

SCOPE OF WORK

The Nevada Department of Corrections, Northern Nevada Correctional Center (NNCC), is seeking proposals from contractors appropriately licensed with the State of Nevada Contractor's Board to repair and refinish damaged areas of the gym floor in the facility athletics building located at Northern Nevada Correctional Center, 1721 E. Snyder Avenue, Carson City, NV.

The gym is approximately 80 x 100 sq feet and flooring material is maple wood plank and shall be replaced as needed with flooring that closely matches the existing floor. Completed work shall include a minimum one-year warranty.

Contractor shall:

- Inspect the entire gym floor and, if necessary, clean and remove any debris.
- Prep and seal off the area to contain dust from the project.
- Repair cracks and replace any damaged, warped, and heavily worn floorboards with maple wood planking that closely matches existing material.
- Sand and refinish all areas that show signs of damage or heavy wear.
- Refinish and apply a MFMA-approved sealer.
- Repaint existing gym lines and basketball court markings that may have been removed during renovation.
- Tack and apply MFMA-approved sealer.
- Provide a materials list prior to entering the facility.
- Provide a reconciled tool inventory prior to entering and exiting the facility each day, ensure all tools and equipment are secured and/or removed from the facility each day.
- Cleanup all debris and trash at the end of each day and remove all trash and debris from jobsite when the project is finished.
- Ensure all tools, equipment, debris, and excess materials are removed from the facility at the end of the project.

Workdays are Monday through Friday with start and end times coordinated with the Facility Supervisor.

The contractor shall meet with both the facility's Athletic and Recreation Supervisor and the Facility Supervisor at the beginning of the project to discuss tool safety and security requirements, estimated project timeline and outcomes.

NNCC shall ensure the gym floor is clear of all equipment and obstructions prior to the start of the project.

The contractor shall provide the Facility Supervisor with project updates including unexpected delays, schedule changes and potential project revisions that will require prior approval.

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At the end of the project the contractor shall contact the Facility Supervisor and the Athletic and Recreation Supervisor to view the final product and schedule the final inspection prior to signing off on the project as completed.

NDOC does not agree to reimburse the contractor for price adjustments or overtime labor caused by delays due to security.

Delays due to security include but are not limited to:

- Institution lockdown,
- Prison escapes, attempted escapes,
- No or limited Correctional Officer coverage,
- Contraband, as listed in the NDOC Security Regulations Acknowledgment form (DOC 047) (Refer to Attachment DD)
- Sally-port inspections;
- Offender counts and miscounts
- Any potential risk to the welfare and/or security of the institution and its staff, offenders, and visitors.

Payment and invoices

Upon review and acceptance by the State, payments for invoices are normally made within 45 – 60 days of receipt, providing all required information, documents and/or attachments have been received.

Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, and services purchased under the provision of the contract electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

Send invoices for payment to:
Nevada Department of Corrections (NDOC)
Attn: Accounting/Contracts
PO Box 7011
Carson City, NV 89702