

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
September 10, 2020
(approved October 8, 2020)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session via Webex, at 6:00 p.m., Thursday, September 10, 2020.

Present:

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	K. Benavidez	E. Foyt
	R. Wadley-Munier	M. Francis Drake
	S. Ramaker	B. Wilson
	J. Meléndrez	K. Rogers

Counsel: G. Welt

Absent:

Staff: Fred James, Acting Executive Director
Numerous Staff

Guests: Guy Cottino, Leavitt Agency

F. Ortiz, Chair, called the meeting to order at 6:03 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Foyt arrived at about 6:08 p.m. Appendix A.
Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Rogers moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, April 16, 2020; Special Board Meeting, April 28, 2020; Special Board Meeting, July 23, 2020; and Regular Session, August 13, 2020. (Item IV.A-D.)

Trustee Bilbray-Axelrod moved to approve the Minutes of the Board of Trustees Meeting held April 16, 2020. There was no opposition and the motion carried.

Trustee Ramaker moved to approve the Minutes of the Special Board Meeting held April 28, 2020. There was no opposition and the motion carried.

Trustee Ramaker moved to approve the Minutes of the Special Board Meeting held July 23, 2020. There was no opposition and the motion carried.

Trustee Wadley-Munier moved to approve the Minutes of the Board of Trustees Meeting held August 13, 2020. There was no opposition and the motion carried.

Chair's Report (Item V.) The 2021 Board Meeting schedule was presented to the Trustees. Chair Ortiz asked if there were any questions. Trustee Bilbray-Axelrod asked why the May meeting was so late in the month. Executive Assistant Allison Boyer explained that this was due to the state of Nevada's requirements for the annual budget presentation. The 2021

Board Meeting schedule is below:

**2021 BOARD OF TRUSTEES
MEETING DATES**

All meeting days are Thursday, with start time of 6:00 p.m. Meeting locations will be determined closer to the start of 2021. Virtual Meetings through Webex will take place as necessary.

- January 21
- February 11
- March 11
- April 8
- May 20
- June 10
- July 8
- August 12
- September 9
- October 14
- November 10
- December 9

**Library Reports
(Item VI.)**

**Acting Executive
Director's Report
(Item VI.A.)**

Acting Executive Director Fred James announced that on Monday, September 14, 2020, the District will open Urban branches early for students who show an ID or other proof of study. Students under 10 must be accompanied by an adult. The District will also bring early student hours to the Mesquite Library.

Mr. James then announced that Library Operations Director Jenn Schember had decided to take the VESP and would be retiring on October 3, 2020. There have been many talented individuals that have helped this Library District over the decades, but tonight we want to recognize Jenn Schember for her decades of talent, energy, and steady leadership.

Mr. James explained that Ms. Schember began her library career October 30, 1989 "out of the crib" as a Page. During her 30 year tenure, she has held the following positions:

Page

Community Outreach & Adult Services Coordinator

YPL Children's Services Librarian

YPL Children's Services Department Head

Assistant Branch Manager

Access Services Manager

Assistant Public Services Director
Public Services Director

And now, Mr. James continued, Ms. Schember holds the position of Director of Library Operations. Not only has she had an incredible career path in the Library District, she has created countless library professionals, by hiring and nurturing librarians in every branch of the Library District as well as in the greater library land nationally. Even her family has been formed in library land, as she met her husband, Lenny, at Clark County. The joke is that she married him to get him OUT of the District!

Ms. Schember's colleagues have a lot to say about her:

"Jenn is brilliant & funny.

Jenn has been an excellent supervisor and a trusted mentor.

She has a crackerjack sharp mind with a wit to match.

She plows through challenges and comes to good workable solutions.

I admire her drive, her intellect, her ability to bring parties together, & the fact that apparently she does NOT need sleep - lol.

She sees the strengths in everyone.

Jenn is the hardest working woman I know Sending emails at 1am and still getting Starbucks at 7am.

Schember has an effortless ability to balance her personal and professional life.

She ensures her staff are heard, valued, and believe that they are an important part of the team.

Jenn is a quiet and effective leader, a stealth mover and shaker.

Jenn has ensured a stable organization even in the roughest of waters."

Mr. James stated that the District is losing one of the most valuable persons he has ever worked with. James included Ms. Schember's own words in a recent email she sent staff about her upcoming retirement. These words reveal her quality -

"The essence of great leadership is always doing the right thing because you never know when someone is watching and paying attention and, indeed, being inspired by your good example."

Mr. James thanked Ms. Schember and said that District staff and public will miss her but this District is stronger because it has been shaped by her legacy of doing the right thing and leading by example.

Trustee Foyt joined the meeting at this time.

Chair Ortiz then asked each Trustee to comment and they all thanked Ms. Schember for her service and wished her well in retirement, praised her for her knowledge, helpfulness, commitment to staff and the public, and offered many suggestions for how to enjoy her retirement.

Ms. Schember then spoke, "I specifically want to thank my staff in Library Operations and all of the other staff that have to work on the frontlines, doing an amazing job under the current circumstances. It's really a tough time right now and I just encourage everyone to hang in

there to get through these next several months.

I have been here for a long time, 31 years, so this is like family to me and I'm going to miss everybody and I will definitely be in touch. Thank you so much."

**Library Operations,
Security Reports
and Monthly
Statistics
(Item VI.A.1.a.)**

No questions.

**Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VI.A.2.a.)**

No questions.

**Community
Engagement Report
and Monthly
Statistics
(Item VI.A.2.b.)**

No questions.

**Development and
Planning Report
(Item VI.A.2.c.)**

No questions.

**Information
Technology Report
(Item VI.A.2.d.)**

No questions.

**Financial Services
Report
(Item VI.A.3.a.)**

At the request of Chair Ortiz, Acting Chief Financial Officer Floresto Cabias updated Trustees on the Voluntary Employee Separation Program (VESP). Mr. Cabias said that 47 employees had accepted the VESP and have scheduled separation dates. Of that number, 40 retired on or before September 4th. The District has paid out \$3.3 million of the total \$4.5 million estimated costs of the VESP. Most of the last seven individuals will be retiring in the next few months and that will be the end of the program.

Trustee Francis Drake asked about the estimated savings for the VESP. Mr. Cabias explained that the savings amount depends on the positions that are filled and how long the position stays open. Staff have estimated a \$4.5 million total cost for the program and Cabias expects the District to break even with that number. That means that the District will recover those costs over time as those positions are held open within approximately 12 months, at which time, the District will start saving money. At that time, he can give you a final number. Cabias continued by saying that is assuming the District holds these positions open or fill the positions internally, which is the current plan.

Trustee Wilson thanked Mr. Cabias for putting the report together as he had asked.

**General Services
Report
(Item VI.A.3.b.)**

Trustee Bilbray-Axelrod asked about the bed bug inspections she saw in the checks listed in the Financial Services reports and asked how much of an issue this was for the District. General Services Director Steve Rice explained that this has been an ongoing issue at several branches so the District has hired a service (a man with a dog) to periodically inspect these branches for bedbugs. The dog sniffs out the bugs and staff can then treat the furniture or materials that have been identified.

**Human Resources
Report
(Item VI.A.3.c.)**

Trustee Foyt requested that, once the COVID-19 pandemic passes, Human Resources Director Jeff Serpico explore the Job Bank programs at various Clark County School District high schools and look into hiring some of the students who can earn credit as well as a small salary for work experience. Mr. Serpico said he will look into those programs.

Trustee Rogers moved to accept Reports VI.A. 1-7. There was no opposition and the reports were accepted.

**Unfinished Business
(Item VII.)**

None.

**Discussion and
possible Board
action to declare
fines and fees of
approximately
\$1,719,453.15 that
are five years old,
dating from the year
2015, as
uncollectible, and
purge from District
records. (Item
VIII.A.)**

Acting Financial Services Director Floresto Cabias explained that, in September 2000, the Board authorized staff to contract with a collection agency, Unique Management Services, Inc. (Unique) to pursue the collection of delinquent fines and fees owed to the District. At that time, the Board approved a motion to expunge fines and fees owed prior to January 1999. The rationale for forgiving this debt was that the fines and fees preceding the implementation of the former automation system (DRA) were considered uncollectible.

For the past 20 years, since contracting with collection agencies, the District has recovered over \$11,818,762.30 in items and \$7,572,942.65 in fines and fees. The District is currently under contract with Unique.

In June 2004, the Board authorized staff to declare fines and fees totaling \$704,763.00 that were five years old, dating from 1999, as uncollectible and to purge these from District records. At that time, staff recommended that each year delinquent fines and fees that are older than five years be reported to the Board for the purpose of being declared uncollectible.

Currently, there are 30,118 outstanding accounts from the year 2015. Collection agencies advise that debts older than five years are not likely to be recoverable. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. Currently there is approximately \$1,719,453.15 in outstanding fines and fees that accrued in 2015. By

clearing these fines and fees, the District will be able to purge these inactive patrons and delete these items from its database.

The following table shows a comparison of calendar years between 2012-2015:

	CY 2012	CY 2013	CY 2014	*CY 2015
Amount of Unrecoverable billed items	\$1,321,189.05	\$1,434,515.56	\$1,415,014.16	\$1,408,864.26
Amount of unrecoverable fines and fees	\$326,766.58	\$317,339.00	\$348,633.48	\$310,588.89
Number of patrons with unrecoverable billed items	12,394	12,370	12,318	12,081
Number of patrons with unrecoverable fines and fees	23,296	21,252	19,729	30,118
Number of Items to Be Purged	50,507	53,803	53,395	53,424
Average Cost Per Item	\$26.16	\$26.66	\$26.50	\$26.37
Average Amount Owed Per Patron	\$106.60	\$115.97	\$114.87	\$116.62

**Projected amounts*

Trustee Foyt asked where else is this information reported; does the District report this to the County Commission or the City Council, and is this a public record anywhere else. Mr. Cabias explained that this is internal information and not recorded in the financial statements as it is not accrued or a liability. This is recorded in the District's system to reflect fines owed and materials outstanding in order to identify patrons that are not able to access District services due to the outstanding items or fines.

Trustee Francis Drake asked if a person whose fines are purged remains on a list of people that cannot access library materials and services. Both Mr. Cabias and Mr. James said that once items are purged from the system, customers can start checking out items again. In most cases, patrons will not know that their fines and fees have been purged. After five years, library fines and fees are uncollectible. The District is not allowed to credit report customers anymore.

Trustee Bilbray-Axelrod knows that, due to the pandemic, the District eliminated the fines as it just wants the materials back. She would like that to continue; she notes that this is something happening nationwide. Bilbray-Axelrod briefly mentioned a situation that occurred before she became a Trustee where she was ashamed to return to the library because she had lost the materials. Bilbray-Axelrod believed that if the District would ask customers to just return their materials, the District would receive a lot back, and people would not be ashamed to use the library.

Trustee Bilbray-Axelrod moved to declare fines and fees of approximately \$1,719,453.15 as uncollectible, dating from the year

2015, and authorize staff to purge from District records. There was no opposition and the motion carried.

Discussion and possible Board action to approve the days of closing for calendar year 2021. (Item VIII.B.)

Human Resources Director Jeff Serpico explained that thirteen (13) paid holidays are allowed to all full-time staff each calendar year, as outlined in the Collective Bargaining Agreements between the Library District and Teamsters Local Union No. 14. Board approval is requested for closing the Library District for the following thirteen (13) days during calendar year 2021. In addition, the District would like approval to close for one (1) Staff Development Day.

Friday, January 1	*	New Year's Day
Monday, January 18	*	Martin Luther King Jr. Day
Monday, February 15	*	Presidents' Day
Sunday, April 4	*	Easter Sunday
Monday, May 31	*	Memorial Day
Sunday, July 4	*	Independence Day
Monday, September 6	*	Labor Day
Monday, October 11 (Columbus Day)	*	Staff Development Day
Friday, October 29	*	Nevada Day
Thursday, November 11	*	Veterans Day
Thursday, November 25	*	Thanksgiving Day
Friday, November 26	*	Family Day
Friday, December 24	*	Christmas Eve
Saturday, December 25	*	Christmas Day

It is also recommended to close the Library District at 5:00 p.m. on Friday, December 31, 2021.

Trustee Wadley-Munier moved to approve the proposed days of closing for calendar year 2021. There was no opposition and the motion carried.

Discussion and possible Board action to renew the District's contract for Workers Compensation Insurance coverage for one year. (Item VIII.C.)

Mr. Serpico explained that, on September 12, 2019, the Board authorized the purchase of Workers Compensation (WC) insurance through the District's Broker of Record, Leavitt Group, from WCF Insurance, in the amount of \$73,743, for the period of October 1, 2019 through September 30, 2020, with the provision for five additional renewals, subject to review by counsel.

Historically, the District has selected an insurance carrier for an extended period of time. This decision is heavily weighted on factors such as cost, the services they are able to offer, administrative ease of doing business with them, and their claims handling. The initial evaluation of several of these factors, since they involve sometimes lengthy administrative processes, often requires an evaluation period of

greater than one plan year. The initial moving from one carrier to another carrier typically creates disruption in the claims handling process for staff. It can take several months to get the process perfected with our managers and with the insurance company administrators. The district's relationship with our current carrier (WCF) has just completed its first year. This first year of service with WCF Insurance has been satisfactory and remaining with WCF Insurance for to 2020-2021 plan year is desired by the district.

Although Nevada statutes do not require the bidding of workers compensation insurance on a particular schedule, obtaining premium bids on an annual basis helps ensure the rates being paid by the district are within market norms and the District's financial resources are being utilized in a responsible manner.

For the 2020 – 2021 WC insurance plan year, the District's Workers Compensation Broker, Leavitt Group, requested six (6) and received five (5) annual premium bids from workers compensation carriers. WCF Insurance Company (WCF), the District's current Insurance Vendor, came in at \$69,917; \$3,826 less than the previous year's premium. This reduction is primarily attributed to a state-wide decrease in the rates for the job classifications in the District's account as well as the application of a judgment credit to the District's account.

The additional quotes ranged from \$66,900 to \$95,400 with the current carrier, WCF, being the second lowest at \$69,917.

Trustee Wilson asked if it was easier to obtain bids this year as opposed to last year. Mr. Serpico introduced Guy Cottino of Leavitt Group, the District's broker, to answer the question. Mr. Cottino said that companies noticed that the District changed brokers last year and that his company received five proposals this year due to the change. One company did not get their proposal in on time. There was very competitive pricing, \$6,000 between the highest and lowest bids, if Hartford's bid was taken out (they were substantially higher than the lowest bid).

Mr. Serpico said that staff would like to remain with WCF for another year to get through the pandemic. Trustee Wilson was glad the District changed companies and, that the decision did not rebound on us.

Trustee Wilson moved to authorize the renewal of workers compensation insurance through the District's Broker of Record, Leavitt Group, from WCF Insurance Company (\$69,917 annual) with the provision for four additional renewals, subject to review by Counsel. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract awards for janitorial maintenance services.
(Item VIII.D.)

General Services Director Steve Rice explained that contracts for janitorial maintenance services for all District facilities expire on September 30, 2020. A Request for Bid Proposals (RFP) was advertised in the Review-Journal, posted on the District's website, emailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace (NGEM). A pre-bid conference was held on July 16, 2020 with the proposal opening on August 13, 2020. A total of

seven proposals were received. Two proposals were deemed non-responsive and subsequently rejected.

A committee comprised of General Services and Library Operations staff conducted a thorough evaluation of the proposals. The process involved a scoring and ranking of each proposal to establish the finalist for each bid group. The evaluation criteria and weighted values included:

1. Demonstrated experience of contractor and its key personnel (30%)
2. Experience in performance of comparable services and engagements (24%)
3. Staff selection, training, retention, and supervision (20%)
4. Proposed billable rates (18%)
5. Operating procedures, reports, and documentation (5%)
6. Uniforms and identification badges (3%)

Following are the proposal evaluation results:

Bid Group I (13 Urban libraries and Laughlin, Blue Diamond, Indian Springs, Mt. Charleston, and Searchlight)

Contractor	*Proposal Score/Rank	1 st Year Cost	5-Year Cost**
Best Janitorial Services of NV	893/1	\$1,499,592	\$ 8,176,104
CCS Facility Services	750/2	\$2,198,369	\$12,382,147
RBM Building Services	672/3	\$1,920,843	\$ 9,836,444
Marsden West	580/4	\$3,332,704	\$17,871,511
Mercury Cleaning Services	Non-responsive		

Bid Group II (Mesquite Library and Learning Center, Moapa Town, and Moapa Valley)

Contractor	*Proposal Score/Rank	1 st Year Cost	5-Year Cost**
Best Janitorial Services of NV	897/1	\$136,200	\$733,764
Valley Enterprises, Inc.	710/2	\$182,361	\$949,448
RBM Building Services, Inc.	679/3	\$144,441	\$739,667
Mercury Cleaning Services	Non-responsive		
One Heart Janitorial Services	Non-responsive		

* Maximum Score 1,000

** Includes annual escalations for optional extension years per contractor's Proposed Billable Rates Form

The responsive and responsible contractor that submitted the most comprehensive and advantageous proposal is:

Bid Group I: Best Janitorial Services of NV

Bid Group II: Best Janitorial Services of NV

The bid documents provide for an initial term of one year with the option to extend the contract for up to four additional one-year periods provided the contractor's performance remains satisfactory.

The Disclosure of Ownership/Principals Form for Best Janitorial Services of NV is attached as Appendix B.

There was the potential for a formal protest from a non-responsive bidder, which was not submitted by the deadline.

Trustee Rogers asked how the current rates the District is paying compare to the proposed rates. Mr. Rice said that the first year's proposed rates for Best Janitorial Services of NV (the current vendor) are actually 4% lower than what the District pays now.

Trustee Bilbray-Axelrod moved to authorize staff to award contracts for janitorial maintenance services in accordance with RFP No. 21-02 for Bid Group I to Best Janitorial Services of NV for the annual amount of \$1,499,592 and for Bid Group II to Best Janitorial Services of NV for the annual amount of \$136,200 and to authorize staff to extend the contracts in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents, subject to Counsel's review. There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract award for the HVAC system chiller replacement at the Rainbow Library.
(Item VIII.E.)**

Mr. Rice explained that funds are allocated in the Capital Projects Fund to replace the HVAC system chiller at the Rainbow Library. The existing chiller unit is approximately 26 years old and needs replacing due to age and recurring maintenance issues. The most cost effective approach is to replace it versus investing in a progression of costly repairs.

An Invitation to Bid was advertised in the Review-Journal, posted on the District's website, emailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace (NGEM). The bid opening was held on August 18, 2020. A total of ten bids were received. One bid was withdrawn by the bidder due to a mistake of fact in preparing its bid. The bid results follow:

<u>Bidder</u>	<u>Bid Amount</u>
Harris Las Vegas, LLC	\$276,675
Mesa Energy Systems	\$312,440
Ryan Mechanical, Inc.	\$321,525
ACCO Engineered Systems	\$348,519
Liberty Heating & Air Conditioning	\$351,360
US Mechanical, LLC	\$362,400
Tundra Construction, LLC	\$399,960
KOR Building Group, LLC	\$474,986
Blueprint Construction	\$604,203
Clark Welding and Fabricating	Bid Withdrawn

The lowest responsive and responsible bidder is Harris Las Vegas, LLC.

The Disclosure of Ownership/Principals Form for Harris Las Vegas, LLC is attached as Appendix C.

Trustee Benavidez knows this is a lot of money, but she is fine going forward with the replacement. Chair Ortiz uses the Rainbow Library a lot as it is where he does a lot of meetings and he said the A/C replacement is definitely needed.

Trustee Wilson moved to authorize staff to award a contract for the HVAC system chiller replacement at the Rainbow Library in accordance

with Bid No. 21-01 to Harris Las Vegas, LLC for the amount of \$276,675; and to authorize staff to award the contract to the next lowest responsive and responsible bidder if Harris Las Vegas, LLC fails to comply with the contract documents and construction specifications or fails to execute the contract. There was no opposition and the motion carried.

**Announcements
(Item IX.)**

Chair Ortiz asked if Trustees had any announcements, items to be placed on future agendas, and asked them to let him know how they felt about meeting in person as well as via Webex. He wanted to hear everyone's thoughts.

There were no announcements from Trustees.

Trustee Wadley-Munier asked that the Board meet in December. Due to the ongoing issues from COVID-19, finances, and the Executive Director search, she feels it will be necessary.

Trustee Foyt requested several items be placed on future agendas:

- A review of the contract and terms for legal services.
- An analysis of current revenues (where can we might save, cut back, dismantle, or discontinue) – Mr. James said that would be part of the November meetings.
- Library District protections against hacking of financial information for the library, employees, and the public.

Trustees who are fine with meeting in person:

Trustees Wilson, Wadley-Munier, Foyt, Francis Drake, and Chair Ortiz

Trustees who prefer to meet via Webex:

Trustee Rogers, Meléndrez, Bilbray-Axelrod, Benavidez

Trustee Ramaker said she could go either way, but right now she feels better attending virtually, though she prefers to meet in person.

Chair Ortiz said that the next meeting will be held in person and a branch to be determined and via Webex. The next Board Meeting will be held Thursday, October 8, 2020 at 6:00 p.m. Ms. Boyer will let everyone know the meeting location.

**Public Comment
(Item XI.)**

Grant Davis, Teamsters Local 14, expressed staff's concern related to the qualifications of the Executive Director position. His comments are below:

"Director and Trustees, my name is Grant Davis and I am the President of Teamsters Local 14. Thank you for giving me this opportunity to speak to you this evening. I want to address concerns the Union and its members have about the recruitment and hiring process for the new Executive Director. Specifically, the possibility the District is considering attempting to lower the requirements for library experience and the educational requirements to qualify for the Executive Director position. It has come to our attention that the District would like to hire a Director with less than the State's current minimum standards of an MLS degree, and, less than the American Library Association's recommendation of 10 years of Librarian experience. It is our

understanding the District has even had conversations about considering someone who has limited or no previous library experience. It is our opinion that this would be a huge mistake with very negative effects on the District and its staff. We believe that in the current world, an Executive Director with library experience is even more important than ever. Navigating the world of COVID is difficult and would be made even more difficult if the new Executive Director not only had to learn the library world but also would have to do this while having to deal with the obstacles and challenges of COVID. This lack of knowledge and education of the Library field would cause a deep learning curve that would slow innovation and progress in the District, possibly for years. In addition, what message would this send to all the employees who worked so hard for the degrees they hold if the Board would be willing to hire an individual without the necessity of the education and previous experience to be their leader? It sends a message to the staff that the education, experience and professionalism of librarians and the years of hard work are not necessary. I believe it would be a showing of great disrespect to all these professionals. A strong Director with a Library background and education would help in gathering the trust of the staff from the beginning of their tenure. Most skilled professions require a degree in their specific fields, the leader of this Library District should be no different. In conclusion we implore the Board to not cut corners with the recruitment and hiring of the new Executive Director."

Executive Session
(Item XII.)

Removed from Agenda.

Adjournment
(Item XIII.)

Chair Ortiz adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2020 ATTENDANCE

Appendix A

September 10, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting	July 23 Special Board Meeting	July 23 Regular Board Mtg	August 13 Regular Board Mtg	September 10 Regular Board Mtg	
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	
Meléndrez	José	P	P	P	P	A-E		P	P	P	P	P	P	P	P	P	P	P	
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P	P	P	P	P	A-E	A-E	P	P	
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	
Wilson	Brian	P	P	A-E	P	P	P	P	P	P	P	P	P	P	A-E	A-E	P	P	
Rogers	Keith	P	P	P	A-E	P	P	P	P	P	P			A-E	P	P	P	P	

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of September 10, 2020

**ATTACHMENT F - DISCLOSURE OF OWNERSHIP/PRINCIPAL
RFP NO. 21-02
JANITORIAL MAINTENANCE SERVICES**

Business Entity Type (Please CIRCLE one)						
Sole Proprietorship	Partnership	Limited Liability Company	Corporation	Trust	Non-Profit Organization	Other
Business Designation Group (Please CIRCLE ALL that apply)						
MBE	WBE	PBE	ESB	SBE	LBE	NBE
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
*ESB must be certified by the Governor's Office of Economic Development						
Number of <u>Clark County</u> Nevada Residents Employed:			62			
Corporate/Business Entity Name:		High Quality Concepts, Inc.				
(Include d.b.a., if applicable)		DBA: Best Janitorial Services of Nevada				
Street Address:		2545 Chandler Ave. Suite 7				
City, State, and Zip Code:		Las Vegas, NV 89120		Contact Name:	Rafael Romano	
Telephone No:		(702) 210-3835		Title:	President, Owner	
Fax No:		(702) 736-4785		Email:	bjsjanitorial@gmail.com	
Nevada Local Street Address: (If different from above)		Same		Website:	WWW.BESTJANITORIALSVCS.COM	
City, State and Zip Code:		Same		Local Contact Name:	Same	
Local Telephone No:		Same		Title:	Same	
Local Fax No:		Same		Email:	Same	

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

FULL NAME	TITLE	% OWNED (Not required for Publicly Traded Corporations/Non-profit organizations)
Rafael Romano	President and Owner	100%

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? Yes ☐ No ☒

- Are any individual members, partners, owners or principals, involved in the business entity, Las Vegas-Clark County Library District?
☐ Yes ☒ No (If yes, please note LVCCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?
☐ Yes ☒ No (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Signature

President and Owner

Title

Rafael Romano

Print Name

August 10, 2020

Date

**ATTACHMENT F - DISCLOSURE OF RELATIONSHIPS
RFP NO. 21-02
JANITORIAL MAINTENANCE SERVICES**

Not Applicable – Initial Here RR

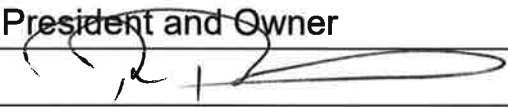
List any disclosures below:

CONTRACTOR/ BIDDER	LIBRARY DISTRICT		
NAME OWNER/PRINCIPAL	NAME OF EMPLOYEE/OFFICIAL	RELATIONSHIP EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHICH DEPARTMENT

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	High Quality Concepts Inc., DBA: Best Janitorial Services of Nevada
Name of Bidder's Authorized Representative	Rafael Romano
Title of Bidder's Authorized Representative	President and Owner
Signature of Bidder's Authorized Representative	
Today's Date	August 10, 2020

For LVCCLD Use Only:

If any Disclosure of Relationship is noted above, complete the following:

CIRCLE ONE

Yes No Is the LVCCLD employee noted above involved in the selection process for this contract?

Yes No Is the LVCCLD employee noted above involved in any way with performance of the contract?

Notes/Comments: _____

Name: _____ Date: _____

Title: _____

**ATTACHMENT 11 - DISCLOSURE OF OWNERSHIP/PRINCIPALS
RFP NO. 21-01 CHILLER REPLACEMENT – RAINBOW LIBRARY****THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER
BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.**

Business Entity Type (Please CIRCLE one)						
Sole Proprietorship	Partnership	Limited Liability Company	Corporation	Trust	Non-Profit Organization	Other
Business Designation Group (Please CIRCLE ALL that apply)						
MBE	WBE	PBE	ESB	SBE	LBE	NBE
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
*ESB must be certified by the Governor's Office of Economic Development						
Number of <u>Clark County</u> Nevada Residents Employed: _____						
Corporate/Business Entity Name:			Harris Las Vegas LLC			
(Include d.b.a., if applicable)						
Street Address:			5701 W. Sunset Rd.			
City, State, and Zip Code:			LV, NV 89118		Contact Name:	Dan Espy
Telephone No:			702-732-2545		Title:	GM of Services
Fax No:			702-731-5661		Email:	despy@harriscompany.com
Nevada Local Street Address: (If different from above)			Website:			
City, State and Zip Code:			Local Contact Name:			
Local Telephone No:			Title:			
Local Fax No:			Email:			

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

FULL NAME	TITLE	% OWNED (Not required for Publicly Traded Corporations/Non-profit organizations)
Gregory J. Hosch	CEO	0%
Michel Michno	COO	0%
David A. Barnes	CFO	0%

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? Yes ☐ No ☒

1. Are any individual members, partners, owners or principals, involved in the business entity, Las Vegas-Clark County Library District?

☐ Yes ☒ No (If yes, please note LVCCCL employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?

☐ Yes ☒ No (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Dan Espy
Signature

Dan Espy
Print Name

GM of Services
Title

August 17, 2020
Date

ATTACHMENT 11 - DISCLOSURE OF RELATIONSHIPS
RFP NO. 21-01 CHILLER REPLACEMENT – RAINBOW LIBRARY

**THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER
 BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.**

Contractor member, partner, owner or principal consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District, this form MUST be completed in its entirety.

In regard to this form, Contractor must consider first and second degree as follows: Spouse – Registered Domestic Partner – Children – Parents – Sibling – Half-Sibling – Grandchildren – Grandparents – In-laws (first/second degree)

Not Applicable – Initial Here: DC and complete Contractor's Signature Block.

CONTRACTOR	LIBRARY DISTRICT		
NAME (MEMBER, PARTNER, OWNER, PRINCIPAL)	NAME OF OWNER'S EMPLOYEE OR /OFFICIAL	RELATIONSHIP TO EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHICH DEPARTMENT

CONTRACTOR SIGNATURE BLOCK

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	Harris Las Vegas LLC
Name of Bidder's Authorized Representative	Dan Espy
Title of Bidder's Authorized Representative	GM of Services
Signature of Bidder's Authorized Representative	<i>Dan Espy</i>
Today's Date	August 17, 2020

Below for LVCCLD Use Only:

If any Disclosure of Relationship is noted above, complete the following:

Is any LVCCLD employee noted above involved in the selection process for this contract? **CIRCLE ONE** Yes No

Is any LVCCLD employee noted above involved in performance of the contract? **CIRCLE ONE** Yes No

Notes/Comments: _____

Name: _____

Date: _____

Title: _____