



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO

STATE OF CALIFORNIA

Regular Meetings: The First,
Second, And Third Tuesday of
each month

Regular Meeting

County Courthouse,
Bridgeport, CA 93517

January 12, 2010

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5534. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517), and in the County Offices located in Minaret Mall, 2nd Floor (437 Old Mammoth Road, Mammoth Lakes CA 93546). Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). **ON THE WEB:** You can view the upcoming agenda at www.monocounty.ca.gov. If you would like to receive an automatic copy of this agenda by email, please send your request to Lynda Roberts, Clerk of the Board : lroberts@mono.ca.gov.

9:00 AM Call meeting to Order

Pledge of Allegiance

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

BOARD MEMBER REPORTS

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

UNLESS OTHERWISE SPECIFIED BY TIME, ITEMS SCHEDULED FOR EITHER THE MORNING OR AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCE OF INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITEM IS HEARD.

Approximately 10 **COUNTY ADMINISTRATIVE OFFICE**
Minutes

1) CAO Report regarding Board Assignments (David Wilbrecht)
RECOMMENDED ACTION: Receive brief oral report by County Administrative Officer (CAO) regarding his activities.

2) **APPROVAL OF MINUTES**

None

DEPARTMENT REPORTS/EMERGING ISSUES

(PLEASE LIMIT COMMENTS TO FIVE MINUTES EACH)

Approximately 15 minutes

CONSENT AGENDA

Approximately 5 minutes for Consent Items

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

CLERK OF THE BOARD

3a) No Consent Items.

REGULAR AGENDA

CORRESPONDENCE RECEIVED

(INFORMATIONAL)

All items listed are available for review and are located in the Office of the Clerk of the Board

3b) No Correspondence Received -

BOARD OF SUPERVISORS

4a) **State Budget** (Board Members) - The Board of Supervisors may discuss issues pertaining to the California State budget.

10 minutes

Recommended Action: Discuss issues if necessary; provide staff direction if so desired.

Fiscal Impact: None.

COUNTY COUNSEL

5a) **Walker River Basin** (Stacey Simon) - Update on Walker River Basin lease and acquisition programs.

15 minutes

Recommended Action: Receive update from staff; provide any desired direction to staff.

Fiscal Impact: None.

PUBLIC WORKS

6a) **Contract Award for Custodial Services at County Facilities** (Joe Blanchard) - Receive staff report regarding bids received in response to Public Works' solicitation to provide custodial, snow removal, and campground management services at County facilities. Consider authorizing Public Works' entry, on behalf of the County, into an agreement for said services with the lowest responsible bidder. Provide any desired direction to staff.

15 minutes

Recommended Action: 1. Award contract to the lowest responsible bidder (name and not-to-exceed amount to be determined based on Public Works' report) for custodial, snow removal, and campground management services at Mono County facilities. 2. Authorize the Public Works Director (in consultation with County Counsel) to execute and administer an agreement with the lowest responsible bidder for custodial, snow removal, and campground management services at Mono County facilities. This authorization shall include making minor amendments to said agreement from time to time as the Public Works Director may deem necessary, provided such amendments do not substantially alter the scope of work or budget and are approved as to form by County Counsel.

Fiscal Impact: The actual amount of custodial services will be based on the lowest responsible bid, which is estimated to be \$80,000 per year for a two-year term, but may be as much as \$90,000 per year.

ADJOURNMENT

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OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE January 12, 2010 **DEPARTMENT** Clerk of the Board
ADDITIONAL DEPARTMENTS
TIME REQUIRED **PERSONS APPEARING BEFORE THE BOARD**
SUBJECT No Consent Items.

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
1/6/2010 12:40 PM	Clerk of the Board	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	January 12, 2010	DEPARTMENT	Clerk of the Board
ADDITIONAL DEPARTMENTS			
TIME REQUIRED		PERSONS APPEARING BEFORE THE BOARD	
SUBJECT	No Correspondence Received		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

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SEND COPIES TO:

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History

Time

1/6/2010 12:54 PM

Who

Clerk of the Board

Approval

Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	January 12, 2010	DEPARTMENT	Board of Supervisors
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Board Members
SUBJECT	State Budget		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

The Board of Supervisors may discuss issues pertaining to the California State budget.

RECOMMENDED ACTION:

Discuss issues if necessary; provide staff direction if so desired.

FISCAL IMPACT:

None.

CONTACT NAME: Lynda Roberts

PHONE/EMAIL: 932-5538 / lroberts@mono.ca.gov

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ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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History

Time	Who	Approval
12/21/2009 3:35 PM	County Administrative Office	Yes
12/21/2009 8:39 AM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	January 12, 2010	DEPARTMENT	County Counsel
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Stacey Simon
SUBJECT	Walker River Basin		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Update on Walker River Basin lease and acquisition programs.

RECOMMENDED ACTION:

Receive update from staff; provide any desired direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: Stacey Simon

PHONE/EMAIL: 760-924-1704 / ssimon@monol.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
12/28/2009 1:16 PM	County Administrative Office	Yes
12/28/2009 9:41 AM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE	January 12, 2010	DEPARTMENT	Public Works
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Joe Blanchard
SUBJECT	Contract Award for Custodial Services at County Facilities		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Receive staff report regarding bids received in response to Public Works' solicitation to provide custodial, snow removal, and campground management services at County facilities. Consider authorizing Public Works' entry, on behalf of the County, into an agreement for said services with the lowest responsible bidder. Provide any desired direction to staff.

RECOMMENDED ACTION:

1. Award contract to the lowest responsible bidder (name and not-to-exceed amount to be determined based on Public Works' report) for custodial, snow removal, and campground management services at Mono County facilities.
2. Authorize the Public Works Director (in consultation with County Counsel) to execute and administer an agreement with the lowest responsible bidder for custodial, snow removal, and campground management services at Mono County facilities. This authorization shall include making minor amendments to said agreement from time to time as the Public Works Director may deem necessary, provided such amendments do not substantially alter the scope of work or budget and are approved as to form by County Counsel.

FISCAL IMPACT:

The actual amount of custodial services will be based on the lowest responsible bid, which is estimated to be \$80,000 per year for a two-year term, but may be as much as \$90,000 per year.

CONTACT NAME: Joe Blanchard or Jeff Walters

PHONE/EMAIL: 760.932.5443 or 760.932.5459 / jblanchard@mono.ca.gov or jwalters@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report](#)
 - [Exhibit 1 - Invitation to Bid](#)
 - [Exhibit 2 - Scope of Work](#)
 - [Exhibit 3 - Draft Agreement](#)
-

History

Time	Who	Approval
	County Administrative Office	
12/28/2009 1:14 PM	County Counsel	Yes
12/28/2009 1:40 PM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Evan Nikirk, PE
Director

Assistant Directors:
Kelly Garcia, PE
Jeff Walters

Date: January 12, 2010
To: Honorable Chair and Members of the Board of Supervisors
From: Jeff Walters, Assistant Public Works Director
Subject: Contract Award for Custodial Services at County Facilities

Recommended Action:

1. Receive staff report regarding bids received in response to Public Works' solicitation to provide custodial, snow removal, and campground management services at County facilities.
2. Award contract to the lowest responsible bidder (name and not-to-exceed amount to be determined based on Public Works' report) for custodial, snow removal, and campground management services at Mono County facilities.
3. Authorize the Public Works Director (in consultation with County Counsel) to execute and administer an agreement with the lowest responsible bidder for custodial, snow removal, and campground management services at Mono County facilities. This authorization shall include making minor amendments to said agreement from time to time as the Public Works Director may deem necessary, provided such amendments do not substantially alter the scope of work or budget and are approved as to form by County Counsel.

Fiscal Impact:

The actual amount of custodial services will be based on the lowest responsible bid, which is estimated to be \$80,000 per year for a two-year term, but may be as much as \$90,000 per year. The majority of services will be a planned expense to Public Works' Facilities budget and funded by the General Fund; a small portion will be paid from the Campground Enterprise Fund budget.

Discussion:

For many years Mono County has had custodian and snow removal services performed at several of its facilities through a contract with Don Baxter. The existing contract includes custodial services at the Walker Senior Center, Walker Career Services Center, and the Benton, Chalfant, June Lake, Lee Vining, and Walker community centers. Snow removal services are also required on occasion at those facilities. In addition, restroom cleaning is performed at the Benton, Chalfant, June Lake, Lee Vining, and Mono Lake parks. Campground management services performed by Don Baxter at the Lundy Lake Campground includes furnishing a campground host and cleaning restrooms.

In addition to the above facilities, the Request for Proposal included custodial and snow removal services at the Walker Wellness Center, the Mountain Gate restroom, the Bridgeport Park restroom, and the Sheriff's Substation in June Lake. With its current staffing levels,

Public Works is not able to provide the services performed under the existing (and proposed) contract.

The current contract expires at the end of January, 2010, so Public Works issued a Request for Bid to custodian businesses in Mammoth Lakes, Bishop, and Gardnerville. An Invitation to Bid, a copy of which is included as Exhibit 1, was published in the Mammoth Times and The Sheet. The scope of work, which summarizes the requirements and facilities for the proposed agreement, is presented as Exhibit 2 to this staff report. A copy of the draft agreement, including scope of work, is attached as Exhibit 3 for Board consideration. The two-year term will be from February 1, 2010 through January 31, 2012.

Sealed bids received in accordance with the instructions provided in the Invitation to Bid will be opened and recorded in the Department of Public Works conference room on January 8, 2010. A summary of the results of the bid will be distributed at the Board meeting.

If you have any questions regarding this item, please contact either Joe Blanchard at 932-5443 or me at 932-5459. We may also be contacted by email at jblanchard@mono.ca.gov or jwalters@mono.ca.gov, respectively.

Respectfully submitted,



Jeff Walters
Assistant Public Works Director

Attachments: Exhibit 1 – Invitation to Bid
Exhibit 2 – Scope of Work
Exhibit 3 – Draft Agreement


COUNTY OF MONO, DEPARTMENT OF PUBLIC WORKS

INVITATION FOR BIDS

CUSTODIAL, SNOW REMOVAL, AND CAMPGROUND MANAGEMENT SERVICES AT MONO COUNTY FACILITIES

Notice is hereby given that the Mono County Department of Public Works calls for bids to furnish custodial, snow removal, and campground management services at Mono County facilities.

1. The specifications contained in the Request for Proposals provide in detail the County's requirements for the work and services. Copies of the Request for Proposal are available by contacting the Mono County Department of Public Works in writing at P.O. Box 457, Bridgeport, California, 93517, by telephone at 760.932.5447, or by email at cfrank@mono.ca.gov, or in person at 74 N. School Street in Bridgeport, California. The Request for Proposal may also be viewed and/or obtained on-line by following links on Public Works' page of Mono County's website at www.monocounty.ca.gov.
2. Each bid shall be made on the Proposal Form and Bid Schedule furnished by the Mono County Department of Public Works.
3. The bid amount shall include the furnishing of all labor, supervision, equipment, supplies, transportation, taxes, fees, and all other items necessary to perform the work and services requested.
4. Bid documents must be received in a sealed, opaque envelope clearly labeled with "CUSTODIAN BID" and the name of the Bidder printed on the outside of the envelope. Bids received unsealed or unlabeled will not be considered. Bids submitted by facsimile (fax) transmission or by email will not be considered. Any bids received after the bid submittal deadline specified below shall be returned to the bidder unopened.
5. Bids will be received by the Board Clerk, P.O. Box 715, Bridgeport, California, 93517, or by delivery to the office of the Board Clerk, 74 North School Street, Bridgeport, California. In either event, to be considered, bids must be **received** by the Clerk of the Board of Supervisors no later than **4:30 pm on Friday, January 8, 2010.**
6. As soon thereafter as is practicable, all bids received by the Clerk by the bid submission deadline will be taken to the Department of Public Works conference room, located on the second floor of Courthouse Annex 1, 74 North School Street, Bridgeport, and there publicly opened, read aloud, and recorded. All interested parties are invited to attend.
7. If the County chooses to award a contract, the contractor will be required to perform the work and services beginning on February 1, 2010.



Evan Nikirk, Public Works Director
Mono County Department of Public Works

ATTACHMENT A-1, SCOPE OF WORK

EXHIBIT 2

2010-12 CUSTODIAN SERVICES AT MONO COUNTY FACILITIES

Location and Task	Not Applicable	Daily	5 times / week	4 times / week	3 times / week	2 times / week	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
1. WALKER COMMUNITY CENTER												
a. Remove trash and recycling; reline receptacle(s)				X								
b. Vacuum and/or sweep and mop floors				X								
c. Wipe down counters, tables, chairs, etc.				X								
d. Clean kitchen and all kitchen appliances				X								
e. Clean, sanitize, & replenish supplies in all restrooms				X								
f. Clean mirrors, glass doors, stairways & partitions				X								
g. Check for and replace burned-out light bulbs				X								
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets	X											
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	
q. Remove snow from walks, ramps, and stairs												X
2. WALKER SENIOR CENTER												
a. Remove trash and recycling; reline receptacle(s)			X									
b. Vacuum and/or sweep and mop floors			X									
c. Wipe down counters, tables, chairs, etc.			X									
d. Clean kitchen and all kitchen appliances			X									
e. Clean, sanitize, & replenish supplies in all restrooms			X									
f. Clean mirrors, glass doors, stairways & partitions			X									
g. Check for and replace burned-out light bulbs			X									
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets										X		
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	
q. Remove snow from walks, ramps, and stairs												X
r. Vacuum and remove trash in Thrift Store							X					

ATTACHMENT A-1, SCOPE OF WORK EXHIBIT 2
2010-12 CUSTODIAN SERVICES AT MONO COUNTY FACILITIES

Location and Task	Not Applicable	Daily	5 times / week	4 times / week	3 times / week	2 times / week	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
3. WALKER PARK RESTROOM												
a. Clean, sanitize & replenish supplies in outdoor restroom		X										
b. Remove snow from walks, ramps, and stairs												X
4. WALKER CAREER SERVICES CENTER												
a. Remove trash and recycling; reline receptacle(s)							X					
b. Vacuum and/or sweep and mop floors							X					
c. Wipe down counters, tables, chairs, etc.							X					
d. Clean kitchen and all kitchen appliances							X					
e. Clean, sanitize, & replenish supplies in all restrooms							X					
f. Clean mirrors, glass doors, stairways & partitions							X					
g. Check for and replace burned-out light bulbs							X					
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets										X		
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	
q. Remove snow from walks, ramps, and stairs												X
5. WALKER WELLNESS CENTER												
a. Remove snow from walks, ramps, and stairs												X
6. MOUNTAIN GATE RESTROOM												
a. Clean, sanitize & replenish supplies in outdoor restroom				X								
b. Remove snow from walks, ramps, and stairs												X
7. BRIDGEPORT PARK RESTROOM												
a. Clean, sanitize & replenish supplies in outdoor restroom				X								

ATTACHMENT A-1, SCOPE OF WORK

EXHIBIT 2

2010-12 CUSTODIAN SERVICES AT MONO COUNTY FACILITIES

Location and Task	Not Applicable	Daily	5 times / week	4 times / week	3 times / week	2 times / week	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
8. LEE VINING COMMUNITY CENTER												
a. Remove trash and recycling; reline receptacle(s)				X								
b. Vacuum and/or sweep and mop floors				X								
c. Wipe down counters, tables, chairs, etc.				X								
d. Clean kitchen and all kitchen appliances				X								
e. Clean, sanitize, & replenish supplies in all restrooms				X								
f. Clean mirrors, glass doors, stairways & partitions				X								
g. Check for and replace burned-out light bulbs				X								
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets	X											
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	
q. Remove snow from walks, ramps, and stairs												X
9. JUNE LAKE COMMUNITY CENTER												
a. Remove trash and recycling; reline receptacle(s)					X							
b. Vacuum and/or sweep and mop floors					X							
c. Wipe down counters, tables, chairs, etc.					X							
d. Clean kitchen and all kitchen appliances					X							
e. Clean, sanitize, & replenish supplies in all restrooms					X							
f. Clean mirrors, glass doors, stairways & partitions					X							
g. Check for and replace burned-out light bulbs					X							
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets										X		
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	
q. Remove snow from walks, ramps, and stairs												X

ATTACHMENT A-1, SCOPE OF WORK

EXHIBIT 2

2010-12 CUSTODIAN SERVICES AT MONO COUNTY FACILITIES

Location and Task	Not Applicable	Daily	5 times / week	4 times / week	3 times / week	2 times / week	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
10. JUNE LAKE SHERIFF'S SUBSTATION												
a. Remove trash and recycling; reline receptacle(s)							X					
b. Vacuum and/or sweep and mop floors							X					
c. Wipe down counters, tables, chairs, etc.							X					
d. Clean kitchen and all kitchen appliances							X					
e. Clean, sanitize, & replenish supplies in all restrooms							X					
f. Clean mirrors, glass doors, stairways & partitions							X					
g. Check for and replace burned-out light bulbs							X					
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets										X		
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	
q. Remove snow from walks, ramps, and stairs												X
11. CHALFANT COMMUNITY CENTER												
a. Remove trash and recycling; reline receptacle(s)							X					
b. Vacuum and/or sweep and mop floors							X					
c. Wipe down counters, tables, chairs, etc.							X					
d. Clean kitchen and all kitchen appliances							X					
e. Clean, sanitize, & replenish supplies in all restrooms							X					
f. Clean mirrors, glass doors, stairways & partitions							X					
g. Check for and replace burned-out light bulbs							X					
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets										X		
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	

ATTACHMENT A-1, SCOPE OF WORK

EXHIBIT 2

2010-12 CUSTODIAN SERVICES AT MONO COUNTY FACILITIES

Location and Task	Not Applicable	Daily	5 times / week	4 times / week	3 times / week	2 times / week	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
12. BENTON COMMUNITY CENTER												
a. Remove trash and recycling; reline receptacle(s)						X						
b. Vacuum and/or sweep and mop floors						X						
c. Wipe down counters, tables, chairs, etc.						X						
d. Clean kitchen and all kitchen appliances						X						
e. Clean, sanitize, & replenish supplies in all restrooms						X						
f. Clean mirrors, glass doors, stairways & partitions						X						
g. Check for and replace burned-out light bulbs						X						
h. Spot clean walls, carpets, and flooring												X
i. Thorough dusting throughout facility								X				
j. Buff vinyl / composition tile floors								X				
k. Strip, mop, and wax vinyl / composition tile floors									X			
l. Clean windows inside & out									X			
m. Wax or seal wood cabinets and wood finishes										X		
n. Shampoo carpets	X											
o. Clean heating / cooling ducts, vents & diffusers											X	
p. Clean lighting fixtures											X	
13. BENTON PARK (seasonal)												
a. Clean, sanitize & replenish supplies in outdoor restroom							X					
14. BRIDGEPORT BALLFIELD (seasonal)												
a. Clean, sanitize & replenish supplies in outdoor restroom							X					
15. BRIDGEPORT MARINA (seasonal)												
a. Clean, sanitize & replenish supplies in outdoor restroom				X								
16. CHALFANT PARK (seasonal)												
a. Clean, sanitize & replenish supplies in outdoor restroom							X					
17. GULL LAKE PARK (seasonal)												
a. Clean, sanitize & replenish supplies in outdoor restroom				X								
18. GUS HESS PARK (seasonal)												
a. Clean, sanitize & replenish supplies in outdoor restroom				X								
19. JUNE LAKE BALLFIELD (seasonal)												
a. Clean, sanitize & replenish supplies in outdoor restroom							X					
20. MONO LAKE PARK (seasonal)												
Clean, sanitize & replenish supplies in outdoor restroom				X								

ATTACHMENT A-1, SCOPE OF WORK EXHIBIT 2

2010-12 CUSTODIAN SERVICES AT MONO COUNTY FACILITIES

Location and Task	Not Applicable	Daily	5 times / week	4 times / week	3 times / week	2 times / week	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
21. LUNDY LAKE CAMPGROUND (seasonal)												
a. Collect campground receipts				X								
b. Clean, sanitize & replenish supplies in outdoor restroom				X								
c. Provide Camp Host to assist visitors		X										
d. Monitor campground activities				X								
e. Notify visitors concerning campground policy & violations												X
f. Notify County staff if pit toilets need to be pumped or other maintenance issues need to be addressed												X
g. Provide appropriate inspections as required by SCE												X
h. Assist with opening and closing of campgrounds											X	

**AGREEMENT BETWEEN THE COUNTY OF MONO
AND [CONTRACTOR] PROVIDING FOR
CUSTODIAL, SNOW REMOVAL, AND CAMPGROUND MANAGEMENT SERVICES**

WHEREAS, the County of Mono, a political subdivision of the State of California (hereinafter referred to as “the County”), may have the need for the custodial and campground management services of [Contractor], of [City], [State] (hereinafter referred to as “Contractor”), and in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. SCOPE OF WORK

Contractor shall furnish to the County, upon its request and acceptance by Contractor, those services and work set forth in the Scope of Work (Attachment A), attached hereto and by reference incorporated herein. Requests by the County to Contractor to perform under this Agreement will be made by the Director of the Mono County Department of Public Works, or an authorized representative thereof. Requests to Contractor for work or services to be performed under this Agreement shall be based upon the County’s need for such services.

The County makes no guarantee or warranty, of any nature, concerning the minimum level or amount of services or work that will be requested of Contractor by the County under this Agreement. The County by this Agreement incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if the County should have some need for such services or work during the term of this Agreement.

Services and work provided at the County’s request by Contractor under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and County laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those to which reference is made in this Agreement.

2. TERM

The term of this Agreement shall be from February 1, 2010, through January 31, 2012, unless sooner terminated as provided below.

3. CONSIDERATION

A. Compensation.

The County shall pay Contractor in accordance with the “Schedule of Fees” (set forth in Attachment A, attached hereto and by reference incorporated herein) for the services and work described in the Scope of Work (set forth in Attachment A) which are performed by Contractor at the County’s request.

B. Travel and Per Diem.

Unless otherwise agreed by the parties, Contractor will not be paid or reimbursed for travel expenses or per diem which Contractor incurs in providing services and work requested by the County under this Agreement.

C. No Additional Consideration.

Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from the County any additional consideration, compensation, salary, wages, or other type of remuneration for services or work rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit Upon Amount Payable Under Agreement.

The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed \$xx,000 (hereinafter referred to as “contract limit”). The County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the contract limit.

E. Billing and Payment.

Contractor shall submit to the County, on a monthly basis, an itemized statement of all services and work described in the Scope of Work, which were done at the County’s request. The statement to be submitted will cover the period from the first day of the preceding month through and including the last day of the preceding month. Alternatively, Contractor may submit a single request for payment corresponding to a single incident of service or work performed at the County’s request. All statements submitted in request for payment shall identify the date on which the services and work were performed and describe the nature of the services and work which were performed on each day. Invoicing shall be informative but concise regarding services and work performed during that billing period. Upon finding that Contractor has satisfactorily completed the work and performed the services as requested, the County shall make payment to Contractor within 30 days of its receipt of the itemized statement. Should the County determine the services or work have not been completed or performed as requested and/or should Contractor produce an incorrect statement, the County shall withhold payment until the services and work are satisfactorily completed or performed and/or the statement is corrected and resubmitted.

F. Federal and State Taxes.

(1) Except as provided in subparagraph (2) below, the County will not withhold any federal or state income taxes or social security from any payments made by the County to Contractor under the terms and conditions of this Agreement.

(2) The County shall withhold California State income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one-thousand four-hundred ninety-nine dollars (\$1,499.00).

(3) Except as set forth above, the County has no obligation to withhold any taxes or payments from sums paid by the County to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. The County has no responsibility or liability for payment of Contractor’s taxes or assessments.

(4) The total amounts paid by the County to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the State Franchise Tax Board.

4. WORK SCHEDULE

Upon the issuance of a “Notice to Proceed,” Contractor’s obligation is to perform, in a timely manner, those services and work identified in the Scope of Work which are requested by the County. It is understood by Contractor that the performance of these services and work will require a varied schedule. Contractor, in arranging its own schedule, will coordinate with the County to ensure that all services and work requested by the County under this Agreement will be performed within the time frame set forth by the County in Attachment A.

5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS

Any licenses, certificates, or permits required by the federal, state, County, or municipal governments for Contractor to provide the services and work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not

limited to, driver's licenses, professional licenses or certificates, contractor's licenses, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the County. Contractor will provide the County, upon request, with evidence of current and valid licenses, certificates and permits which are required to perform the services identified in Attachment A. Where there is a dispute between Contractor and the County as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, the County reserves the right to make such determinations for purposes of this Agreement.

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.

Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, support services, and telephone service as is necessary for Contractor to provide the services and work identified in Attachment A to this Agreement. The County is not obligated to reimburse or pay Contractor for any expense or cost incurred by Contractor in procuring or maintaining such items. The costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

7. COUNTY PROPERTY

A. Personal Property of the County.

Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, uniforms, etc., provided to Contractor by the County pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the County. Contractor will use reasonable care to protect, safeguard, and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, which is the result of Contractor's negligence.

B. Products of Contractor's Work and Services.

Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the County. At the termination of the Agreement, Contractor will convey possession and title to all such properties to the County.

8. WORKERS' COMPENSATION

Contractor shall provide workers' compensation insurance coverage, in the legally required amount, for all Contractor's employees utilized in providing services and work pursuant to this Agreement. By executing a copy of this Agreement, Contractor acknowledges its obligations and responsibilities to its employees under the California Labor Code, and warrants that Contractor has complied and will comply during the term of this Agreement with all provisions of the California Labor Code with regard to its employees. Contractor, at the time of execution of this Agreement, will provide the County with evidence of the required workers' compensation insurance coverage.

9. INSURANCE

A. General Liability.

Contractor shall procure, and maintain during the entire term of this Agreement, a policy of general liability insurance which covers all the services and work to be performed by Contractor under this Agreement. Such policy shall have a per occurrence combined single limit coverage of not less than one million dollars (\$1,000,000). Such policy shall not exclude or except from coverage any of the services and work required to be performed by Contractor under this Agreement. The required policy of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a "Best's" policyholder's rating of "A" or "A+". Prior to commencing any work under this Agreement, Contractor shall provide the County: 1) a certificate of insurance

documenting evidence of the required coverage; 2) an additional insured endorsement applying to the County of Mono, its agents, officers and employees; and, 3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without 30 days' written notice to the County.

B. Business Vehicle.

Contractor shall procure and maintain in force throughout the duration of this Agreement, a business auto liability insurance policy with minimum coverage levels of one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability. The coverage shall include all Contractor-owned, non-owned, and hired vehicles employed by the Contractor in the performance of the services and work requested by the County, as described in the Scope of Work of this Agreement. A certificate of insurance shall be provided to the County by Contractor prior to commencing any work under this Agreement. The policy shall maintain a provision prohibiting the cancellation or modification of said policy except upon 30 days' prior written notice to the County.

C. Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions shall be declared by Contractor and must be approved by the County prior to Contractor commencing services and work requested by the County under this Agreement. If possible, the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the County, its officials, officers, employees, and volunteers, or Contractor shall provide evidence satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

D. Subcontractors.

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein for Contractor.

E. Unemployment, Disability, and Liability Insurance

Contractor shall maintain, if so required by law, unemployment, disability and liability insurance in an amount to be determined by the State which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the Contractor in performing work associated with this Agreement.

10. STATUS OF CONTRACTOR

All acts of Contractor, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed by independent contractors, and not as agents, officers, or employees of the County. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the County, except as expressly provided by law or set forth in Attachment A of this Agreement. No agent, officer, or employee of the County is to be considered an employee of Contractor. It is understood by both Contractor and the County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture. As an independent contractor:

A. Contractor (unless otherwise specified herein) shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.

B. Contractor shall be responsible to the County only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to the County's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

C. Contractor, its agents, officers and employees are, and at all times during the term of this Agreement shall, represent and conduct themselves as independent contractors, and not as employees of the County.

11. DEFENSE AND INDEMNIFICATION

Contractor shall defend, indemnify, and hold harmless the County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with, the performance of this Agreement by Contractor, or Contractor's agents, officers, employees, or subcontractors. Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property, including the loss of use. Contractor's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other cost which is caused in whole or in part by any act or omission of Contractor, its agents, employees, suppliers, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance.

12. RECORDS AND AUDIT

A. Records.

Contractor shall prepare and maintain all records required by the various provisions of this Agreement, and federal, state, County, and municipal law, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, micrographs, or other authentic reproduction of such records.

B. Inspections and Audits.

Any authorized representative of the County shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, which the County determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, the County has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

13. NON-DISCRIMINATION

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, ancestry, national origin, physical handicap, medical condition, marital status, age, or sex. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

14. CANCELLATION

This Agreement may be cancelled by the County without cause, and at will, for any reason by giving to Contractor 15 days' written notice of such intent to cancel. Contractor may cancel this Agreement without cause, and at will, for any reason whatsoever by giving 15 days' written notice of such intent to cancel to the County.

15. ASSIGNMENT

This is an agreement for the services of Contractor. The County has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract

this Agreement, or any part of it, without the express written consent of the County. Further, Contractor shall not assign any monies due or to become due under this Agreement without the prior written consent of the County.

16. DEFAULT

If Contractor abandons the work, or fails to proceed with the work and services requested by the County in a timely manner, or fails in any way as required to conduct the work and services as required by the County, the County may declare Contractor in default and terminate this Agreement upon five days' written notice to Contractor. Upon such termination by default, the County will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

17. WAIVER OF DEFAULT

Waiver of any default by either party to this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph 24 below.

18. CONFIDENTIALITY

Contractor agrees to comply with various provisions of the federal, state, and County laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential all such privileged, restricted or confidential information and records. Disclosure of such information or records shall be made by Contractor only with the express written consent of the County.

19. CONFLICTS

Contractor agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the work and services under this Agreement. Contractor agrees to complete and file a conflict of interest statement.

20. POST-AGREEMENT COVENANT

Contractor agrees not to use any confidential, protected, or privileged information which is gained from the County in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Contractor by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information.

21. SEVERABILITY

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or County statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

22. FUNDING LIMITATION

The ability of the County to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, the County has the option to terminate, reduce, or modify this Agreement, or any of its terms within 10 days of its notifying Contractor of the termination, reduction, or modification of available funding. Any reduction or modification of this Agreement made

pursuant to this provision must comply with the requirements (except the requirement of mutual consent) of paragraph 24 below.

23. VENUE

This Agreement shall be governed under the laws of the State of California and venue for any litigation under this Agreement shall be the County of Mono, State of California.

24. AMENDMENT

This Agreement may be extended, modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form, and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

25. NOTICE

Any notice, communication, amendments, additions, or deletions to this Agreement, including change of address of either party during the term of this Agreement, which Contractor or the County shall be required, or may desire, to make, shall be in writing and may be personally serviced, or sent by prepaid first class mail to the respective parties as follows:

County of Mono:
Department of Public Works
Post Office Box 457
Bridgeport, California 93517

Contractor:
[Contractor]
[Mailing Address]
[City, State ZIP]

26. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS AS SET FORTH BELOW.

COUNTY OF MONO:

CONTRACTOR:

By: DRAFT

By: DRAFT

Name: Evan Nikirk

Name: _____

Title: Public Works Director

Title: _____

Date: _____

Firm: [Contractor]

Approved as to Form:

Date: _____

Tax ID: _____

DRAFT

Allen Berrey, Asst. County Counsel Date

DRAFT

Rita Sherman, Risk Manager Date

ATTACHMENT A

**AGREEMENT BETWEEN THE COUNTY OF MONO
AND [CONTRACTOR] PROVIDING FOR
CUSTODIAL, SNOW REMOVAL, AND CAMPGROUND MANAGEMENT SERVICES**

TERM:

FROM: February 1, 2010

TO: January 31, 2012

SCOPE OF WORK:

Contractor shall provide all labor, equipment, materials, supplies, transportation, taxes, and cover all other costs required to perform custodial, snow removal, and campground management services for the County. In general, services and work shall consist of the following:

DESCRIPTION OF TASKS

Year-round custodial services are required at five community centers, two offices, a Sheriff's substation, and three park restrooms (Bridgeport, Mountain Gate, and Walker). Year-round service includes snow removal from walks, ramps, and stairs and application of ice melt on an as-needed basis at the June Lake, Lee Vining, and Walker community centers, three offices in Walker, the June Lake substation, and two park restrooms (Mountain Gate and Walker). The third office referenced in Walker is the Wellness Center, at which year-round custodial services are not required. In addition, seasonal custodial services are required for restrooms at eight County parks and ballfields. Seasonal services shall be provided by Contractor from April 15 through November 15 of each year.

Contractor is expected to promptly notify Public Works staff if Contractor discovers the need for maintenance or repair at any of the facilities at which the services and work are being performed.

The actual days of the week that custodial services will be provided by Contractor will be coordinated with Public Works staff and community center coordinators. Due to the nature of facility use, most community centers and outdoor restrooms will require at least one cleaning on weekends, which should be considered when scheduling cleaning tasks based on the frequencies requested for each facility. Further, close communication with coordinators for the June Lake, Lee Vining, and Walker community centers will be necessary to ensure that snow removal is performed prior to facility use. Snow removal at the three Walker offices (Senior Center, Career Services Center, Wellness Center) must be performed prior to their opening for business.

Seasonal management of the County's Lundy Lake Campground is included in the services and work furnished by Contractor. The campground-related scope of work consists of collecting fees, providing custodial services at campground restrooms, and furnishing a campground host. Host responsibilities include verifying that overnight camping fees are paid, ensuring that restrooms are properly supplied, notifying campers of campground rules and policies, and notifying Public Works staff of operational problems or necessary maintenance or repairs. Handling of overnight camping fees by the host is prohibited; guests are required to deposit fees in secured self-service fee boxes and Contractor will be responsible for collecting and transporting fee envelopes to Public Works.

A summary of all custodial, snow removal, and campground management duties requested by the County and the frequency of each are included in Attachment A-1, Scope of Work, attached hereto and incorporated herein. If necessary, tasks may be added or deleted from the contract and/or the frequency of tasks may be reduced or increased subsequent to Contractor entering into this Agreement. In the event the need for an additional task is identified, the scope of work and reimbursement to Contractor will be negotiated between Contractor and Public

Works staff. Similarly, should the frequency of a contracted task need to be increased or decreased, additional reimbursement or deduction from the contract will be negotiated, as applicable. If negotiations for additional services are unsuccessful, the County may elect to contract separately for the work.

Services and work shall be completed consistent with generally-accepted practices for the industry.

SITE LOCATIONS & DESCRIPTIONS

The County facilities at which custodial, snow removal, and campground management services are requested are described as follows:

Facility	Location	Community	Flooring	Size
Benton Community Center	58869 U.S. Highway 6	Benton	Vinyl	3,680 sf
Benton (Ida Lynn) Park Restroom	58869 U.S. Highway 6	Benton	Concrete	322 sf
Bridgeport Ballfield Restroom	576 Aurora Canyon Road	Bridgeport	Concrete	~300 sf
Bridgeport Marina Restroom	200 Ramp Road	Bridgeport	Concrete	314 sf
Bridgeport Park Restroom	129 Emigrant Street	Bridgeport	Concrete	160 sf
Chalfant Community Center	123 Valley Road	Chalfant	Vinyl & carpet	1,838 sf
Chalfant Park Restroom	123 Valley Road	Chalfant	Concrete	322 sf
Gull Lake Park Restroom	90 W. Granite Avenue	June Lake	Concrete	322 sf
Gus Hess Park Restroom	129 Mattly Avenue	Lee Vining	Concrete	286 sf
June Lake Ballfield Restroom	1855 Northshore Drive	June Lake	Concrete	~300 sf
June Lake Community Center	90 W. Granite Avenue	June Lake	VCT *& carpet	6,691 sf
June Lake Sheriff's Substation	120 W. Granite Avenue	June Lake	VCT* & carpet	1,254 sf
Lee Vining Community Center	296 Mattly Avenue	Lee Vining	VCT*	4,670 sf
Lundy Lake Campground	Lundy Lake Road	Mono City	n/a	n/a
Mono Lake Park Restroom	600 Cemetery Road	Mono City	Concrete	690 sf
Mountain Gate Restroom	105746 U.S. Highway 395	Walker	Concrete	~300 sf
Walker Career Services Center	107384 U.S. Highway 395	Walker	Vinyl & carpet	~400 sf
Walker Community Center	442 Mule Deer Road	Walker	VCT*	3,874 sf
Walker Senior Center	399 Mule Deer Road	Walker	Vinyl & carpet	5,168 sf
Walker Park Restroom	399 Mule Deer Road	Walker	Concrete	300 sf
Walker Wellness Center	107655 U.S. Highway 395	Walker	n/a*	n/a*

*Notes: VCT = vinyl composition tile; n/a = not applicable; ~ = approximate.

SUPPLIES AND EQUIPMENT

The County will furnish all materials necessary to stock restrooms and kitchens serviced by Contractor, including paper towels, tissue paper, toilet seat protectors, soap, and trash can liners. Cleaning products, floor wax, and similar janitorial supplies will also be furnished to Contractor by the County. In addition, the County will provide ice melt for those facilities that require snow removal services. Such materials and supplies are inventoried at the County's Facilities shop in Bridgeport and Contractor will be required to requisition and sign for all materials furnished by the County and used in the performance of this contract. Contractor is responsible to furnish sponges, scrub brushes, towels, brooms, mops, buckets, vacuum cleaners, snow shovels and/or snow blowers, and all other equipment necessary for the performance of the services and work specified in this agreement. Sufficient storage space should be available at each facility for on-site storage of cleaning supplies and most equipment.

Trash dumpsters are provided at each facility and recycling receptacles are installed at the June Lake and Lee Vining community centers.

SITE ACCESS AND USE OF PREMISES

The County shall furnish keys to all facilities and Contractor shall have full access to the facilities serviced under the contract, provided Contractor does not interfere with facility use, traffic, and parking. Contractor shall not be limited

as to the day of the week or time of day during which access is available, but the work schedule must be coordinated with Public Works and community center coordinators to ensure that there are no conflicts with users of each facility. Contractor is expected to cooperate with and accommodate facility access with Public Works staff and County vendors and contractors. On-site storage of equipment and materials is allowed, provided sufficient space is available.

DAMAGE TO FACILITIES

Contractor shall take all reasonable precautions to prevent damage to any facility arising from performance of the services and work specified in this agreement. Contractor shall repair and/or be responsible for any such damage at no additional cost to the County. Repairs or replacement required as a result of such damage shall be performed to the County's satisfaction.

WORK SCHEDULE:

Scheduling of tasks shall be coordinated with the Public Works Director, or an authorized designee. Project work shall be completed at the frequencies specified in Attachment A-1, attached hereto. Tasks identified as seasonal shall be performed between April 15 and November 15 of each year covered by this agreement.

SCHEDULE OF FEES:

The County shall pay Contractor for services and work performed under this Agreement as specified in Attachment A-2, attached hereto and by reference incorporated herein.

The total project cost shall not exceed \$[contract limit], unless otherwise authorized by the County in writing prior to Contractor incurring additional expenses. Upon the County's written approval, authorization to proceed and payment shall be made for any additional items or tasks not initially specified in the scope of work.

Insert Attachment A-1, Scope of Work

Insert Attachment A-2, Bid Schedule