



DEPARTMENT OF OPERATION SERVICES

P. O. Box 603

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Carson City, NV 89703

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To: All Contractors / Vendors

From: Carson City School District (CCSD), Operation Services Department
(775) 283-2175

Virgil Berry, Energy & Maintenance Manager	690-2706
Dave Silva, Operations Services	283-2186 or 690-2412
Mark Johnson, Project Manager	283-2170 or 301-5343
Karen Jackson, Administrative Secretary II	283-2155

SUBJECT: CCSD CONTRACTOR POLICY AND PROCEDURES

PURPOSE: To communicate the expectations of CCSD of their vendors and contractors, to provide a safe and efficient working environment and to establish an effective communication system, whereby all parties involved are aware of maintenance issues, visitors and/or workers on campus.

SITE ENTRY: All visitors and Contractors are required to check-in, receive a badge and check-out before leaving with the front office (**no exceptions**). Contractors must meet with the Lead/Head custodian, Office Manager or Maintenance personnel to communicate what they are doing and before leaving they must again meet to review job and check-out properly. Contact information for the site contacts is available from the Operation Services Department above. In the event of a lockdown on campus, it's crucial that we know who is in the building.

Contractors will only be permitted access to work on weekends and holidays with permission from the Operation Services Department, with a one-week notice.

RESPONSIBILITIES: The Contractor will make sure that everything is back in its place, holes are patched and the area is clean. Accidents of any kind (injury, wires cut, damage to facility or equipment) must be reported to CCSD immediately. Please be respectful of individual work or instruction areas such as gymnasiums, locker rooms, classrooms, kitchens, etc. These staff must continue to do their job while you do yours, so communication is the key.

CONDUCT: While on school property contractors are expected to conduct themselves in a professional manner which includes following CCSD policies and regulations.

- a. The use or consumption of alcohol or illegal drugs on any school site is strictly prohibited, and offenders may be prosecuted;
- b. School campuses are to be tobacco free. Smoking, tobacco products, smokeless cigarettes, or vapor cigarettes shall not be permitted or tolerated on job site, and is illegal as per Nevada Revised Statutes;
- c. Refrain from using profanity or being discourteous or uncivil to others on the campus or project site or while performing services under these CCSD policies and regulations;
- d. Do not play obnoxious and/or loud music on the project site;
- e. Do not play any music within existing facilities;
- f. Wear shirts with sleeves, wear shoes, and refrain from wearing immodest, offensive, or obnoxious clothing, while on the project site;
- g. Do not bring weapons on any school campus;
- h. Do not interact with students on the project site.

Anyone not following our policies will be asked to leave the premises and their employer will be notified. Remember to be “kid conscience” in schools. Examples: unattended ladders, tools, driving on playgrounds, etc.

INSPECTION BY THE OWNER: The Owners Project Manager or Owners representative has authority to enforce compliance with the contract documents and to direct the contractor to correct non-complying work.

The Project Manager or Owners representative may direct the contractor to stop any unsafe work, any non-complying work, and/or any work that presents a life safety concern. The contractor shall not be entitled to any compensation or to any additional time for such work stoppage. Once the contractor is advised of non-complying work, proceeding with that work or with any related work shall be at the contractor’s risk and at the contractor’s expense.

CONTRACTOR’S RESPONSIBILITIES: The contractor shall supervise and direct all portions of the work. The contractor shall be solely responsible for all construction procedures, methods, techniques, sequences, and safety, and for coordinating all portions of the work to comply with the contract documents. The contractor shall be responsible for the acts and omissions of its employees and subcontractors, their agents and employees, and all other persons performing any of the work.

The contractor and each subcontractor shall have and maintain a State of Nevada contractor’s license in good standing for the entire duration of the work.

The contractor shall at all times, and at its own cost, safely guard and protect the owner's property, the work, and all property adjacent to the project, from damage, injury, or loss in connection with the project and shall replace or make good any such damage, injury, or loss. The required repairs shall be made in accordance with relevant construction

specifications or Carson City School District Standard Specifications, whichever is the more stringent, and in a manner satisfactory to owner. The contractor shall be responsible for the protection of adjacent property and the maintenance of passageways, guard fences, and other protective facilities.

Contractor shall make its own arrangements for disposal of materials outside the project and shall pay all costs involved. Contractor shall remove all excavated material immediately from the job site. No stockpiling of excavated materials shall be allowed at the project site. Materials resulting from demolition and from all excavations shall be removed immediately from job site and hauled to an approved landfill.

CLEANING UP: At all times, keep work areas in a neat, clean, and safe condition. Upon completion of any portion of the work, the contractor shall promptly remove all of its equipment, temporary structures and surplus materials which will not be used at or near the same location during later stages of work. Upon completion of the work and before final payment is made, the contractor shall at its expense, satisfactorily dispose of all rubbish, unused materials, and other equipment and materials belonging to it or used in the performance of the work, and the contractor shall leave the job site and premises in a neat, clean, and safe condition.

Complete a final cleaning operations before requesting inspection for certification of Substantial Completion for the entire project or a portion of the project.

HAZARDOUS MATERIALS: During the course of construction, there may be hazardous materials discovered on the construction site. Such materials can be in the form of asbestos in structures, underground fuel storage units, contaminated soil or other unknown hazardous materials. Contractor shall immediately notify owner of any hazardous materials found on the site and shall not remove same without the permission of owner. Owner shall be responsible for removal and abatement of any existing hazardous materials.

If the hazardous material and subsequent contamination was caused by contractor, contractor shall remove said hazardous material and contaminated soils or materials from the site and shall dispose of same in accordance with all Federal, State and Local laws and regulations. Removal of such materials and contamination shall be monitored by a licensed hazardous materials laboratory, and said laboratory shall prepare a written report attesting to the complete removal of the contaminating material and resulting contamination, all to the satisfaction of, and at no cost to, owner.

CALLS: On temperature adjustments/light control that can be done by computer, no work order is required. Before dispatching to the site, call CCSD Operation Services Department for authorization. When calling, please provide who initiated the work, site, room number/location, problem, date and time received. Anything else **MUST** have a work order AND Purchase Order Number. **If this is an emergency, dispatch immediately.** Please notify CCSD Operation Services Department of after-hours contact and phone numbers.

CCSD EQUIPMENT: We prefer that vendors provide their own equipment, however, if a circumstance arises, you must get permission from the Operation Services Department to use the sites equipment and must return it the same day. Any damage to our equipment will be at the expense of the contractor. **Equipment can never be removed from a site by anyone other than CCSD employees.** Arrangements and permission must be made to operate any of our motorized equipment.

WORK ORDERS: Should be completed within 30 days of receiving authorization to do the work, unless other schedule arrangements have been made. If the work cannot be completed within 30 days you must get an extension from the Operation Services Department in writing.

ALARM SYSTEMS: When doing work that may affect the alarm system, you must make sure that the system is put into TEST mode while the work is being done. Please communicate this with the site representative when checking in. This includes creating a lot of dust, moving many ceiling tiles, etc.

KEYS: A GM key should never be checked out to a vendor or contractor unless authorized by the Operation Services Department. No keys should be checked out to a contractor or vendor by a school site. Keys are only checked out by the Operation Services Department as per Key Control Protocol and Regulation.

DELIVERIES: All UPS and USPS deliveries are to be made to CCSD Central Receiving – 398 North Richmond Avenue (Richmond and Telegraph Street), Carson City, NV, 89703, and must be labeled appropriately for redistribution. Direct deliveries may be made to a school site for construction material and equipment if the contractor has means to off-load it and arrangements are made in advance.