thrive in the desert. We use that local knowledge and experience in our enhancement designs to beautify properties in a way that will stand the test of time as water becomes more scarce and expensive.



Par 3 is the clear local industry leader in environmental protection. Over the years, we have diverted hundreds of thousands of cubic yards of landscape waste from county landfills to be composted and returned to our soils in the form of mulch that increases soil fertility and conserves water.

As native Nevadans, we understand and respect our harsh desert climate. We were an early adopter of the Water Smart Contractor program offered through the Southern Nevada Water Authority and have many fully trained and certified employees in smart irrigation systems such as Weathermatic™, Rainmaster™, Maxicom™ and IQ™.

For years, we have helped protect our environment and reduce water costs as our account managers and irrigation specialists work together to provide our customers with solutions to stop waste, improve efficiency and integrate new technology into the properties we maintain. We offer data analysis and daily water monitoring along with water saving technologies with smart controllers, flow sensing, pressure regulation and efficient sprinkler heads. At Par 3 we have truly made sustainability a priority.

THE PAR 3 DIFFERENCE

REAL-TIME INFORMATION AND REPORTING AT YOUR FINGERTIPS

Advances in technology continue to change the way we all do business—even in landscaping. Par 3 recognizes that keeping the grass green and the plants trimmed is just the beginning of how we create value for our customers. We have invested in an app that is the first of its kind in our industry. This technology allows us to create GPS based maps of the properties we maintain that include the location of every clock, valve, plant and tree on the site. The map is then used to document the maintenance and repair work that is performed every time our team is on property.

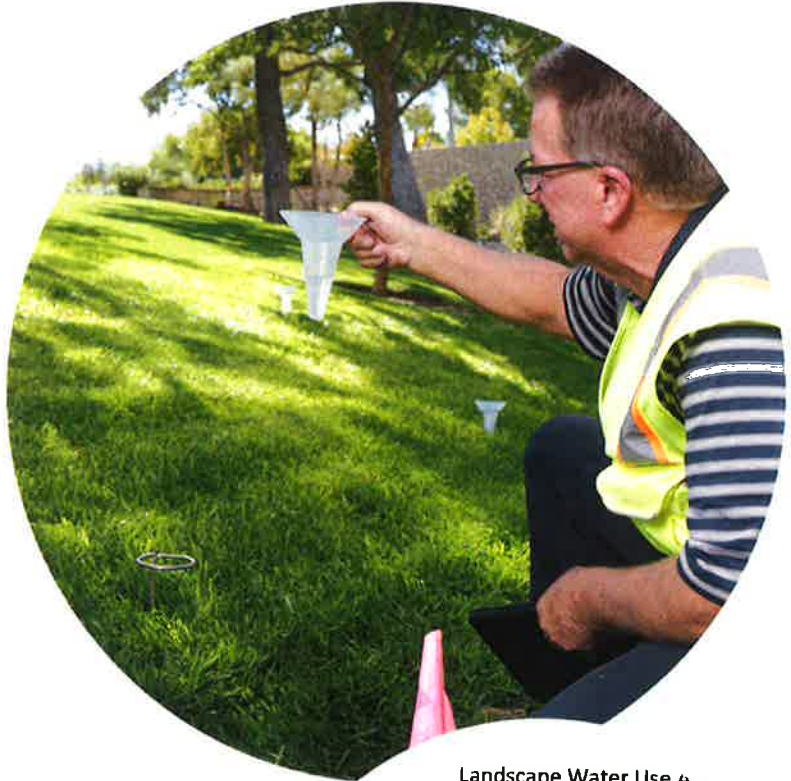


You can have access to the daily reports to know exactly where we've been and what we've done. When we identify a landscape need, we can take a photo with a GPS location and email a detailed proposal directly from the field. You can approve the proposal with one click, and Par 3 will take care of everything.

PROTECTING OUR MOST VALUABLE RESOURCE – WATER.

Many landscape companies promise water savings and then try and deliver results by simply under-watering. Often the result is a poor looking landscape with dry spots and dead or dying plants and trees. We believe it's foolish to lose hundreds of thousands of dollars in mature landscapes in an attempt to save a few thousand dollars on your water bill.

For years, Par 3 has helped conserve water and reduce costs by eliminating waste, improving efficiency and integrating new technologies. We have recently redoubled our efforts and invested significantly in water conservation by hiring one of the industry-leading experts in the Southwest. Using the latest technology in irrigation and daily monitoring temperature, humidity and evaporation rates we can confidently save over 20% annually on most water bills. We encourage our clients to take those savings and re-invest them in aging irrigation piping, sprinkler heads and emitters to revamp the property and prolong the investment for the long run.



Landscape Water Use A.



PRIMARY POINT OF CONTACT

JORGE CASTILLO

Field Manager

702-787-3621

jorgec@par3landscape.com

JESUS RAYGOZA

Account Manager

702-416-2616

jesusr@par3landscape.com

BOBBY RIVERA

Branch Manager

702-318-1240

bobby@par3landscape.com

OTHER IMPORTANT NUMBERS/ADDRESS

OFFICE

702-253-7878. 7AM-5pm

24-HOUR EMERGENCY LINE

702-587-6108 After 5pm / Before 6am

ADMIN & BILLING - Giselle Clucas

702-253-7878 giselle@par3landscape.com

FAX NUMBER

702-253-7878

WEBSITE:

WWW.PAR3LANDSCAPE.COM

ADDRESS:

4610 WYNN RD, LAS VEGAS, NV 89103



PROPOSAL SCOPE OF WORK (COST BREAKDOWN)

| Facilities | Location | Days/Week | Monthly | Annual |
|---|---|-----------|---------------------|----------------------|
| Lot 1 | | | | |
| NLV City Hall | 2250 Las Vegas Blvd North | 5 | \$ 3,033.33 | \$ 36,400.00 |
| Civic Center Complex (Old City Hall) | | 5 | \$ 2,275.00 | \$ 27,300.00 |
| NLV Justice Facility | 2332 Las Vegas Blvd North | 5 | \$ 2,275.00 | \$ 27,300.00 |
| FS #51 | 2626 E. Carey and Daley | 2 | \$ 606.67 | \$ 7,280.00 |
| Neighborhood Recreation Center | 1638 N. Bruce & Stanley | 5 | \$ 1,516.67 | \$ 18,200.00 |
| Utilities Dept. Building | 2829 Fort Sumter & Brooks | 2 | \$ 910.00 | \$ 10,920.00 |
| Kiel Ranch Landscape & Trash | Carey Ave & Kiel Way | 2 | \$ 455.00 | \$ 5,460.00 |
| FS #50 | 105 E. Cheyenne | 2 | \$ 682.50 | \$ 8,190.00 |
| FS #52 | 4110 Losee Rd & Frehner | 2 | \$ 682.50 | \$ 8,190.00 |
| NLV Fire Admin. Building | 4040 Losee Rd | 2 | \$ 910.00 | \$ 10,920.00 |
| Alexander Library | 1755 W. Alexander Rd | 2 | \$ 1,213.33 | \$ 14,560.00 |
| FS #53 | 2804 W. Gowen | 2 | \$ 682.50 | \$ 8,190.00 |
| Silver Mesa Recreation Center | 4025 Allen Lane | 5 | \$ 1,706.25 | \$ 20,475.00 |
| PD: Northwest Area Command | 3755 W. Washburn | 2 | \$ 1,213.33 | \$ 14,560.00 |
| FS #55 | 5725 Aleen Lane | 2 | \$ 682.50 | \$ 8,190.00 |
| FS #56 | 3475 W. Elkhorn Rd | 2 | \$ 682.50 | \$ 8,190.00 |
| FS #54 | 5438 Camino Al Norte South | 2 | \$ 682.50 | \$ 8,190.00 |
| FS #57 | 3120 E. Azure | 2 | \$ 682.50 | \$ 8,190.00 |
| Skyview Rec. Center | 3050 E. Centennial | 5 | \$ 1,706.25 | \$ 20,475.00 |
| PD: Northeast Area Common | 6445 Palmer | 2 | \$ 682.50 | \$ 8,190.00 |
| Water Reclamation Facilities | 2580 N. Betty Lane | 2 | \$ 910.00 | \$ 10,920.00 |
| Lot 1 Total | | 21 | \$ 24,190.83 | \$ 290,290.00 |
| Lot 2 | | | | |
| Bruce Street Entry Monument | NE Corner Bruce & Owens | 2 | \$ 151.67 | \$ 1,820.00 |
| Pecos/Owens Entry Monument | | 2 | \$ 151.67 | \$ 1,820.00 |
| Pine Island | N. Side of Lake Mead eastbound at White St | 2 | \$ 151.67 | \$ 1,820.00 |
| Cheyenne-Peak | W.Side of Cheyenne- | 1 | \$ 113.75 | \$ 1,365.00 |

| | | | | |
|--------------------------------------|---|----------|------------------|--------------------|
| Basin:West Landscape | Peaking Basin | | | |
| Cheyenne-Peak Basin:East Landscape | E.Side of Cheyenne-Peaking Basin | 1 | \$ 113.75 | \$ 1,365.00 |
| Lake Mead Blvd Streetscape | S.side if Lake Mead just west of Bruce | 3 | \$ 227.50 | \$ 2,730.00 |
| Lake Mead Blvd Streetscape | S.side of Lake Mead from Civic Center east to Belmont St | 3 | \$ 227.50 | \$ 2,730.00 |
| Brooks Ave. Streetscapes | 50 E/ Brooks Ave, n.side of Brooks at Park Maint. Yard | 1 | \$ 151.67 | \$ 1,820.00 |
| Carlton Square reservoir Streetscape | E.side of Coleman St. from Colton Ave. south to property line | 1 | \$ 151.67 | \$ 1,820.00 |
| Carlton Square reservoir Streetscape | 3300 Coleman St., s.side of Colton Ave | 1 | \$ 151.67 | \$ 1,820.00 |
| Del Prado Highlands Streetscape | CUTOUTS: E.side of MLK from Watercreek Dr south to Broad Arrow Dr, & north/south side of Gowen Rd From MLK to Rose Canyon Dr. | 1 | \$ 113.75 | \$ 1,365.00 |
| Windsor Park Streetscape | W.side of MLK From Cartier north to Primm Walker pool | 2 | \$ 151.67 | \$ 1,820.00 |
| N 5th Street Medians & Pkwy | (back of curb to sidewalk) Owens to Cheyenne, bothside of medians | 2 | \$ 910.00 | \$ 10,920.00 |
| Valley/Craig Landscape | SE corner of Valley & Craig | 1 | \$ 151.67 | \$ 1,820.00 |
| Casa Linda Street Landscape | N.side of Alexander from LDS church to Allen | 2 | \$ 303.33 | \$ 3,640.00 |
| Alexander Street Landscaping | N.side Alexander from Valley to San Mateo | 2 | \$ 151.67 | \$ 1,820.00 |
| 2711 E. Craig | E.side of LV Wash adjacent to business complex, south of Craig/E. of Berg | 2 | \$ 303.33 | \$ 3,640.00 |
| 2400/2500 Block of North Donna St | Planters on w.side of Donna in front of Quannah McCall Elementary School | 2 | \$ 303.33 | \$ 3,640.00 |
| Tonopah School Zone | McDaniel St/Bruce St. | 1 | \$ 227.50 | \$ 2,730.00 |
| Lot 2 Total | | 19 | \$ 4,208.75 | \$ 50,505.00 |
| Lot 3(Night Work ONLY) | | | | |
| Lake Mead-Center Medians | From LB Blvd to Civic Center | 3 | \$ 910.00 | \$ 10,920.00 |
| Civic Center-Center Medians | From Owens-Lake Mead, From Lake Mead-LV Blvd, From LV Blvd to Cheyenne | 3 | \$ 910.00 | \$ 10,920.00 |
| Las Vegas Blvd-Center Medians | Owens Ave-Pecos Rd | 3 | \$ 1,365.00 | \$ 16,380.00 |

| | | | | |
|--|---|----------|------------------|--------------------|
| Carey-Medians | Rancho Dr-Allen Dr | 2 | \$ 910.00 | \$ 10,920.00 |
| Martin Luther King Jr.-Medians | Carey Ave-Craig Rd | 2 | \$ 910.00 | \$ 10,920.00 |
| Craig Rd-Medians | Dectur Ave - Berg | 2 | \$ 910.00 | \$ 10,920.00 |
| North 5th St Median (From Centennial past Azure) | Centennial-past Azure | 2 | \$ 303.33 | \$ 3,640.00 |
| Lake Mead Dr. Center Median | Rancho -to Allen Ln | 2 | \$ 455.00 | \$ 5,460.00 |
| North 5th St Median (From Centennial to Deer Springs) | Centennial - Deer Springs | 1 | \$ 303.33 | \$ 3,640.00 |
| North 5th St Median (From Centennial to 215 Overpass) | Deer Spring - 215 Overpass | 1 | \$ 303.33 | \$ 3,640.00 |
| Dorrel st-Center Medians & Southside planters | Median and south planters E. of N.5th St to flood channel | 1 | \$ 151.67 | \$ 1,820.00 |
| Losee Rd | Craig Rd to 215 Overpass | 1 | \$ 455.00 | \$ 5,460.00 |
| Lot 3 Total | | 12 | \$ 7,886.67 | \$ 94,640.00 |
| Lot 4 | | | | |
| Lower LV Wash Detention Basin | Washburn-Scott Robinson | 1 | \$ 379.17 | \$ 4,550.00 |
| Camino Al Norte Pump Station | Next to FS#54 on Camino Al Norte | 1 | \$ 227.50 | \$ 2,730.00 |
| Tropical Pkwy Landscaping | Both side of Tropical Pkwy from Clay St to Revere | 3 | \$ 530.83 | \$ 6,370.00 |
| Whitestone Dr. Landscaping | W.side (cutouts) from Ann Rd North to Tropical Pkwy | 1 | \$ 227.50 | \$ 2,730.00 |
| Clayton St. Landscaping | E.side of Clayton from Deer Spring to Centennial/Camino Eldorado | 3 | \$ 227.50 | \$ 2,730.00 |
| Ann Rd/Eldorado HOA2 | N.side Ann Rd From Whitestone to Clayton | 3 | \$ 530.83 | \$ 6,370.00 |
| Camino Eldorado-Medians (Turf removal schedule) | Center Medians, east & westside planter from Bent Arrow Dr to Clayton St | 3 | \$ 379.17 | \$ 4,550.00 |
| Ann Rd Streetscapes | s.side of Ann Rd from Whitestone east to Clayton | 3 | \$ 227.50 | \$ 2,730.00 |
| Centennial Pkwy Streetscapes | S.side from Camino Eldorado east of Revere | 3 | \$ 455.00 | \$ 5,460.00 |
| Eldorado HOA 2/3 | W.side of Revere St from Tropical Pkwy N. to Centennial | 3 | \$ 455.00 | \$ 5,460.00 |
| Rancho Del Norte Streetscapes(Future turf conversion) | East/West side of planter areas & median of Scott Robinson Blvd. from Lone | 3 | \$ 606.67 | \$ 7,280.00 |

| | | | | |
|---|---|----------|------------------|--------------------|
| | Mountain Dr to Washburn Rd | | | |
| Rancho Del Norte Tree Wells | N.side of Lone Mountain from Clayton east to Scott Robinson | 1 | \$ 151.67 | \$ 1,820.00 |
| Rancho Del Norte Tree Wells | E.side of Clayton from Lone Mountain north to Washburn | 1 | \$ 151.67 | \$ 1,820.00 |
| Rancho Del Norte Tree Wells | S.side of Washburn from block wall to block wall | 1 | \$ 151.67 | \$ 1,820.00 |
| Deer Springs Streetscape | S.side planter area of Deer Spring from Clayton to Gentle Brook | 3 | \$ 455.00 | \$ 5,460.00 |
| Clayton St-East Planters from Camino Eldorado/Centennial to Deer Springs | E.side planter from Camino Eldorado/Centennial to Deer Springs | 3 | \$ 455.00 | \$ 5,460.00 |
| Lot 4 Total | | 16 | \$ 5,611.67 | \$ 67,340.00 |

| | | | | |
|-------------------------------|--------------------------------------|-----------|---------------------|----------------------|
| Lot 1 | | | \$ 24,190.83 | \$ 290,290.00 |
| Lot 2 | | | \$ 4,208.75 | \$ 50,505.00 |
| Lot 3 | | | \$ 7,886.67 | \$ 94,640.00 |
| Lot 4 | | | \$ 5,611.67 | \$ 67,340.00 |
| Tree (Days) | Include Lots: 1, 2, 3 & 4 | 72 | \$ 15,630.00 | \$ 187,560.00 |
| Traffic Control (Days) | Includes Lots: 2, 3 & 4 | 33 | | |
| Totals | | | \$ 41,897.92 | \$ 690,335.00 |

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Far 3 Landscape 3 Maintenance Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

4610 WYNN ROAD

Requester's name and address (optional)

6 City, state, and ZIP code

LAS VEGAS, NEVADA 89103

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

88 - 0331730

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

Domine Hawkins

Date ► **01/05/2022**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.

STATE CONTRACTORS BOARD

The Nevada State Contractors Board certifies that
PAR 3 LANDSCAPE & MAINTENANCE INC

Licensed since January 09, 1996

License No. **0041311**

Is duly licensed as a contractor in the following classification(s):

C-10 Landscape Contracting

LIMIT: Unlimited
EXPIRES: 01/31/2025

PRINCIPALS:

PAUL JARAMILLO, President, QI
SHAWN BUCKLEY,
Secretary/Treasurer
MARK ROCKWELL, Vice President, QI


Chair, Nevada State Contractors Board



STATE OF NEVADA CONTRACTORS LICENSE

THIS IS TO CERTIFY THAT THE COMPANY
LISTED BELOW IS LICENSED IN THE STATE OF
NEVADA FOR THE CLASSIFICATION(S) SHOWN:

PAR 3 LANDSCAPE & MAINTENANCE INC
4610 WYNN ROAD
LAS VEGAS, NV 89103

LIC. NO.
0041311

EXPIRES:
01/31/2025

LIMIT: Unlimited

Class: C-10

STATE OF NEVADA STATE CONTRACTORS BOARD

5390 Kietzke Lane, Suite 102, Reno, Nevada 89511
8400 West Sunset Road, Suite 150, Las Vegas, Nevada 89113

POCKET CARD RE-ORDER FORM

Enclosed is \$_____ to cover the cost of _____ additional
pocket cards at ten dollars (\$10.00) each.

Firm Name _____

License No. _____

Date: _____ By: _____

PAR 3 LANDSCAPE & MAINTENANCE INC
4610 WYNN ROAD
LAS VEGAS, NV 89103

NEVADA Company # 6994

PEST CONTROL BUSINESS LICENSE

Expires December 31, 2023

This is To Certify That PAR 3 LANDSCAPE & MAINTENANCE INC
Dba PAR 3 LANDSCAPE & MAINTENANCE
4610 WYNN RD, LAS VEGAS, NV 89103
is a licensed commercial pest control operator in the State of Nevada.

Date Issued: 1/1/2023

Issued by: KB

NEVADA STATE DEPARTMENT OF AGRICULTURE
405 SOUTH 21ST STREET, SPARKS, NV 89431

Certificate of Training

this certifies that

Marco Amaya

*has successfully completed the training
program requirements for*

Traffic Control Technician (TCT) Online Exam



Awarded on this 15th day of June 2020

The International Society of Arboriculture

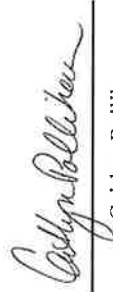
Hereby Announces That

Bobby Rivera

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council


Caitlyn Pollihan
CEO & Executive Director

| | | |
|-------------|-----------------|----------------------|
| 6 June 2013 | 30 June 2025 | WE-10087A |
| Issue Date | Expiration Date | Certification Number |

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17024
PERSONNEL CERTIFICATION
BODY

#0847
ISA Certified Arborist



EXHIBIT "M"
Additional Work Labor Cost Sheet



CITY OF NORTH LAS VEGAS

Additional Work Labor Cost Sheet

Company Name: Par 3 Landscape Management

Install Plants

Price per Planting

| Item No. | Plant Species | Pricing for 1 Gallon | Pricing for 5 Gallon |
|----------|-------------------------------------|----------------------|----------------------|
| 1 | Baccharis x "Starn Thomoson" | 16.88 | 46.11 |
| 2 | Lantana Montevicensis | 16.88 | 46.11 |
| 3 | Dalea Greaaii | 16.88 | 46.11 |
| 4 | Dalea caoitate 'Sierra Gold' | 16.88 | 46.11 |
| 5 | Rosmarinus officinalis "Prostratus" | 16.88 | 46.11 |
| 6 | Chrysactinia Mexicana | 16.88 | 46.11 |
| 7 | Lantana "Radiation" | 16.88 | 46.11 |
| 8 | Hesoeraloe oarviflora | 16.88 | 46.11 |
| 9 | Dasyliion wheeleri or acrotriche | 16.88 | 46.11 |
| 10 | Echinocactus Grusioni | 55.00 | 108.00 |
| 11 | Agave oarvvi | 55.00 | 108.00 |
| 12 | Agave murohevi | 55.00 | 108.00 |

Install Trees

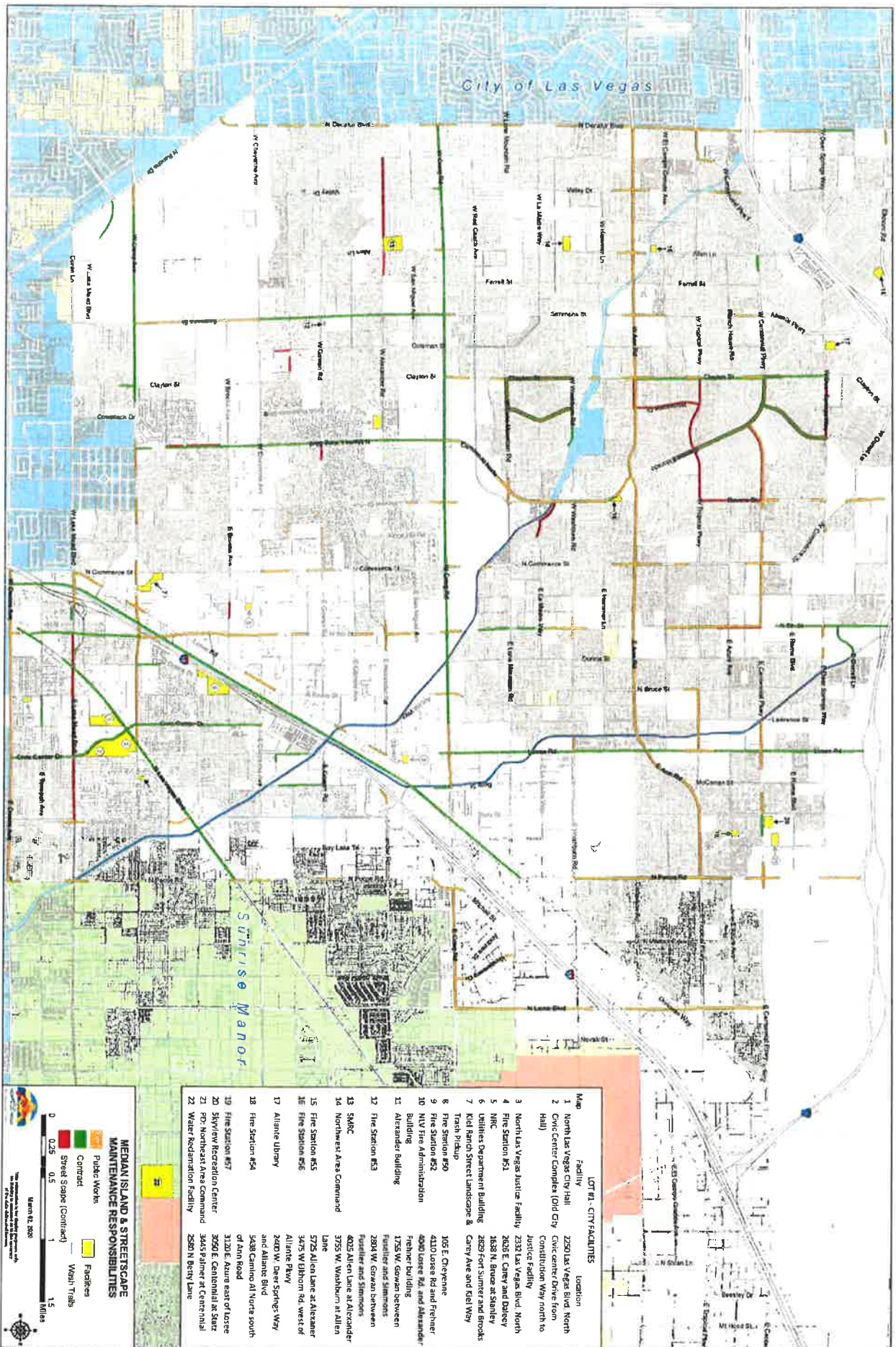
Price Per Planting

| | |
|--|--------------------|
| 5 Gallon | 46.11 |
| 15 Gallon | 219.00 |
| 24" Box | 528.00 |
| 36" Box | 1335.00 |
| Irrigation main line Repair (Labor only) City will provide parts | Hourly Rate: 65.00 |
| Rockscape / Turf Install / Removal | Hourly Rate: 50.00 |
| Infrastructure Repair (Labor Only) | Hourly Rate: 50.00 |

Additional Work Labor Cost Sheet (Continued)

Company Name: Per 3 Landscape Management

| | |
|---|---|
| Graffiti Removal or Painting (Labor Only) City will provide parts | Hourly Rate: 50.00 |
| Additional Work Requested | Hourly Rate: 50.00 Equipment Rate: 110.00 |
| Hardscape Pressure Washing | Hourly Rate: 50.00 |
| Non-Working Hours Call out Laborer: | Hourly Rate: 75.00 |
| Supervisor | Hourly Rate: 110.00 |
| Working Hours Call Back Rate Laborer: | Hourly Rate: 50.00 |
| Supervisor | Hourly Rate: 75.00 |
| Emergency additional Labor Hourly Rate: Emergency Laborer | Emergency Laborer per hour rate: \$ 75.00 |
| Emergency Supervisor | Emergency Supervisor per hour rate: \$ 110.00 |



**City of North Las Vegas
Request for Proposal ("RFP")
RFP 2023-005 City-Wide Landscaping Services**

**EXHIBIT "A"
PROPOSAL SUBMITTAL PAGE**

This Proposal is submitted in response to **RFP 2023-005 City-Wide Landscaping Services** and constitutes an offer by this company to enter into a contract as described herein.

David Jaramillo Par 3 Landscape & Maintenance, Inc.
AUTHORIZED SIGNATURE NAME (TYPE OR PRINT) LEGAL NAME OF FIRM

[Signature] 4/26/23
AUTHORIZED SIGNATURE DATE

President 702-253-7878 702-253-7879
TITLE TELEPHONE NUMBER FAX NUMBER

4610 Wynn Road
ADDRESS OF FIRM

Las Vegas Nevada 89103
CITY STATE ZIP CODE

E-MAIL ADDRESS: david@par3landscape.com

CNLV-BUSINESS LICENSE NO: MJBL 001309 2019

☒ A COPY OF MY CNLV BUSINESS LICENSE IS ATTACHED

FOR INFORMATIONAL PURPOSES ONLY

Is this firm a ESB, Minority, Women or Disabled Veteran Business Enterprise?

☒ No ☐ Yes If YES specify ☐ MBE ☐ WBE ☐ DVBE ☐ ESB

Has this firm been certified as a ESB, Minority, Women or Disabled Veteran Business Enterprise?

☒ No ☐ Yes If YES specify Certifying Agency _____

Please attach a copy of your certification.

CLARK COUNTY BUSINESS LICENSE

MULTI-JURISDICTIONAL ID 1002117076
LICENSE NUMBER: 2006614-240
LICENSE PERIOD: 05/01/2023 - 10/31/2023

LICENSEE IS AUTHORIZED TO CONDUCT BUSINESS IN THE
FOLLOWING JURISDICTIONS:
CLARK COUNTY (Primary)
CITY OF HENDERSON
CITY OF LAS VEGAS
CITY OF NORTH LAS VEGAS

POST IN A CONSPICUOUS PLACE AT THE BUSINESS LOCATION

ISSUED TO:

Par-3 Landscape & Maintenance, Inc
4610 Wynn Rd
Las Vegas, NV 89103

BUSINESS LOCATION ADDRESS:

4610 Wynn Rd
Las Vegas, NV 89103

TYPE OF LICENSE: Contractors

All signage must conform to standards set forth in Clark County Codes 30.72 and 30.48. Business owners are responsible to keep business property free of trash and graffiti, conform to all zoning codes requirements and, if applicable, all conditions set forth in a Notice of Final Action issued by Comprehensive Planning.

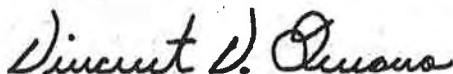
Current Planning Comments :

M-1 zone. Approved for contractor.

DISCLAIMER

ISSUANCE OF A BUSINESS LICENSE IS NOT AN ENDORSEMENT OF THE BUSINESS PRACTICE OF THE LICENSEE.

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION



VINCENT V. QUEANO
DIRECTOR OF BUSINESS LICENSE

DEPARTMENT OF BUSINESS LICENSE

500 S GRAND CENTRAL PARKWAY
BOX 551810
LAS VEGAS NV 89155-1810
PHONE: (702) 455-4252

EXHIBIT "B"
FORM A
CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS

1. DEFINITIONS

"City" means the City of North Las Vegas.

"City Council" means the governing body of the City of North Las Vegas.

"Contracting Entity" means the individual, partnership, or corporation seeking to enter into a contract or agreement with the City of North Las Vegas.

"Principal" means, for each type of business organization the following: (a) sole proprietorship – the City of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

2. INSTRUCTIONS

The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted. An Officer or other official authorized to contractually bind the Contracting Entity shall sign and date the Certificate, and such signing shall be notarized.

3. INCORPORATION

This Certificate shall be incorporated into the resulting Contract or agreement, if any, between the City and the Contracting entity. Upon execution of such Contract or agreement, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the Contract or agreement, and/or a withholding of payments due the Contracting Entity.

| Block 1 Contracting Entity | Block 2 Description |
|--|--|
| Name Per-3 Landscape & Maintenance, Inc. | RFP 2023-005 City-Wide Landscaping Services |
| Address 4610 Wynn Road Las Vegas, NV 89103 | |
| Telephone 702-253-7878 | |
| EIN or DUNS 88-0331730 | |

| BLOCK 3 | TYPE OF BUSINESS |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Limited Liability Company | <input checked="" type="checkbox"/> Corporation |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Other: |

EXHIBIT "B"
(CONTINUED)

FORM B

CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS

CERTIFICATE-DISCLOSURE OR OWNERSHIP/PRINCIPALS (Continued)

BLOCK 4 DISCLOSURE OF OWNERSHIP AND PRINCIPALS

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

| | FULL NAME/TITLE | BUSINESS ADDRESS | BUSINESS PHONE |
|-----|-----------------------------|-----------------------------------|----------------|
| 1. | Paul Jaramillo / Chairman | 4610 Wynn Road Las Vegas NV 89103 | 702-253-7878 |
| 2. | Sharon Ardley / VP | " | " |
| 3. | David Jaramillo / President | " | " |
| 4. | Ken Brian / CEO | " | " |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

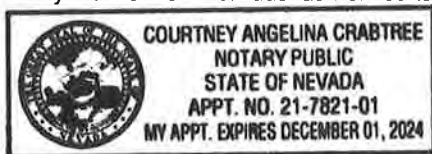
The Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 5 above. A description of such disclosure documents must be included below.

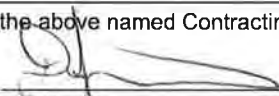
I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate.

BLOCK 5 DISCLOSURE OF OWNERSHIP AND PRINCIPALS – ALTERNATE

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

further certify that I am an individual authorized to contractually bind the above named Contracting Entity.




Name David Jaramillo
4/26/23
Date

Subscribed and sworn to before me this 26 day of
April, 2023


Notary Public

EXHIBIT "C"

QUALIFICATIONS AND EXPERIENCE RESPONDENT

Name: Par 3 Landscape Management

1. Respondent shall provide a brief description of the Responder's qualifications, certifications, experience, and number of years in operation.

Par 3 was founded in 1995 with the goal of providing premier landscape maintenance services to the rapidly growing HOA market and burgeoning commercial industry. By focusing on the highest quality work and premium customer service. Par 3 has quickly grown to become Las Vegas' largest maintenance provider with a portfolio that includes some of the most acclaimed businesses and HOAs in southern Nevada. Among the 500+ employees, we have licensed Landscape Architects, certified arborist, certified spray applicators and irrigation techs all working here locally to help provide professional landscape maintenance.

2. Provide three (3) examples of contracts similar in size and scope that have been completed in the past five (5) years. The City reserves the right to verify references for the companies identified. Ensure references have given permission to be contacted by the City.

Example Contract 1:

Company Name: Clark County- Harry Reid Intenational Airport

Company Address: 5757 Wayne Newton Blvd. Las Vegas, NV 89119

Point of Contact: Rick Holt Phone Number: 702-622-6669

E-Mail Address: Rickh@mccarran.com

Brief Description of Contract Scope:

Complete landscape maintenance of the grounds which includes tree, xeriscape and shrub care.
The scope also includes the landscape maintenace from Warm Springs to the I-15 on the Bruce Woodbury Beltway.

Term of Contract (Base plus Option Years): 3 Years with TWO additional option years

Year of Base Contract Award: 2021 Year Contract Completed: currently still on this contract

Base Contract Amount: \$ 494,580.00 Total Contract Amount (including all option years) \$ 2,472,00.00

Did the contract contain a liquidated damages clause? ☒ YES ☐ NO

If yes, were damages assessed? ☐ YES ☒ NO If yes, what was the amount assessed? \$ _____

EXHIBIT "C"
QUALIFICATIONS AND EXPERIENCE RESPONDENT
(CONTINUED)

Example Contract 2:

Company Name: Clark County Public Works-landscape maintenance to the center medians
Company Address: 500 South Grand Parkway Las Vegas NV. 89155
Point of Contact: Brad Pollock Phone Number: 702-701-6297
E-Mail Address: Brad.pollock@clarkcounty.gov

Brief Description of Contract Scope:

Landscape maintenance to the middle medians from the "Welcome to Las Vegas" sign to Sahara Blvd. on Las Vegas Blvd. Scope includes trash removal, lighting repair, landscape maintenance which includes tree care.

Term of Contract (Base plus Option Years): 1 year with FOUR additional option years

Year of Base Contract Award: 2023 Year Contract Completed: currently still on this contract

Base Contract Amount: \$ 1,000,0040.00 Total Contract Amount (including all option years) \$ 5,000,200.00

Did the contract contain a liquidated damages clause? ☒ YES ☐ NO

If yes, were damages assessed? ☐ YES ☒ NO If yes, what was the amount assessed? \$ _____

Example Contract 3:

Company Name: City of North Las Vegas-Craig Ranch Regional Park and Trails
Company Address: 316 E Brooks Ave. North Las Vegas NV. 89030
Point of Contact: Chris Vasquez Phone Number: 702-319-1431
E-Mail Address: Vasquezch@cityofnorthlasvegas.com

Brief Description of Contract Scope:

Landscape maintenance to Craig Ranch Regional Park and Trails. The Scope includes turf management, plant care, facility cleaning and irrigation management to the park that is 130 acres.

Term of Contract (Base plus Option Years): 3 Years with TWO additional option years

Year of Base Contract Award: 2021 Year Contract Completed: currently still on this contract

Base Contract Amount: \$ 538,380.00 Total Contract Amount (including all option years) \$ 2,691,900.00

Did the contract contain a liquidated damages clause? ☒ YES ☐ NO

If yes, were damages assessed? ☐ YES ☒ NO If yes, what was the amount assessed? \$ _____

EXHIBIT "D"
AFFIDAVIT OF REJECTION OF COVERAGE
FOR WORKERS' COMPENSATION UNDER NRS 616B.627 AND NRS 617.210

In the State of Nevada, County of Clark, David Jaramillo, being duly sworn,
deposes and says:

1. I make the following assertions pursuant to NRS 616B.627 and NRS 617.210.
2. I am a sole proprietor who will not use the services of any employees in the performance of this Contract with the City of North Las Vegas.
3. In accordance with the provisions of NRS 616B.659, I have not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS, relating thereto.
4. I am otherwise in compliance with the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS.
5. In accordance with the provisions of NRS 617.225, I have not elected to be included within the terms, conditions and provisions of chapter 617 of NRS.
6. I am otherwise in compliance with the terms, conditions and provisions of chapter 617 of NRS.
7. I acknowledge that the City of North Las Vegas will not be considered to be my employer or the employer of my employees, if any; and that the City of North Las Vegas is not liable as a principal contractor to me or my employees, if any, for any compensation or other damages as a result of an industrial injury or occupational disease incurred in the performance of this Contract.

I, David Jaramillo, do here swear under penalty of perjury that the assertions of this affidavit are true.

Signed this 26 day of April, 2023

Signature [Signature]

State of Nevada

County of Clark

Signed and sworn to (or affirmed) before me on this 26 day of April, 2023,
by David Jaramillo (name of person making statement).

Notary Signature [Signature]

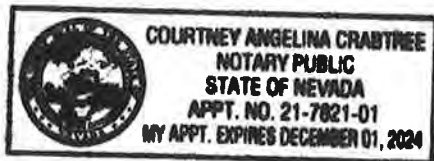


EXHIBIT "E"
NON-COLLUSION AFFIDAVIT



CITY OF NORTH LAS VEGAS

Non-Collusion Affidavit

State of Nevada County of Clark

David Jaramila being first duly sworn deposes that:

- (1) He/She is the President of Per 3 Landscape & Maintenance, Inc. the Firm that has submitted the attached Proposal;
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Firm nor any of its officers, partners, City, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm, or person to submit a collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of North Las Vegas or any person interested in the proposed Contract or agreement; and
- (5) The Proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the Firm/team or any of its agents, representatives, City, employees, or parties including this affiant.

(Signed):

Title: President

Subscribed and sworn to before me this 26 day of April 2023

Court A.
Notary Public

My Commission expires: 12-1-24

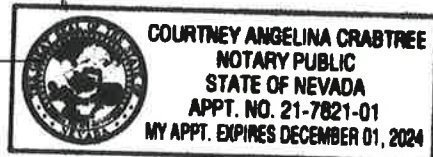


EXHIBIT "F"
WRITTEN CERTIFICATION



CITY OF NORTH LAS VEGAS

WRITTEN CERTIFICATION PURSUANT TO NRS 332.065(3)

Pursuant to NRS 332.065(3), a governing body or its authorized representative shall not enter into a contract with an estimated value in excess of \$100,000 with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Respondent agrees and certifies that it does not currently boycott Israel and will not boycott Israel during any time in which it is entering into, or while in contract, with the City. If at any time after the signing of this certification, the Respondent decides to engage in a boycott of Israel, the Respondent must notify the City in writing.

| | |
|---|--|
| <u>David Jaramillo</u> | <u>Par 3 Landscape & Maintenance, Inc.</u> |
| AUTHORIZED SIGNATURE NAME (TYPE OR PRINT) | LEGAL NAME OF RESPONDENT |
| <u>[Signature]</u> | <u>4/26/23</u> |
| AUTHORIZED SIGNATURE | DATE |
| <u>President</u> | |
| TITLE | |

EXHIBIT "G"
Exceptions to North Las Vegas Service or Purchase Agreement



CITY OF NORTH LAS VEGAS

Please provide an explanation to any and all exceptions on terms of the North Las Vegas Service Agreement.

No exceptions to the contract.

AGREEMENT FOR CITY-WIDE LANDSCAPING SERVICES

This Agreement for City-Wide Landscaping Services ("Agreement") is made and entered into as of _____ ("Effective Date") by and between the City of North Las Vegas, a Nevada municipal corporation ("City") and [insert full legal name of Provider entity], a [insert entity type and state of origin] ("Provider").

WITNESSETH:

WHEREAS, the City requires city-wide landscaping services, as more particularly described in the City-Wide Landscaping Services Request for Proposal RFP 2023-005 ("RFP") attached hereto as Exhibit A ("Services"); and

WHEREAS, Provider represents that it has the experience, knowledge, labor, and skill to provide the Services in accordance with generally accepted industry standards, and is willing and able to provide the Services.

WHEREAS, Provider further represents that is has the required licenses and/or authorizations pursuant to all federal, State of Nevada, and local law to conduct business relative to this Agreement.

NOW THEREFORE, in consideration of the above recitals, mutual covenants, and terms and conditions contained herein, the parties hereby covenant and agree to the following:

SECTION ONE SCOPE OF SERVICES

1.1. Provider shall perform the Services in accordance with the RFP terms, incorporated herein and attached as Exhibit A, Services Provider's response to the RFP dated [insert date], incorporated herein and attached as Exhibit B, and the terms, conditions, and covenants set forth in this Agreement. Provider shall at its own expense comply at all times with all municipal, county, state and federal laws, regulations, rules, codes, ordinances, and other applicable legal requirements.

1.2. Provider shall, at its own expense, comply at all times with all municipal, county, state, and federal laws, regulations, rules, codes, ordinances, and other applicable legal requirements.

SECTION TWO TERM

2.1. This Agreement shall commence on the Effective Date and will continue to be in effect for three (3) years ("Term"), unless earlier terminated in accordance with the terms herein. All Services shall be completed by the end of the Term. If the City determines, in its sole discretion, that Provider has satisfactorily performed its obligations under this Agreement, the City Manager

or his/her designee may extend the Term for up to two (2) additional one-year periods upon written notice to the Provider.

SECTION THREE COMPENSATION

3.1. Provider will provide the Services *[at the rate of OR in the amount of]* [\$], which includes all fees for time and labor, overhead materials, equipment, insurance, licenses, and any other costs. Provider's prices may not be increased during the Term. Periodic progress billings will be due and payable within 30 days of presentation of invoice, provided that each invoice is complete, correct, and undisputed by the City. The annual not to exceed amount of this Agreement is [] (\$). The total not to exceed amount of this Agreement is [] (\$).

SECTION FOUR TERMINATION OR SUSPENSION OF SERVICES

4.1. This Agreement may be terminated, in whole or in part, for convenience by the City, through its City Manager, upon thirty (30) days written notice to the Provider. In the event of termination, Provider shall be paid compensation for Services properly performed pursuant to the terms of the Agreement up to and including the termination date. The City shall not be liable for anticipated profits based upon Services not yet performed.

4.2. This Agreement may be terminated by the Provider in the event the City defaults in the due observance and performance of any material term or condition contained herein, and such default is not cured within thirty (30) days after the Provider delivers written notice of such default to the City.

4.3. The City may suspend performance by Provider under this Agreement for such period of time as the City, in its sole discretion, may prescribe by providing written notice to the Provider at least ten (10) days prior to the date on which the City will suspend performance. The Provider shall not perform further work under this Agreement after the effective date of the suspension until receipt of written notice from the City to resume performance, and the time period for Provider's performance of the Services shall be extended by the amount of time such performance was suspended.

SECTION FIVE PROVIDER REPRESENTATIONS AND WARRANTIES

5.1. The Provider hereby represents and warrants for the benefit of the City, the following:

5.1.1. Provider is a duly formed validly existing entity and is in good standing pursuant to the laws of the State of Nevada. The Provider is financially solvent, able to pay

its debts when due, and possesses sufficient working capital to provide the Services pursuant to this Agreement.

5.1.2. The person executing this Agreement on Provider's behalf has the right, power, and authority to enter into this Agreement and such execution is binding on the Provider.

5.1.3. All Services performed, including deliverables supplied, shall conform to the specifications, drawings, and other descriptions set forth in this Agreement, and shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Provider's profession and in accordance with generally accepted industry standards prevailing at the time the Services are performed, and do not infringe the intellectual property of a third party. The foregoing representations and warranties are not intended as a limitation, but are in addition to all other terms set forth in this Agreement and such other warranties as are implied by law, custom, and usage of the trade.

SECTION SIX INDEMNIFICATION

Provider shall defend, indemnify, and hold harmless the City, and its officers, agents, and employees from any liabilities, claims, damages, losses, expenses, proceedings, actions, judgments, reasonable attorneys' fees, and court costs which the City suffers or its officers, agents or employees suffer, as a result of, or arising out of, the negligent or intentional acts or omissions of Provider, its subcontractors, agents, and employees, in performance of this Agreement until such time as the applicable statutes of limitation expire. This section survives default, expiration, or termination of this Agreement or excuse of performance.

SECTION SEVEN INDEPENDENT CONTRACTOR

Provider, its employees, subcontractors, and agents are independent contractors and not employees of the City. No approval by City shall be construed as making the City responsible for the manner in which Provider performs the Services or for any negligence, errors, or omissions of Provider, its employees, subcontractors, or agents. All City approvals are intended only to provide the City the right to satisfy itself with the quality of the Services performed by Provider. The City acknowledges and agrees that Provider retains the right to contract with other persons in the course and operation of Provider's business and this Agreement does not restrict Provider's ability to so contract.

SECTION EIGHT CONFIDENTIALITY AND AUTHORIZATIONS FOR ACCESS TO CONFIDENTIAL INFORMATION

8.1. Provider shall treat all information relating to the Services and all information supplied to Provider by the City as confidential and proprietary information of the City and shall not permit its release by Provider's employees, agents, or subcontractors to other parties or make

any public announcement or release thereof without the City's prior written consent, except as permitted by law.

8.2. Provider hereby certifies that it has conducted, procured or reviewed a background check with respect to each employee, agent, or subcontractor of Provider having access to City personnel, data, information, personal property, or real property and has deemed such employee, agent, or subcontractor suitable to receive such information and/or access, and to perform Provider's duties set forth in this Agreement. Provider hereby certifies that it has conducted a State of Nevada CANS background check. The City reserves the right to refuse to allow any of Provider's employees, agents or subcontractors access to the City's personnel, data, information, personal property, or real property where such individual does not meet the City's background and security requirements, as determined by the City in its sole discretion.

SECTION NINE INSURANCE

9.1. Provider shall procure and maintain at all times during the performance of the Services, at its own expense, the following insurances:

9.1.1. Workers' Compensation Insurance as required by the applicable legal requirements, covering all persons employed in connection with the matters contemplated hereunder and with respect to whom death or injury claims could be asserted against the City or Provider.

9.1.2. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000.00 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.

9.1.3. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Provider has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000.00 per accident for bodily injury and property damage.

9.1.5. Property Installation Floater covering property damage to any equipment damaged, impaired, broken, or destroyed during the performance of the Work, including during transit, installation, and testing at the City's site.

9.1.6. Contractors Pollution Legal Liability with limits no less than \$1,000,000.00 per occurrence or claim, and \$2,000,000.00 policy aggregate.

9.1.7. Requested Liability limits can be provided on a single policy or combination of primary and umbrella, so long as the single occurrence limit is met.

9.1.8. The insurance policies are to contain, or be endorsed to contain, the following provisions:

9.1.8.1. Additional Insured Status: The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Provider including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Provider's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

9.1.8.2. Primary Coverage: For any claims related to this contract, the Provider's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Provider's insurance and shall not contribute with it.

9.1.8.3. Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

9.1.8.4. Waiver of Subrogation: Provider hereby grants to the City a waiver of any right to subrogation which any insurer of said Provider may acquire against the City by virtue of the payment of any loss under such insurance. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

9.1.8.5. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Provider, its employees, agents, and subcontractors.

9.1.8.6. Self-Insured Retentions: Self-insured retentions must be declared to and approved by the City. The City may require the Provider to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

9.1.8.7. Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

9.1.8.8. Claims Made Policies: If any of the required policies provide claims-made coverage:

9.1.8.8.1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

9.1.8.8.2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

9.1.8.8.3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Provider must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

9.1.9. Verification of Coverage: Provider shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Provider's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9.1.10. Special Risks or Circumstances: The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION TEN NOTICES

10.1. Any notice requiring or permitted to be given under this Agreement shall be deemed to have been given when received by the party to whom it is directed by personal service, hand delivery or United States mail at the following addresses:

To City: City of North Las Vegas
Attention: Joy Yoshida
2250 Las Vegas Blvd., North, Suite 820
North Las Vegas, NV 89030
Phone: 702-633-1745

To Provider: [REDACTED]
Attention: [REDACTED]
[REDACTED]
[REDACTED]
Phone: [REDACTED]

10.2. Either party may, at any time and from time to time, change its address by written notice to the other.

SECTION ELEVEN SAFETY

11.1. Obligation to Comply with Applicable Safety Rules and Standards. Provider shall ensure that it is familiar with all applicable safety and health standards promulgated by state and federal governmental authorities including, but not limited to, all applicable requirements of the Occupational Safety and Health Act of 1970, including all applicable standards published in 29 C.F.R. parts 1910, and 1926 and applicable occupational safety and health standards promulgated under the state of Nevada. Provider further recognizes that, while Provider is performing any work on behalf the City, under the terms of this Agreement, Provider agrees that it has the sole and exclusive responsibility to assure that its employees and the employees of its subcontractors comply at all times with all applicable safety and health standards as above-described and all applicable City safety and health rules.

11.2. Safety Equipment. Provider will supply all of its employees and subcontractors with the appropriate Safety equipment required for performing functions at the City facilities.

SECTION TWELVE ENTIRE AGREEMENT

This Agreement, together with any attachment, contains the entire Agreement between Provider and City relating to rights granted and obligations assumed by the parties hereto. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement not expressly set forth in this Agreement are of no force or effect.

SECTION THIRTEEN MISCELLANEOUS

13.1. Governing Law and Venue. The laws of the State of Nevada and the North Las Vegas Municipal Code govern the validity, construction, performance and effect of this Agreement, without regard to conflicts of law. All actions shall be initiated in the courts of Clark County, Nevada or the federal district court with jurisdiction over Clark County, Nevada.

13.2. Assignment. Any attempt to assign this Agreement by Provider without the prior written consent of the City shall be void.

13.3. Amendment. This Agreement may be amended or modified only by a writing executed by the City and Provider.

13.4. Controlling Document. To the extent any of the terms or provisions in Exhibit A conflict with this Agreement, the terms and provisions of this Agreement shall govern and control. Any additional, different or conflicting terms or provisions contained in Exhibit A or any other written or oral communication from Provider shall not be binding in any way on the City whether or not such terms would materially alter this Agreement, and the City hereby objects thereto.

13.5. Time of the Essence. Time is of the essence in the performance of this Agreement and all of its terms, provisions, covenants and conditions.

13.6. Waiver. No consent or waiver, express or implied, by the Provider or the City of any breach or default by the other in performance of any obligation under the Agreement shall be deemed or construed to be a consent or waiver to or of any other breach or default by such party.

13.7. Waiver of Consequential Damages. The City shall not be liable to Provider, its agents, or any third party for any consequential, indirect, exemplary or incidental damages, including, without limitation, damages based on delay, loss of use, lost revenues or lost profits. This section survives default, expiration, or termination of this Agreement.

13.8. Severability. If any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding on the parties hereto.

13.9. No Fiduciary or Joint Venture. This Agreement is not intended to create, and shall not be deemed to create, any relationship between the parties hereto other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. Neither of the parties hereto shall be construed to be the agent, employer, representative, fiduciary, or joint venturer of the other and neither party shall have the power to bind the other by virtue of this Agreement.

13.10. Effect of Termination. In the event this Agreement is terminated, all rights and obligations of the parties hereunder shall cease, other than indemnity obligations and matters that by their terms survive the termination.

13.11. Ownership of Documents. Provider shall treat all information related to this Agreement, all information supplied to Provider by the City, and all documents, reconciliations and reports produced pursuant to this Agreement as confidential and proprietary information of the City and shall not use, share, or release such information to any third-party without the City's prior written permission. This section shall survive the termination or expiration of this Agreement.

13.12. Fiscal Funding Out. The City reasonably believes that sufficient funds can be obtained to make all payments during the Term of this Agreement. Pursuant to NRS Chapter 354, if the City does not allocate funds to continue the function performed by Provider under this Agreement, the Agreement will be terminated when appropriate funds expire.

13.13. Public Record. Pursuant to NRS 239.010 and other applicable legal authority, each and every document provided to the City may be a "Public Record" open to inspection and copying by any person, except for those documents otherwise declared by law to be confidential. The City shall not be liable in any way to Provider for the disclosure of any public record including, but not limited to, documents provided to the City by Provider. In the event the City is required to defend an action with regard to a public records request for documents submitted by Provider, Provider agrees to indemnify, hold harmless, and defend the City from all damages, costs, and expenses,

including court costs and reasonable attorneys' fees related to such public records request. This section shall survive the expiration or early termination of the Agreement.

13.14. Interpretation. The language of this Agreement has been agreed to by both parties to express their mutual intent. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. Preparation of this Agreement has been a joint effort by the City and Provider and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

13.15. Electronic Signatures. The use of facsimile, email, or other electronic medium shall have the same force and effect as original signatures.

13.16. Counterparts. This Agreement may be executed in counterparts and all of such counterparts, taken together, shall be deemed part of one instrument.

13.17. Federal Funding. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, in receipt of a notice of proposed debarment 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.

13.18. Boycott of Israel. Pursuant to NRS 332.065(4), Provider certifies that the Provider is not currently engaged in a boycott of Israel, and Provider agrees not to engage in a boycott of Israel during the Term.

13.19. Attorneys' Fees. In the event any action is commenced by either party against the other in connection with this Agreement, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees, as determined by the court, including without limitation, fees for the services of the City Attorney's Office. This Section 13.19 shall survive the completion of this Agreement until the applicable statutes of limitation expire.

[The remainder of this page is left intentionally blank. Signature page follows.]

IN WITNESS WHEREOF, the City and Provider have executed this Agreement as of the Effective Date.

City of North Las Vegas,
a Nevada municipal corporation

[redacted],
a [redacted]

By: _____
Pamela A. Goynes-Brown, Mayor

By: _____
Name: _____
Title: _____

Attest:

By: _____
Jackie Rodgers, City Clerk

Approved as to form:

By: _____
Micaela Rustia Moore, City Attorney



City of North Las Vegas (CNLV) Parks & Recreation Department Maintenance Standards

MISSION:

To preserve and maintain the City's parks and recreational facilities in an efficient and cost-effective manner, providing safe and clean facilities for the pleasure and use of the current and future residents of North Las Vegas.

GOALS:

The following defines the City of North Las Vegas maintenance goals:

1. Safety

Safety is defined as eliminating any potential hazard from all grounds and landscape right of ways. This includes inspection, removal of all litter, glass, or any other foreign object that creates a liability for our park users. All Park infrastructure, restrooms, playing surfaces, parking lots, and turf areas are inspected daily for safety hazards.

2. Clean and Sanitary Parks and Facilities

Cleanliness is defined as housekeeping tasks necessary to make the parks sanitary and aesthetically pleasing for our customers. Cleanliness includes; inspections, all litter removed daily, restrooms cleaned twice a day, sports field cleaned and made playable, pools inspected, chemically balanced and cleaned, playgrounds inspected and cleaned, and vandalism/graffiti removed and repaired as soon as discovered.

3. Playability

Playability is defined as preparation of athletic fields, special areas, playgrounds, picnic areas, and hard-court surfaces for use. Playability means all athletic fields are to be inspected, groomed, cleaned, lined and prepared according to daily usage. Playgrounds and picnic areas are cleaned and checked daily. Pools are to be properly chemically balanced, and ready for use.

4. Support Services

Making resources available to City departments and community organizations that contribute to the quality programs and events.

5. Attractive Parks and Facilities

Attractive parks: turf, plant material, trees, picnic areas, and all other park infrastructure are kept clean, healthy, safe, and inviting to park users.

Parks Division Services

The following lists the Park Maintenance Division's core responsibilities:

- Maintain landscape and facilities to high standards.
- Provide support to the Recreation Division in its mission to furnish programs to park and facility users.
- Support planning in designing new facilities, and upgrading existing facilities, to maximize maintenance efficiency and cost-effective operation.
- Maintain median, specific parkways, and trails and pathways identified by development agreements, to high standards.
- Provide landscape maintenance to City owned buildings and facilities to high standards.
- Provide technical resources to the public as well as other City departments related to landscape, irrigation, facility, and recreation related issues. Set design standards for other City Departments.
- Caretakers of the City's park and recreation facilities through park rules and regulations with close support by contracted security services, police services, and internal employee customer service.
- Prepare, maintain, and monitor facilities that have been reserved by park users.
- Create and administer contracts for outside services providers.
- Assist in the design and specifications, and inspection of new park and recreational facilities, including developer-built public parks, as well as projects bid out by the city.
- Provide support for various City functions, including special events, grand openings and emergency services.
- Design and construct landscape areas for other City Departments.

With regard to streetscape/median landscape maintenance. It has been determined that these areas need:

Moderate level maintenance (Mode Level 3) – associated with locations with moderate to low levels of visitation. Moderate level maintenance is usually associated with medians and parkways, satellite government facilities and high visitation landscaped trails.

1. Turf Care

- Grass height maintained according to species and variety of grass. Mowed at least once every four (4) working days (or once a week). Aeration at least one (1) time a year. Overseeding only annually. Weed control should be practiced so that no more than twenty (20) percent of the surface has weeds present. Complete site edging of trees, curbs, sidewalks, beds, buildings, sprinklers, valve boxes, meter boxes, etc., shall be performed on the same day as the site is mowed to insure the site looks groomed and complete.

2. Fertilizer

- On turf apply at least two (2) applications in February and October. Separate applications for shrub, trees, and flowers. All applications to be a balanced fertilizer with nitrogen, phosphorus, and potassium (NPK) based on site-specific soil analyses.

3. Irrigation

- Irrigation system monitored locally. Irrigation system checked daily at each site. All zones are checked for operation and repairs made immediately. Schedule adjustments due to additional rainfall or other weather conditions are made.

4. Litter Control

- Minimum of once per day, four (4) days a week (M-Th), or more depending on location.

5. Tree Maintenance

- Weed Control: Mechanical grass trimming around trees shall be accomplished in a way that will not scar the trunk in any way. Chemical removal of turf and weeds is permissible within one (1) foot radius of the tree's trunk following application of proper herbicides.
- Mulching: Mulch base of tree in a minimum of six (6) foot diameter circle, to a depth of three (3) inches, maintaining one to two (1-2) inch clearance from perimeter of trunk.
- Pruning: All trees shall be pruned of annual sucker growth as suckers appear. Trees shall be pruned during the winter months, unless a limb has broken or is posing a safety hazard. Trees shall be pruned according to industry standards, in accordance with the International Society of Arboriculture standards.
- Staking: All newly planted trees shall be staked if needed. All nursery stakes will be removed at time of planting. All stakes are to be removed within the first year.
- Removal and Replacement: All damaged trees shall be removed and replaced within one (1) month, unless determined by management to delay replacement. All Memorial Trees shall be replaced within a week of discovery. The replacement shall be, at minimum, a 24" box tree. If the tree cannot be matched, the Park Operations Manager will determine an appropriate replacement.

6. Disease and Insect Control

This is done when disease or insects are inflicting noticeable damage, reducing vigor of plant materials or could be considered a direct bother to the public.

- Integrated Pest Management: withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, fire ants, etc.

Some moderate problems may be tolerated at this level.

7. Lighting

- Replacement or repair of fixtures when observed or reported as not working. Work order requests shall be sent to Public Works-Facility Maintenance and should indicate a medium priority.

8. Surfaces
 - Surfaces should be cleaned, repaired, repainted, or replaced when appearance has noticeably deteriorated. Safety repairs take priority over appearance.
 - Rock mulch areas will have beds raked of debris and cleaned of trash as needed.
9. Repairs
 - Should be done whenever safety and function is in question. Repairs to all elements of the area should be done to minimize disruption to the public. Repairs may be postponed to a time least disruptive (Project List).
10. Inspection
 - Personnel assigned to the site shall conduct inspections on a daily basis. An inspection report will be completed at least once every month.
11. Floral Planting
 - Color beds are minimal or are absent from the landscape.
12. Restrooms
 - Restrooms are usually associated with an adjacent park that provides that service.
 - May involve contracted service for portable toilets. Ensure weekly check to ensure contracted cleaning service is performed.
13. Building and Site Maintenance
 - Structures: Notify Park Maintenance Supervisor of any structure (gazebo, shade structures, maintenance shops, etc.) that requires repair. Initiate work order to Public Works for lamp replacement and needed repairs. This includes plumbing, electrical and structural components.
 - Fencing: Inspect for repairs - fences, gates, and locking devices immediately which are required for safety or site and equipment protection. Fencing shall be inspected as needed on site boundaries and materials used shall match the existing facility to preserve the original design. Notify Park Maintenance Supervisor of need for repairs before initiating.
 - Signs: All signs shall be designed and installed in a way that matches the intent of the site design. Replacement signs and new signs shall be in conformance with standard park signage. Notify Park Maintenance Supervisor before initiating replacement or repair.
 - Play Structures: All play equipment will be inspected once a week, utilizing the Playground Safety Checklist. All repairs will be made within 24 hours of discovery unless parts are unavailable, at which time the play equipment will be barricaded or made safe for use until the parts can be installed back to manufactures specifications. All playground equipment shall meet guidelines set forth in the U.S. Consumer Products Safety Commission's Playground Safety Manual (See Appendix 13.12). All playgrounds shall be inspected monthly by a certified playground inspector.

- Reservation Areas: All reservation areas will be inspected before each reservation use. Reservable group picnic areas will have the picnic tables cleaned, concrete pad swept or washed down, trash emptied from receptacles, and barbecue grills brushed down and coals removed, if needed, to maintain cleanliness of site.

14. Special Features

- Should be maintained for safety and function only.

With regard to city municipal buildings including City Hall, Old City Hall, Justice Facility and all recreation centers, it has been determined that these areas need:

State of the art maintenance (Mode level 1) applied to a high quality diverse landscape. High maintenance frequencies are usually associated with high traffic areas such as high visitation parks, sports complexes, city hall complex, civic center grounds and Recreation Centers.

1. Turf Care

- Park and Other Site Areas: Grass height maintained according to species and variety of grass. Mowed at least once every four working days (or once a week), but may be as often as every three (3) working days. Aeration at least three (3) times a year. Reseeding or sodding as needed. Weed control should be practiced so that no more than five (5) percent of the surface has weeds present. Complete site edging of trees, curbs, sidewalks, beds, buildings, sprinklers, valve boxes, meter boxes, etc., shall be performed on the same day as the site is mowed to insure the site looks groomed and complete.
- Athletic Fields: Turf cut two (2) times a week on infields; one to two (1-2) times a week in outfields. Aeration at least four (4) times a year. Reseeding or sodding as needed. Weed control should be practiced so that no more than five (5) percent of the surface has weeds present. See Athletic Field Turf Maintenance Program.

2. Fertilizer

- Park and Other Site Areas: On turf, apply at least three (3) applications from February through October. Separate applications for shrub, trees, and flowers. All applications to be a balanced fertilizer with nitrogen, phosphorus, and potassium (NPK) based on site-specific soil analyses. Micronutrient applications may be applicable.
- Athletic Fields: See Athletic Turf Management Program.

3. Irrigation

- Irrigation system checked daily at each site. General inspection of turf and plant material shall be done daily for signs of stress or damage. Irrigation system monitored locally, or by Calsense computerized irrigation management system. Preventative maintenance checks done weekly - all zones are checked for operation and repairs made immediately. Schedule adjustments due to additional rainfall or other weather conditions are made.

4. Litter Control

- Minimum of once per day, up to seven (7) days per week. High visitation or special events may increase the frequency.

5. Tree Maintenance

- Weed Control: Mechanical grass trimming around trees shall be accomplished in a way that will not scar the trunk in any way. No chemical removal of turf and weeds is permissible under drip line.
- Mulching: Mulch base of tree in a minimum of six (6) foot diameter circle, to a depth of three (3) inches, maintaining one to two (1-2) inch clearance from perimeter of trunk.
- Pruning: All trees shall be pruned of annual sucker growth. Trees shall be pruned during the winter months, unless a limb has broken or is posing a safety hazard. Structural pruning to be approved by the area certified arborist. Trees shall be pruned according to the International Society of Arboriculture standards (1995) and ANSI A300, 1995.
- Staking: All newly planted trees shall be staked if needed. All nursery stakes will be removed at time of planting. All stakes are to be removed within the first year.
- Removal and Replacement: All damaged trees shall be removed and replaced within one (1) month unless determined by management to delay replacement. All Memorial Trees shall be replaced within a week of discovery. The replacement shall be, at minimum, a 24" box tree. If the tree cannot be matched, the Park Operations Manager will determine an appropriate replacement.

It is anticipated at Mode I that problems will either be prevented or observed at a very early stage and corrected immediately, utilizing one of the three steps indicated:

- Preventative: a scheduled chemical or cultural program designed to prevent significant damage.
- Corrective: application of chemical or mechanical controls designed to eliminate observed problems.
- Integrated Pest Management: withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, fire ants, etc.

At this maintenance level, the controlling objective is not to have the public notice any problems.

6. Lighting

- Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Work order requests shall be sent to Public Works-Facility Maintenance and should be indicated as a top priority.
- A monthly documented inspection shall be performed on all systems.

7. Surfaces

- Should be cleaned so that at no time does an accumulation of sand, dirt, and leaves detract from the looks or safety of the area. Graffiti should be removed within one (1) day of discovery.
- Rock mulch areas will have beds raked of debris and cleaned of trash frequently as use and condition of areas determine. Sand and gravel to be removed from sidewalks daily. Please follow number of days per week in attached document.

8. Repairs

- Should be done whenever safety, function, or bad appearance is in question. Repairs to all elements of the area should be done immediately upon discovery, provided replacement parts and services are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time least disruptive (Project List).

9. Streetscape Maintenance

- Litter and Debris Removal: All streetscape and median areas shall be maintained free of trash and debris.
- Weed Control: Streetscape and medians shall be ninety (90) percent free of weeds. Beds shall be weeded at a minimum of once per week.
- Trimming: All shrubs shall be pruned as needed to meet the intent of the landscape design. Ground covers shall be edged as needed to keep plant growth off curbs, sidewalks, buildings, and turf areas.
- Removal and Replacement: All damaged plants shall be removed and replaced within fourteen (14) days unless determined by management to delay replacement. The replacement plant shall be the same size and species as the damaged plant, if possible. The Parks Coordinator shall approve replacement of plant material not meeting these specifications.

10. Restrooms

- Restrooms are to be serviced at least once per day. High use may dictate one or more additional servicing per day. Servicing period should ensure adequate supply of paper products, and that the restrooms are reasonably clean, sanitary, and free of bad odors.

11. Building and Site Maintenance

- Structures: Notify Park Superintendent of any structure (gazebo, shade structures, maintenance shops, etc.) that requires repair. Initiate work order to Support Services for lamp replacement and needed repairs. Includes HVAC, plumbing, electrical, and structural components.
- Recreation Centers: Inspect recreation centers regularly with assigned Recreation Supervisor. Develop work order for maintenance of facility, repairs, and scheduled preventative maintenance.
- Fencing: Repair or replace fences, gates, and locking devices immediately which are required for site or equipment protection. Fencing shall be inspected as needed on site boundaries and materials used shall match the existing facility to preserve the original design.
- Signs: All signs shall be designed and installed in a way that matches the intent of the site design. Replacement signs and new signs shall be in conformance with standard park signage. Any changes from the standard will require Park Superintendent approval.
- Play Structures: All play equipment will be inspected once a week, utilizing the Playground Safety Checklist. All repairs will be made within 24 hours of discovery, unless parts are unavailable, at which time the play equipment will be barricaded or made safe for use until the parts can be installed back to manufactures specifications. All playground equipment shall meet guidelines set forth in the U.S. Consumer Products Safety Commission's Playground Safety Manual (See Appendix 13.12). All playgrounds shall be inspected monthly by a certified playground inspector.
- Reservation Areas: All reservation areas will be inspected before each reservation use. Reservable group picnic areas will have the picnic tables cleaned, concrete pad swept or washed down, trash emptied from receptacles, and barbecue grills brushed down and coals removed, if needed, to maintain cleanliness of site.

12. Special Features

- Should be maintained for safety, function and high quality appearance as per established design.

MAINTENANCE STANDARDS

Maintenance Standards provide the procedures and key steps involved in ensuring the maintenance activity is performed completely and to division standards.

101 Capital Construction

Standard: Construct improvements to existing facilities to City of North Las Vegas Parks and Recreation Department standards.

Equipment: Appropriate equipment for the task.

Procedure: Receive direction from immediate supervisor for scope and method of construction. All projects to be developed off of approved Project List managed by Land Development and Community Services Project Coordinator.

1. Develop and/or refer to a scope of work for the project. Gather equipment and materials appropriate for the project from this scope of work.
2. Visit the project site, ascertain any special requirements for the job. Be aware of any outside influences that will affect the project.
3. Initiate "**Call Before You Dig**", to insure all underground utilities are located. Refer to the Parks division S.O.P.
4. Complete project according to scope of work. Prepare a post-job analysis to Park Maintenance Supervisor, indicating all materials, supplies, equipment, and manpower used on the job.
5. Analyze performance and determine if efficiencies can be gained on next job.

102 Equipment Repair/Maintenance

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to do the repairs and maintenance the correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment, make sure it is tied down properly, using the trailer with the correct towing capacity and arrangement to tow it.
7. Drag mats should never be stored in an up right position if repairs are needed.
8. Notify your immediate supervisor if there is a needed repair beyond basic maintenance needed to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.

9. After operations, clean and fuel equipment. Store in a ready to use condition.

10. Perform required routine maintenance based on operators manual.

Standard: Maintain all trees and shrubs in a healthy and vigorous condition.

Equipment: Equipment varies according to application method:

- Surface application granular: push spreader, hand spreader, and measuring wheel.
- Subsurface granular: one-half inch power auger motor, leather gloves, 2" x 18" soil auger.
- Liquid injection: tank sprayer, soil injection probe, eye protection, latex/rubber gloves.
- Foliar application: tank sprayer, spray gun, eye protection, latex, rubber gloves.
- Trunk injection and implants: power source, 3/8" power drill, 3/8" wood bit, rubber mallet, sharp knife, eye protection, rubber/latex gloves.

Procedure:

Trees and shrubs will be fertilized only when it has been determined by a certified arborist that a deficiency exists or that fertilization would improve the health and vigor of the plant.

All fertilizer is to be stored, transported, mixed, and dispersed according to manufacturer specifications. Refer to Parks division HAZMAT policy and procedures.

For all related procedures for woody plant fertilization refer to the American National Standards Institute Fertilizations Standards. (ANSI A300 Part 2 – 1998 Fertilization Standards).

104 Pest Control

Standard: Maintain all areas free of undesirable pests.

Equipment: Equipment will vary depending on approach.

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure: Utilize integrated pest management to identify the most appropriate control measures. Verify appropriate control measures with a certified pesticide applicator.

Chemical Control:

- Apply chemical according to label rates.
- Follow all safety precautions on the label and M.S.D.S., as well as HAZMAT policies.
- M.S.D.S. at treatment site at all times.
- Sample label at treatment site at all times.
- Record all applications on the "pesticide application record" at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted material.

105 Special Projects

Standard: To give our full support to any special project identified as a project outside of normal work duties.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Contact Coordinator daily and provide project updates. Record any comments or ideas on daily activity sheet.
7. Attend after action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain and repair parks and facilities free of vandalism and current with City of North Las Vegas specifications.

Equipment: Any and all applicable equipment necessary for the task. For graffiti, include graffiti removal products. Tools may include, but are not limited to: high-pressure washer, shop rags, brushes, gloves, and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or by delegation, contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate forms and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible, take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.

5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Contact Park Maintenance Supervisor to determine if sandblasting, painting, or other means will be used to remove the graffiti.

Standard: To apply herbicides and provide mechanical for removal of unwanted plant materials.

Equipment: Any and all applicable equipment necessary for the task. Equipment includes, but it is not limited to:

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure:

Utilize integrated pest management to identify the most appropriate control measures. Verify appropriate control measures with a certified pesticide applicator.

Chemical Control:

- Apply pre-emergent and post-emergent chemicals according to label rates.
- Follow all safety precautions on the label and M.S.D.S., as well as HAZMAT policy and procedures.
- M.S.D.S. at treatment site at all times,
- Sample label at treatment site at all times,

Record all applications on the "pesticide application record" at the site.

Mechanical Control:

- Use hula hoe, shovel, rake and broom to remove unwanted plant material.

Standard: To maintain flower beds with maximum color and variety, that is aesthetically pleasing, clean, as designed for the space, with minimal weeds.

Equipment: All applicable equipment necessary for the task, including but not limited to: square and round point shovels, hand trowel, bow rake, hand pruners, cultivator, hose, and gloves. Supplies include organic mulch, bio-barrier (under mulch), fertilizer.

Procedure:

Basic procedures are the same for annual and perennial flower beds. Annual flower beds will require more maintenance because they only last one season and must be replanted periodically. Perennial beds last for more than one year and are preferred because they require only one planting, and are generally hardier material and withstand cold spells and abuse better.

Planting

1. Till the flower bed to a depth of six (6) inches and remove any weeds. Remove rocks larger than two (2) inches in diameter. Install irrigation to provide adequate coverage.
2. Supplement with organic mulch if planting soil has limited organic in it. Organic material may need to be supplemented occasionally.
3. Layout planting scheme putting plants with a growth form that is taller to the back of the bed as it is viewed, and the smaller plants in front. Use color and variety to create a scheme that is pleasant to the eye. Annual flowers should be placed to the front of the bed, to minimize damage to plants as maintenance is performed.
4. Plant flowers with the hand trowel, making sure that plant base (where trunk of plant meets soil) is at the same ground level as the surrounding soil.
5. Water bed thoroughly and apply additional watering in the first two weeks after planting to ensure adequate moisture levels. Check plants weekly for sufficient moisture.

Flower Maintenance

1. Flowers bloom and the stalks extend for another bloom as the season progresses. Naturally this results in long, gangly stalks that can be unpleasing visually. "Head-back" or pinch the area just below the bloom and this will encourage new blooms to form, without the gangly stalks.
2. Apply a light amount of fertilizer to plant material (about twenty-five (25) percent of what is applied to turf) to encourage health and vigor.
3. Remove weeds completely each time maintenance is performed, leaving no more than five (5) percent weeds in the entire planting bed after removal.

109 Transport

Standard: To transport bulk materials and equipment to project sites, ensuring material, equipment, and personnel arrive safely and efficiently.

Equipment: Trailers, vehicles, dump trucks, Stage, and assorted tools and equipment for safe transportation. Also, log book, keys, strapping equipment, slow moving signs/cones.

Procedure:

1. Determine scope and process of transport from immediate supervisor. May require specific license to operate (CDL).
2. Pre-check equipment and materials before beginning loading operation. Use proper size trailer capacity to match equipment to be transported. Complete log book.
3. Connect trailer to vehicle and secure break before loading. Connect safety chains and lights and test.
4. Prepare ramps on trailer. Use two (2) personnel if loading ramp exceeds fifty (50) pounds to relieve strain and prevent back injuries.
5. Load equipment/materials, and distribute load uniformly over trailer, with heavier portions of load centered over axle of trailer. There should be no more than 400-500 pounds tongue weight when loading is completed.
6. Ensure any portion of load extending beyond the end of a vehicle or trailer has a red flag attached to the end of the load.
7. Secure the load with straps or chain, depending on size and type of equipment/material.
8. Any large equipment, such as mowers, tractors, and implements, should be chocked at the wheels and brakes engaged.

9. Transport equipment in conformance with all traffic laws. Utilize flashers and headlights if slower than traffic.
10. When disconnecting trailer, ensure wiring harness is removed, as well as safety chains.

110 Irrigation Repair

Standard: Maintain a properly functioning irrigation system that provides maximum efficiency for the delivery of water.

Equipment: Utilize necessary and appropriate tools for the task. Tools may include, but are not limited to: PVC pipe cutter; cable saw; hack saw; trenching shovel; round point shovel; digging bar; PVC glue; appropriate safety equipment, including personal protective equipment; pipe wrenches; backhoe; teflon tape or equivalent.

Procedure:

1. Turn on suspect valve and locate area for repair.
2. Once area has been identified, turn off all water feeding the location. Locate isolation valve if extended repair.
3. If required, expose break by digging around location.
4. Determine what is needed to repair the system.
5. If necessary, cut out damaged area and replace with like components.
6. Utilize slip-fix couplings where it is deemed cost and time effective.
7. Glue pipe with appropriate product for application.
8. For pipe sizes greater than 2" in size, use PVC primer before adding glue to pipe.
9. If glue was utilized in the repair, wait for a minimum of 5 minutes on pipe sizes less than 2"; 30 minutes on pipe sizes of 2" and greater, before turning on the water feeding the damaged area.
10. Test system to assure that it is free of debris and running efficiently. Remove the nozzle from the last irrigation head in the line repaired to flush debris.

11. Fill in any holes in landscape left from repair and clean up any tools and debris.

12. Make sure that all heads, emitters, and nozzles are properly installed and operating to manufacturer's specifications.

111 Landscaping

Standard: Install landscape materials to City of Henderson specifications.

Equipment: Utilize all equipment necessary and available for the task. Tools may include, but are not limited to: Personal protective and safety equipment; shovels, backhoe, Bobcat, sod cutter, pick, trencher, water supply truck, dump truck, trailer, etc.

Procedure:

Refer to the City of North Las Vegas Parks and Recreation Design Guidelines.

1. Develop a design in accord with CNLV Planning Division
2. Have design reviewed by your Park Superintendent.
3. Use appropriate equipment to begin removal of material on site.
4. Use care not to damage plant material that is projected for transplanting.
5. Follow design as closely as possible, noting any changes that were made in the field.
6. Keep a current "as-built" at all times on the project.

112 Litter Control

Standard: Area is to be kept free of all debris (trash, bottles, cans, etc.) and all obvious litter. Trash receptacles are to be located so they are easily accessible to the public and kept clean and free of foul odors. Area adjacent to the receptacle will be kept clean of all debris and stains.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to: Appropriate safety equipment including PPE; trash grapplers; trash bags; five gallon buckets; cart or truck to haul debris; shovel, rake, broom, water hose and quick coupler, deodorizer.

Procedure: Litter and debris will be removed from the site daily, Monday through Thursday and as necessary Friday through Sunday. Trash containers will be emptied when they are more than half full or attracting insects or bees, and a minimum of once per week. Trash containers will be emptied if park usage indicates containers will be filled prior to the next inspection. Specific areas, which are reserved by permit, will be inspected for litter and debris prior to reservation. All trash containers that remain half full after one week will be emptied.

1. Each morning the park will be inspected for litter and debris.
2. All litter or debris should be picked up and disposed of upon discovery, paying special attention to glass and other hazardous items.
3. Each trash container will be checked for trash level and/or foul odor every day. All trash containers with foul odors will be cleaned, even if there is only a small amount of trash or food items in it.
4. Remove the old liner and any remaining debris and discard in the appropriate receptacle.
5. Replace liner in trash container and secure it around sides.
6. If trash has been put in a container without a liner, empty the container and hose it out using a deodorizer.
7. All litter will be picked up and placed in the appropriate receptacle.

113 Mulching

Standard: Maintain a weed free mulch bed around all trees located in turf.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to: Appropriate safety equipment including PPE; sod cutter, side sod cutter, sod shovel, round point shovel, trenching shovel, edger, line trimmer, hula hoe, measuring device, marking paint.

Procedure:

1. Use a template or a measuring device in order to obtain a six (6) foot ring around the base of the tree.
2. Mark area with marking paint.
3. Use appropriate equipment to remove the turf inside the ring, being careful not to damage root system of tree.
4. The area inside the ring should be a minimum of two (2) inches in depth, and free of weeds, rocks, and plant material.
5. Place the bark mulch in the tree well, avoiding contact with the tree trunk.
6. Make sure that any irrigation used in the tree well is one (1) inch above the bark surface.
7. Replace the mulch annually in depleted areas.

114 Planting

Standard: To insure the survival and establishment of trees and shrubs by utilizing sound planting practices and providing post planting care.

Equipment: Equipment will depend on the scope of the project.

Procedure:

The procedure for planting shrubs and trees is identical. Refer to *New Tree Planting*, International Society of Arboriculture, 1995, revised 2000. In summary, the procedures contain the following major elements:

1. Perform pre-check on all equipment, whether manual or motorized, to ensure all equipment is in good operating condition and has been serviced according to the prescribed schedule. All manual tools should be sharp, handles solid without splinters, and in good condition.
2. Dig a shallow, broad planting hole:
 - Make the hole wide, up to 3 times diameter of root ball, but only as deep as the root ball.
3. Identify the trunk flare:
 - The trunk flare is where the roots spread at base of tree. Find it so you can determine how deep the hole needs to be for proper planting.
4. Place the tree at the proper height:
 - Before planting, check to make sure hole has been dug to proper depth. It is better to plant the tree a little high rather than too low (1-2"), allowing for some settling.
 - To avoid damage when setting tree in hole, always lift tree by root ball; never by the trunk.
 - Box trees should remain in the box when placed into the hole.
5. Straighten the tree in the hole:
 - Before beginning backfilling, have someone view the tree from several directions to confirm tree is straight. Once you begin backfilling it is difficult to reposition.
 - After the tree is straight, cut the bands on the box and remove sides of box.
6. Fill the hole, gently but firmly:
 - Fill the hole about 1/3 full and gently, but firmly pack the soil around the base of the root ball.

- Fill remainder of hole, taking care to firmly pack soil to eliminate air pockets, adding a few inches of soil at a time until hole completely filled.
7. Stake the tree, if necessary:
 - Follow instructions for staking as defined in Task 118.
 - Stake only if necessary for trees unable to stand on their own, or if site is exposed to heavy winds.
 8. Mulch the base of the tree:
 - Follow mulching instructions as found in Task 113.
 9. Follow-up care:
 - Keep soil moist but not soaked, deep watering is best.

115 Pruning

Standard: Prune trees and shrubs that are damaged, diseased, or posing a hazard to the public or property.

Equipment: Equipment will vary with the size and scope of the project.

Procedure:

- Secure sites and prevent public access to hazardous conditions.
- Safety of staff and the public is of the utmost concern at all times.
- A Certified Arborist will evaluate damaged trees.
- Evaluate and prioritize all hazards, with the highest hazard being repaired or removed first.
- When possible, plan work for low traffic times to limit hazard exposure to the public.
- Follow operating procedures in the operator's manual for all equipment utilized for tree pruning.
- All trees and shrubs will be pruned as defined in the *Tree Pruning Guidelines*, International Society of Arboriculture, 1995.

116 Storm Damage Cleanup

Standard: Cleanup and removal of landscape debris after storms, wind, and other natural disasters.

Equipment: Equipment will vary with size and scope of project.

Procedure:

- Secure sites and prevent public access to hazardous conditions. Refer to the City's *Storm Water Management Plan*.
- Safety of staff and the public is of the utmost concern at all times.
- A Certified Arborist will evaluate all damaged trees.
- Evaluate and prioritize all hazards, with the highest hazard being repaired or removed first.
- When possible, plan work for low traffic times to limit hazard exposure to the public.
- Follow operating instructions in the operator's manual for all equipment utilized for tree pruning.
- All trees will be removed as defined in A300 For Tree Operators, 1998, American National Standards Institute.
- All trees will be pruned as defined in Tree Pruning Guidelines, International Society of Arboriculture, 1995.

117 Tree Removal

Standard: Eliminate trees that are damaged, diseased, or posing a hazard to the public or property.

Equipment: Equipment will vary with the size and scope of the project

Procedure:

- Secure sites and prevent public access to hazardous conditions.
- Safety of staff and the public is of the utmost concern at all times.
- A Certified Arborist will evaluate damaged trees.
- Evaluate and prioritize all hazards, with the highest hazard being repaired or removed first.
- When possible, plan work for low traffic times to limit hazard exposure to the public.
- Follow operating procedures in the operator's manual for all equipment utilized for tree pruning.
- All trees will be pruned as defined in the Tree Pruning Guidelines, International Society of Arboriculture, 1995.

118 Tree Staking

Standard: Maintain stability of newly planted trees to ensure a timely establishment period.

Equipment: Tree stakes, French hammer, flexible rubber tubing, non-rusting wire, wire cutters, fencing tool.

Procedure:

- Stake only the trees that require support to stand upright, or will be exposed to high wind condition.
- Install two stakes opposite each other, equal distance from the trunk, outside root ball. Stakes will be driven into undisturbed soil. Larger trees may require three stakes for adequate support.
- Use a wide flexible tie material at two points along the trunk (total of 4 ties) that will hold the tree upright, provide flexibility, and limit damage to the trunk.
- Cut stakes that interfere with the crown and may cause damage.
- Stakes and trees will be examined and adjusted on a monthly basis to insure support as well as flexibility.
- Stakes are to be removed when it has been determined that the tree can support itself. All tree stakes will be removed within the first year of establishment.

119 Landscape Trail Maintenance

Standard: Provide safe and clean bike trails for trail users.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to: Safety equipment and PPE; hand blowers, broom, shovel, dust pan, litter grapplers, trash bags, hand saws, chain saw (at least two (2) workers must be present when using chain saw), paint supplies, walk behind or hand held vacuum, truck, and trailer, and irrigation supplies. Other equipment used frequently is the Parks Division street sweeper and buffalo blower.

Procedure:

1. Pick up all debris, including fallen trees or branches, and all litter on a daily basis or when discovered.
2. Keep all asphalt surfaces swept or blown clean and free of gravel and/or debris.
3. Check and repair irrigation periodically to make sure it is working correctly.
4. Check plant material for damage and replace as needed.
5. Remove low hanging branches growing over the trail that could impede bike traffic or pedestrian traffic.
6. Check fencing along trail and make repairs as needed.
7. Check signage for vandalism and graffiti and make repairs as needed.
8. Fill out graffiti and vandalism reports as needed.
9. Check bollards for safety and proper pole position. Paint periodically with safety yellow color.
10. Report any damage to trail to Park Maintenance Supervisor or Park Superintendent

120 Xeriscape Planter Maintenance

Standard: To maintain xeriscape planters with maximum variety of xeric type plant material, that is aesthetically pleasing, clean, as designed for the space, with minimal weeds.

Equipment: All applicable equipment necessary for the task, including but not limited to: Appropriate safety equipment including all PPE's, square and round point shovels, hula hoe, landscape rake, leaf rake, hand pruners, loppers, broadcast spreader, and gloves. Supplies include rock mulch, pre-emergent herbicide, acid and fertilizer if available.

Procedure:

Maintenance

4. Rake and clean planter as needed removing trash, rocks, and organic debris.
5. Inspect all irrigation components ensuring that: clock and valves are functioning, emitters are operating properly (not clogged or broken), valve boxes and emitters are intact and at proper height.
6. Prune trees and shrubs in accordance with Maintenance Standard 115.
7. Apply a light amount of fertilizer to plant material as needed to encourage health and vigor. If available acid and fertilizer can be applied as needed through fertigation system. Follow all safety precautions on the label and M.S.D.S. M.S.D.S. and sample label at treatment site at all times.
8. Apply pre-emergent herbicide as needed at appropriate label rates. Follow all safety precautions on the label and M.S.D.S. M.S.D.S. and sample label at treatment site at all times.
9. Record all applications of herbicides, fertilizers, and acids on appropriate applicators logs.
10. Remove weeds completely each time maintenance is performed, leaving no more than five (5) percent weeds in the entire planting bed after removal.

201 Capital Construction

Standard: Construct improvements to existing facilities to City of North Las Vegas department standards.

Equipment: Appropriate equipment for the task.

Procedure: Receive direction from immediate supervisor for scope and method of construction. All projects to be developed off of the approved project list.

1. Develop and/or refer to a scope of work for the project. Gather equipment and materials appropriate for the project from the scope of work.
2. Visit the project site; ascertain any special requirements for the job. Be aware of any outside influences that will affect the project.
3. Initiate "**Call Before You Dig**", to ensure all underground utilities are located.
4. Complete project according to scope of work. Prepare a post-job analysis for park coordinator, indicating all materials, supplies, equipment, and manpower used on the job.
5. Analyze performance and determine if efficiencies can be gained on next job.
6. Supervisor update the Project List to show the job's completion.

202 Equipment Repair/Maintenance

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to do the repairs and maintenance in a safe and correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment, make sure it is tied down properly using the trailer with the correct towing capacity and arrangement to tow it.
7. Drag mats should never be stored in an upright position.
8. Notify your immediate supervisor if you need a repair beyond basic maintenance to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.
9. After operations, clean and fuel equipment. Store in a ready-to-use condition.
10. Perform required routine maintenance based on operators manual.

203 Walkway/Parking Lot Maintenance

Standard: Provide safe and clean walkways and parking areas for park users.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to:

Safety equipment and PPE; hand blowers, broom, shovel, dust pan, litter grabbers, trash bags, hand saws, chain saw, paint supplies, walk behind or hand held vacuum, truck, and trailer.

Procedure:

1. Follow pre-start procedures for all power equipment as defined in operator's manual. Machine should be fueled and full of line before beginning operation.
2. Pick up all debris, including fallen trees or branches, and all litter on a daily basis or when discovered.
3. Parking lots will be kept clean. Major sweeping needs will be coordinated with the Streets Division. All corners and difficult to access curb lines will be swept or blown prior to mechanical sweeping.
4. Visually inspect parking lot blocks and curbs for any damage and use the appropriate product to repair damage.
5. Keep all asphalt surfaces swept or blown clean and free of gravel and/or debris.
6. Clean and service equipment used in this operation after use.

204 Pest Control

Standard: Maintain turf free of undesirable pests.

Equipment: Equipment will vary depending on approach.

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/ rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure: Utilize integrated pest management (pest management what??) to identify the most appropriate control measures. Verify appropriate control measures with a Certified Pesticide Applicator

Chemical Control:

- Apply chemical according to label rates.
- Follow all safety precautions on the label and M.S.D.S. Refer to the Parks Division S.O.P.
- M.S.D.S. at treatment site at all times.
- Sample label at treatment site at all times.
- Record all applications on the "pesticide application record" at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

205 Special Projects

Standard: To give our full support to any special project, identified as a project outside of normal work duties.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Provide project updates to your coordinator daily. Record any comments or ideas on the Daily Activity Sheet.
7. Attend after-action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain parks and facilities free of vandalism and to restore parks and facilities if vandalized to current City of North Las Vegas specifications.

Equipment: Any and all applicable equipment necessary for the task. For graffiti, include graffiti removal products. Tools may include, but are not limited to: high pressure washer, shop rags, brushes, gloves, and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or by delegation, contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate forms and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.

5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Immediate supervisor determine if sandblasting, painting, or other means will be used to remove the graffiti.

207 Weed Control

Standard: To apply herbicides and provide mechanical for removal of unwanted plant materials.

Equipment: Any and all applicable equipment necessary for the task. Equipment includes, but it is not limited to:

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/ rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure:

Utilize integrated pest Management to identify the most appropriate control measures. Verify appropriate control measures with a Certified Pesticide Applicator.

Chemical Control:

- Apply pre-emergent and post-emergent chemicals according to label rates.
- Follow all safety precautions on the label and M.S.D.S., as well as HAZMAT policy and procedure.
- M.S.D.S. at treatment site at all times.
- Sample label at treatment site at all times.

Record all applications on the Pesticide Application Record at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

208 Building Maintenance

Standard: Housekeeping and janitorial duties performed in buildings.

Equipment: Appropriate contracts for facility.

Procedure:

1. Review contract for specific facility. Check contract for variation from standards.
2. Meet with contractor and facility manager to insure contract requirements are being fulfilled. Discuss any discrepancies and resolve any conflicts.
3. Conduct monthly inspection with facility manager. Submit results to immediate supervisor.
4. Address deficiencies with work orders and submit to designated Park Maintenance Supervisor.

209 Building Repairs

Standard: To insure that repair of buildings meet City of North Las Vegas standards.

Equipment: Appropriate tools and materials for task or contract and specifications if contracted out.

Procedure:

In-house Repairs

1. Meet with facility manager, discuss and understand scope of repairs.
2. Confirm schedule of work.
3. Check with supervisor about expenses.
4. Assemble tools and materials, complete repairs.
5. Have facility manager check off work.
6. Clean up work area and store tools and materials.
7. Turn in all paper work related to task to supervisor.

Contracted Repairs

1. Meet with facility manager and contractor, discuss and understand scope of repairs. Go over contract and specifications.
2. Confirm schedule of work and completion dates.
3. Check on job progress daily, and call facility manager.
4. Resolve any conflicts that arise during repair work.
5. Update supervisor and discuss any problems.

6. Insure contractor leaves area clean and secure.
7. Check off contractor work at the end of repairs.
8. Turn in all relevant paperwork to supervisor.

210 Event Preparation

Standard: Diligently work to assist event organizers in all aspects of setting up and preparation of special events.

Equipment: Utilize all equipment necessary and available. Tools may include, but are not limited to:

Dollies, hand trucks, trailers, trucks, carts.

Procedure:

1. Park and Recreation Superintendents and General Manager of Craig Ranch Regional Park will meet with event coordinator in advance of event to determine what part of the event preparation process the Parks division and City of North Las Vegas will be available to assist.
2. Staff will utilize any and all equipment available in order to make set up of the event as professional as possible.
3. Use appropriate equipment to maneuver items into position according to event organizers.
4. All staff will contact their immediate supervisor if unsure of what steps to take, or what response to give for service.

211 Facility Maintenance

Standard: To maintain and repair all park facilities separate from buildings, including park shelters, pavilions, shade structures, to the current City standards.

Equipment: All applicable equipment necessary to perform the task, and specifications if contracted out.

Procedure:

In-house Repairs

1. Meet with immediate supervisor, discuss and understand scope of repairs.
2. Confirm schedule of work.
3. Check with manager and/or coordinator and obtain approval for purchase of supplies.
4. Assemble tools and materials, complete repairs.
5. Have immediate supervisor check off work.
6. Clean up work area and store tools and materials. Keep job site safe, clean and secure.
7. Turn in all paper work related to task to supervisor.

Contracted Repairs

1. Meet with immediate supervisor and contractor, discuss and understand scope of repairs. Go over contract and specifications.
2. Confirm schedule of work and completion dates.
3. Check on job progress daily, and update immediate supervisor.

4. Resolve any conflicts that arise during repair work.
5. Insure contractor leaves area clean and secure.
6. Check off contractor work at the end of repairs.
7. Turn in all relevant paperwork to immediate supervisor.

212 Fence Repair/Maintenance

Standard: To maintain boundary and security of fence lines, and safeguard the public.

Equipment: All applicable tools necessary to complete the task. Tools include, but are not limited to: pliers, wrenches, hammers, fence stretchers, and gloves.

Procedure:

1. Inspect fences for damage and report any sub-standard conditions to the immediate supervisor.
2. Inspect for:
 - Holes, cut fabric, any sharp protruding metal.
 - On baseball fields, backstop area pushed out from activity (usually from ball machines or players practicing hitting).
 - Sagging top rail.
 - Missing tie wire or loose fabric not attached.
 - On non-chain link fence, need to paint or remove rust.
3. Obtain materials and make minor fence repairs.
4. If contractor involved, obtain quote and turn in to immediate supervisor for action.

213 Horseshoe Pits

Standard: To maintain horseshoe pits in a condition for activity to be performed, and at a quality consistent with City standards.

Equipment: All applicable equipment necessary to perform the task, including, but not limited to:
Round point shovel, hammers, paint brush and paint (aerosol), rake.

Procedure:

1. Inspect horseshoe pits to determine if consistent with City standards:
 - Stakes painted white, leaning forward from pit at a 15 degree tilt.
 - Border of pit free of splinters or loose material.
 - Backboard free of splinters and secure in footings and attachment.
 - Any debris from pit material contained in pit, not outside.
2. Perform routine maintenance.
 - Turn over pit with round point shovel once a month or more frequently if pit becomes impacted.
 - Lightly spray pits down when pit turn over is complete.
 - Dig up stake prior to painting, and adjust if not leaning forward properly.
 - Wipe down pit stake, assure that it is dry, and paint stake.
 - Make any repairs to backboard and stabilize backboard.
 - Rake and excess pit material found outside the pit. Replenish with additional pit material if after raked level, pit material is more than 1" below grade.
 - Paint backboard as needed.

214 Housekeeping

Standard: To maintain shop areas, work areas, chaises in restroom buildings, etc., so that equipment and tools can be easily reached and located. Areas are kept clean to eliminate hazardous conditions.

Equipment: All applicable tools necessary to complete the task, including but not limited to:

Brooms, mops and mop buckets, cleaning equipment.

Procedure:

1. All shop and work areas are to be kept clean at all times.
2. Tools, equipment and supplies are to be stored properly and out of the flow of traffic within the shop environment.
3. Sweep the floor of the work area at least weekly, and more often if conditions warrant.
4. Mop the floor monthly to remove stains.
5. Clean restrooms weekly following the procedures contained in Task 218.
6. Empty trash cans daily.
7. Wipe down break area tables weekly. Remove excess paperwork or trash from the work areas.
8. Ideally one staff person should be assigned the housekeeping task on a rotating basis, as determined by the park coordinator over that area.

215 Lighting Systems

Standard: Maintain a properly functioning lighting system, maximizing illumination based on equipment capability, and schedule for appropriate use.

Equipment: Visual Inspection.

Procedure:

1. Turn on park or pathway lighting via switch, timer, etc.
2. Utilize photocell bypass to check those systems.
3. Visually inspect all park lighting once per week. Inspect lamps, lenses, hoods, and poles for damage or poor alignment.
4. Report any necessary repairs or lamp replacement to immediate supervisor.
5. Supervisor will then contact appropriate personnel to repair fixtures.

Standard: To maintain park furniture to be free of graffiti or damage, repaired and maintained in original condition.

Equipment: All applicable tools and equipment necessary to perform the task. These include, but are not limited to: furniture dolly, forklift, wire brush, ash bucket, and pallet jack.

Procedure:

1. All park furniture should be inspected at least weekly for signs of damage.
2. Park furniture includes: picnic tables, barbecues, benches, trashcans, etc.
3. Concrete park furniture has specific concrete repair kits available to make spot repairs.
4. Clean concrete products with water and high-pressure hose for routine maintenance.
5. A sacrificial coating (meaning a coating that can be removed through cleaning or weatherization) has been applied to the concrete products. A re-application of the coating may need to be applied once several cleanings have occurred.
6. Remove graffiti from concrete products using vandal mark remover (aerosol or liquid). Check with immediate supervisor whether its necessary to reapply graffiti coating.
7. All concrete trashcans are to be secured to a concrete pad to prevent being tipped over and damaged.
8. All metal 55-gallon drum trashcans are to be painted annually for a fresh appearance and shall match existing park color scheme. Locate these trashcans on rock mulch areas, as they tend to leave rust on concrete surfaces.
9. Barbecues: wire brush to clean grills, remove debris to ash bucket. Make sure any coals are completely out.
10. Trash receptacles: dump trash, and hose out if necessary.

217 Playground Maintenance

Standard: To maintain play areas in conformance with standards set by the Consumer Product Safety Commission (CPSC) and American Standards and Testing Methods (ASTM), so that equipment is usable and safe for park users.

Equipment: All applicable equipment necessary for the task, including but not limited to: Hand tools; mechanics tools; inspection report, playground audit gauge and probe kit.

Procedure:

1. Playground inspections are to be conducted in compliance with the City's Playground Maintenance Manual.
2. All inspections are to be conducted by trained personnel who have received training for compliance with the manual.
3. An inspection report is necessary to be completed once weekly.
4. Any damage to playground structures or components is to be reported to the immediate supervisor.
5. An incident report form will be filled out for any damage caused by vandalism, and turned in to the immediate supervisor.
6. Any repairs made to the playground system will be documented on a playground inspection sheet, noting date and time, even if not during normal inspection occasion.
7. Any repairs to playground structures or components that can not be completed immediately will be safeguarded and secured so that the park users cannot gain access to them.
8. All repairs to playground structures or components will be made within twenty-four (24) hours, unless replacement parts are unavailable.
9. Only original or manufacturer's approved replacement parts may be used for repairs to each specific piece of playground structures or components.

218 Restrooms

Standard: To keep restrooms clean and sanitary for park users to use with complete confidence in their condition.

Equipment: Rubber gloves, toilet paper, disinfectant and brushes and all applicable equipment needed for the job.

Procedure: Restrooms will be unlocked and cleaned daily. Check and make sure all fixtures are working properly, if not repair or call supervisor for direction.

Restroom cleaning includes:

1. Inspect restroom for damage or vandalism daily, and if found, contact immediate supervisor and complete an incident report form.
2. Maintenance of restrooms
 - Check and make sure all fixtures are operating properly. If not, repair and contact immediate supervisor for direction.
 - Sweep and remove all litter and debris in restroom.
 - Clean restrooms and floors using mop bucket and mop, with disinfectant solution. Use all personal protective equipment when mixing and applying cleaning solutions.
 - Scrub toilets, sinks, and urinals with disinfectant cleaner.
 - Wash down walls and ceilings to remove any debris, including wads of paper, marks on walls, etc.
 - Refill toilet paper dispenser as needed.
 - Check and operate hand dryer for correct operation. If not operating contact immediate supervisor.
 - Wipe down mirror with cleaner.
 - Check and inspect lighting to ensure correct operation. If not operating or lamps out, contact immediate supervisor.

219 Hard Court Maintenance

Standard: To maintain hard court surfaces free of litter and debris, so that park users may use it for purpose intended.

Equipment: All applicable equipment and tools necessary to complete the task, including, but not limited to: Hose, spray wand or water broom, quick coupler key, rubber squeegee roller, blowers, hose, ladder, hog rings and pliers, windscreen, tennis nets, and center straps.

Procedure:

1. Inspect hard court surfaces, including tennis courts, basketball courts, and handball courts for litter and debris that inhibits play or is a safety concern, including blown-in sand.
2. Remove litter and trash daily from hardcourt areas. Blow when necessary, such as heavy leaf droppings.
3. Wash down courts monthly.
 - Remove all trash and litter.
 - Connect quick coupler key to valve, hose to quick coupler, spray wand to hose.
 - Begin washing down court from uphill side of court, normally in the middle working towards the edges, so that water drains away from court as you wash it.
 - Squeegee off remaining water in bird baths using rubber squeegee roller.
4. Check and adjust tennis net tension.
 - The following is an approved method for obtaining proper net tautness. First, loosen the center strap. Next, tighten the net cord until it is approximately 40 inches above the ground, being careful not to over-tighten the net. Finally, tighten the center strap until the center of the net is 36 inches above the ground.
5. Basketball nets shall be replaced when one or more straps holding the net to the basket is missing or broken. Replace with approved type.
6. Replace nets and center straps when headband separates, net or straps are fraying.

220 Volleyball Courts

Standard: To maintain sand volleyball courts to be level and not compacted, and in a condition for park users to enjoy.

Equipment: Includes all necessary tools and equipment to complete task, including but not limited to: Trap rake, rake, shovels, tractor with front-end loader, rototiller, brooms, blowers, and nets.

Procedure:

1. Inspect for conditions that result in low spots in the sand, particularly in front of the net. Inspect condition of net, loose or damaged. Check border rope is in good condition.
2. Relocate sand into low spots using front-end loader.
3. Inspect and clear area of any debris. Rototill sand to a depth of six inches to relieve compaction.
4. Use trap rake to smooth surface of sand after rototilling.
5. Check rope boundary to ensure it is tight and attached properly. Repair if necessary.
6. Tighten tension of net so that the center deflects no more than 3 inches from each end post. Repair or replace defective nets.
7. Rake out sand if in surrounding turf. Use hose if necessary.
8. Check sprinklers serving volleyball court to insure proper operation.

221 Pool Maintenance and Repair

Standard: To maintain aquatic facilities in compliance with local laws governing these facilities, to be free of hazards, and provide a suitable location for the public to enjoy.

Equipment: Various tools and equipment appropriate for this task.

Procedure:

Pool maintenance procedures are covered under the Aquatic Facility Maintenance section of the Parks Division Operations Manual. For general understanding, the following activities are associated with pool maintenance:

1. Infrastructure maintenance
 - Includes boiler, filter, piping, valves, pumps.
 - Pool or aquatic feature surface and distribution systems.
 - Pool deck and flooring.
 - Does not include building components.
2. Water quality and monitoring
 - Water quality is officially responsibility of the Recreation division - Aquatics Section. However, water quality is affected by monitoring equipment and the distribution system that supplies water to the pool.
 - Monitor and adjust Scantrol controllers to adjust ph, acid level, and chlorine levels.
 - Fill and distribute chlorine and acid through tanks associated piping.
3. Training
 - Provide training to part time seasonal staff, Recreation division - Aquatic Section staff in proper preventative maintenance on filters, pool cleaning, and associated equipment.
4. Make all appropriate repairs to equipment, excluding electrical and major plumbing.

222 Banner Maintenance

Standard: To safely maintain banners on medians to enhance the image of the City of North Las Vegas.

Equipment: Lift trucks, mechanics tools, banding tool, banner brackets, and ladder.

Procedure:

1. Receive directions for placement of banners in appropriate season or special event from immediate supervisor.
2. Operate lift truck in median areas in conformance with safe work practices, using safety cones or barricades to control traffic, if needed.
3. Maintain inventory of banners, discarding old and damaged banners; requesting replacement of discarded banners to keep stock current. Also maintain inventory of banding supplies and associated hardware.
4. Installation may involve use of ladder. Always use two people to ensure safety is observed at all times.

301 Contract Inspections

- Standard:** Inspect work performed by contract for new construction, improvements to existing facilities, and/or replacement and repair of park and recreation facilities to City of North Las Vegas standards.
- Equipment:** Inspection form.
- Procedure:** Receive direction from immediate supervisor as to what areas and locations of inspection are required.

New Construction

1. Attend all required site construction progress meetings. Take your direction from the park planner assigned as the City's project manager. Communicate any project issues to the project manager directly.
2. Obtain permission from contractor before going on-site; then meet with the contractor's representative at the site. Follow all required safety regulations, including use of hard hat.
3. Using the inspection form provided, inspect all required components.
4. Do not direct contractor to correct deficiencies or amend the contract specifications in any way. Note deficiencies on inspection report and contact the project manager as soon as possible.
5. When directed by the project manager to perform an inspection, only inspect what is required. Do not inspect or express opinions on how to proceed on other work you have not been asked to inspect – this is the role of the project manager.

Repair, Replacement, or Improvement of Existing Facilities

1. Follow New Construction guidelines if the project manager or park planner manages the project. Otherwise, follow the direction of your immediate supervisor. Perform inspections and utilize the Inspection Report Form to communicate results to your immediate supervisor.

302 Inventory

Standard: Perform inventory of city-owned property accurately and in a timely fashion.

Equipment: Inventory form.

Procedure:

1. Receive direction from your immediate supervisor on the items you are responsible for maintaining an inventory control on.
2. Utilizing the inventory form, complete an accurate assessment of the inventory item, including:
 - Quantity of item. May include hour meter or similar factor.
 - Quality. Indicate condition of equipment at time of inspection.
 - Re-order amount. If applicable, indicate what amount is needed to bring the item up to the benchmark stock-on-hand.
3. Maintain inventory form for stock items and report need to re-stock as directed by your immediate supervisor.

303 Irrigation Systems

Standard: Maintain at City of North Las Vegas specifications, the design, installation, testing, and reactivation, inspection, modification, and programming of controllers.

Equipment: Complete irrigation system, including, but not limited to: backflow prevention devices, controllers, valve wiring, electric and manual valves, PVC parts and piping, quick-couplers, irrigation heads of all types, drip irrigation components, mainline, remote transmitters, valve boxes.

Procedure:

- *Design:* Review the design of blueprints submitted for construction, and tag for any deficiencies to current City of North Las Vegas standards.
- *Installation:* Includes installation of new components not related to repair.
- *Testing and reactivation.* Conduct tests of irrigation system to ensure it is operating in compliance with City of North Las Vegas standards. Do not perform tests during non-watering hours if at all possible. Includes reactivation of system once repairs are made.
- *Inspection.* Conduct inspection of irrigation system and observe for conditions indicating non-compliance with system standards, including: excess water, irrigation breaks and leaks, dry spots, etc.
- *Modifications.* If modifications occur, note on as-built plans all changes to system.
- *Programming.* Program using irrigation audit data, SNWA historical weather information, Calsense ET information and connectivity, and local user experience. Contact Irrigation Systems Technician for technical information to maintain water use with needs in the field.

Equipment Information

- *Backflow prevention devices:* Observe for leaking conditions. If shut off for any reason, must be re-certified for to ensure correct operation.
- *Controllers:* Irrigation clocks and controllers are used to test the irrigation system and operate a schedule automatically, either stand-alone or with the Calsense system. Always leave CCU Calsense switch in "on" position, unless otherwise directed by immediate supervisor. If CCU is left in the off position, the Irrigation System Technician must be notified.
- *Valve wiring.* A common and control wire is run to each electric valve in the field. If cut or damaged in between valves, wire must be spliced with field splicing kit for weather-tight connection and a 6" valve box with risers

over the splice for future location. Control wire should have 24 volt on gauge. Use gauge to ensure common wire is not broken.

- *Electric valves.* Shut off with manual gate valve before electric valve. Perform diagnostic checks as needed. Should have 24 volts to valve through wiring. Diaphragm free of debris. Regulating stem valve backed off 1-2 turns from full open.
- *Manual valve.* Back off from full open 1-2 turns from full open.
- *PVC parts and piping.* Utilize correct PVC parts for operation; i.e., schedule 80 for nipples, schedule 40 for most PVC fittings, class 200 or higher for laterals. Do not replace parts with a lower grading schedule fitting or pipe.
- *Quick-couplers.* Use care when using quick-couplers, slowly backing off (turning counter-clockwise) and holding coupler firmly, to reduce pressure on coupler before disengaging. Never leave coupler unattended.
- *Irrigation heads.* All sprinklers should be installed according to manufacturers specifications, including: head to head coverage, maintain head at 90 degree angle to ground level, matched precipitation of nozzles within a zone, remove clogged or damaged nozzles and heads and replace with same components. Raise/lower any heads that are not at ground level or slightly below turf height.
- *Drip irrigation components.* Maintain all drip irrigation components in compliance with manufacturers specifications. All bowsmith emitters attached to PVC riser should be within 1-2" of ground to avoid attracting vandalism. Cap and remove emitters no longer providing irrigation to individual plant material. If in need of repair, replace with same type component.
- *Mainline.* Maintain mainline components in conformance with CNLV and manufacturer's specifications. Replace thrust block if removed during repairs. Utilize approved repair coupler for size and type of pipe.
- *Remote transmitters.* Utilize to make system inspections and to facilitate repairs. Replace batteries or recharge, as applicable.
- *Valve boxes.* Replace cracked or damaged box lids. Ensure box is to grade with surrounding conditions.

304 Calsense

Standard: Maintain Calsense system to operate in conjunction with weather stations and CCU units to download ET information to provide adequate supply of water to meet requirements of plant material.

Equipment: Cluster Control Unit (CCU), ESP or similar irrigation controllers, flow sensor, master valve, decoders, maxi-cable, computer and modem, weather station.

Procedure:

1. *Cluster Control Unit.* This is the "middle manager" of the Calsense system. The CCU interfaces between the central computer and the system components in the field. An actual computer itself, the CCU has all of the monitoring and control capabilities of the PC with the scope of only one site. The CCU has the ability to communicate with up to 28 devices in the field. The CCU operation switch is to remain in the "on" position at all times, unless operating in the stand-alone position. Ensure switch is turned to "on" position by the end of shift.
2. *ESP; Irrigation Controllers.* Provides the schedule the irrigation system will follow once activated by manual or automatic operation in the stand-alone position or is used as a path of communication between the program in the CCU and Calsense. Ensure clock is set back to run position when testing or repair procedures are complete.
3. *Flow sensor.* Determines rate of flow through a mainline. Use to set system parameters for high and low flows, and shut system down in conjunction with master valve. Must be configured for rate of flow specific to site, checked annually for system compliance.
4. *Master valve.* Is an irrigation control valve that operates in the normally "closed" position, this valve will only provide water to the irrigation system when it is provided with a signal from the irrigation controller. This helps in the protection of the system due to vandalism.
5. *Decoders.* A field device used to interface between CCU unit and components; i.e., flow sensor, master valve, lighting, etc. Check for fuses in operating condition at each inspection.
6. *Two-Wire path* used to relay data between CCU(s) and related components; i.e., master valve, flow sensors, decoders.
7. *Calsense computer and modem.* Computer program operates Calsense software to connect to remote sites and CCU(s). Program uses data from weather stations, site field conditions, irrigation system components and experience for scheduling.

8. *Weather station.* A true weather monitoring station that receives weather data from sensors and sends that data to the central computer (when included in the Calsense system). The weather data provided includes wind speed, wind direction, solar radiation, rainfall, temperature, and humidity.

305 Meetings

Standard: Attend all meetings required for assigned position, and those assigned by immediate supervisor or administration.

Equipment: Recording instruments for taking notes and any useful information relative to discussion.

Procedure: Includes all meetings, i.e., staff meetings, scheduling, safety, special event preparation, and workshops

1. Arrive at meetings at least 5 minutes before assigned meeting time.
2. If conducting meetings, provide agenda to focus discussion.

306 Reports/Recordkeeping

Standard: Maintain accurate reports of all required recordkeeping and assigned tasks.

Equipment: Computer, report forms.

Procedure: Includes preparation of reports and recordkeeping in performance of job duties including timesheets, monthly, weekly, daily reports.

1. Prepare reports as required for assigned tasks. Provide legible written information and subject as required.
2. Submit for computerized draft or complete on spreadsheet or work processing software.

307 Supervision

Standard: Supervision of employees including directing work schedules, projects, evaluating performance, providing technical assistance, interviewing/recruiting personnel, office paperwork, managing budgets, and administering personnel matters.

Equipment: All applicable equipment necessary to perform tasks.

Procedure:
Supervision

1. Develop and maintain work schedules for assigned personnel.
2. Manage work projects utilizing manpower, equipment, and operation resources.
3. Evaluate performance using employee input form, notes on performance over entire evaluation period, in comparison with standards set by CNLV. Evaluate performance in assigned goals.
4. Provide technical assistance based on experience, or on technical resources available through various resources.
5. Participate in oral and selection board interviews to recruit the best candidate based on a job classification.
6. Maintain assigned budget in accordance with departmental and CNLV directives.
7. Complete office paperwork in assigned duties, including: monthly status report, bidding, contract supervision, administrative paperwork on assigned tasks.
8. Conduct personnel matters including coaching and counseling of employees, confidentiality of sources to resolve issues.

308 Training

Standard: Complete all assigned training per classification.

Equipment: Assigned resources.

Procedure: Includes all time spent in safety meetings, education classes/conferences, schools and workshops including first aid and CPR classes or in job-related subjects; includes orientation of new employees.

1. Complete all assigned training with a passing grade.
2. Maintain reference library of accumulated training materials for reference.
3. Maintain certification and inform supervisor of re-certification needs at least one (1) month in advance of expiration.
4. Immediate supervisors maintain training log of all assigned employees for all training received, whether certified or not.

309 Work for Others

Standard: Perform work at CNLV Parks division level of performance when assigned tasks outside the division.

Equipment: Assigned resources.

Procedure: Includes work performed for other departments, agencies, associations, groups, and clubs in accordance with departmental directives, includes Stage placement, setup, and transport of materials in support of Recreation.

1. Document work performed for others on timesheet and other reporting instruments.
2. Perform required work in accordance with CNLV Parks division standards.

310 Purchasing

Standard: Purchase materials, equipment, and supplies in conformance with CNLV departmental standards.

Equipment: Assigned resources; Purchase and Vendor requisition forms; purchase orders; invoices; purchasing card procedures; etc..

Procedure: Includes all activities related to purchasing of materials, equipment, and supplies as well as all activities related to processing claims, purchase orders, requisitions.

1. Always obtain three quotes for any purchases made over \$10,000. It is recommended that multiple quotes be obtained for any major purchase even if it doesn't exceed \$10,000. Quotes should be based on the same criteria.
2. Complete vendor requests for all purchases.
3. Turn in invoices, pick tickets, and/or bills of lading to immediate supervisor for payment.
4. Follow purchasing card procedures. Provide timely response to questions regarding purchases as expenses are recorded on a monthly statement.

311 Transport

Standard: Transportation of equipment and supplies in support of the Department mission.

Equipment: Trailers, vehicles, and assorted tools for safe transportation.

Procedure: Includes transport of equipment and materials not tied to a specific job task.

1. This standard is for any job task where transportation is not part of the task itself.
 - Example: Inspection of a park requires transportation to each park site. The transportation time between parks and from the base of operations, would apply in the Transport job task, not the Inventory job task.

401 Aeration

Standard: To increase air infiltration, water percolation, plant nutrient mobility, and correct soil compaction by making holes or slits in turf.

Equipment: Hand operated, walk-behind, riding, towing 3 pt. hitch aerater.

Procedure:

1. Shut off irrigation one (1) day prior to aeration.
2. Perform pre-check of equipment, and insure tines are of a usable length, straight all fittings lubed.
3. Identify area for service and clearly mark with flags all irrigation valve boxes, all irrigation heads, quick-couplers, or any other pull boxes.
4. Aerate area in north-south direction and then repeat in an east-west direction.
5. At completion of task, insure all tines are clean, straight and not worn down below a usable length.
6. Cycle all stations on irrigation system to insure no damage was done to system. Check for lateral breaks as well as valve and head damage.

402 Equipment Repair/Maintenance

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to perform repairs and maintenance the correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts and tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment make sure it is tied down properly, using the trailer with the correct towing capacity and arrangement to tow it.
7. Drag mats should never be stored in an up-right position.
8. Notify your immediate supervisor if there is a needed repair beyond basic maintenance needed to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.
9. After operations, clean and fuel equipment. Store in a ready to use condition.

403 Turf Fertilization

Standard: Maintain all turf in a healthy, vigorous, and safe condition

Equipment: *Large Areas:* tow behind spreader, tow vehicle equipped with turf tires, gloves

Small Areas: walk behind spreader, hand held spreader, and gloves

Procedure:

1. Fertilizer application rates are determined by turf species, season, soil type, and existing nutrients in the soil at the site.
2. Select spreading device with a broadcast pattern that that does not exceed the narrowest area to be fertilized. Consult owner's manual for broadcast pattern specifications.
3. Calibrate spreading device so the proper rate of product is achieved. Calibration procedures vary with types of fertilizer and the equipment used. Consult the fertilizer label and operators manual for the spreading device to properly calibrate.
4. Load fertilizer in to the spreader on a hard surface to facilitate proper clean up.
5. Fertilizer rates should be cut in half and applied in two directions when ever possible to insure the most even dispersal over the site. This avoids the "tiger stripe" affect found on residential turf.
6. Fertilizer on walks, parking areas, street surfaces, play areas, and other non-target areas will be recovered and dispersed over the site. At no time is fertilizer to migrate from the site.
7. Time applications for the hours of lowest visitation to the site. Maintain a wide clearance from park patrons and vehicles during application.
8. Record fertilization on the fertilizing record at the site.

404 Pest Control

Standard: Maintain turf free of undesirable pests

Equipment: Equipment will vary depending on approach

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure: Utilize integrated pest Management to identify the most appropriate control measures. Verify appropriate control measures with a 'Certified Pesticide Applicator.

Chemical Control:

1. Apply chemical according to label rates.
2. Follow all safety precautions on the label and M.S.D.S. Refer to Parks Division HAZMAT policy and procedure.
3. M.S.D.S. at treatment site at all times.
4. Sample label at treatment site at all times.
5. Record all applications on the Pesticide Application Record at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

405 Special Projects

Standard: To give our full support to any special project, identified as a project outside of normal work duties, whether it is for a recreation project or for another department.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Contact coordinator daily and provide project updates. Record any comments or ideas on daily activity sheet.
7. Attend after action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain and repair parks and facilities free of vandalism and current with City of North Las Vegas specifications.

Equipment: Any and all applicable equipment necessary for the task. For graffiti include graffiti removal products. Tools may include, but are not limited to: high-pressure washer, shop rags, brushes, gloves and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or his/her designee, will contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate form and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.
5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Immediate supervisor shall determine if sandblasting, painting, or other means will be used to remove the graffiti.

407 Weed Control

Standard: To apply herbicides and provide mechanical for removal of unwanted plant materials.

Equipment: Any and all applicable equipment necessary for the task. Equipment includes, but it is not limited to,:

Chemical Control Granule: tow behind spreader and tow vehicle, walk behind spreader, hand held spreader, spreader calibrating instructions, measuring wheel, latex/ rubber gloves, breathing protection (if required by label or M.S.D.S.), eye protection, broom, square point shovel, power blower.

Chemical Control Liquid: power sprayed and tow vehicle if needed, sprayer calibrating instructions, water source, measuring wheel, latex/rubber gloves, breathing protection (if required by label or M.S.D.S.), rubber boots (if required by label or M.S.D.S.), eye/splash protection.

Manual Control: hula hoe, square face shovel, rake, broom, and means of transport of spoils to disposal site.

Procedure:

Utilize integrated pest Management to identify the most appropriate control measures. Verify appropriate control measures with a 'Certified Pesticide Applicator.

Chemical Control:

1. Apply pre-emergent and post-emergent chemical according to label rates
2. Follow all safety precautions on the label and M.S.D.S.
3. M.S.D.S. at treatment site at all times.
4. Sample label at treatment site at all times.
5. Record all applications on the Pesticide Application Record at the site.

Mechanical Control:

Use hula hoe, shovel, rake and broom to remove unwanted plant material.

408 Edging

Standard: To provide a clean and clear 90 degree edge between turf area and hardscapes, resulting in a professional appearance.

Equipment: Hand held or walk behind edgers, safety glasses or face shields, gloves, earplugs, extra edging blades, fuel (mixed).

Procedure:

1. Perform pre-start procedures in compliance with the operator's manual provided with the machine.
2. Insure blades are sharp and of the proper length.
3. Insure safety shields are properly installed and adjusted.
4. Wear proper personal protection equipment.
5. Check if area is clear of all personnel. Do not operate equipment within 50 feet of people.
6. Remove excessive cut grass and blow off hardscape. Schedule your cleanup to remove any excess grass by the end of your shift.

409 Irrigation Repair

Standard: Maintain a properly functioning irrigation system to park design specifications.

Equipment: PVC pipe cutter; cable saw; hack saw; trenching shovel; round point shovel; digging bar; PVC glue; appropriate safety equipment, including personal protective equipment; pipe wrenches; backhoe; Teflon tape or equivalent.

Procedure:

1. Turn on suspect valve and locate area for repair.
2. Once area has been identified, turn off all water feeding the location. Locate isolation valve if extended repair.
3. If required expose break by digging around location.
4. Determine what is needed to repair the system.
5. If necessary, cut out damaged area and replace with like components.
6. Utilize slip-fix couplings where it is deemed cost and time effective.
7. Glue pipe with appropriate product for application.
8. For pipe sizes greater than 2" in size, use PVC primer before adding glue to pipe.
9. If glue was utilized in the repair, wait for a minimum of 5 minutes on pipe sizes less than 2", and 30 minutes on pipe sizes of 2" and greater before turning on the water feeding the damaged area.
10. Test system to assure that it is free of debris and running efficiently. Remove the nozzle from the last irrigation head in the line repaired to flush debris.
11. Fill in any holes in landscape left from repair and clean up any tools and debris.
12. Make sure that all heads, emitters and nozzles are properly installed and operating to manufactures specifications.

410 Overseeding

Standard: To establish, or maintain, quality of turf to CNLV standards.

Equipment: Riding mowers, walk-behind mowers, power rake, turf vacuum, seed spreader, fertilizer spreader, and top dresser.

Procedure:

1. Pre-check and service all equipment before operating. Review operator's manual for each piece of equipment if unfamiliar or if never operated before.
2. Mow area at lowest setting on mower.
3. Remove cuttings.
4. Power rake area to be seeded.
5. Remove thatch using turf vacuum or similar.
6. Seed should be able to make contact with soil.
7. Lightly fertilize (25% normal rate).
8. Reduce recommended seeding rate by one-half ($\frac{1}{2}$) and cover the area twice, in two directions, leaving a "cross-hatch" seeding pattern.
9. Topdress with organic material using topdresser implement.
10. Adjust irrigation run times to prevent runoff or puddling. Apply irrigation in thirds three times each application during establishment period.
11. Insure all equipment is cleaned and serviced following the completion of tasks.

411 Verticutting

Standard: To provide a healthy turf by removing excessive thatch through mechanical means.

Equipment: Walk behind, towed or riding verticutting machine or implement, turf sweeper.

Procedure:

1. Perform proper startup procedure.
2. Do not water twenty-four (24) hours prior to verticutting.
3. Verticut deeply once to 3 times per year, depending on facility and turf type.
4. Remove thatch using turf sweeper or other means.
5. Lightly fertilize.
6. Provide deep watering to insure nutrients reach roots.

412 Push Mowing

Standard: To maintain turf in areas inaccessible to riding mowers to acceptable turf height and appearance, and City standards.

Equipment: Walk behind push mower; i.e., Honda or Tru-cut.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Insure all blades are sharp.
3. Inspect area to be mowed prior to beginning mowing.
4. Before beginning and during the mowing operation survey the area within 100 feet; checking for people or obstructions within the mowing area.
5. Alternate the direction you mow to improve appearance after mowing, and to relieve soil compaction.
6. Discard excess clippings if necessary.
7. Clean and service equipment before next operation.

413 Renovation

Standard: To restore turf area to acceptable standards that provide a safe and usable area for citizens.
Contact the Irrigation Systems Tech one (1) week prior to renovation for sod irrigation schedule.

Equipment: Spray tank, sod cutter, aerater, power rake (verticutter), seed spreader, and hand tools.

Procedure:

Overseeding

1. Spray with non-selective herbicide and follow label directions.
2. Mark irrigation heads and aerate in at least two directions, at 90 degrees.
3. Power rake after area has died off (5 -14 days).
4. Overseed, cutting recommended rate in half and applying in two directions (90 degrees)
5. Topdress with appropriate mulch or similar material.
6. Fertilize with appropriate fertilizer.

Sod Replacement

1. Locate irrigation heads, valve boxes, and sod area to be renovated (sod should be slightly damp before cutting).
2. Water down soil, but not too heavily, to control dust.
3. Lay sod, keeping moist and staggering rolls so that four corners don't meet.
4. Fertilize with appropriate fertilizer.
5. Irrigate thoroughly, then roll sod to level turf area.

414 Riding Mowing

Standard: To maintain turf in all areas accessible to riding mowers to acceptable turf height and appearance, and City standards.

Equipment: All riding mowers; i.e., Toro 580D, 325D, etc.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Follow pre-start procedures for all power equipment, as defined in operator's manual.
3. Insure all blades are sharp.
4. Inspect area to be mowed prior to beginning mowing.
5. Before beginning and during the mowing operation survey the area within 100 feet; checking for people or obstructions within the mowing area.
6. Never refuel over turf area or while equipment is hot.
7. Maintain at least one foot clearance around trees or obstacles, do not try mowing too close to avoid damage.
8. Avoid mowing when turf is wet.
9. Alternate the direction you mow to improve appearance after mowing, keep blades of turf erect, and to relieve soil compaction.
10. Always use seat belt and follow all safety precautions listed in operators manual.
11. Discard excess clippings if necessary.
12. Always turf off blades when crossing graveled areas.
13. Clean and service equipment before next operation.

415 Turf Vacuum

Standard: To maintain turf areas clear of leafs and debris. Used to remove clippings from mowing or dethatching.

Equipment: Walk behind or tow-type turf vacuum.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Wear proper safety equipment including PPE.
3. Pick up glass or other sharp objects before passing over the turf area.
4. Dump collected material appropriately.
5. Clean and service equipment for next operation.

416 Topdressing

Standard: To maintain turf with an even surface and proper organic composition.

Equipment: Topdresser implement, tractor or turf vehicle, drag mat.

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual.
2. Insure topdresser adjusted for type of material being used for topdressing (i.e., sand vs. organic mulch).
3. Make one pass over designated area.
4. Topdress after heavy aeration and incorporate the material by dragging a steel mat, if needed.
5. Apply no more than one-half ($\frac{1}{2}$) inch of material each application.
6. Clean and service equipment ready for next operation.

417 Line Trimming

Standard: To maintain landscape area borders and edges, in a professional appearance, and cleared of weeds and tall grasses.

Equipment: Hand held grass trimmers (weedwhips, weed eaters, etc.).

Procedure:

1. Follow pre-start procedures for all power equipment, as defined in operator's manual. Machine should be fueled and full of line before beginning operation.
2. Start unit and test at shop, before transporting to job site.
3. Wear all personal protective equipment (PPE).
4. Check and adjust carrying harness before beginning operation.
5. Bring mixed fuel in appropriate can, and additional trimming line.
6. Before beginning and during trimming, survey the area within 100 feet; checking for people or obstructions within the trimming area.
7. Trim all posts, benches, tables, trash cans, fence lines, trees BBQ grills, buildings and other obstacles must be done.
8. All areas must be blown clear of debris before leaving job site.
9. Clean and service all equipment for next operation.

501 Sports Field Maintenance

Standard: To provide the best possible playing fields with the resources available for our citizens.

Equipment: All applicable equipment to do the job.

Procedure:

Turf Care

Grass height maintained to species and variety of grass. Mowed at least once a week outfield, 1-2 times infield. Aeration at least four times annually. Dethatch at least once annually. Weed control practiced so that no more than 5% of the surface has weeds present. Topdressing applied to level turf as needed.

Fertilizer

Apply at least three (3) applications per year. All fertilizer applications to be a balanced fertilizer with nitrogen, phosphorus, and potassium (NPK) based on site soil analysis.

Irrigation

Irrigation system monitored locally, and/or by Maxicom. Irrigation system checked daily at each site. All zones are checked for operation, and repairs made immediately. Schedule adjustments due to additional rainfall or other weather conditions are made. Care is given to schedule irrigation to avoid scheduled use for activities.

Lighting

Perform monthly inspection of sports lighting fixtures for adequate illumination.

Sports Equipment

Inspect soccer goals, etc for any repairs necessary to bring it back to standard.

502 Equipment Repair/Maintenance

Standard: To keep equipment maintained and in good working order at all times.

Equipment: All applicable tools and equipment to do the repairs and maintenance the correct way.

Procedure:

1. Inspect each piece of equipment before it is to be used, making sure all safety devices are in place and the machine is full of oil and fuel.
2. Mowers should have the deck height checked and check to see that belts tires are all in good operating condition.
3. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing and other parts of the body away from any moving parts.
4. After using equipment, clean and check to make sure everything is in working order. Never get air filters or hot engines wet while cleaning.
5. Always start the engine after cleaning.
6. When transporting a piece of equipment make sure it is tied down properly, using the trailer with the correct towing capacity and arrangement to tow it.
7. Notify your immediate supervisor if there is a needed repair beyond basic maintenance needed to operate the machine. Keeping your supervisor informed will help him/her to provide you with the correct tools to do the job.
8. After operations, clean and fuel equipment. Store in a ready to use condition.
9. Perform required routine maintenance based on operators manual.

503 Ballfield Maintenance

Standard: To provide the users with a high quality playing surface that is safe and free of debris.

Equipment:

- Drag mat, trap rake, four wheel ATV/ small tow vehicle (Mule or Gator or equivalent), landscape rake—minimum of 2ft.; tamp, hose and spray nozzle, quick coupler key, gloves, eye protection, ear protection, Turface or equivalent, trash bags, trash grabbers.

Procedure:

1. Pick up any debris on or around the playing area.
2. Use the landscape rake to fill in holes on the pitching mound and around home plate.
3. Use the landscape rake to rake the base paths and entrance areas. Rake the ball mix so that you are not creating any build up at the turf edges.
4. Use the landscape rake to fill in any depressions in the ball mix near or around the bases.
5. Remove all bases and wet the surface prior to dragging.
6. Use the drag mat and a small tow vehicle, or the trap rake, to smooth out the ball mix playing surface.
7. Use the Turface or an equivalent product only if necessary to dry out any non-turf playing surface that has been deemed not suitable for play.
 - First remove as much water as possible.
 - Second, lightly spread the product in the wet area.
 - Third, lightly rake the product into the soil.
 - Fourth, repeat the steps until the area begins to dry. Try not to over apply product because it will make it more difficult to keep a high quality playing surface.

504 Bleacher Maintenance

Standard: To maintain Bleachers in a safe, clean way, checking for damage and vandalism so that the public is safe.

Equipment: Hand tools, nuts & bolts to repair the bleacher, loader, tie downs, trailer big enough to haul bleachers.

Procedure: Repairs should be done whenever safety, function, or bad appearance is in question. Surfaces should be cleaned, repaired, repainted, or replaced when appearance has noticeably deteriorated. Safety repairs take priority over appearance.

Transportation of bleachers should be done using a trailer and a loader to load the bleacher on and off the trailer.

505 Special Projects

Standard: To give our full support to any special project, identified as a project outside of normal work duties, whether for a recreation project or for another department.

Equipment: Personnel, tools, equipment, and materials needed for the project.

Procedure:

1. Receive direction from immediate supervisor as to what the project outline and specifications are.
2. Insure all tools and materials for project are available. Communicate concerns or deficiencies to project coordinator.
3. Insure job site is safe and secure. Protect public interest and safety.
4. Turn any paperwork related to project over to project manager as soon as possible.
5. Keep project site clean and orderly. Secure tools and materials at all times to prevent damage or loss.
6. Contact supervisor daily and provide project updates. Record any comments or ideas on daily activity sheet.
7. Attend after action meeting and discuss project and methods of improving future projects and procedures.

Standard: To maintain and repair parks and facilities free of vandalism and current with CNLV specifications.

Equipment: Any and all applicable equipment necessary for the task. Tools may include, but are not limited to: high-pressure washer, shop rags, brushes, gloves and graffiti removal products.

Procedure:

1. Upon discovery or notification of vandalism, safeguard the public and secure the area.
2. Notify your immediate supervisor of the vandalism.
3. Supervisor, or by delegation, contact the police for a police report to be taken.
4. Complete an incident report utilizing the standard reporting cost estimate form and turn in to immediate supervisor. Obtain a copy of the police report and attach that to the incident report. If possible, take photographs.
5. Complete the repair, if possible, within 24 hours. Safeguard the site from public access if the repair cannot be completed.

Graffiti

1. Park standard is that graffiti, once discovered, will be removed within twenty-four (24) hours.
2. Follow the same notification and reporting instructions outlined above.
3. Wear all personal protective equipment as required by the label direction on the graffiti mark remover product.
4. Use the vandal mark remover aerosol or liquid product to remove the graffiti.
5. Contact immediate supervisor if graffiti will not come off with vandal mark remover products.
6. Immediate supervisor shall determine if sandblasting, painting, or other means will be used to remove the graffiti.

507 Sports Lighting Systems

Standard: Maintain a properly functioning sports lighting system, maximizing illumination based on equipment capability, and schedule for appropriate use.

Equipment: Visual Inspection.

Procedure:

1. Turn on sports lighting via switch, timer, etc.
2. Utilize photocell bypass and timer to check those systems connected in that fashion.
3. Visually inspect all sports lighting once per week. Inspect lamps, lenses, hoods, and poles for damage or poor alignment.
4. Report any necessary repairs or lamp replacements to your supervisor immediately.
5. Supervisor will then contact appropriate personnel to repair fixtures.
6. Any evidence of tampering or wire theft shall be immediately reported to your supervisor.

MAINTENANCE CALENDAR

The Maintenance Calendar defines the frequencies of maintenance activities and provides a schedule for park staff to perform them.

Fixed Work Schedule

- Provides an overall view of all routine maintenance activities (Section 3), based on maintenance standards (Section 4), and the frequencies they are performed at (Section 2).

Daily Work Schedule

- Provides a daily, weekly, monthly, and yearly frequency of maintenance activities to be performed at each park and facility.

EXHIBIT "I"
Weekly Landscape Function Report



CITY OF NORTH LAS VEGAS

Weekly Landscape Maintenance Functions Report

Month: _____

Contractor Name: _____

Crew Members: _____

| Date | Site Name | Description of Work | Total Hours |
|------|-----------|---------------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Additional Notes:

EXHIBIT "J"
Schedule of Monthly Maintenance Operations Report



CITY OF NORTH LAS VEGAS

Schedule of Monthly Maintenance Operations Report

Contractors Name: _____

SECTION 1:

Lot #: _____

Site Name: _____

Date: From: _____

To: _____

Crew Leader: _____

Contact Phone #: _____

Staffing #: _____

Names: _____

Section 2: Summary of Work Performed

Synopsis of work performed: _____

Agricultural chemicals or fertilizers applied: _____

List of equipment used on site: _____

Condition of plant materials: _____

Vandalism sustained: _____

Irrigation Repaired: _____

EXHIBIT "K"
Contractor Complaint Log



CITY OF NORTH LAS VEGAS

[illegible]

EXHIBIT "L"
Sites to be Maintained



CITY OF NORTH LAS VEGAS

LOT #1 – CITY FACILITIES

| MAP | FACILITY | LOCATION | DAYS PER WEEK |
|------------|---|---|----------------------|
| 1 | North Las Vegas City Hall | 2250 Las Vegas Blvd. North | 5 |
| 2 | Civic Center Complex Old City Hall | Civic Center Drive from Constitution Way north to Justice Facility | 5 |
| 3 | North Las Vegas Justice Facility | 2332 Las Vegas Blvd. North | 5 |
| 4 | Fire Station# 51 | 2626 E. Carey and Daley | 2 |
| 5 | Neighborhood Recreation Center | 1638 N. Bruce at Stanley | 5 |
| 6 | Utilities Department Building | 2829 Fort Sumter and Brooks | 2 |
| 7 | Kiel Ranch Street Landscape & Trash Pickup | Carey Ave and Kiel Way | 2 |
| 8 | Fire Station # 50 | 105 E. Cheyenne | 2 |
| 9 | Fire Station # 52 | 4110 Losee Rd and Frehner | 2 |
| 10 | NLV Fire Administration Building | 4040 Losee Rd. and Alexander Frehner building | 2 |
| 11 | Alexander Library | 1755 W. Alexander Rd. and Martin Luther Kin | 2 |
| 12 | Fire Station # 53 | 2804 W. Gowan between Fuselier and Simmons | 2 |
| 13 | Silver Mesa Recreation Center | 4025 Allen Lane at Alexander | 5 |
| 14 | Northwest Area Command | 3755 W. Washburn at Allen Lane | 2 |
| 15 | Fire Station # 55 | 5725 Allen Lane and Ann Rd | 2 |
| 16 | Fire Station # 56 | 3475 W. Elkhorn Rd. west of Aliante Pk | 2 |
| 18 | Fire Station # 54 | 5438 Camino Al Norte south of Ann Road | 2 |
| 19 | Fire Station # 57 | 3120 E. Azure east of Losee | 2 |
| 20 | Skyview Recreation Center | 3050 E. Centennial at Statz | 5 |
| 21 | PD: Northeast Area Command | 6445 Palmer at Centennial | 2 |
| 22 | Water Reclamation Facility | 2580 N Betty Lane | 2 |

LOT #2 – PUBLIC AREA SOUTH

| Map | Facility | Location | Days per Week |
|------------|--|---|----------------------|
| 1 | Bruce Street Entry Monument | NE corner Bruce and Owens | 2 |
| 2 | Pecos/ Owens Entry Monument | | 2 |
| 3 | Pine Island | North side of Lake Mead eastbound at White Street | 2 |
| 4 | Cheyenne — Peaking Basin: West landscape | West side of Cheyenne-Peaking Basin | 1 |
| 5 | Cheyenne-Peaking Basin: East Landscape | East side of Cheyenne-Peaking Basin | 1 |
| 6 | Lake Mead Blvd. Streetscape | South side of Lake Mead just west of Bruce | 3 |
| 7 | Lake Mead Blvd. Streetscape | South side of Lake Mead Blvd. from Civic Center East to Belmont Street. | 3 |
| 8 | Brooks Avenue Streetscape: | 50 East Brooks Avenue, north side of Brooks at Parks Maintenance yard. | 1 |
| 9 | Carlton Square Reservoir Streetscape: | East side of Coleman Street from Colton Ave. south to property line. | 1 |
| 10 | Carlton Square Reservoir Streetscape: | 3300 Coleman Street, south side of Colton Avenue | 1 |
| 11 | Del Prado Highlands Streetscape | CUTOUTS East side of MLK from Watercreek Drive south to Broad Arrow Drive, and north and south side of Gowan Road from MLK to Rose Canyon Drive | 1 |
| 12 | Windsor Park Streetscape | West side of Martin Luther King from Cartier Ave. north to Prentiss Walker Pool | 2 |
| 13 | N 5 th Street Medians and Parkway | (back of curb to sidewalk) Owens to Cheyenne, both sides and medians. | 2 |
| 14 | Valley/Craig Landscape: | Southeast corner of Valley and Craig | 1 |
| 15 | Casa Linda Street Landscape | North side of Alexander from LDS church to Allen | 2 |
| 16 | Alexander Street Landscape | North side Alexander from Valley to San Mateo | 2 |
| 17 | 2711 E. Craig | East side of Las Vegas Valley wash adjacent to business complex, south of Craig/ East of Berg | 2 |
| 18 | 2400/ 2500 Block of North Donna | Planters on west side of Donna in front of Quannah McCall Elementary School | 2 |
| 19 | Tonopah School Zone | McDaniel St. Bruce Street | 1 |

LOT #3-STREET MEDIANS: Night Work Only (9pm-5am)

| MAP | Facility | Location | Days per Week |
|------------|--|--|----------------------|
| 1 | Lake Mead Dr. Center Medians | From LV Blvd to Civic Center | 3 |
| 2 | Civic Center Dr Center Medians | From Owens to Lake Mead Dr. From Lake Mead to LV Blvd North From LV Blvd to Cheyenne | 3 |
| 3 | Las Vegas Blvd North Center Medians | From Owens Ave to Pecos Rd | 3 |
| 4 | Carey Ave Center Medians | From Rancho Dr to Clayton St | 2 |
| 5 | Martin Luther King Dr. Center Medians | From Carey Ave to Craig Rd. | 2 |
| 6 | Craig Road Center Medians | From Decatur Ave to Berg | 2 |
| 7 | North 5 th St Center Medians and East side planters | From Centennial to past Azure | 2 |
| 8 | Lake Mead Dr Center Medians | From Rancho Dr to Allen Ln | 2 |
| 9 | North 5 th St Center Medians | From Centennial to Deer Springs | 1 |
| 10 | North 5 th St Center Medians | From Deer Springs to 215 Overpass | 1 |
| 11 | Dorrell St Center Medians and Southside Planters | Medians and south planters East of North 5 th St to Flood Channel. | 1 |
| 12 | Losee Road Center Medians | From Craig Rd to 215 Overpass | 1 |

LOT #4 – PUBLIC AREA NORTH

| MAP | FACILITY | LOCATION | DAYS PER WEEK |
|------------|--|---|----------------------|
| 1 | Lower Las Vegas Wash Detention Basin | Washburn and Scott Robinson | 1 |
| 2 | Camino Al Norte pump station | Next to FD 54 ON Camino Al Norte | 2 |
| 3 | Tropical Pkwy | Both sides of Tropical Parkway from Clayton Street to Revere | 3 |
| 4 | Whitestone Drive | Westside (cutouts) from Ann Road north to Tropical Pkwy | 1 |
| 5 | Clayton Street Landscape | East side of Clayton from Deer Springs to Centennial/Camino Eldorado | 3 |
| 6 | Ann Road/ Eldorado HOA2 | North side Ann Road from Whitestone to Clayton | 3 |
| 7 | Camino Eldorado – (turf removal scheduled for the turf areas at this location). | Center Medians, east and west side planters from Bent Arrow Dr to Clayton St | 3 |
| 8 | Ann Road Streetscapes | South side of Ann Road from Whitestone east to Clayton | 3 |
| 9 | Centennial Parkway Streetscape | South side from Camino Eldorado east to Revere | 3 |
| 10 | Eldorado HOA2/3 | West side of Revere Street from Tropical Parkway North to Centennial Parkway | 3 |
| 11 | Rancho Del Norte Streetscape (Future Turf Conversion Area). This turf area will be desert landscape. | East and West side planter areas and center median of Scott Robinson Blvd. from Lone Mountain Dr to Washburn Rd | 3 |
| 12 | Rancho Del Norte Tree Wells | North side of Lone Mountain Rd. from Clayton St. east to Scott Robinson | 1 |
| 13 | Rancho Del Norte Tree Wells | East side of Clayton St. from Lone Mountain Rd. north to Washburn | 1 |
| 14 | Rancho Del Norte Tree Wells | South side of Washburn from block wall to block wall | 1 |
| 15 | Deer Springs Dr | South side planter area of Deer Springs from Clayton St to Gentle Brook. | 3 |
| 16 | Clayton St | East side planters from Camino Eldorado/Centennial to Deer Springs Dr. | 3 |

CLARK COUNTY BUSINESS LICENSE

MULTI-JURISDICTIONAL ID 1002117076
LICENSE NUMBER: 2006614-240
LICENSE PERIOD: 05/01/2023 - 10/31/2023

LICENSEE IS AUTHORIZED TO CONDUCT BUSINESS IN THE
FOLLOWING JURISDICTIONS:

CLARK COUNTY (Primary)
CITY OF HENDERSON
CITY OF LAS VEGAS
CITY OF NORTH LAS VEGAS

POST IN A CONSPICUOUS PLACE AT THE BUSINESS LOCATION

ISSUED TO:

Par-3 Landscape & Maintenance, Inc
4610 Wynn Rd
Las Vegas, NV 89103

BUSINESS LOCATION ADDRESS:

4610 Wynn Rd
Las Vegas, NV 89103

TYPE OF LICENSE: Contractors

All signage must conform to standards set forth in Clark County Codes 30.72 and 30.48. Business owners are responsible to keep business property free of trash and graffiti, conform to all zoning codes requirements and, if applicable, all conditions set forth in a Notice of Final Action issued by Comprehensive Planning.

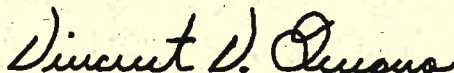
Current Planning Comments :

M-1 zone. Approved for contractor.

DISCLAIMER

ISSUANCE OF A BUSINESS LICENSE IS NOT AN ENDORSEMENT OF THE BUSINESS PRACTICE OF THE LICENSEE.

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION



VINCENT V. QUEANO
DIRECTOR OF BUSINESS LICENSE

DEPARTMENT OF BUSINESS LICENSE

500 S GRAND CENTRAL PARKWAY

BOX 551810

LAS VEGAS NV 89155-1810

PHONE: (702) 455-4252



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER Swarts Manning and Associates 10091 Park Run Drive Suite 200 Las Vegas NV 89145 | CONTACT NAME: Jenna Trested PHONE (A/C, No, Ext): (702)878-2820 FAX (A/C, No): (702)870-1263 E-MAIL ADDRESS: jenna@swartsmanning.com | | | | | | | | | | | | | | |
|--|--|-------------------------------|--------|--|-------|-------------------------------------|-------|---|-------|---|-------|------------|--|------------|--|
| INSURED Par 3 Landscape & Maintenance, Inc. 4610 Wynn Rd. Las Vegas NV 89103 | <table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Pennsylvania Manufacturers Assoc Ins Co</td><td>12262</td></tr><tr><td>INSURER B: Gotham Insurance Company</td><td>25569</td></tr><tr><td>INSURER C: Acuity, A Mutual Insurance Company</td><td>14184</td></tr><tr><td>INSURER D: Westchester Surplus Lines Ins Co</td><td>10172</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Pennsylvania Manufacturers Assoc Ins Co | 12262 | INSURER B: Gotham Insurance Company | 25569 | INSURER C: Acuity, A Mutual Insurance Company | 14184 | INSURER D: Westchester Surplus Lines Ins Co | 10172 | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A: Pennsylvania Manufacturers Assoc Ins Co | 12262 | | | | | | | | | | | | | | |
| INSURER B: Gotham Insurance Company | 25569 | | | | | | | | | | | | | | |
| INSURER C: Acuity, A Mutual Insurance Company | 14184 | | | | | | | | | | | | | | |
| INSURER D: Westchester Surplus Lines Ins Co | 10172 | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:** 23/24 Master**REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | | | | | | | | |
|---|--|-----------|----------|----------------|-------------------------|-------------------------|---|-------------------------------------|--------------|---|--------------|------------------------------|----------|--------------------------------|--------------|------------------------------------|--------------|------------------------|--------------|---------------------------------------|--------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Deductible \$0 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X | Y | 302301-1455260 | 4/27/2023 | 4/27/2024 | <table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Employee Benefit Liability, Prior Act</td><td>\$ 1,000,000</td></tr></table> | EACH OCCURRENCE | \$ 1,000,000 | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 | MED EXP (Any one person) | \$ 5,000 | PERSONAL & ADV INJURY | \$ 1,000,000 | GENERAL AGGREGATE | \$ 2,000,000 | PRODUCTS - COMP/OP AGG | \$ 2,000,000 | Employee Benefit Liability, Prior Act | \$ 1,000,000 |
| EACH OCCURRENCE | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | |
| DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 | | | | | | | | | | | | | | | | | | | | |
| MED EXP (Any one person) | \$ 5,000 | | | | | | | | | | | | | | | | | | | | |
| PERSONAL & ADV INJURY | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | |
| GENERAL AGGREGATE | \$ 2,000,000 | | | | | | | | | | | | | | | | | | | | |
| PRODUCTS - COMP/OP AGG | \$ 2,000,000 | | | | | | | | | | | | | | | | | | | | |
| Employee Benefit Liability, Prior Act | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> 1,000 Comp Ded <input checked="" type="checkbox"/> \$1,000 Coll Ded | | | 152301-1455260 | 4/27/2023 | 4/27/2024 | <table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td>Underinsured motorist combined sir</td><td>\$ 1,000,000</td></tr></table> | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 | BODILY INJURY (Per person) | \$ | BODILY INJURY (Per accident) | \$ | PROPERTY DAMAGE (Per accident) | \$ | Underinsured motorist combined sir | \$ 1,000,000 | | | | |
| COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per person) | \$ | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | |
| PROPERTY DAMAGE (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | |
| Underinsured motorist combined sir | \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0 | | | EX202300003391 | 4/27/2023 | 4/27/2024 | <table><tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr></table> | EACH OCCURRENCE | \$ 3,000,000 | AGGREGATE | \$ 3,000,000 | | \$ | | | | | | | | |
| EACH OCCURRENCE | \$ 3,000,000 | | | | | | | | | | | | | | | | | | | | |
| AGGREGATE | \$ 3,000,000 | | | | | | | | | | | | | | | | | | | | |
| | \$ | | | | | | | | | | | | | | | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | <table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table> | PER STATUTE | OTH-ER | E.L. EACH ACCIDENT | \$ | E.L. DISEASE - EA EMPLOYEE | \$ | E.L. DISEASE - POLICY LIMIT | \$ | | | | | | |
| PER STATUTE | OTH-ER | | | | | | | | | | | | | | | | | | | | |
| E.L. EACH ACCIDENT | \$ | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - EA EMPLOYEE | \$ | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - POLICY LIMIT | \$ | | | | | | | | | | | | | | | | | | | | |
| C | Inland Marine | | | ZR0839 | 4/27/2023 | 6/1/2024 | Leased & Rented Equipment \$100,000 | | | | | | | | | | | | | | |
| D | Pollution | | | G24274998 012 | 4/27/2023 | 4/27/2024 | Limit/Aggregate \$1 Mil/\$1 Mil | | | | | | | | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of North Las Vegas, its officers, officials, employees and volunteers are named as additional insureds with respect to General Liability on a primary and noncontributory basis as per attached form. Completed Operations is included as per attached form. Waiver of Subrogation is included with respect to General Liability as per attached form.

CERTIFICATE HOLDER

(702)633-7019 contardib@cityofnorthlasvegas

City of North Las Vegas
2250 Las Vegas Blvd. N.
N Las Vegas, NV 89030

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Justin Manning/JT

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

INS025 (201401)

The ACORD name and logo are registered marks of ACORD

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

| Name Of Additional Insured Person(s) Or Organization(s) | Location And Description Of Completed Operations |
|--|---|
| AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT. | |
| | |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. | |

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Name Of Additional Insured Person(s) Or Organization(s) | Location(s) Of Covered Operations |
|--|--|
| AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT | |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. | |

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.