

Item # 4-4

City of Carson City  
Agenda Report

Date Submitted: July 10, 2007

Agenda Date Requested: July 19, 2007  
Time Requested: Consent

To: Board of Supervisors

From: Linda Ritter, City Manager

**Subject Title:** Action to approve a resolution adopting and approving the Intrastate Interlocal Contract to engage the Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada to provide snack bar and cafeteria services at the Carson City Public Safety Complex.

**Staff Summary:** We are required to contract with the Bureau of Services to the Blind and Visually Impaired (BSBVI) for any concessions located on public property. A new operator is taking over the cafeteria service in the Courthouse and that's when staff noted that the prior contract for this service between BSBVI and the Department of Public Safety. This new Contract provides the appropriate parties and provides for the services needed in the Courthouse.

**Type of Action Requested:** (check one)  
 Resolution                       Ordinance  
 Formal Action/Motion               Other (Specify)

**Does This Action Require A Business Impact Statement:**       Yes  No

**Recommended Board Action:** I move to approve a resolution adopting and approving the Intrastate Interlocal Contract to engage the Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada to provide snack bar and cafeteria services at the Carson City Public Safety Complex.

**Explanation for Recommended Board Action:** Employees in the Courthouse have come to find the cafeteria services provided in the Courthouse are convenient and wish to retain such services. There is no direct cost to the City for this contract.

**Applicable Statue, Code, Policy, Rule or Regulation:** NRS 277.180

**Fiscal Impact:** None

**Explanation of Impact:** The cafeteria has been in operation for many years, thus there is no fiscal impact associated with this action.

**Funding Source:** n/a

**Alternatives:** Do not contract for cafeteria services in the Courthouse.

**Supporting Material:** Resolution and Intrastate Interlocal Contract Between Public Agencies.

**Prepared By:** Linda Ritter, City Manager

**Reviewed By:** [Signature]  
(Department Head)

Date: 7/10/07

[Signature]  
(City Manager)

Date: \_\_\_\_\_

[Signature]  
(District Attorney)

Date: July 10, 2007

[Signature]  
(Finance Director)

Date: 7/10/07

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING AND APPROVING THE INTRASTATE INTERLOCAL CONTRACT TO ENGAGE THE BUREAU OF SERVICES TO THE BLIND AND VISUALLY IMPAIRED/BUSINESS ENTERPRISES OF NEVADA TO PROVIDE SNACK BAR AND CAFETERIA SERVICES AT THE CARSON CITY PUBLIC SAFETY COMPLEX

**WHEREAS**, Carson City and the State of Nevada may enter into cooperative contracts for the performance of any governmental function pursuant to NRS 277.180; and

**WHEREAS**, NRS 277.180 provides that every such interlocal contract must be ratified by appropriate official action of the governing body of each party to the contract as a condition precedent to its entry into force;

**WHEREAS**, this interlocal contract must be spread at large upon the minutes, or attached in full thereto as an exhibit; and

**WHEREAS**, the parties to this contract for the joint use of the Carson City Public Safety Complex agree to allow the State to provide snack bar and cafeteria services and adopt and approve such interlocal contract as required by NRS 277.180. A copy of the contract is attached to this Resolution as Exhibit "A;" and

**WHEREAS**, the parties entering into this interlocal contract are Carson City and the State of Nevada.

**NOW, THEREFORE, BE IT RESOLVED** that the terms and conditions of the Intrastate Interlocal Contract entered into between Carson City and the State of Nevada are hereby adopted and approved; and

**BE IT FURTHER RESOLVED** that the contract shall be spread at large upon the minutes or attached in full thereto as an exhibit, and that a copy of this Resolution shall be sent to the State of Nevada, Department of Training and Rehabilitation.

Upon motion by Supervisor \_\_\_\_\_, seconded by  
Supervisor \_\_\_\_\_, the foregoing Resolution was passed and  
adopted this \_\_\_\_ day of \_\_\_\_\_, 2007 by the following vote:

AYES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Marv Teixeira, Mayor  
Carson City, Nevada

ATTEST:

\_\_\_\_\_  
Alan Glover, Clerk/Recorder  
Carson City, Nevada

**INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES**

A Contract Between the State of Nevada  
Acting By and Through Its

Department of Employment, Training and Rehabilitation  
Rehabilitation Division  
Bureau of Services to the Blind and Visually Impaired  
Business Enterprises of Nevada  
500 E Third Street  
Carson City NV 89713  
ph: (775) 684-4040 ~ fx: (775) 684-4184

and

Consolidated Municipality of Carson City  
201 North Carson Street  
Carson City NV 89701  
ph: (775) 887-2100 ~ fx: (775) 887-2286

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party and the Nevada State Board of Examiners.
2. **DEFINITIONS.** "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
3. **CONTRACT TERM.** This Contract shall be effective upon approval to 06/30/2011, unless sooner terminated by either party as set forth in this Contract.
4. **TERMINATION.** This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
5. **NOTICE.** All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested,

postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: SCOPE OF WORK

7. CONSIDERATION. The Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada agrees to provide an Operator to provide the services set forth in paragraph (6) at a cost of \$0.00 with the total Contract or installments payable: \$0.00, not exceeding \$0.00 for the term of the contract. Any intervening end to an annual or biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

8. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.

b. Inspection & Audit. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.

11. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS

353.260 and NRS 354.626.

12. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

13. **INDEMNIFICATION.** Neither party waives any right or defense to indemnification that may exist in law or equity.

14. **INDEPENDENT PUBLIC AGENCIES.** The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

17. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.

18. **OWNERSHIP OF PROPRIETARY INFORMATION.** Unless otherwise provided by law or this Contract, any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

20. **CONFIDENTIALITY.** Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

21. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. **GOVERNING LAW; JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties

consent to the jurisdiction of the Nevada district courts in Carson City for enforcement of this Contract.  
23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the State of Nevada Office of the Attorney General.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

**CONSOLIDATED MUNICIPALITY OF CARSON CITY:**

\_\_\_\_\_  
Marv Teixeira Date Mayor, Consolidated Municipality of Carson City Title

Attest:

\_\_\_\_\_  
County Clerk

Approved as to form:

\_\_\_\_\_  
District Attorney

**DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION:**

\_\_\_\_\_  
Michael T. Coleman Date Administrator, Rehabilitation Division Title

\_\_\_\_\_  
Larry J. Mosley Date Director, Department of Employment, Training and Rehabilitation Title

Approved as to form by:

\_\_\_\_\_  
Deputy Attorney General for Attorney General, State of Nevada On \_\_\_\_\_ (Date)



## STATEMENT OF STIPULATIONS

Department of Employment, Training and Rehabilitation, Rehabilitation Division  
Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada

and

Consolidated Municipality of Carson City

This Statement of Stipulations is made and entered into pursuant to the provisions of NRS 277.180 by and between the Consolidated Municipality of Carson City, hereinafter individually referred to as the "CITY" and the Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada, of the Rehabilitation Division of the Department of Employment, Training and Rehabilitation hereinafter referred to as "BEN".

### Snack Bar & Cafeteria Services

1. As used in this Statement of Stipulations, the term "BEN" means the Bureau of Services to the Blind and Visually Impaired/Business Enterprises of Nevada. The term "Operator" means the licensed blind operator assigned to the Carson City Courthouse to provide cafeteria services.
2. This Interlocal Agreement covers the cafeteria services and all subcontractors partnering with BEN or a designated Operator at the Carson City Courthouse.
3. Hours of Operations: The cafeteria will operate during the hours agreed upon between the BEN Operator and the CITY.
4. BEN will ensure that the Operator will prepare a menu of meals, meal items, snacks and beverages including any special menu items for display, with prices, at the cafeteria.
5. BEN will assure, through the Operator, the sanitary operation of the cafeteria. Janitorial services for the kitchen area will be negotiated between the BEN Operator and the CITY.
6. The CITY will be responsible for all utility costs assigned to the cafeteria area to include electricity, gas, water, and rubbish disposal.
7. The BEN Operator assigned to the cafeteria will be responsible for his own phone bills. The CITY will provide appropriate access to phone lines and phone jacks in the cafeteria area.
8. BEN will ensure that the assigned Operator is responsible for secured, on-site storage of all food products. Because storage space is frequently limited, food products will be appropriately, separately, securely stored and accessible only by authorized personnel.
9. BEN will assure, through the Operator, that serving areas are maintained in a clean and sanitary manner. Counters will be wiped down frequently during periods of heavy use so as to maintain an attractive and sanitary appearance.
10. BEN will ensure that the Operator complies with the security procedures and guidelines as established by the CITY. The CITY is to provide the operator with keys as appropriate for facility, food preparation, storage, and distribution areas. As appropriate, the Operator will be issued a security card or pass for access to the building. The CITY will provide for the security of the cafeteria area and will restrict access to the area by unauthorized individuals without advanced notice to the Operator.
11. BEN will address and assist the Operator to resolve any quality and quantity control issues or any other matters arising as a result of this Statement of Stipulations.
12. BEN will ensure that the Operator will comply fully with all applicable health codes and post, in a conspicuous location, the rating achieved on the most recent health inspection.
13. BEN will periodically request feedback from the CITY as to the quality of services provided by the Operator assigned to the cafeteria as well as the cleanliness of the operation and the quality of customer service.