



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ HACN ☒ Regular ☐ Special

Meeting Date: October 10, 2023

Title: Visitor Center Services Agreement Amendment

Background: On April 27, 2021, the City of Needles entered into an agreement with the Needles Area Chamber of Commerce to take on the management responsibilities of the City of Needles Visitor's Center. The Chamber submitted a comprehensive proposal detailing their intended approach to overseeing the Visitor's Center.

In early August of 2021, the Chamber of Commerce convened a meeting with City Staff to conduct a thorough review of the scope of services that had been approved by the City Council. During this review, the Chamber identified specific tasks within the approved scope that were more closely aligned with the objectives of the Chamber of Commerce, rather than the core responsibilities of the Visitor's Center.

Subsequently, City Staff collaborated with the Visitor Center Subcommittee to propose amendments to the scope of services and tasks to be undertaken by the Chamber in managing the Visitor's Center. These proposed amendments are outlined in detail in the Attached Exhibit A and include:

- Removal of the requirement for quarterly reporting on the number of tours given and events scheduled in the El Garces.
- Elimination of event coordination and planning responsibilities.
- Establishment of new operational hours from 10:00 AM to 3:00 PM, Tuesday through Saturday.
- Removal of Holiday Hours provisions.
- Elimination of Billboard signage requirements.
- Abolishment of the summer hour schedule.
- Exclusion of any references to Chamber responsibilities, such as grand openings, ribbon-cutting ceremonies, meet and greets, community events, and attendance at Tri-state Area Mixers.
- Elimination of event-related requirements.

Recommended Action: Approve the proposed Amendments to the Services Agreement with the Needles Area Chamber of Commerce as outlined in the Attached Exhibit "A"

Submitted By: Patrick Martinez, Assistant City Manager

City Management Review:

Date:

10-6-2023

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 20

Exhibit "A"

CITY OF NEEDLES SERVICES AGREEMENT [REVISED 04/26/21]

1. PARTIES AND DATE.

This Agreement is made and entered into this 27 day of April, 2021, between the **CITY OF NEEDLES**, a California Charter City, (hereinafter referred to as the "City") and **NEEDLES AREA CHAMBER OF COMMERCE**, a California non-profit mutual benefit corporation (hereinafter referred to as "Chamber"). City and Chamber are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Services.

The City solicited proposals to operate the City of Needles Visitor's Center pursuant to that certain Request for Proposals ("RFP"), which is attached hereto as **Exhibit "A."**

2.2 Proposal.

Chamber has made a proposal ("Proposal") and was submitted to the City on February 5, 2021 provide such Services, which Proposal is attached hereto as **Exhibit "B."** Which includes using available cash of approximately Ninety Thousand Dollars (\$90,000.00) and donations of cash and/or construction work totaling approximately Ninety Thousand Dollars (\$90,000.00) for an aggregate total of at least One Hundred and Eighty Thousand Dollars (\$176,000) to make tenant improvements to Visitor Center portion the El Garces. In addition, Chamber shall perform the following services:

- The Chamber will provide a quarterly report to the City on contacts with visitors such as:
 - Foot traffic at the VC
 - Email count
 - Phone call count
 - ~~Tours given~~
 - ~~Events scheduled in the El Garces~~
 - Other information as requested by council regarding operation of the VC

CHAMBER AGREES THAT IT SHALL COMPLETE THE TENANT IMPROVEMENTS FOR THE THE VISITOR CENTER AND THE CHAMBER OFFICES AND OPEN FOR FULL TIME REGULAR BUSINESS ON OR BEFORE DECEMBER 31, 2021. IF CHAMBER FAILS TO COMPLY WITH THE FORGOING OBLIGATIONS WITHIN THIRTY (30) DAYS AFTER WRITTEN NOTICE BY CITY, CITY MAY TERMINATE THIS AGREEMENT AND TAKE POSSESSION OF THE PREMISES IN ADDITION TO ANY OTHER RIGHTS AND REMEDIES IT MAY HAVE UNDER THIS AGREEMENT OR AT LAW.

2.3 Chamber.

City desires to retain Chamber to perform and assume responsibility for the provision of such services required by the City on the terms and conditions set forth in this Agreement. Chamber represents and warrants to City that Chamber possesses the necessary skills, licenses, certifications, qualifications, personnel, and equipment to provide such services.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 Services. Chamber agrees to perform the services described herein and in **Exhibit "A" and Exhibit "B"** ("Services"). All Services shall be performed in the manner and according to the timeframe set forth in the Proposal and the RFP. Chamber designates their President as Chamber's professional responsible for overseeing the Services provided by Chamber.

3.1.2 Term. This Agreement shall remain in effect for a period of five years, commencing on the Commencement Date as defined in Section 11 of the Lease Agreement between the parties of even date ("Term"). The Term shall be subject to eight (8) mutually agreeable options to extend for three (3) years each. However, either party may terminate the option by providing the other party with written notice at least 90 days in advance of the end of the then applicable Term.

3.1.3 Conflict. In the event that the terms of the Proposal shall conflict with the terms of this Agreement or contain additional terms binding on the City other than the Services to be rendered, the schedule and the price for the Services, the terms of this Agreement shall govern and said additional or conflicting terms shall be of no force or effect.

3.2 Responsibilities of Chamber.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Chamber or by its employees and volunteers under Chamber's supervision. Chamber will determine the means, methods, and details of performing the Services subject to the requirements of this Agreement. The City retains Chamber on an independent contractor basis and not as an employee. Chamber retains the right to perform similar or different services for other clients during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Chamber shall also not be employees of the City and shall at all times be under Chamber's exclusive direction and control. Chamber shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of

Services under this Agreement and as required by law. Chamber shall determine its own work hours and schedule; provide its own equipment; maintain its own offices; provide its own vehicles; insurance; cell phones and office phones; and Chamber shall be solely responsible for managing and supervising its personnel and employees. Chamber shall further be responsible for all reports and obligations, including, but not limited to social security taxes, income tax withholding, payroll taxes, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Standard of Care; Performance of Employees. Chamber shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by person in the same industry in the State of California. Chamber represents and maintains that it is skilled in the professional calling necessary to perform the Services. Chamber warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Chamber represents that it, its employees, and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Chamber shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Chamber's failure to comply with the applicable standard of care. Any employee of the Chamber or its sub-contractors who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of a Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform Services in a manner acceptable to the City, shall be promptly removed from the Project by the Chamber and shall not be re-assigned to perform any Services to City.

3.2.3 Laws and Regulations. Chamber shall keep itself fully informed of and in compliance with applicable local, state, and federal laws, rules and regulations in any manner affecting the performance of Services, including all Cal/OSHA requirements, and shall give all notices required by law. Chamber shall be liable for all violations of such laws and regulations in connection with the Services. If the Chamber performs any work contrary to such laws, rules, and regulations and without giving written notice to the City, Chamber shall be solely responsible for all costs arising therefrom. Chamber shall defend, indemnify, and hold the City, its officials, employees and agents, pursuant to the indemnification provisions of this Agreement, from any claim or liability to the extent arising out of any failure or alleged failure of Chamber to comply with such laws, rules or regulations.

- 3.2.4 Employment Eligibility. Chamber shall be solely responsible for obtaining Employment Eligibility Verification information from Chamber's employees, in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a), and shall ensure that Chamber's employees are eligible to work in the United States.
- 3.2.5 CalPers. In the event that Chamber employs, contracts with, or otherwise utilizes any CalPers retirees in completing any of the Services performed hereunder, such instances shall be disclosed in advance to the City and shall be subject to the City's advance written approval.
- 3.2.6 Drug-free Workplace Certification. By signing this Agreement, the Chamber hereby certifies under penalty of perjury under the laws of the State of California that the Chamber will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8350 et seq.) and will provide a drug-free workplace.
- 3.2.7 Safety. Chamber shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Chamber shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of Chamber's employees, appropriate to the nature of the work and the conditions under which the work is to be performed.

4. Indemnification; Insurance.

4.1 Insurance. Chamber shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in **Exhibit "C"** attached to and made a part of this Agreement.

4.2 Indemnity. To the fullest extent permitted by law, Chamber shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by any negligent or wrongful act, error or omission of Chamber, its officers, agents, employees or subcontractors (or any agency or individual that Chamber shall bear the legal liability thereof) in the performance of Services under this Agreement.

5. Responsibilities of City.

5.1 Requests. The City agrees to comply with all reasonable requests of Chamber and provide reasonable access to documents including objectives and constraints, space, capacity, and performance requirements, flexibility, and expandability, and any budgetary limitations, reasonably necessary to the performance of Chamber's duties under this Agreement. In order to facilitate Chamber's conformance with the performance schedule, the City shall respond to Chamber's submittals in a timely manner.

5.2 City Representative. The City designates the City Manager or his designee as City representative ("City Representative") with respect to the work to be performed under this Agreement. The City Representative shall have complete authority to transmit instructions, receive information, and interpret and define the City's policy and decisions with respect to materials, equipment, elements, and systems pertinent to the Services covered by this Agreement.

6. Fees and Payments.

6.1 Compensation. City agrees to pay the Chamber the fixed sum of Two Thousand Dollars (\$2,000.00) per month as Chamber's sole and only compensation under this Agreement. No other compensation shall be due to the Chamber for performance of the Services. Compensation for partial months shall be subject to proration based on the number of days of Service provided divided by the number of days in the month. The provisions of the "Management Services Cost Proposal" of the Proposal are void and of no effect concerning the payment of compensation and as to Tenant Improvements.

6.2 Invoices. Chamber shall submit to the City a monthly itemized statement which clearly sets forth work completed, hours of Services rendered with detail regarding fulfillment of goals and metrics contained in this Agreement, the Proposal and other Visitor Center projects. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall have the right to review and audit all invoices prior to or after payment to Chamber. This review and audit may include, but not be limited to City's:

a. Determination that each all Services have been rendered in accordance with this Agreement.

6.3 Payment. If the work is reasonably satisfactorily completed, City shall pay such invoice within thirty (30) days of its receipt.

6.4 Reimbursement for Expenses. Chamber shall not be reimbursed for any expenses unless authorized in writing by the City Manager.

6.5 Additional Services. In the event Chamber performs additional or different services than those described herein without the prior written approval of the City Manager and/or City Council of City, Chamber shall not be compensated for such services. Chamber expressly waives any right to be compensated for services and materials not covered by the scope of this Agreement or authorized by the City in writing.

6.6 Prevailing Wages. Chamber is aware of the requirements of California Labor Code Sections 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Chamber agrees to fully comply with such Prevailing Wage Laws. The City shall provide Chamber with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Chamber shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services

available to interested parties upon request and shall post copies at the Chamber's principal place of business and at the project site. Chamber shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

6.7 Accounting Records.

6.7.1 Maintenance and Inspection. Chamber shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Chamber shall allow a representative of the City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Chamber shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement. Notwithstanding the foregoing, the City's right to inspect, copy and audit shall not extend to percentage mark-ups or multipliers.

7. General Provisions.

7.1 Termination of Agreement.

7.1.1 Grounds for Termination. The City or Chamber may, by written notice to the other party, terminate this Agreement at any time in the event of a breach of this Agreement or the Lease Agreement by giving written notice to the other party of such termination, and specifying the effective date thereof. Upon termination, Chamber shall be compensated only for those Services which have been actually and adequately rendered to the City, and Chamber shall be entitled to no further compensation. Either party may terminate this Agreement without cause by providing ninety days' written notice to the other party.

7.1.2 Effect of Termination. If this Agreement is terminated as provided herein, Chamber shall provide all finished or unfinished Documents and Data (as defined below), plans reports, and other information of any kind prepared by Chamber in connection with the performance of Services under this Agreement. Chamber shall be required to provide such documents and other information within fifteen (15) days of the request.

7.1.3 Services. In the event this Agreement is terminated in whole or in part as provided herein, the City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

7.2 **Delivery of Notices.** All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

To Chamber: **Needles Chamber of Commerce**
119 F Street
Needles CA 92363
Attention: Chamber President

To City: **City of Needles**
817 Third Street
Needles, CA 92363
Attention: City Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

7.3 Ownership of Materials and Confidentiality.

7.3.1 City Ownership. All documents and data ("Documents & Data"), including data on electric, digital, or magnetic media, prepared by Chamber under this Agreement shall be the property of the City, except that Chamber shall have the right to retain copies of all Documents & Data for its records. The City shall not be limited in any way in its use of the Documents & Data at any time. Should Chamber, either during or following termination of this Agreement, desire to use any Documents & Data prepared in connection with this Agreement, Chamber shall first obtain the written approval of the City Manager.

7.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Chamber in connection with the performance of this Agreement shall be held confidential by Chamber. Such materials shall not, without the prior written consent of the City, be used by Chamber for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Chamber which is otherwise known to Chamber or is generally known, or has become known, to the industry or is disclosed pursuant to the requirements of a governmental authority or judicial order, shall be deemed confidential. Chamber shall not use the City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the City.

7.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

7.5 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

7.6 Governing Law. This Agreement is entered into and shall be performed in Needles, California and shall be governed by the laws of the State of California. Any claims arising under this Agreement shall be brought in the state or federal courts located in San Bernardino County.

7.7 Time of Essence. Time is of the essence for each and every provision of this Agreement.

7.8 Assignment; Sublease; Transfer. Chamber shall not assign, sublease, hypothecate, or transfer, either directly or by operation of law, this Agreement, or any interest herein without the prior signed written consent of the City Manager. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation, or transfer.

7.10 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Chamber include all personnel, employees, agents, and subcontractors of Chamber, except as otherwise specified in this Agreement. All references to the City include its elected officials, officers, and employees except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

7.11 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

7.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

7.13 No Third-Party Beneficiaries. The Needles Public Utility Authority and other City entities shall be intended beneficiaries of this Agreement. Otherwise, there are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

7.14 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

7.15 Improper Payment. Chamber maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Chamber, to solicit or secure this Agreement. Further, Chamber warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Chamber, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to rescind this Agreement without liability.

7.16 Conflict of Interest. For the term of this Agreement, no member, officer, or employee of the City, during the term of his or her service with the City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom. Chamber has read and is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflicts of interest of public officers and employees. Chamber agrees that they are unaware of any financial or economic interest of any public officer or employee of the City relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the City may immediately terminate this Agreement by giving notice thereof. Chamber shall comply with the requirements of Government Code section 87100 et seq. and section 1090 in the performance of and during the term of this Agreement.

7.17 Equal Opportunity Employment. Chamber represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

7.18 Labor Certification. By its signature hereunder, Chamber certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

7.19 Authority to Enter Agreement. Chamber has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

7.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

7.22 Contents of Request for Proposal and Proposal. Chamber is bound by the contents of City's Request for Proposal and the Proposal. In the event of conflict, the requirements of City's Request for Proposals and this Agreement shall take precedence over those contained in the Proposal. The incorporation of the Proposal shall be for the Services to be rendered only, and any other terms and conditions included in the Proposal shall have no force and effect on this Agreement or the relationship between Chamber and/or City, unless expressly agreed to in writing.

7.23 Limitation of Liability. The total amount of all claims the City may have against the Chamber or that Chamber may have against City under this Agreement or arising from the performance or non-performance of the Services under any theory of law, including but not limited to claims for negligence, negligent misrepresentation, and breach of contract, shall be strictly limited to the compensation received by Chamber. As the City's and Chamber's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against the Chamber or City, as the case may be, and not against any of the City's or Chamber's employees, officials, officers or directors. Neither the City nor the Chamber shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected to this Agreement or the performance of the services on this Project. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, unrealized energy savings, diminution of property value or loss of reimbursement or credits from governmental or other agencies.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date and year set forth above.

CITY: (City of Needles)

BY: _____

TITLE: _____

DATE: _____

ATTEST: _____

BY: _____

TITLE

:

DATE

:

CHAMBER:

Needles Area Chamber of Commerce,
a California nonprofit mutual benefit corporation

BY: George De Leon

TITLE: President

DATE: 4-27-2021

EXHIBIT A

Request for Proposals

[Attached behind this page]

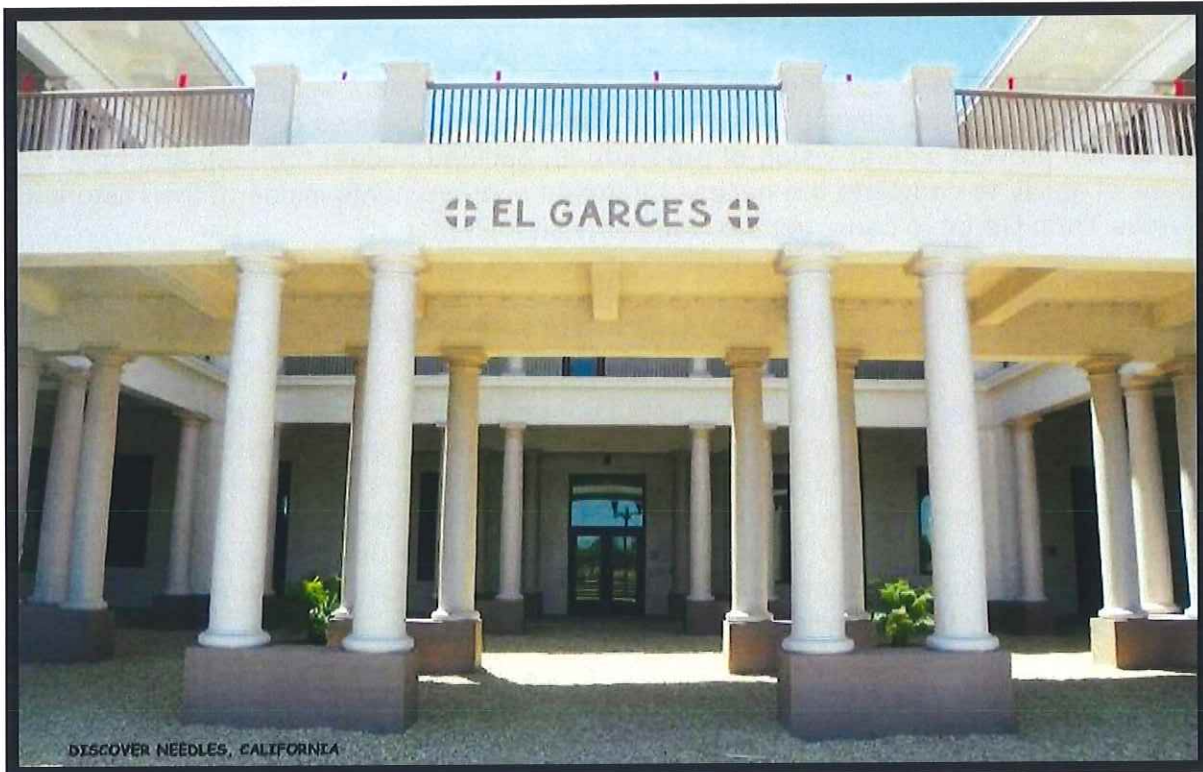
Addendum #1



**REQUEST FOR PROPOSALS FOR A VISTOR CENTER
INSIDE THE HISTORIC EL GARCES TRAIN DEPOT
NEEDLES, CALIFORNIA**

Submittal Deadline: 3:30 pm – January 25, 2021

Question Submittal Deadline: January 18, 2021





The City of Needles is seeking proposals for the management services of the Needles Visitor Center. The successful proposal for management services of the Needles Visitor Center will provide a clear vision of program, an outlined budget request, and have the financial ability to complete the necessary tenant improvements inside of the Historic El Garces Train Depot to construct the Needles Visitor Center.

NEEDLES AND AREA AMENITIES

The City of Needles is a community of approximately 5,200 residents located on the east coast of California. With three (3) Needles Area Transit bus stops adjacent to the property and direct access to Interstate 40, residents and businesses enjoy easy access to the entire Tri-State region. The proximity to public transportation may reduce parking requirements, allowing zero to one space per residential unit and potentially reduce commercial parking requirements. The annualized average daily trips along Interstate 40 are approximately five (5) million.

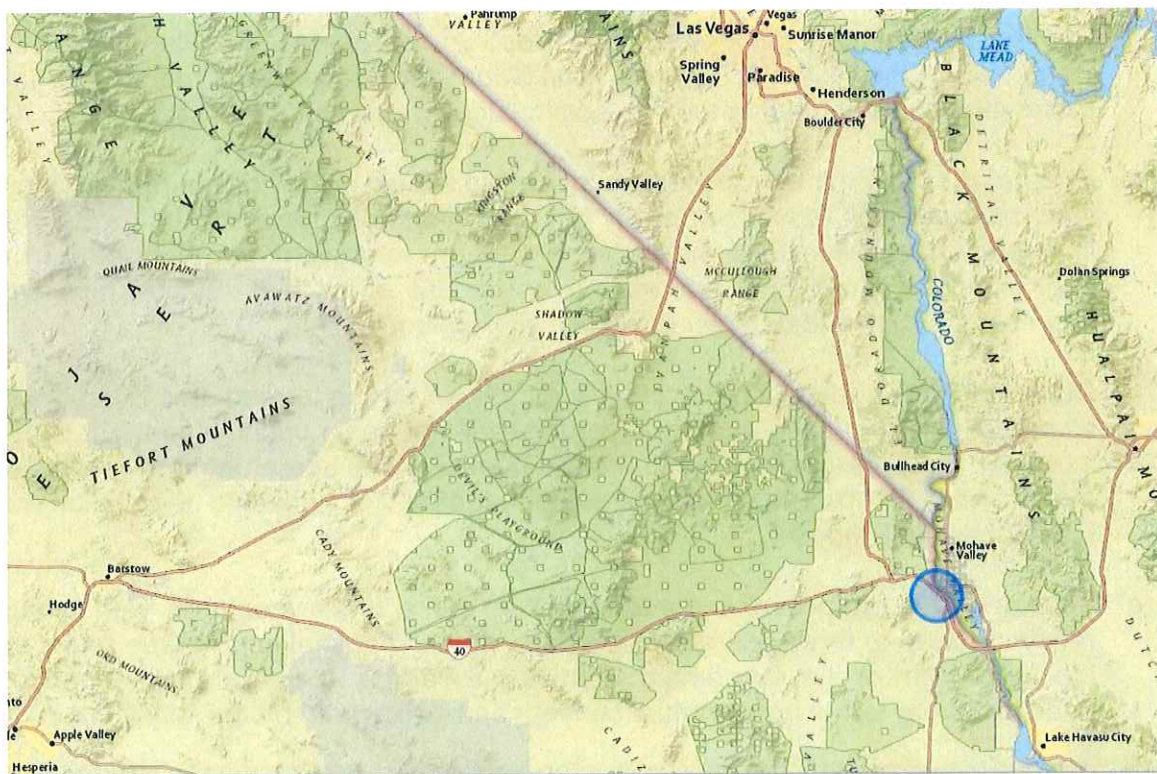
The City of Needles is experiencing significant economic growth because of our lower power rates attracting nearly 760,000 square feet of new cannabis industry to our community. Over the last two years the City's population has increased nearly 3% with a 2.2% unemployment rate, one of the lowest in San Bernardino County. The development of a new suite being occupied at the Historic El Garces Train Depot is a great excitement

to the City. With the Museum directly across the street from the Historic El Garces Train Depot.

The City of Needles residents enjoy abundant park and open space recreational areas and public facilities including a City-operated Senior Center, Community and Swim Center, Boat Launching Facility and Golf Course. The City's location also affords easy access to regional amenities such as the Colorado River, Pirates Cove Resort and Marina at Moabi Regional Park, Havasu National Wildlife Refuge, and Grapevine Canyon Petroglyph Site. (See Figure 2)

The City has made significant strides in improving this Historic Building with Major Structure Improvements as the building was built in the early 1900's by construction a New Roof and New Suites awaiting Tenet Improvements to the building. The building is located downtown in the center of town with Santa Fe park which fronts the building. Infrastructure with over \$6 Million in upgrading our Needles Area Transit Bus Stops, replacing curb asphalt and sidewalks, improving our electrical system reliability by upgrading our electrical infrastructure, and rejuvenating Rotary Park providing a great addition to the neighborhood adjacent the Historic El Garces Train Depot.

Figure 2- Regional Map



SCOPE OF SERVICES

The City of Needles requires the following to manage the City of Needles Visitor Center:

- a. **Adequate Staffing:** The Proposer must maintain adequate staffing during operating hours as the Visitor Center is the first stop made by visitors to find information about the City of Needles. The Proposer must provide information about the community and visitor programs, events, and exhibits.
- b. **Operating Hours:** A successful Proposer will provide a schedule for operating hours and identify which holidays the Visitor Center will be open.
- c. **Performance Matrices:** The Proposer is expected to provide measurable performance matrices to illustrate the success of the visitor center on an annual basis or upon request that may include the following:
 - a. Number of contacts
 - b. Number of referrals
 - c. Impact of advertisements
 - d. Report on community events/impact
 - e. Breakout, by business type, for which information was requested
 - f. Specific actions taken by the Visitor Center
- d. **Facility Tenant Improvements:** The Proposer will operate the Needles Visitor Center within the Historic El Garces Train Depot and complete the required Tenant Improvements to properly promote local business, events, and activities.
- e. **Financial Ability:** The Proposer is expected to submit a copy of a current financial statement demonstrating their ability to pay rent and all utilities for their work area in the El Garces and fund the necessary tenant improvements required for the Visitor Center. Additional information on recent or current relationships with sources of equity and debt financing are also welcome.
- f. **Contract Formation:** A contract in this matter will not be formed until executed by all parties. Performance under the contract will not begin until the contract is fully executed by all parties. A sample professional services agreement are provide as attachments. Terms and conditions of the agreement is subject to negotiation with the successful Proposer.
- g. **Terms and conditions:** A contract will be for a three-year term with annual renewal for up to three years. Neither party has any obligation to agree to extend the initial term of the Agreement. Parties may agree to extend the contract for additional year terms upon mutual consent and agreement by the City Council.

- h. **Subject to Appropriation:** Compensation for services requires the City of Needles City Council to annually appropriate funds for payment of services. The obligation of the City to provide funding is subject to the availability of funds lawfully appropriated for that purpose by the Needles City Council.



PROPOSAL AND SUBMISSION REQUIREMENTS

Submittal: Hard copies consisting of two [2] original collated binders and one [1] unbound, 8.5" x11" collated copies of the proposal (except for plans which may be 11" x 17") and an one [1] electronic copy of the submittal must be received by the City of Needles City Clerk no later than **January 25, 2021 at 3:30 pm**. Late proposals, electronic transmittals and facsimiles will not be accepted. Deliver hard copies to:

City of Needles/ Dale Jones, City Clerk
817 Third Street
Needles, CA 92363

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below:

- a. **Letter of Transmittal:** Briefly state your Proposer's understanding of the services to be performed and make a positive commitment to provide the services as specified. The letter must be signed by a corporate officer or other individual who has the authority to bind the Proposer.
- b. **Profile of the Management:** Describe your organization and key staff experience and qualifications in the following areas:
 - a. Facilities Management
 - b. Operations Management in the Visitor Industry
 - c. Public/Customer Service Focus
 - d. Tourism
 - e. Advertising/Promotion
 - f. Special Event Planning/Coordination
 - g. Any other experience you deem applicable to the RFP.

Identify key staff who will provide services on behalf of the Proposer. Resumes should be included for each individual referenced. Description of the use of volunteers for staffing or organizational needs if applicable.

- c. **Scope of Work Section:** Provide a narrative on how your organization will fulfill the Scope of Work, provide the required services for Visitor Center Management in a Plan of Operations, and discussion on proposed performance matrices.

Specifically describe and provide detail on facility (hours of operation, facility layout and capabilities, days/hours, personnel including paid and volunteers, operations management plan, success metrics, detailed marketing plan (tactics and strategies for promotion, and advertising sectors to be utilized). Describe how you will create and offer a static display of materials that include brochures, pamphlets and other written information and materials to visitors inside the Visitor Center.

Additionally, include a narrative on how your organization will ensure you collaborate with other like organizations to ensure unity of effort in the promotion and messaging. Describe how your organization will promote City of Needles businesses and showcase available lodging options (including hotels, motels, campgrounds can camping areas), dining options (including both quick-serve (fast food) and sit-down options, and listing and information on activities within the region, including both city and privately sponsored activities.

The following services are additional requirements identified by the City Council:

- Develop an inventory of potential film locations within the City/community (Downtown, Cannabis facilities (if applicable), Parks, Boat Launch and Desert Scape).

- The Proposer shall be available with a physical location (tent, table or otherwise) to visitor's at a minimum of six (6) community events per year.
 - The Proposer shall develop a website or application (APP) for the Needles Visitor Center that provides information for all services being provided and will post at the facility signage that directs visitor traffic to the site.
- d. **Cost Proposal:** Provide the proposed cost for Visitor Center Management and describe how the funding will be utilized.
- The cost proposal must be per year for the initial contract period three year (with a potential for renewal of up to three additional years) and open for acceptance by the City for a period of not less than ninety (90) calendar days from the date the proposal is due. The cost proposal page must be placed in a separate sealed envelope for each Schedule for which the Proposer is submitting a bid and marked "City of Needles Visitor Center Management Services-Cost".
- e. **Use of Facilities:** The Proposer will lease space from the City for the Visitor Center inside within the Historic El Garces Train Depot located at 950 Front Street, Needles CA 92363. The Proposer is responsible for the payment of utilities. Proposer shall describe what part of the facility they intend/need to use for their proposal. All facilities must meet ADA requirements and be in compliance with City of Needles building codes.
- f. **References:** The proposal shall include a list of five (5) references for work performed by the Proposer similar to this engagement. The City may contact references to ascertain the Proposer's performance, specifically in the areas of knowledge and expertise, customer satisfaction, and conformance to a similar Scope of Work as this engagement.

EVALUATION PROCESS AND CRITERIA

A committee of individuals representing the City of Needles will evaluate the proposals. The committee will rank the proposals as submitted. The City of Needles reserves the right to award an agreement solely on the written proposal.

The City also reserves the right to request oral interviews with the highest ranked Proposers. The purpose of the interviews with the highest ranked Proposers is to allow expansion upon, and possible refinement of the written responses. A second score sheet will be used to score those Proposers interviewed. The final recommendation for selection will be based on the total of all evaluator's scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first.

The Proposer, whose proposal is ranked highest by the evaluation committee, may be invited to enter into final negotiations with the City for the purposes of agreement award.

Proposals will be reviewed and scored by factors to include:

1. Proposer's experience managing a similar facility/program
2. Qualifications and resumes of the key staff assigned/use of volunteers
3. Proposer's references
4. Plan of Operations
5. Cost
6. Financial ability to complete tenant improvements and operate the Visitor Center

LIMITATIONS AND CONDITIONS

The City reserves the right to:

- Request additional information from any Proposer.
- Extend the due date of the RFP.
- Reject, in whole or in part, any or all submittals, and to waive minor irregularities in the submittal.
- Cancel, in whole or in part, or modify this *Request for Proposals* solicitation.
- Issuance of this RFP and receipt of proposal does not commit the City to award a contract. Any statements made by City staff or representatives are not a contract or a commitment of any kind by the City and do not commit the City to award an exclusive negotiating agreement or constitute an offer to sell the property.
- Proposers are responsible for all costs associated with preparing their submittal. No reimbursement will be made by the City for any cost incurred by Proposer in preparation of the response to this RFP.
- Respondent's Duty to Investigate:
 1. It will be the sole responsibility of the selected Respondent to investigate and determine conditions of the Site, including existing and planned utility connections, the suitability of the conditions for any proposed improvements, the status of any hazardous material remediation and the need for any additional remediation of the property.

2. The information presented in this RFP and in any report or other information provided by the City is provided solely for the convenience of the interested parties. It is the responsibility of interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete. The City and their employees and advisors provide no representations, assurances or warranties pertaining to the accuracy of the information and no persons responding to this RFP is entitled to rely upon any of the information provided.
- All responses to this RFP shall become the property of the City. The City may use any and all ideas and materials included in any submittal, whether or not the respondent is selected.
 - Proposals and all other information and documents submitted in response to this RFP are subject to the California Public Records Act, California Government Code §§ 6250 through 6276.48) ("CPRA"), which generally mandates the disclosure of documents in the possession of the City upon the request of any person upon conclusion of the selection process, unless the content of the document falls within a specific exemption category.
 - Non-Liability: By participating in the RFP process, each Respondent agrees to hold the Successor Agency and City and its and their officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP, the Property and any information provided by the City or the Successor Agency regarding the Property.

CONTACT INFORMATION

For additional information or questions about this solicitation of proposals please contact:

Patrick Martinez, Director of Development Services pmartinez@cityofneedles.com

760-326-2115 ext. 126

RESOURCE DOCUMENTS AVAILABLE

The following documents are available on-line through the City's website

<http://www.cityofneedles.com>

**CITY OF NEEDLES
PROFESSIONAL SERVICES AGREEMENT
CONSULTANT SERVICES**

1. PARTIES AND DATE.

This Agreement is made and entered into _____, **2021**, by and between the **CITY OF NEEDLES**, a **California Charter City**, (hereinafter referred to as the "City") and _____ (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain consultant services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing professional consulting services to the City as represented in the Request for Proposal.

2.2 Project.

To serve as the professional firm to assist the City with its the Services identified in the Proposal attached hereto as Exhibit "A". If the Proposal contains terms that conflict with or that are in addition to the terms of this Agreement to the extent the same purport to bind the City, the same shall be of no force or effect.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 Professional Services. Consultant agrees to perform services and serve as Consultant ("Services"). All Services shall be subject to, and performed by Consultant in accordance with this Agreement, any exhibits attached hereto, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. This Agreement shall become effective when executed and shall remain in effect until report is complete.

3.2 Responsibilities of Consultant.

- 3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or by its employees under Consultant's supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for other clients during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of the City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall determine its own work hours and schedule; provide its own equipment; maintain its own offices; provide its own vehicles; insurance; cell phones and office phones; and consultant shall be solely responsible for managing and supervising its personnel and employees. Consultant shall further be responsible for all reports and obligations, including, but not limited to: social security taxes, income tax withholding, payroll taxes, unemployment insurance, disability insurance, and workers' compensation insurance.
- 3.2.2 Project Commencement. Consultant and City acknowledge and agree that any requested Project shall commence upon approval by both parties.
- 3.2.3 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the applicable standard

of care. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of a Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-assigned to perform any Services to City.

3.2.4 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of a Project or Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with the Project or the Services. If the Consultant performs any work contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold the City, its officials, directors, officers, employees and agents harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.5 Qualification and License. All employees and other consultants retained by Consultant in performance of this Agreement shall be qualified to perform the Services assigned to them, and shall be licensed in California to practice in their respective professions.

3.2.6 Insurance.

3.2.7.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section.

3.2.6.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such

insurance shall meet at least the following minimum levels of coverage:

- (A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (2) Consultant shall comply with California requirements for worker's compensation and employer's liability insurance and shall not be insured under City's policy; and (3) Insurance Services Office Commercial General Liability Coverage (occurrence form CG0001) including insurance services form (CG0009 11/88). (4) provided Consultant does not have any employees, obtaining California workers compensation coverage for himself is optional and he has advised the City of his decision not to obtain workers compensation insurance for himself. Consultant will not be covered under the City's workers compensation coverage as he is not a City employee and Consultant has agreed to this. Consultant shall obtain workers compensation insurance if, at any time, he hires an employee.
- (B) Minimum Limits of Insurance. (1) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; (2) General liability: (including operations, product and completed operations, as applicable) \$1,000,000 per occurrences for bodily injury, personal injury and property damage
- (C) Professional Malpractice. Consultant shall maintain professional negligence malpractice (errors & omissions) insurance in the amount of \$1 million per occurrence.

3.2.6.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

- (A) Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) the City, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed

by the Consultant or for which the Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(B) Workers' Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(C) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, employees, agents and volunteers.

3.2.6.4 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insured's provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents and volunteers.

3.2.6.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses

and related investigation costs, claims and administrative and defense expenses.

3.2.6.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the City.

3.2.6.7 Verification of Coverage. Consultant shall furnish the City Manager with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements must be received and approved by the City Manager before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.6.8 Indemnification. Within the limits of Consultant's insurance coverage, Consultant agrees to defend and indemnify City, its officials, officers, employees, consultants, contractors, directors, agents, and volunteers from any claim that arises out of, is caused by or allegedly caused by the negligence, gross negligence or acts of Consultant or his employees, contractors, subcontractors or agents.

3.2.7 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees, City personnel and third parties appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Responsibilities of City.

- 3.3.1 The City agrees to comply with all reasonable requests of Consultant and provide reasonable access to documents including objectives and constraints, space, capacity, and performance requirements, flexibility, and expandability, and any budgetary limitations, reasonably necessary to the performance of Consultant's duties under this Agreement. In order to facilitate Consultant's conformance with the Schedule, the City shall respond to Consultant's submittals in a timely manner.
- 3.3.2 The City designates the City Manager as City representative ("City Representative") with respect to the work to be performed under this Agreement. The City Representative shall have complete authority to transmit instructions, receive information, and interpret and define the City's policy and decisions with respect to materials, equipment, elements, and systems pertinent to the Services covered by this Agreement.

3.4 Fees and Payments.

- 3.4.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement, See Exhibit A.
- 3.4.2 Payment of Compensation. Consultant shall submit to the City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall be submitted on or before the fifteenth (15th) of each month for Services and supplies during the prior month. The statement shall describe the amount of Services and supplies provided since the initial commencement date subtracted from the maximum authorized billings as well as the amount of Services and supplies since the end of the previous billing period. The City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon. The City shall not be obligated to pay any invoice that is submitted more than sixty (60) days after the due date of such invoice. Consultant shall not be compensated for any Services rendered nor reimbursed for any expenses incurred in excess of those authorized unless approved in advance by the City, in writing. City shall have the right to review and audit all invoices prior to or after payment to Consultant. This review and audit may include, but not be limited to City's: a. Determination that any hourly fee charged is consistent with this Agreement's approved hourly rate schedule; b. Determination that the multiplication of the hours billed times the approved rate schedule dollars is correct; c. Determination that each

item charged is the usual, customary, and reasonable charge for the particular item. If City determines an item charged is greater than usual, customary, or reasonable, or is duplicative, ambiguous, excessive, or inappropriate, City shall either return the bill to Consultant with a request for explanation or adjust the payment accordingly, and give notice to Consultant of the adjustment. Should CITY dispute any portion of any invoice, CITY shall pay the undisputed portion within the time stated above, and at the same time advise CONTRACTOR in writing of the disputed portion.

3.4.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by the City, except for costs of mileage to and from City at mileage rates published by the Internal Revenue Service.

3.4.4 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Sections 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. The City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.5 Accounting Records.

3.5.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities

related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.6 General Provisions.

3.6.1 Termination of Agreement.

3.6.1.1 Grounds for Termination. The City or Consultant may, by written notice to the other party, terminate this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been actually and adequately rendered to the City, and Consultant shall be entitled to no further compensation.

3.6.1.2 Effect of Termination. If this Agreement is terminated as provided herein, Consultant shall provide all finished or unfinished Documents and Data, programming source code, plans reports and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

3.6.1.3 Services. In the event this Agreement is terminated in whole or in part as provided herein, the City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.6.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

To Consultant:

To City:

City of Needles
817 Third Street
Needles, CA 92363
Attention: City Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.6.3 Ownership of Materials and Confidentiality.

3.6.3.1 City Ownership. All documents and data ("Documents & Data"), including data on electric, digital or magnetic media, prepared by Consultant under this Agreement shall be the property of the City, except that Consultant shall have the right to retain copies of all Documents & Data for its records. The City shall not be limited in any way in its use of the Documents & Data at any time. Should Consultant, either during or following termination of this Agreement, desire to use any Documents & Data prepared in connection with this Agreement, Consultant shall first obtain the written approval of the City Manager.

3.6.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of the City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use the City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the City.

3.6.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.6.5 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all

prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

- 3.6.6 Governing Law. This Agreement is entered into and shall be performed in Needles, California and shall be governed by the laws of the State of California. Venue in any litigation between the parties hereto shall be in San Bernardino County.
- 3.6.7 Time of Essence. Time is of the essence for each and every provision of this Agreement.
- 3.6.8 City's Right to Employ Other Consultants. The City reserves the right to employ other consultants at any time for any purpose.
- 3.6.9 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior signed written consent of the City Manager. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
- 3.6.10 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to the City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 3.6.11 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.6.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

- 3.6.13 No Third Party Beneficiaries. The Needles Public Utility Authority and other City entities shall be intended beneficiaries of this Agreement. Otherwise, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.
- 3.6.14 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 3.6.15 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of the City, during the term of his or her service with the City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 3.6.16 Conflict of Interest. For the term of this Agreement, no member, officer, or employee of the City, during the term of his or her service with the City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising there from.
- 3.6.17 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.
- 3.6.18 Warranties. Consultant shall provide Services competently and in accordance with generally accepted professional practices and standards.
- 3.6.19 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code

which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.6.20 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.6.21 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.7 Subcontracting.

3.7.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of the City Manager. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date and year set forth above.

City of Needles

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

EXHIBIT A

Proposal

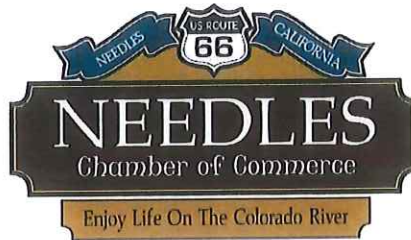
[Attached behind this page]

DRAFT

EXHIBIT B

Proposal

[Attached behind this page]



**CITY OF NEEDLES VISITOR CENTER
MANAGEMENT SERVICES COST PROPOSAL**

Please find enclosed our Cost Proposal (as required in section d, and outlined in Addendum No. 2) for operation of the Needles Visitor Center in El Garces, located at 950 Front Street, Needles, CA 92363.

We have also enclosed our Building Cost Proposal, outlining our budget and building costs, showing that we have the financial ability to complete the necessary tenant improvements inside the Historic El Garces Train Depot to construct the Needles Visitor Center.

As the Needles Area Chamber of Commerce, in essence, currently functions as a visitor center, we believe we are the best candidate to successfully operate a visitor center for the City of Needles. The Needles Area Chamber of Commerce is a recognized name, not only in Needles, but in the Tri State area. Chambers of Commerce exist in almost every city across the nation, and travelers naturally call the Chamber when they are looking for local information. The transition will merely be one of physical location, simply moving from one building to another.

In our budget proposal, we are asking the City to cover rent and utilities in the City owned El Garces, as well as our payroll expenses. Because of Covid, the Chamber has not been able to hold any events, and generate that income, and therefore does not have the budget to cover the increased operational costs of being in El Garces at this time. Other operational costs (as outlined in our profit and loss statements) are already built into the Needles Area Chamber of Commerce budget, and will continue to be covered by the Needles Area Chamber of Commerce.

The Needles Area Chamber of Commerce has a history of working with the City of Needles, and has already invested significant time and money into moving into El Garces and operating a Visitor Center for the City of Needles. We look forward to successfully completing this endeavor and promoting and serving our City.

Sincerely,

Needles Area Chamber of Commerce
Board President

**NEEDLES CHAMBER OF COMMERCE
VISITOR CENTER - EL GARCES BUILDING BUDGET**

AVAILABLE BUILDING FUNDS			\$	60,139.00
AVAILABLE SAVINGS FUNDS			\$	57,363.71
TOTAL AVAILABLE FUNDS			\$	117,502.71
BIDS	DONATION	EXPENSE		
BANKER INSULATION - R-13 WALLS		\$2,500.00		
TLV ENTERPRISES - STEEL FRAME		\$17,000.00		
AZTECA CONCRETE - ALL CONCRETE	\$5,000.00	\$0.00		
PROJECT MANAGER - \$110/HOUR	\$50,000.00	\$0.00		
DOORS	\$0.00	\$2,090.00		
ROBINSON ELECTRIC - ELECTRICAL	\$20,000.00	\$0.00		
RIVER VALLEY AIR - HVAC	\$10,000.00	\$0.00		
COLORADO RIVER PLUMBING	\$0.00	\$11,520.00		
T-BAR & CEILING TILES - ESTIMATED	\$0.00	\$16,000.00		
PAINT - ESTIMATED	\$0.00	\$9,000.00		
DRYWALL - ESTIMATED	\$0.00	\$9,500.00		
TRIM WORK - ESTIMATED	\$0.00	\$4,500.00		
FLOORING, CABINETS, COUNTER TOPS	\$0.00	\$18,537.00		
TOTAL COST BREAKDOWN	\$85,000.00	\$90,647.00		
TOTAL PROJECT COST	\$ 175,647.00			
CHAMBER FUNDS AVAILABLE			\$	117,502.71
EL GARCES EXPENSE			\$	90,647.00
TOTAL CHAMBER NET RESERVE			\$	26,855.71

**NEEDLES CHAMBER OF COMMERCE
VISITOR CENTER - EL GARCES OPERATIONAL BUDGET
(TO BE PAID BY THE CITY)**

YEAR ONE			
EXPENSE	WEEKLY	MONTHLY	ANNUAL
RENT ALLOWANCE	\$171.32	\$742.37	\$8,908.44
UTILITIES (ESTIMATE) ALLOWANCE	\$69.23	\$300.00	\$3,600.00
PAYROLL EXPENSES	\$726.21	\$3,147.92	\$37,763.12
FURNITURE	ONE TIME EXPENSE - OFFICE EXPRESS		\$8,908.55
YEAR ONE TOTAL EXPENSE			\$59,180.11
YEAR TWO			
RENT ALLOWANCE	\$171.32	\$742.37	\$8,908.44
UTILITIES (ESTIMATE) ALLOWANCE	\$69.23	\$300.00	\$3,600.00
PAYROLL EXPENSES	\$726.21	\$3,147.92	\$37,763.12
YEAR TWO TOTAL EXPENSE			\$50,271.56
YEAR THREE			
RENT ALLOWANCE	\$171.32	\$742.37	\$8,908.44
UTILITIES (ESTIMATE) ALLOWANCE	\$69.23	\$300.00	\$3,600.00
PAYROLL EXPENSES	\$726.21	\$3,147.92	\$37,763.12
YEAR THREE TOTAL EXPENSE			\$50,271.56

*RENT IS BASED ON \$.61 PER SQ. FOOT @ 1217 SF

*PAYROLL EXPENSE IS BASED ON 40 HOURS PER WEEK AT MINIMUM WAGE, PLUS ADMINISTRATIVE COSTS, INSURANCE AND TAXES = \$18.16/HR

*FURNITURE - SEE ENCLOSED QUOTE FROM OFFICE EXPRESS

CHAMBER OF COMMERCE PROFIT & LOSS APRIL 2019-MARCH 2020			
APRIL 2019-MARCH 2020 INCOME		APRIL 2019-MARCH 2020 EXPENSES	
INCOME TYPE	TOTAL	EXPENSE TYPE	TOTAL
INVESTMENTS	\$100.23	BUSINESS	\$30.00
MEMBERSHIP DUES	\$13,035.00	OUTSIDE CONTRACT SERVICES	\$5,201.00
OTHER	\$12.40	FACILITIES & EQUIPMENT	\$25,880.60
PROGRAM/EVENT INCOME	\$39,134.34	OPERATIONS	\$8,895.38
SALES OF PRODUCT	\$188.00	OTHER EXPENSES	\$4,016.84
SERVICES	\$50.00	PAYROLL EXPENSE	\$18,090.00
TOTAL INCOME	\$52,519.97	PAYROLL TAX EXPENSE	\$1,546.28
		PROGRAM EXPENSE	\$21,615.06
		TRAVEL & MEETINGS	\$101.61
		TOTAL EXPENSES	\$85,376.77

TOTAL INCOME	\$52,519.97
TOTAL EXPENSES	\$85,376.77
TOTAL NET INCOME	-\$32,856.80

CHAMBER OF COMMERCE PROFIT & LOSS APRIL 2020-DECEMBER 2020

APRIL 2020-DECEMBER 2020 INCOME		APRIL 2020-DECEMBER 2020 EXPENSES	
INCOME TYPE	TOTAL	EXPENSE TYPE	TOTAL
INVESTMENTS	\$92.93	BUSINESS	\$38.00
MEMBERSHIP DUES	\$10,550.00	OUTSIDE CONTRACT SERVICES	\$2,400.00
OTHER	\$5.00	FACILITIES & EQUIPMENT	\$8,821.93
PROGRAM/EVENT INCOME	\$200.00	OPERATIONS	\$4,360.55
SALES OF PRODUCT	\$69.00	OTHER EXPENSES	\$3,910.06
SERVICES	\$2,550.00	PAYROLL EXPENSE	\$11,612.00
GRANTS	\$2,500.00	PAYROLL TAX EXPENSE	\$1,091.99
TOTAL INCOME	\$15,966.93	PROGRAM EXPENSE	\$4,584.75
		TOTAL EXPENSES	\$36,819.28

TOTAL INCOME	\$15,966.93
TOTAL EXPENSES	\$36,819.28
TOTAL NET INCOME	-\$20,852.35



Date: February 5, 2021

To: Patrick Martinez

From: Needles Area Chamber of Commerce
George DeLeon, President

Re: Letter of Transmittal
Needles Visitors' Center RFP


Dear Patrick and Committee,

Please find attached a completed RFP for the Needles Visitors' Center on behalf of the Needles Area Chamber of Commerce. For 100 years, the Needles Chamber of Commerce has served the business community in Needles and the tri-state area, performing both marketing and promotional duties, supporting the businesses as well as the entire town. The definition of Chambers of Commerce everywhere is rooted in promotion and marketing, especially local business enterprises. To whom do we market our local businesses and attractions? To locals of course, but to visitors as well. The Needles Chamber markets its businesses, local attractions, events, schools, town successes and youth activities. All these targeted marketing sources combine to help sell an image of a great small town to make Needles an inviting place to visit or stay! The performance history of the Needles Chamber falls in perfect alignment with specific services expected of a Needles Visitors' Center. This breadth of experience will transfer seamlessly to the organization and management of the NVC.

Sincerely,

Needles Area Chamber of Commerce
Board President

Needles: Where the River Meets the Mother Road



RFP for Needles Visitor Center

DESCRIPTION OF PROPOSERS

George DeLeon, Chamber Board of Directors, President


Michelle Cropsey, Chamber Board of Directors, President-Elect

Jan Paget, Chamber Board of Directors, Treasurer

Lyn Parker, Chamber Board of Directors, Secretary

Candace Martinez, Administrative Assistance/Office Manager

Pam Blake, Former Board of Directors, Treasurer
Volunteer Consultant



Louise Evans, Former Needles City Counsellor
Volunteer Consultant

Gloria Rohrer, Former Administrative Assistant/Office Manager
Volunteer Consultant

Operating Entity:
NVC (Needles Chamber of Commerce)
City of Needles

SCOPE OF SERVICES & WORK TO BE PERFORMED

Facilities management: Staff and volunteers are trained regarding the organization and management of a well-run office. Each is skilled in facilitating a functioning facility, managing the office, the maintenance, the set-up of equipment, rotation of timely items, keeping the plant clean and organized, managing ever evolving technology.

Managing Operations in tourism industry: Each staff member or volunteer is mentored and trained in how to research resources, where to find information to pass on to visitors, how to provide appropriate materials and contacts, extending networking strategies.

Focus on Customer Service: All staff and volunteers are superbly, socially oriented, and innately customer friendly. They receive modeling and mentoring by example from current staff and adopt new strategies by observation. Most drop-in businesses, such as Visitors' Centers or Chambers of Commerce, will experience on occasion a challenging or difficult encounter, but the Chamber staff is adept and talented at deflecting and gently dealing with potential disrupters.

Tourism: As indicated above, staff are oriented to resources and networking and contacts to be able to impart information to visitors. Our associations with corporate materials, brochures, pamphlets keep us current with advice for tourists.

Advertising/Marketing: As will be explained in detail in the body of this RFP, the Needles Chamber of Commerce has extensive contacts, networks, history, relationships, and success with a plethora of marketing resources, all of which will mean the specific services required by the RFP will be provided.

~~**Event Coordination/Planning:** Traditionally, Chambers of Commerce are not necessarily event planning organizations, as much as support for economic enterprises, but the Needles Chamber has extensive experience and success with community event organizing. From the Hot Boat & Custom Car Shows, to the annual Run For The Wall and Annual Chamber Awards Ceremony Dinners, Tri State River Chamber Mixers, as well as State of the City Forums and Political Debates, the Chamber's experience in event planning correspondingly equates with profitable revenue streams. The Chamber's expertise in event planning is guaranteed to be successful. Volunteers from the local community are utilized in the office to assist with the everyday operations. During special events requiring additional manpower, there has always been an abundance of volunteers ensuring success.~~

Lyn Laurie Parker

1008 Bailey Avenue, Needles, CA 92363

760-326-3696

parkerx2@citilink.net

Education	Masters Degree in English Literature, Summa Cum Laude <i>Northern Arizona University, Flagstaff Arizona</i>	1989
	Bachelor of Science Degree History/Social Sciences, Magna Cum Laude <i>Northern Arizona University, Flagstaff Arizona</i>	1986
<hr/>		
Career History & Accomplishments	Needles Unified School District Data Management Program Director	2008
	<ul style="list-style-type: none">• Created and implemented data management system for Needles Unified School District• Oversaw all aspects of data collection, analysis and distribution• Trained district staff on OARS student data collection and assessment systems• Troubleshoot all technical aspects of OARS, software and hardware• Initiated and administered Benchmark Assessment protocols for NUSD	
	Needles High School, Needles Unified School District	1986
	<ul style="list-style-type: none">• Served as English Instructor, all levels and content:<ul style="list-style-type: none">American Literature, British Literature, English 9 & 10, CompositionAdvanced Placement British and American Literature• Taught Speech, Communications, Current Events, World History• Taught and advised the NHS Student Council, Leadership, <i>Colomounds</i> newspaper and <i>Mystic Maze</i>, yearbook, founded 'Mock National Security' trainings, began voter registration and volunteer blood donation programs at NHS	
	San Bernardino Valley College, Palo Verde Community College	1990's-early 2000's
	<ul style="list-style-type: none">• Taught English 101, Sociology, Speech 101	
	Mohave Valley Elementary School District, Mohave Valley Junior High School	1985
	<ul style="list-style-type: none">• Taught 8th grade United States History and Girls Physical Education	
<hr/>		
Memberships & Affiliations		
<ul style="list-style-type: none">• Founding member of the Needles Youth Development & Education Foundation, (non-profit 501-C3) 1997• Co-Chair Needles High School Accreditation Teams (W.A.S.C.), 2008, 2002, 1998• Director 2K4'R'KIDS Memorial Foundation, 2007-2012• Needles High School Site Council, 1995-2008• Needles Teachers Association, Executive Board, Vice President of Grievance, 1990-2012• Needles Unified School District Curriculum Committee, 1995-2008• Needles Unified School District Beautification Committee, 1990-2010		
<hr/>		
Summary of Traits	<ul style="list-style-type: none">• Strong reputation for diligence, work ethic and discipline• Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively• Experienced with student information systems, student data collection, assessment and analysis systems and procedures• Skillful at thinking globally, problem solving locally• Demonstrated achiever with broad knowledge of the public education system, including administration, curriculum, methodology, pedagogy and assessment	
	<hr/>	

GEORGE DELEON
Needles Area Chamber Board President

*** Current Job:**

- 2015 to Current - Store Manager, St. Vincent's de Paul

*** BNSF Railroad,**

- Year: 1970 to 2010, retired, 40 years in Service, Location: Barstow and Needles.
- Year 2000 to 2010, Road Foreman of Engines, (Supervise Locomotive Engineers)
- Year 1995 to 2000, Safety Supervisor.
- Year 1970 to 1995, Locomotive Engineer

*** Education:**

- Graduate JF Kennedy High School, 1969, Barstow CA.
- Associate of Arts Degree, Barstow College, 1977
- Hazmat Responder, BNSF Railroad, Year 2005.

***Military:**

- US Army, 1972 to 1975, Radio Mechanic, two years in Wurzburg, Germany.
- Active Navy Reservist, 1985 to 2003, retired with 21years combined active duty & reserve duty.
- Recalled to Active Duty, (Navy) in 2001 and 2003, spent 1 year in Iraq.
- Commander of "Veterans of Foreign Wars" (VFW Post 404) Year 2012 to 2017

*** Board of Director:**

- Year 2013 to 2021, Tristate Community Healthcare Center, Needles CA.
- Year 2015 to 2021, Needles Chamber of Commerce
- Year 2020 to 2021, President of Needles Chamber of Commerce.
- Year 1995 to 2015, Needles Credit Union (now Arrowhead Credit Union)

PERSONAL RESUME

Michelle Cropsey

- Graduated college 1975
- interned in retail sales during college
- 1976-78 Office support at Piper Aircraft, Long Beach.
- 1979-84 Title Secretary/Office Mgr, Victorville, Ca
- 1985-89 Title Transfer Tech, San Bernardino
- 1990-93 stay at home mom
- 1994-2003 Executive Assistant in Housing & Legal Dept., Barrow, AK
- 2004-08 Owned/operated small business & worked at White Pine Co SD as
Office Receptionist in Ely, NV District office
- 2009-12 owner/operator small business (laundromat) Mohave Valley, AZ
- 2013-current, Retired
- Community volunteer at Needles Elks Lodge, Needles Senior Center, Golden
Shores Center.
- Member of Needles Chamber of Commerce, Eagles, and VFW

Resume of Janice Paget

2-3-2021

I was born and raised in California. I attended Sacramento City College and graduated in 1965. I worked nights at Mercy General Hospital and continued my education at American River Junior College. I met my husband, who was in the Air Force and moved to Anchorage Alaska.

I graduated from Alaska Methodist University with a Bachelors of Science degree in 1975 and became a Registered Nurse. After 4 years in Anchorage we were transferred to Offut Air Force Base in Nebraska. I was employed by the Nebraska University as a staff R.N.

He left the Air Force and we moved back to California. I was employed by the Sacramento Medical Center.

We moved to Needles in 1978 and I have been employed at many area hospitals, including Colorado Medical Center.

My volunteer activities include The Needles Women's Club, The Needles Museum, The Needles Centennial celebration, Train Days, Needles Run for the Wall, the Boat show, the Desert Run, as well as Train Days.

I was a Rotary member when we put on the Pumpkin Races and rummage sale.

I am the President of The Friends of El Garces and led the construction of the fountain and pool and the laying of personalized bricks around the pool.

I am a current Board Member of the Chamber of Commerce.

Janice M. Hinkle

3454 Kenwood Ave, Kingman, AZ 86401
760-903-3071 | janicehinkle@rocketmail.com

PROFESSIONAL SKILLS PROFILE

Organized and professional individual with the ability to maintain detailed records for my employer(s); Dedicated worker who completes tasks efficiently and effectively; easily adaptable to change in work environment while being able to learn new processes quickly.

Construction & Office Management	Budget & Cost Analysis	Managing & Training
Customer Service & Compliance	Accounting	Inventory Control
Credit & Collections Operations	Maintenance Repair & Reporting	Renting & Leasing
Sales	Event Coordinator	Meeting Minute Transcriber

EDUCATION

Trident University Online - BA Business April 2019 – October 2019
Business Management – Associate of Applied Science June 2012 to August 2014
BROWN MACKIE COLLEGE, Albuquerque, NM
Externship Site: Townsend Realty, Macintosh, NM | Administrative Duties
Honors & Activities: President of A.I.S.E.S., Member Brown Mackie Softball Team, President's List, Dean's List
Certificate of Training "Principles of GIS" January 12, 2017
Certificate of Completion "Contract Writing" August 6th, 2016
The American Society Professional Estimators "Construction Blueprint Reading" April 2005
Certificate Flight Attendant July 2002

EMPLOYMENT EXPERIENCE

Board of Director Needles Chamber of Commerce July 2020 – Present
Goal to build a stronger business community within the City of Needles.

FMIT Health Board of Director April 2019 – Present
Oversee finances, management, and ensure policy guidance is followed, while building community relationships.

Secretary – Board of Directors October 2017- October 2018
Fort Mojave Telecommunications/FMTV
Governing body of Fort Mojave Telecommunications. Work closely with minority Shareholders and GM while making business decisions regarding internal and external business communications, operations, installations, finances, etc.

Cashier/Jewelry Maker – Part-time (weekends) October 2017 – November 2018
YELLOWHAMMERS PLACE / Oatman, AZ
Customer Service, Sales, Jewelry Maker.

Property Manager March 2016 – Present
FORT MOJAVE INDIAN TRIBE / Mohave Valley, AZ
Responsible for collection of Land Lease Payments. Manage 244 homes. homeowner/renter interacting, addressing complaints, making improvements within the community, build tenant events, handling leases & termination of leases, emergency situations, etc. Responsible for maintenance and repairs of our community, knowledge of Tribal & State Laws, enforce Rules & Regulation. Worked hand in hand with several local Realty Office's, G.I.S. Department, local and state banks, Title Companies, BIA-Parker, AZ & LTRO-Albuquerque, NM, Police Departments, Legal Department, and Mohave County Recorder's office and Mohave County Assessor's office, maintain records for each homesite, i.e., inspections, signed leases, maintenance, complaints, costs of repairs for contractors hired by FMRI, record keeping, violations, deposits, and assignment fees. Prepare and send UPS & FedEx packages.

Topock Project Manager

May 2015 – February 2016

FORT MOJAVE INDIAN TRIBE / Mohave Valley, AZ

Promote and preserve all aspects of Mojave Tribal culture. Work extensively with tribal community and elders. Provide the Tribal community with project updates and other issues. Effectively communicate as required with Pacific Gas & Electric officials, Departments of Toxic Substances Control officials, BLM, D.O.I, technical consultants, attorneys, Tribal coalition, Bureau of Land Management, Tribal elders and all levels of public and government officials. Plan and coordinate the logistics for all meetings, conferences and seminars between the Tribe and other parties involved in the chromium remediation. Research, compose and edit various types of documents for discussion and review.

Maintenance Personnel

February 2015 – June 2015

Fort Mojave Indian Tribe HUD Housing

Repaired and maintained HUD homes, conducted routine home inspections, painting, framing, inventory, and basic housekeeping of maintenance shop.

Banquet Service Manager/ Catering Manager

December 2014 – February 2015

AVI RESORT & CASINO / Laughlin, NV

September 2008 to June 2010

Fast-paced customer service position in one of the area's finest casino's and resorts. Gained excellent experience in public relations, special events planning and cash handling/reconciliation. Inspect work areas, train workers, resolve customer complaints, requisition for necessary supplies, and took disciplinary action of staff.

POS Associate

April 2013 to July 2014

KOHL'S DEPARTMENT STORE / Albuquerque, NM

Customer Service Associate with diverse job tasks. Maintained a high level of customer satisfaction while being assigned to organize the front POS station. Upheld company directives for merchandising and inventory purposes. Kept record of sales and open lines of credit. (part-time position while attending college).

Tenant Occupancy/Collections/Compliance/Executive Administrative Assistant

June 2010 to July 2012

AHA MACAV HOUSING ENTITY / Mohave Valley, AZ

Full-time position with Aha Macav Housing Entity. Worked in cooperation with professional staff to ensure proper rental and leasing procedures for HUD Homes. Administrative duties included: Answered phones, attended Board of Commissioner meetings, record meeting minutes, and maintained the office. Daily tasks included: collection of monthly rental fees and deposits, inspection of grounds and facilities for needed repairs, handled all evictions, termination of leases, and compliance issues.

CANDACE MARTINEZ

Needles, CA 92363 | (248) 880-0888 | candaceblasg@yahoo.com

Professional Summary

Astute Business Owner with 7 years of experience in operations management, competitive analysis and financial management, with a demonstrated success in record keeping and scheduling. Strategic-thinking individual, offering engaging and pleasant personality with expertise building and improving customer relationships.

Skills

- Office/Clerical Administration
- Customer and Employee Communication
- Business development and scheduling
- Payroll and Record Keeping
- Verbal and written communication
- Operations management
- Business Administration
- Field Work

Work History

Office Administrator

Needles Area Chamber of Commerce – Needles, CA

5/2020 to Present

- Office and Clerical support
- Greet Visitors, Answer Phones, Keep Monthly Records of all inquiries (in person, mail, email, and phone)
- Bank Deposits
- Check Email and respond accordingly. Maintain presence on social media (Facebook)
- Membership – Invoicing, and keep current records, promote existing members, and recruit new members.
- Keep office clean, stock flyers and brochures.

Supervisor – 2020 US Census

3/2020 to 11/2020

- Train, Supervise and support Enumerators. Monitor performance and document all activity.
- Payroll – review and approve all enumerator timecards.
- Be available and on call for any emergency or routine issues as they arise.
- Report to Regional Supervisor as needed
- Attend conference calls as requested.
- Responsible for incoming and outgoing enumerators, distributing, and collecting equipment.
- Be available to work in the field as needed.

Owner/Move Coordinator

05/2012 to 12/2020

Classic Movers – Wyandotte, MI

- Founded and managed residential and commercial moving business.
- Maintain all income and expense records. Prepared all required documentation for tax and licensing.
- Responsible for all Clerical aspects of the business.
- First point of contact for new and existing customers. Make sales calls, schedule estimates and moves. Field all questions and concerns of potential, new, and existing customers.
- Generate all required paperwork for sales/promotion, estimates, invoices, and record keeping.
- Work on jobs as needed completing all tasks involved in local and interstate moves. Drive a truck both locally and out of state as needed. Worked in warehouse regularly.

Field Inspector

04/2000 to 05/2012

Self Employed – Canton, MI

- Performed residential and commercial property inspections for the insurance industry.
- Drafted detailed reports on findings of inspections.
- Created footprint diagrams and took photographs to document conditions.

Education

Schoolcraft College – Livonia, MI

Creative Writing, Technical Writing, Business English, Art and Design classes

Northwestern Michigan College - Traverse City, MI

Associate of Arts: Liberal Arts and Sciences

SCOPE OF SERVICES & WORK: MANAGEMENT PROFILE, HISTORY, IDENTIFIED LOCAL ATTRACTIONS TO BE MARKETING

The proposed NVC will be located in the El Garces Depot in Santa Fe Park, downtown Needles. Centrally located in the heart of downtown Needles, the proposed NVC will reside in the Crown Jewel of the Desert---the historic, restored El Garces Train Depot, formerly a Harvey House. Restored through a federal transportation grant, the El Garces is once again a gracious, architectural wonder in the heart of Needles, California. One can just visualize the powerful engines rolling in, adventurous travelers emptying the train cars, and the Native American women selling their silver and beaded work. Today, walking tours of the El Garces are available for small or large groups. Visitors will see the beautifully reconstructed fountain on the track side recycling cool water in the warm summer!

One half-block away, still on Old Route 66, is the Needles Regional Museum, where visitors can catch a glimpse back in time of the region, the city, the railroads, the Colorado River, Route 66, and the Fort Mojave Tribal history. Visitors to the NVC will be witness to the historic area of downtown and will be able to walk to the Museum, to the BNSF Railroad area, relax in Santa Fe Park or eat a meal at one of several restaurants, visit the famous Route 66 Red Dog Saloon, and the restored Art Deco era Claypool Building (now Palo Verde Community College). Even a short visit will yield great opportunity for sightseeing.

There are four commercial transportation enterprises that are in close proximity to the NVC. These will be of interest to the traveling public. Information about these travel/transportation services are made available to all visitors to the NVC. Staff at the NVC will assist visitors as needed: make phone calls, conduct Internet searches, make reservations, assist in purchasing tickets, rental cars, etc.

- The N.A.T. The Needles Area Transit provides local bus service on a daily regular schedule. It is located in the El Garces in a suite west of the NVC. Visitors could easily hop on the NAT and do a quick tour of the city while on stop over.
- AMTRAK provides an unmanned station, lobby and baggage waiting area for train travelers, also located in the El Garces. The AMTRAK makes daily stops in Needles at 12:30 am every day, both east and west. It is a secure, safe loading area. Over 750 passengers a month board the Los Angeles to Chicago "Southwest Super Chief" train.
- BN&SF. The Burlington Northern and Santa Fe railroad has an anchor in Needles and is one of the largest employers in the city. While it does not yet occupy physical space in the El Garces, future, long-term plans include the possibility. BNSF headquarters are one block from the NVC.
- The Victor Valley Shuttle provides weekly service from Needles to Victorville, and Barstow, debarking from the El Garces location, and back to Needles. It makes one round trip each Friday. The departure location is 1 block from the NVC.

Location and Proximity of Attractions that will be marketed

As the Gateway to California and Route 66, Needles is geographically located in the center of California attractions, some as close as 1 block away. Needles is the Gateway to the Greater Mojave Desert and Route 66 experiences.

The following attractions will be promoted as travel adventures radiating out from the center of Needles:

- 1 mile from Needles River's Edge Golf Course, a spectacular river side and river view 18-hole course that is a famous and popular "wintering" golf resort.
- 1 mile from Colorado River, the Rio Colorado, known for fantastic bass fishing, water sports, camping, floating and family "River Days."
- 1 mile from 5 RV parks on the Colorado River that offer year-round accommodations, shade in the summer and sun in the winter!
- 1.5 miles from Jack Smith Park and Boat Launch Facility; plenty of parking, seasonal passes, picnic and family fun beach atmosphere.
- $\frac{3}{4}$ mile from Interstate 40, between two freeway interchanges with easy access by the traveling public.
- 200 yards from the Needles Regional Museum, a local history venue with "local" curators and dozens who love to share the Needles story.
- .5 mile from restored Claypool Building, a 1930's Art Deco architectural beauty, which is now the branch campus of Palo Verde Community College.
- .5 to 2 miles to view all the historic and cultural murals painted on the sides of Needles businesses depicting Needles and its history.
- 1.5 miles to the Historic Needles Covered Wagon, a renowned photo op scene featured in many calendars and websites.
- 2 miles from nearly every hotel and restaurant; Needles is small, but intimate and have some pretty darn good local cuisine! At the Shell station, you can charge your electric vehicle.
- 2 miles to the Historic Route 66 Wayside Rest Stop featured on Old Route 66 and recently reclaimed from the salt cedars, an inviting, cool respite for a picnic or driving break.

- 2 miles to the Bureau of Land Management Regional Office; these guys have the goods on all the desert lands and will guide you in the direction you want to go. 3 more miles to the BLM Route 66 Visitor Rest Stop with interpretive panel about Route 66.
- 10 miles to the sacred Fort Mojave Tribal "Mystic Maze," a place that quiets your soul to imagine the spirits that have travelled this journey.
- 10 miles to the entrance of the Mojave Trails National Monument, newly created and just waiting for the world to visit!
- 12 miles to the World War II General George Patton Desert Training site: Camp Ibis where you will still see rock row formations of streets and many artifacts left behind. Take pictures, leave footprints!
- 35 miles to Historic Goffs, California, an immaculately restored one-room vintage school house and museum. The school was built in 1914 and now houses the largest research library on the Mojave Desert.
- 60 miles to the Mojave National Preserve: Hole in the Wall, Kelso Dunes, Table Top, Bathtub, Mary's Bedroom, 4th of July Canyon----many intriguing spots to explore. Mitchell's Caverns are open again for tours! And the Kelso Depot has been restored with interpretive displays.
- 70 miles to the Amboy Crater, a cinder cone volcano that is designated as a National Natural Monument and a popular hiking spot from fall to spring.
- 70 miles to the famous Roy's Café (seen in many movies) on Route 66; still a post office there---get your letters stamped AMBOY! This is a "must see" attraction on Route 66.
- 88 miles to Bagdad, California, filming location of the 1987 movie Bagdad Café

Documented data on annual visitors to local attractions. This is data that will inform the NVC about areas to focus on for marketing purposes.

The statistics stated here did not drill down and disaggregate the whole from the numbers that also visited Needles. But this is a sampling of visitor counts that indicates a substantial number will have visited or passed through Needles. **This is data that will inform the NVC about areas to focus on for marketing purposes.**

- 60 miles to Mojave National Preserve 273,024 yearly visitors
- 65 miles to Hole-In-The-Wall Campground 5,595 yearly campers
- 20 miles Mojave Trails National Monument 138,124 yearly visitors
- 70 miles Amboy Crater National Monument 58, 048 yearly visitors
- 2 miles BLM Needles Field Office 8,000 yearly visitors
- 5 miles California Gateway Rest Stop 7,000 yearly visitors
- 45 miles The Goff's School House 500 yearly visitors
- 2 miles Needles River's Edge Golf Course 22,734 yearly rounds of golf
- 2.5 miles Jack Smith Park and Launch Marina 9,889 annual visitors
- 1.5 miles Needles Aquatic Center 2,838 yearly admissions

Traffic Counts on I-40 through Needles 5.07 million yearly.. This is data that will inform the NVC about areas to focus on for marketing purposes.

While it is not possible to know exactly how many travelers pass through Needles expressly for the Route 66 experience, we do know that over 5 million cars pass by Needles on Interstate 40 per year. Needles is at the confluence of the Colorado River, Interstate 40, and Route 66, the "gateway" to California from the East. No other geographical location can boast of this description.

Route 66 continues to be an attraction for both domestic and international visitors, even though the highway was decommissioned 30 years ago. A majority of Route 66 travelers are international visitors who will benefit from a California Welcome Center.

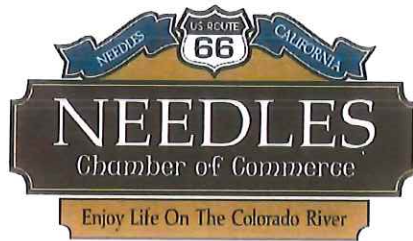
Route 66 is often the launch point for visits to other parts of California. Many visitors plan an extended stay and branch off from Route 66 to visit other parts of California.

Fans of the Railroads: Needles has a rich history and the railroads play no small part. Railroad fans are attracted to depots and the El Garces, part of the Santa Fe and BNSF history.

Needles Unique Geographical Location: Needles is situated in a unique geographical location. It is located at the eastern-most end of San Bernardino County, California right on the Colorado River and Route 66. Needles is just across the river from the state of Arizona, a few hundred yards away. Less than 15 miles to the north, is the state of Nevada. So, most residents call it the Tri-State area. Many NVC members are Arizona and Nevada businesses. Because of this proximity to two other states, Needles is in a unique situation as an NVC.

Needles is a "PASS THROUGH" community for the following destinations, though much of the traffic stops in Needles en route. It is for those reasons that these out-of-California attractions will be promoted. This is data that will inform the NVC about areas to focus on for marketing purposes:

- 45 miles The London Bridge, Lake Havasu City 775,000 visitors yearly
- 25 miles 260 miles The Grand Canyon, Arizona 5 million visitors yearly
- 30 miles Laughlin, Nevada, Casino, Gaming Resorts 5 million visitors yearly
- 30 miles Lake Mohave/Kathryn Landing 1.2 million visitors yearly
- 45 miles Oatman, Arizona, Historic Mining Town 500,000 visitors yearly
- 60-100 miles Kingman, Grand Canyon West, Hualapai Mountains and Havasupai, Arizona
2,365,970 visitors yearly
- 30 miles Davis Camp, Bullhead City Arizona
- 15 miles Topock Gorge
- 100 & 150 miles Seligman & Williams---Route 66 Destinations, Arizona
- 20 miles AVI Casino Resort, Nevada (Fort Mojave Pow Wow)
- 10 miles Havasu National Wildlife Refuge, Arizona



CITY OF NEEDLES VISITOR CENTER

STAFFING & HOURS OF OPERATION

One Full Time employee will staff the Needles Visitor Center 40 hours per week, with the Visitor Center being open as follows:

MONDAY	CLOSED
TUESDAY	10AM – 3PM
WEDNESDAY	10AM – 3PM
THURSDAY	10AM – 3PM
FRIDAY	10AM – 3PM
SATURDAY	10AM – 3PM
SUNDAY	CLOSED

Hours can be adjusted as necessary to accommodate special events, holidays, and seasonal changes. The Needles Area Chamber of Commerce will work with the City to ensure the Visitor Center is open and available to visitors upon request. The Needles Chamber of Commerce, in operating the Needles Visitor Center, will accommodate whatever needs are deemed to be necessary in order to operate during the most optimum, productive hours.

~~Holiday Hours – In addition to normal operating hours, the Visitor Center will be open on the following 12 holidays:~~

MARTIN LUTHER KING JR DAY	MEMORIAL DAY	HALLOWEEN
VALENTINE'S DAY	FATHER'S DAY	VETERANS DAY
PRESIDENTS' DAY	INDEPENDENCE DAY	
ST PATRICK'S DAY	LABOR DAY	
MOTHER'S DAY	COLUMBUS DAY	

The Needles Area Chamber of Commerce has a pool of volunteers, including board members who are actively involved, and will work with the NUSD to promote volunteer opportunities for students wishing to complete their service learning requirements. Our committed volunteers are available to assist in the Visitor Center for normal operations, as well as special events.

Interior Space Layout and Design of Needles Visitor Center:

The physical plant for the proposed NVC is approximately 1200 square feet. The interior will be furnished with standard office furniture, invoiced bid submitted by Office Express, Ft. Mohave, AZ.:

- ~~In addition to freeway signage on Interstate 40 designed to attract visitors to exit in Needles, and local street directional signage, exterior feather banners will be placed intentionally so as to guide visitors to the location. They will be located in front of the NVC.~~
- Framed local California photography will be displayed on the south wall above the Certified/ Branded Brochure Racks. These photographs will represent the well-known, local photographer Jamie Lucas, among others. Photographs from the Fort Mojave Indian Tribe will be represented. These photographs will play a role in the visual experience of our visitors and provide opportunity for connecting with visitor interests.
- In addition, 8 more feet of Certified/Branded Brochure display racks will be anchored on the north wall of the foyer. A contract with Certified Brochures will continue.
- A 42-inch flat-screen plasma TV will be installed in the larger open space area beyond the open counter space.
- An electronic charging station will be made available to visitors as a free-standing unit. It will be located in the larger office area beyond the open greeting counter space.
- Guests will register or sign in at an inter-active, free-standing electronic computer station. Computer software allows for data collection of the demographics of our guests and their travel intentions, as well as place of origin, etc.
- Foot traffic is monitored by a "people counter" attached above the entry door. As well, we continue to track by written log entry.
- There are four general work areas/stations in the center:
 - There will be three desks,
 - Three state of the art computers for conducting business.
 - There will be a 22 " flat screen TV lap top that is interactive with the business computers for guest sign in, tracking of visitors' cities of origin, destinations, etc.
 - The center contracts with RICOH for an all-in-one copier, printer, scanner FAX work center. The work center copies color, multiple sizes, makes brochures, scales booklets, collates, and staple

INTERIOR WALL DISPLAYS

- The NVC will celebrate local history, geography, culture and lore in its ambiance and décor by creating a Regional and Statewide Promotion Section that includes Display Racks, Dioramas, and Displays.
- Historic photographs will be the central theme as visuals to attract visitors' attention and interest in Needles history: EL Garces Harvey House, BNSF Depot, Claypool Building, the Needles Wagon, the Needles Theater, Carty Camp, Route 66, etc.
- Photographic displays of the abundant geographic sights will be displayed: The Needles Peaks, Spirit Mountain, Boundary Cone, Table Top Mountain, Hole-in-the-Wall, Mojave Trails National Monument.
- The rich culture of the area will be celebrated with Fort Mojave Tribal displays and photographs, artwork, and creations. The railroad culture is still celebrated in Needles and the NVC will include displays celebrating the Harvey House, the Atcheson-Topeka and Santa Fe and the BNSF. Presently, the Needles Chamber displays and celebrates the culture of the Mother Road: ROUTE 66 with a focus wall of memorabilia.
- Needles lore entices visitors to explore the Mystic Maze, sacred tribal grounds, the famous Green House, replete with underground tunnels and ghosts, and of course the Night Lady of the Colorado River, a spirit whose presence is felt by many after the death of a young woman. The mystique of the desert lore draws a great deal of interest, especially among European visitors.
- The NVC will exhibit regional cultural displays and dioramas in the visitor reception area. The Center will network with the **Bureau of Land Management, the Needles Regional Museum, the Fort Mojave Indian Tribe and the Needles Unified School District**. There are other agencies whose assistance will be sought on collaborative displays: **The National Park Service, The Bureau of Reclamation, Palo Verde Community College, Mohave Desert Land Trust, the National Monuments, and Department of Interior**. Needles is rich in history, from the native American influence, through the pioneers, the railroading industry, the "Grapes of Wrath" westward migration of the 1920's and the historic and ongoing migration of Route 66-ers in both directions.

INFRASTRUCTURE

- Central heating and AC are included in proposed location and the restroom facility is ADA compliant.
- *Parking Facilities:* The proposed location of downtown Needles is ideal for the ability to accommodate anticipated guest traffic. There is free public street parking in a designated

lot west of the building, a free public parking lot on Broadway ¼ block away, that can accommodate busses, vans, semis, RV's and overflow parking.

- Maintenance Plans. Maintenance inside the NVC will be provided for by NVC. Professional cleaning services will be contracted to clean floors and bathrooms and general upkeep.
- Insurance. The Lessor maintains liability insurance on the building which includes NVC's office space. NVC maintains a liability policy as well.
- Direct High-Speed Internet. High Speed Internet access is available. (35 MB's)

*PLEASE NOTE: The Needles Visitors' Center has recently invested \$11,000 in upgrades to its technology and security systems. Our new website design includes intuitive, smart coding behind the scenes to allow customers to sign up, buy, download experience and create social media accounts.

www.needleschamber.com

info@needleschamber.com

SCOPE OF SERVICES: MARKETING AND PUBLIC RELATIONS TO PROMOTE THE NVC and LOCAL BUSINESSES

The Needles chamber of Commerce will become the NVC, and, as such, will :

- Promote and Market **California Destinations**
- Promote and Market **Local Attractions**
- Promote and Market **Businesses**
- Promote and Market **Tourism**

The NVC will promote local and statewide tourism, support local economic and state enterprises, and events. A multi-pronged strategy to promote and market the Needles through the NVC has been developed. using multiple strategies will reach the maximum number of people. The public relations promotional strategies will be divided into categories as follows:

1. **Electronic**
2. **Social Media**
3. **Events**
4. **Print**
5. **Direct Retail Sales**
6. **Billboard**
7. **Radio/TV**

Electronic Marketing

Electronic marketing utilizes specific data bases of contacts or specified demographic contacts to target with a message. An advantage of electronic marketing is the ability to plan and create the message yet schedule the delivery or response separately.

- Use bulk email messages to announce and introduce the NVC
- Use bulk email messages to promote and market the NVC
- Use bulk email to promote local hotels, restaurants, and businesses
- Use bulk email to promote special sales and deals with local businesses
- Use bulk email to celebrate and support "SMALL BUSINESS SATURDAY"
- Maintain a current website. Monitor, update and post daily events, news, information, NVC info, chamber data, contacts, directories, membership.
- Use website with interactive links to connect site visitors to local businesses
- Offer BANNER, SIDEBAR, and SCROLLING ads on website to promote businesses

Social Media Marketing

Using Social Media platforms is a quick and effective tool to reach a specific audience with time sensitive information. Social media can be designed to target specific groups of people. For instance, a Route 66 Mother Road Celebration can target tourists of specific means, age, gender, even motorcycle enthusiasts. The NVC will:

- Promote the Needles NVC through social media, Facebook, Instagram, Twitter, etc., posting daily events and destinations of interest to targeted audiences for local businesses
- Create Social Media Visitor's Center EVENTS that allow registration, payment of fees.
- Use social media to identify target audiences for specific events.
- Post pictures and videos of live events to attract attendance
- Use social media as a planning calendar, reminder of important dates

Event Marketing

The Needles NVC will continue to promote and market local events and businesses, supporting the local economy and business community. Success of an EVENT is directly related to multiple marketing expertise. The Needles NVC will:

- Provide services such as grand openings and ribbon cuttings to promote activities, events and community occasions. All of these events will be published in local print media, as well as on social media platforms.
- Honor local businesses, volunteers and regional successes with Needles Visitors' Center Monthly Awards and plaques.
- Plan and hold "Mixers" that include representative agencies, businesses, tourism individuals, leaders and honorees to be promoted. Needles Visitor's Center will be used in print and media promotional materials to advertise these events.
- The NVC will host an "Annual Awards Dinner" to recognize those who contribute to the NVC and the community. This event is entirely about promoting Needles, its business community, its tourism industry, celebrating its history and honoring its successes. The marketing of this event crosses over all 7 marketing strategies, from electronic to social media to print to radio.
- Plan presentations about visitor attractions, collaborating with the **Bureau of Land Management, National Park Service, California Fish and Game, California Historic Route 66 Association**, etc. The Needles Chamber has an existing partnership with the Bureau of Land Management to collaborate on educational seminars, local history displays, guest or author lectures. Such topics will be the Amboy Crater, Cowboy Poetry by local cowboy poet Rob Blair, history of the General Patton Desert Training Centers, etc. The NVC will schedule two of these per year at local venues: Palo Verde Community College, Needles Unified School District, local service clubs.

Print Media Marketing

Print Media exposure will be used for promoting the NVC. The NVC will submit articles and photos on a regular basis to area newspapers of all activities and events relating to the NVC. Currently, Needles Chamber receives very favorable press on all events and topics. This established journalistic relationship will continue to support, promote, and market the Needles Visitors' Center:

- The Needles Desert Star
- The Mohave Daily News
- The Laughlin Times
- The Kingman Miner
- The Lake Havasu Herald
- Laughlin Entertainer
- The Entertainer Distribution, 6,000, Colorado River Tri-State Area
- Colorado River Cities Visitors' Guide
- Colorado River Resource Guide, Distribution, 6,000, Colorado River Tri-State Area
- NVC Directory. Distribution, 6,000, Colorado River Tri-State Area, Through collaboration with News West Publishing, the NVC will continue to print and distribute an annual Directory that includes Chamber Membership, local services, local calendar events and general news about our area. (Distribution of 4,000)
- Our Town Magazine, 3 ads per year, distribution: 10,000 per month, distributed in 700 Colorado River Tri-State area locations
- El Garces Pamphlet: Distribution from Chamber Office The Needles NVC will continue to edit, update, print and distribute a small pamphlet that chronicles the history and restoration of the "El Garces, The Crown Jewel of the Desert," making it available to visitors and guests who come into the location
- White Pages
- Action Pages
- Commissioned Certified Brochures: The NVC will continue to advertise and market the Needles area through contracted services with Certified Brochures, specifically in the Las Vegas Metropolitan area, Los Angeles area, Desert/Palm Springs area, promoting the Colorado River Cities and targeting Grand Canyon Travelers who pass through Needles.
- Colorado River Cities Map & Guide Distribution 100,000, Arizona & California
- Grand Canyon Map & Guide Distribution 150,000 Route 66

Direct Sales Marketing: In House and On-Line

The NVC will sell merchandise that promotes local attractions as well as state-wide products. The NVC will continue to sell Needles "Spike" t-shirts, through a contractual agreement with the Charles Shultz Foundation. The Needles Chamber has the approval to market the "Spike Chamber" Cartoon strip t-shirt. Spike is Charles Shultz's Charlie Brown cartoon character, brother to Snoopy, who lives in the desert near Needles. Charles Shultz, the Peanuts originator, lived in Needles for a period. As well, the NVC will expand local retail products to include such items as: Route 66 paraphernalia: cups, key chains, bumper stickers, travel books, maps, etc. The NVC will promote retail products as follows

- Products produced by local artists: original notecards, stationary, framed prints, tote bags, calendars, jewelry, etc. These would be ongoing retail inventory to be replaced as sold.
- Literature written by local authors: Maggie McShan, Linda Fitzpatrick, Margaret (ChaCha) Perry, Libey Notley, David Andes, Sylvia Husk, among others.
- Books, pamphlets, and videos that represent Needles history: *Harvey Girls*, *Grapes of Wrath*, *Convoy*, *Maruba*, *Route 66*.

Direct retail sales through on-line offerings on the NVC website is ready to initiate now! Recent technology upgrades make an On-Line Needles Visitors' Market Place an immediate reality. A "NVC Store" web page will be created and populated with NVC merchandise. The following products are among the possible inventory:

<u>California Republic caps</u>	<u>10 x \$17 = \$170</u>	<u>Amazon</u>
<u>Men's Calif T-Shirts</u>	<u>10 x \$10 = \$100</u>	<u>Amazon</u>
<u>Women's Republic Calif T-Shirts</u>	<u>10 x \$20 = \$200</u>	<u>Amazon</u>
<u>Calif Republic Flag Key Chain</u>	<u>10 x \$9 = \$90</u>	<u>Zazzle</u>
<u>Vintage Calif Postcards</u>	<u>\$9 per 20 x 5 = \$45</u>	<u>Amazon</u>
<u>Calif Bear Tote Bag</u>	<u>10 x \$11 = \$110</u>	<u>Zazzle</u>
	<u>Total \$715</u>	

<u>ROUTE 66 RETAIL ITEMS</u>		
<u>Lapel Pins</u>	<u>1.25 ea</u>	<u>5 doz 100.00</u>
<u>Caps</u>	<u>25.20 dozen</u>	<u>4 doz 100.80</u>
<u>Lanyards</u>	<u>12.00 dozen</u>	<u>2 doz 24.00</u>
<u>Key Chains</u>	<u>24 pieces \$9.00</u>	<u>48 pieces 78.00</u>
<u>Tin Signs</u>	<u>5.00 ea</u>	<u>2 doz 120.00</u>
<u>License Frames</u>	<u>5.49 ea</u>	<u>2 doz 120</u>
<u>License Plates</u>	<u>2.49 ea</u>	<u>1 doz 29.88</u>
<u>Stickers</u>	<u>4.64 doz</u>	<u>4 doz 18.56</u>
<u>Mugs</u>	<u>8.00 ea</u>	<u>12 96.00</u>
<u>Tote Bags</u>	<u>10.00 ea</u>	<u>2 doz 240</u>
<u>Route 66 Guide Book</u>	<u>20.00 each</u>	<u>5 \$100</u>
<u>Route 66 Maps—Set of</u>	<u>15 per packet</u>	<u>Set of 5 \$75</u>
		<u>TOTAL: 1102.24</u>

<u>LOCAL ARTISTS' RETAIL ITEMS/ PRODUCTS</u>		
<u>Local Artist Note Cards</u>	<u>16.00 doz x 5</u>	<u>80.00</u>
<u>Local Artist Tote Bags</u>	<u>10 ea x 10</u>	<u>100</u>
<u>Local Artist Framed Photographs</u>	<u>Pics donated, Frame cost 2 doz x 5</u>	<u>120.00</u>
<u>Local Calendar Needles Regional Museum</u>	<u>10 each x 20</u>	<u>200.00</u>
<u>Local Authors: See names above</u>	<u>Approx 10 per x 30 copies</u>	<u>300.00</u>
<u>Videos of local historical significance Above</u>	<u>Approx 10 per x 20 copies</u>	<u>200</u>
		<u>TOTAL 1000.00</u>

The NVC will promote Needles tourism events and activities through the use of established billboard exposure that already is dedicated to the Needles Chamber. The Needles Chamber will commit to bringing these assets to the NVC. We will continue to utilize 2 locations for full sized billboards. These are available at strategic times of the year and will be reserved. Billboards are located:

- On Interstate 40, near the eastern exit to Needles on the east side of I-40
- Needles Highway, north of Rainbow Beach, east side of highway.

Radio/TV Marketing

The NVC will utilize the services (especially Public Service Announcements) of several local radio and TV stations for the promotion and marketing of the NVC. The NVC will prepare scripts promoting its news, events, and public information. As well, staff will be made available for live interviews. Contact with the following live media outlets has been long-established with the Chamber. These relationships and commitments will continue with the NVC:

- Cameron Broadcasting
- Jack FM "River Rat Radio"
- KTOX
- KJJJ
- KFLG
- Lucky 98
- Murphy Broadcasting
- KZZZ
- Channel 2 Bullhead City, Az

Travel Services Provided by Needles Tourist Center

The NVC will continue to offer support to visitors who are in need of travel assistance. Services provided are:

- Help with contacting and securing AMTRAK reservations for guests who do not have access to a computer.
- Assist travelers who need to print boarding passes
- Assist travelers in transportation searches for reservations, cancellations
- Searching and printing airline and hotel schedules
- Researching contact information & making phone calls for travelers

Brochures Procurement

- Obtaining, displaying and maintaining visitor brochures and travel information will be primarily through Certified Brochures, the company already providing this service.
- The NVC will rely on advice from the vendors and the Administrator for additional input.
- The NVC will also seek electronic networking process to request more brochures, pamphlets and maps from other visitors' centers and Chambers of Commerce throughout the state. The protocol will be based on the NVC's defined geographical regions, making contact within each.

- The NVC will network with the California Route 66 Association to obtain adequate promotional material for that attraction. materials relevant and educational for the Route 66 enthusiasts.
- In collaboration with the Bureau of Land Management, the NVC will display BLM brochures related to BLM lands and recreation.
- In-house brochures and flyers relating to local events will be displayed.

Dioramas, displays, visual promotion.

- The NVC will continue the relationship with the Needles Bureau of Land Management Regional Office. The BLM has provided in-kind support with brochures, pamphlets and flyers. In the NVC, the BLM will provide a series of rotating dioramas depicting the Greater Mojave Desert, the National Monuments and the Mojave Preserve. They will also share on a rotating basis artifacts and items of interest from these areas. The BLM will also provide interpretive programs that will be scheduled for the public at the El Garces public meeting area. As well, the BLM will offer staff to meet visitors in the NVC on an as-can-be-provided basis.
- The Needles Regional Museum will be another local resource for loan of displays or exhibits of Needles' history and culture.
- The Fort Mojave Tribe will be a resource for outreach to contribute items for display in the NVC. A Ft. Mojave Tribal History and Culture Corner will be created in the visitor reception area, seeking input from the tribe.
- The local Palo Verde Community College will also be a source of displays of local art, photography and other items of regional academic interest to visitors.
- Needles Unified School District will be a partner in providing opportunities for student displays of history and culture: California Mission Projects, or primitive long house settlements as examples.
- The local Veterans' groups will be another source of California history and culture to tap into. They can provide opportunities for public education, life stories, primary source recollections for public meetings, as well as provide memorabilia and artifacts for display.
- The NVC will conduct an outreach to other visitor centers, local tourism businesses, and Chambers of Commerce to exchange or share local displays

Staff Training

As new staff or volunteers join the NVC Team, training will be necessary in the following areas:

Current visitor information, including local events, attractions, accommodations, etc. A designated veteran (Office Administrator) will be assigned to be the trainer and a buddy system will be established. The veteran will provide the new staff with a prepared portfolio that includes the following for the new staff to read, review and learn:

- A copy of each local brochure and attraction for the new staff to read and learn about the basic local attractions.
- A copy of the NVC RFP to become familiar with all protocols from the NVC State Level. These protocols will instruct the new staff in the NVC philosophy of Branding, Visitor Profiles, etc.
- A copy of the NVC RFP Proposal Narrative to become familiar with all Needles processes that must be followed.

As time permits, the trainer will schedule time to go over each document with the new staff.

- Assign new staff to watch videos/movies/documentaries that are instructive in the local history, lore, culture. (*Harvey Girls, Grapes of Wrath, etc.*)
- The veteran staff members will create a data base of directories and scripts for handling routine phone responses.
- New staff will work with the veteran buddy as a team until the new staff is adequately trained and confident.
- The veteran trainer will conduct tutorials with new staff on the NVCWebsite and the NVCWebsite.

Tracking and Recording Visitors.

The NVC will use a photoelectric infrared non-directional people counter to track and record the numbers of visitors. Guests will sign in on an interactive flat screened TV that allows the NVC to collect tourist demographic data. As well, the NVC will continue the use of a traditional sign-in guest book. All phone calls will be logged on a form. The NVC is progressive with technology and welcomes any additional methods for statistical collection of data.

By implementing a data analysis protocol that evaluates the demographic profile of visitors, the NVC will be able to adjust inventory of direct sales products, inventory of travel brochures and destinations in order to meet the travel needs of our visitors.

This profile will look at information such as geographical origin of visitors, destination of visitors, and when collectible, age and gender data

SCOPE OF WORK: PERFORMANCE MATRICES/MEASURABLE OUTCOMES

It is the intent of the NVC to enter into an agreement with the City of Needles to operate a visitor's center and offer professional visitor services to persons/groups visiting the City of Needles.

The following are some of the specific services NVC would provide:

1. The NVC shall create and offer permanent displays that are kept current and regularly updated. They will include brochures, pamphlets, maps, directories and other information and materials.
2. Materials shall include resources provided by businesses and organizations, both private and public that are based in the City of Needles, or those who are hosting events in the City of Needles.
 - i. *Measurable Data: Verification that Chamber materials represent businesses and organizations in Needles will be documented by Office Administrator (or staff) on a cyclical basis (bi-yearly, yearly, etc.)*
3. At least two (2) times per year, NVC staff, board, or volunteers, shall contact all known local businesses and organizations for the purpose of collecting new materials for distribution to visitors.
 - i. *Measurable Data: Office Administrator (or staff) will document visitation schedule and keep records in house.*
4. The NVC's shall be open to the public a minimum of five (5) days a week, for a period of at least five (5) hours year-round. ~~NVC shall be open to the public during the months of June to September not less than four (4) hours per day Wednesday through Saturday.~~
 - i. *Measurable Data: Office Administrator (or staff) will document hours of operation and keep records in house.*

5. NVC shall at all times have a working telephone for which visitors, staff, board and volunteers may call local businesses to arrange or inquire about rooms, restaurants, shopping, vehicle repair, transportation and special events. As well, NVC staff will respond to all email and social media inquiries within 24 hours.

i. Measurable Data: Phone(s) in Chamber will verify compliance

6. NVC shall contract for and maintain a website with one dedicated staff member to serve as webmaster. As well, NVC may sell ad space on the website to generate revenue. NVC Website will be current, and will remove outdated postings.

i. Measurable Data: Regular observance of website by Chamber Board and outside parties will determine compliance.

7. NVC will build and maintain social media platforms, concentrating on current ~~Chamber events~~, news, and meetings on Face Book, Instagram, Twitter, etc. All will be updated in a timely manner. NVC will post promotionals for local businesses, community events, community promotions, clubs, non-profits and otherwise promote community participation through this media.

i. Measurable Data: Monitoring of social media by Chamber and outside parties will determine compliance

8. NVC will offer bulk and blast emails for businesses to send notices or invitations directly to every business in the data base. This service will be available free for all businesses.
9. ~~NVC will conduct Grand Openings, Ribbon Cuttings, and Meet and Greets. NVC will honor local Businesses of the Month with photo ops and media coverage.~~

~~*i. Measurable Data: Publication of such events will be published in the local media for documentation.*~~

~~10. The NVC will attend and host Tri-State Area Mixers to promote Needles as a tourist destination, to promote local businesses, recreation, relocation possibilities, and of course promote the home of Spike!.~~

~~i. Measurable Data: Publication of such attendance will be published in the local media for documentation, as well as posted on FB and website.~~

11. The NVC will market the City of Needles through print and other media venues:

- a. Tri-State Newspaper Exposure
- b. Publications
- c. Billboards
- d. Northern Arizona Magazine
- e. Colorado River Cities Visitor Guide
- f. Rt. 66 Magazine
- g. Colorado River Resource Guide
- h. NVC Directory
- i. Our Town Magazine
- j. The Entertainer
- k. El Garces Pamphlet
- l. White Pages
- m. Certified Brochure Exposure from LA to Palm Springs, to Las Vegas and Southern Utah, and to Albuquerque
- n. Local Radio Stations

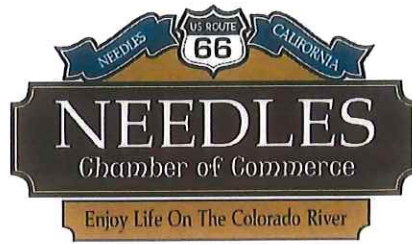
~~i. Measurable Data: Evidence of compliance will be documented by publication and/or distribution.~~

~~12. The NVC will organize and present 4 quarterly General Chamber Membership Meetings/Workshops. These general membership meetings will relate to topics of interest to the local business community, such as: Small business taxes, employment and wage education, upcoming state and local legislation, local industry growth reports, candidate forums, local ordinances, among others~~

~~i. Measurable Data: Evidence of compliance will be documented by the event.~~

13. NVC will continue to ~~assist people in need, providing connectivity to local charities, places of worship, local food resources,~~ travel assistance with ticketing for bus, train or taxi, as well as provide general directions for travel, food and hotels.
14. NVC will seek to partner with the Bureau of Land Management, the Needles Regional Museum, and Palo Verde Community College for the purpose of cultural and educational exposure for tourists. NVC will have displays of local interest.
15. ~~NVC will typically hold up to four (4) major community events per year that could include:~~
- ~~a. Annual Meeting/Chamber Dinner~~
 - ~~b. The NVC Haunted House~~
 - ~~c. Run For The Wall~~
 - ~~d. Train Days~~
 - ~~e. Route 66 Event~~
16. NVC shall have on display a flat screen tv that has looping, continual Needles promotions and area activities on display.

i. Measurable Data: The TV will be visible to all guests and will play continually updated information about local events, activities, history, culture, etc. Compliance will be evidenced through visiting NVC office.



**CITY OF NEEDLES VISITOR CENTER
MANAGEMENT SERVICES COST PROPOSAL**

Please find enclosed our Cost Proposal (as required in section d, and outlined in Addendum No. 2) for operation of the Needles Visitor Center in El Garces, located at 950 Front Street, Needles, CA 92363.

We have also enclosed our Building Cost Proposal, outlining our budget and building costs, showing that we have the financial ability to complete the necessary tenant improvements inside the Historic El Garces Train Depot to construct the Needles Visitor Center.

As the Needles Area Chamber of Commerce, in essence, currently functions as a visitor center, we believe we are the best candidate to successfully operate a visitor center for the City of Needles. The Needles Area Chamber of Commerce is a recognized name, not only in Needles, but in the Tri State area. Chambers of Commerce exist in almost every city across the nation, and travelers naturally call the Chamber when they are looking for local information. The transition will merely be one of physical location, simply moving from one building to another.

In our budget proposal, we are asking the City to cover rent and utilities in the City owned El Garces, as well as our payroll expenses. Because of Covid, the Chamber has not been able to hold any events, and generate that income, and therefore does not have the budget to cover the increased operational costs of being in El Garces at this time. Other operational costs (as outlined in our profit and loss statements) are already built into the Needles Area Chamber of Commerce budget, and will continue to be covered by the Needles Area Chamber of Commerce.

The Needles Area Chamber of Commerce has a history of working with the City of Needles, and has already invested significant time and money into moving into El Garces and operating a Visitor Center for the City of Needles. We look forward to successfully completing this endeavor and promoting and serving our City.

Sincerely,

Needles Area Chamber of Commerce
Board President

**NEEDLES CHAMBER OF COMMERCE
VISITOR CENTER - EL GARCES BUILDING BUDGET**

AVAILABLE BUILDING FUNDS			\$	60,139.00
AVAILABLE SAVINGS FUNDS			\$	57,363.71
TOTAL AVAILABLE FUNDS			\$	117,502.71
BIDS	DONATION	EXPENSE		
BANKER INSULATION - R-13 WALLS		\$2,500.00		
TLV ENTERPRISES - STEEL FRAME		\$17,000.00		
AZTECA CONCRETE - ALL CONCRETE	\$5,000.00	\$0.00		
PROJECT MANAGER - \$110/HOUR	\$50,000.00	\$0.00		
DOORS	\$0.00	\$2,090.00		
ROBINSON ELECTRIC - ELECTRICAL	\$20,000.00	\$0.00		
RIVER VALLEY AIR - HVAC	\$10,000.00	\$0.00		
COLORADO RIVER PLUMBING	\$0.00	\$11,520.00		
T-BAR & CEILING TILES - ESTIMATED	\$0.00	\$16,000.00		
PAINT - ESTIMATED	\$0.00	\$9,000.00		
DRYWALL - ESTIMATED	\$0.00	\$9,500.00		
TRIM WORK - ESTIMATED	\$0.00	\$4,500.00		
FLOORING, CABINETS, COUNTER TOPS	\$0.00	\$18,537.00		
TOTAL COST BREAKDOWN	\$85,000.00	\$90,647.00		
TOTAL PROJECT COST	\$ 175,647.00			
CHAMBER FUNDS AVAILABLE			\$	117,502.71
EL GARCES EXPENSE			\$	90,647.00
TOTAL CHAMBER NET RESERVE			\$	26,855.71

**NEEDLES CHAMBER OF COMMERCE
VISITOR CENTER - EL GARCES OPERATIONAL BUDGET
(TO BE PAID BY THE CITY)**

YEAR ONE			
EXPENSE	WEEKLY	MONTHLY	ANNUAL
RENT ALLOWANCE	\$171.32	\$742.37	\$8,908.44
UTILITIES (ESTIMATE) ALLOWANCE	\$69.23	\$300.00	\$3,600.00
PAYROLL EXPENSES	\$726.21	\$3,147.92	\$37,763.12
FURNITURE	ONE TIME EXPENSE - OFFICE EXPRESS		\$8,908.55
YEAR ONE TOTAL EXPENSE		\$59,180.11	
YEAR TWO			
RENT ALLOWANCE	\$171.32	\$742.37	\$8,908.44
UTILITIES (ESTIMATE) ALLOWANCE	\$69.23	\$300.00	\$3,600.00
PAYROLL EXPENSES	\$726.21	\$3,147.92	\$37,763.12
YEAR TWO TOTAL EXPENSE		\$50,271.56	
YEAR THREE			
RENT ALLOWANCE	\$171.32	\$742.37	\$8,908.44
UTILITIES (ESTIMATE) ALLOWANCE	\$69.23	\$300.00	\$3,600.00
PAYROLL EXPENSES	\$726.21	\$3,147.92	\$37,763.12
YEAR THREE TOTAL EXPENSE		\$50,271.56	

*RENT IS BASED ON \$.61 PER SQ. FOOT @ 1217 SF

*PAYROLL EXPENSE IS BASED ON 40 HOURS PER WEEK AT MINIMUM WAGE, PLUS ADMINISTRATIVE COSTS, INSURANCE AND TAXES = \$18.16/HR

*FURNITURE - SEE ENCLOSED QUOTE FROM OFFICE EXPRESS

CHAMBER OF COMMERCE PROFIT & LOSS APRIL 2019-MARCH 2020			
APRIL 2019-MARCH 2020 INCOME		APRIL 2019-MARCH 2020 EXPENSES	
INCOME TYPE	TOTAL	EXPENSE TYPE	TOTAL
INVESTMENTS	\$100.23	BUSINESS	\$30.00
MEMBERSHIP DUES	\$13,035.00	OUTSIDE CONTRACT SERVICES	\$5,201.00
OTHER	\$12.40	FACILITIES & EQUIPMENT	\$25,880.60
PROGRAM/EVENT INCOME	\$39,134.34	OPERATIONS	\$8,895.38
SALES OF PRODUCT	\$188.00	OTHER EXPENSES	\$4,016.84
SERVICES	\$50.00	PAYROLL EXPENSE	\$18,090.00
TOTAL INCOME	\$52,519.97	PAYROLL TAX EXPENSE	\$1,546.28
		PROGRAM EXPENSE	\$21,615.06
		TRAVEL & MEETINGS	\$101.61
		TOTAL EXPENSES	\$85,376.77

TOTAL INCOME	\$52,519.97
TOTAL EXPENSES	\$85,376.77
TOTAL NET INCOME	-\$32,856.80

CHAMBER OF COMMERCE PROFIT & LOSS APRIL 2020-DECEMBER 2020			
APRIL 2020-DECEMBER 2020 INCOME		APRIL 2020-DECEMBER 2020 EXPENSES	
INCOME TYPE	TOTAL	EXPENSE TYPE	TOTAL
INVESTMENTS	\$92.93	BUSINESS	\$38.00
MEMBERSHIP DUES	\$10,550.00	OUTSIDE CONTRACT SERVICES	\$2,400.00
OTHER	\$5.00	FACILITIES & EQUIPMENT	\$8,821.93
PROGRAM/EVENT INCOME	\$200.00	OPERATIONS	\$4,360.55
SALES OF PRODUCT	\$69.00	OTHER EXPENSES	\$3,910.06
SERVICES	\$2,550.00	PAYROLL EXPENSE	\$11,612.00
GRANTS	\$2,500.00	PAYROLL TAX EXPENSE	\$1,091.99
TOTAL INCOME	\$15,966.93	PROGRAM EXPENSE	\$4,584.75
		TOTAL EXPENSES	\$36,819.28

TOTAL INCOME	\$15,966.93
TOTAL EXPENSES	\$36,819.28
TOTAL NET INCOME	-\$20,852.35



CITY OF NEEDLES VISITOR CENTER

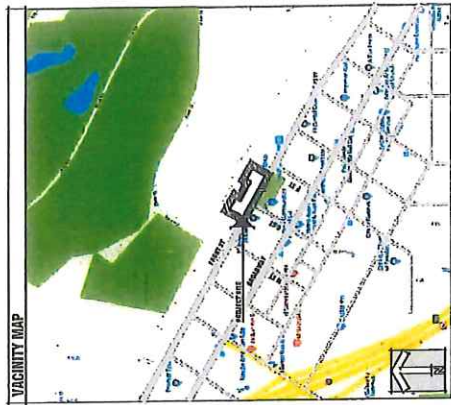
USE OF FACILITIES

As indicated in Request for Proposals for a Visitor Center, Addendum #1, Section e, Use of Facilities, The Needles Area Chamber of Commerce will lease space from the City for the Needles Visitor Center inside the Historic El Garces Train Depot located at 950 Front Street, Needles, CA 92363. As outlined in our Management Cost Proposal, we are asking for an allowance to cover rent and utilities.

Location and layout of the 1217 SF space we will occupy in El Garces is shown in our architectural plans, are included in this RFP. Our facility blue prints were designed to be in compliance with all ADA requirements and in compliance with City of Needles building codes.

Needles Chamber of Commerce Tenant Improvement

Construction Drawings



SHEET INDEX

ALB	CONCRETE	UTILITY	UTILITY
ALB	FOUNDATION	UTL1	UTILITY
ALB	FOUNDATION	UTL2	UTILITY
ALB	FOUNDATION	UTL3	UTILITY
ALB	FOUNDATION	UTL4	UTILITY
ALB	FOUNDATION	UTL5	UTILITY
ALB	FOUNDATION	UTL6	UTILITY
ALB	FOUNDATION	UTL7	UTILITY
ALB	FOUNDATION	UTL8	UTILITY
ALB	FOUNDATION	UTL9	UTILITY
ALB	FOUNDATION	UTL10	UTILITY
ALB	FOUNDATION	UTL11	UTILITY
ALB	FOUNDATION	UTL12	UTILITY
ALB	FOUNDATION	UTL13	UTILITY
ALB	FOUNDATION	UTL14	UTILITY
ALB	FOUNDATION	UTL15	UTILITY
ALB	FOUNDATION	UTL16	UTILITY
ALB	FOUNDATION	UTL17	UTILITY
ALB	FOUNDATION	UTL18	UTILITY
ALB	FOUNDATION	UTL19	UTILITY
ALB	FOUNDATION	UTL20	UTILITY
ALB	FOUNDATION	UTL21	UTILITY
ALB	FOUNDATION	UTL22	UTILITY
ALB	FOUNDATION	UTL23	UTILITY
ALB	FOUNDATION	UTL24	UTILITY
ALB	FOUNDATION	UTL25	UTILITY
ALB	FOUNDATION	UTL26	UTILITY
ALB	FOUNDATION	UTL27	UTILITY
ALB	FOUNDATION	UTL28	UTILITY
ALB	FOUNDATION	UTL29	UTILITY
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ALB	FOUNDATION	UTL79	UTILITY
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ALB	FOUNDATION	UTL92	UTILITY
ALB	FOUNDATION	UTL93	UTILITY
ALB	FOUNDATION	UTL94	UTILITY
ALB	FOUNDATION	UTL95	UTILITY
ALB	FOUNDATION	UTL96	UTILITY
ALB	FOUNDATION	UTL97	UTILITY
ALB	FOUNDATION	UTL98	UTILITY
ALB	FOUNDATION	UTL99	UTILITY
ALB	FOUNDATION	UTL100	UTILITY

NEEDLES CHAMBER OF COMMERCE TENANT IMPROVEMENT

PROJECT NO. 11111
DATE 11/11/11
DRAWN BY 11111
CHECKED BY 11111

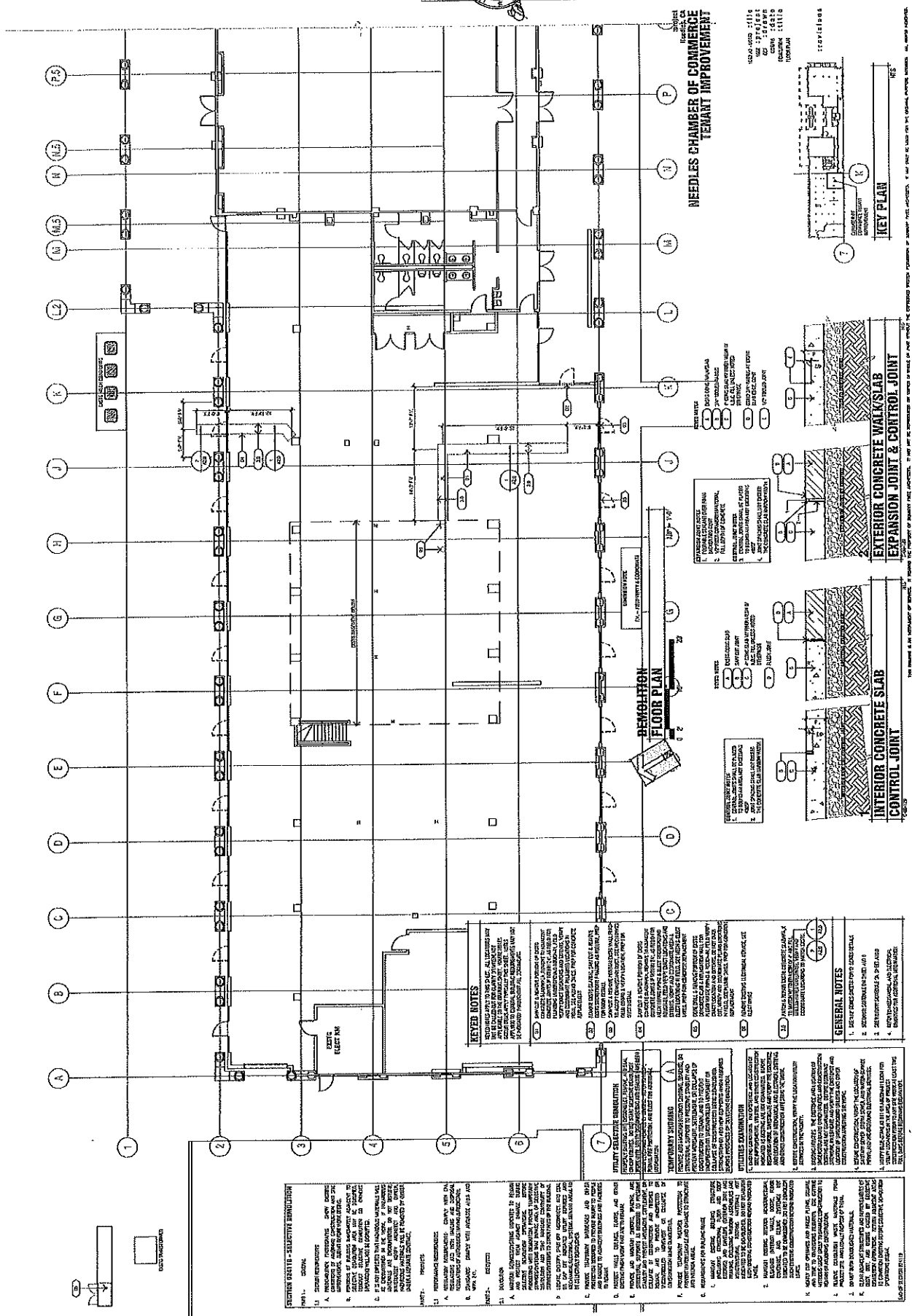
1111111111



SFA
SEABURY
FRITZ
ARCHITECTS

2020 Highway 25
Suite 100
Needles, CA 92354
951.277.0077
951.277.0078 fax

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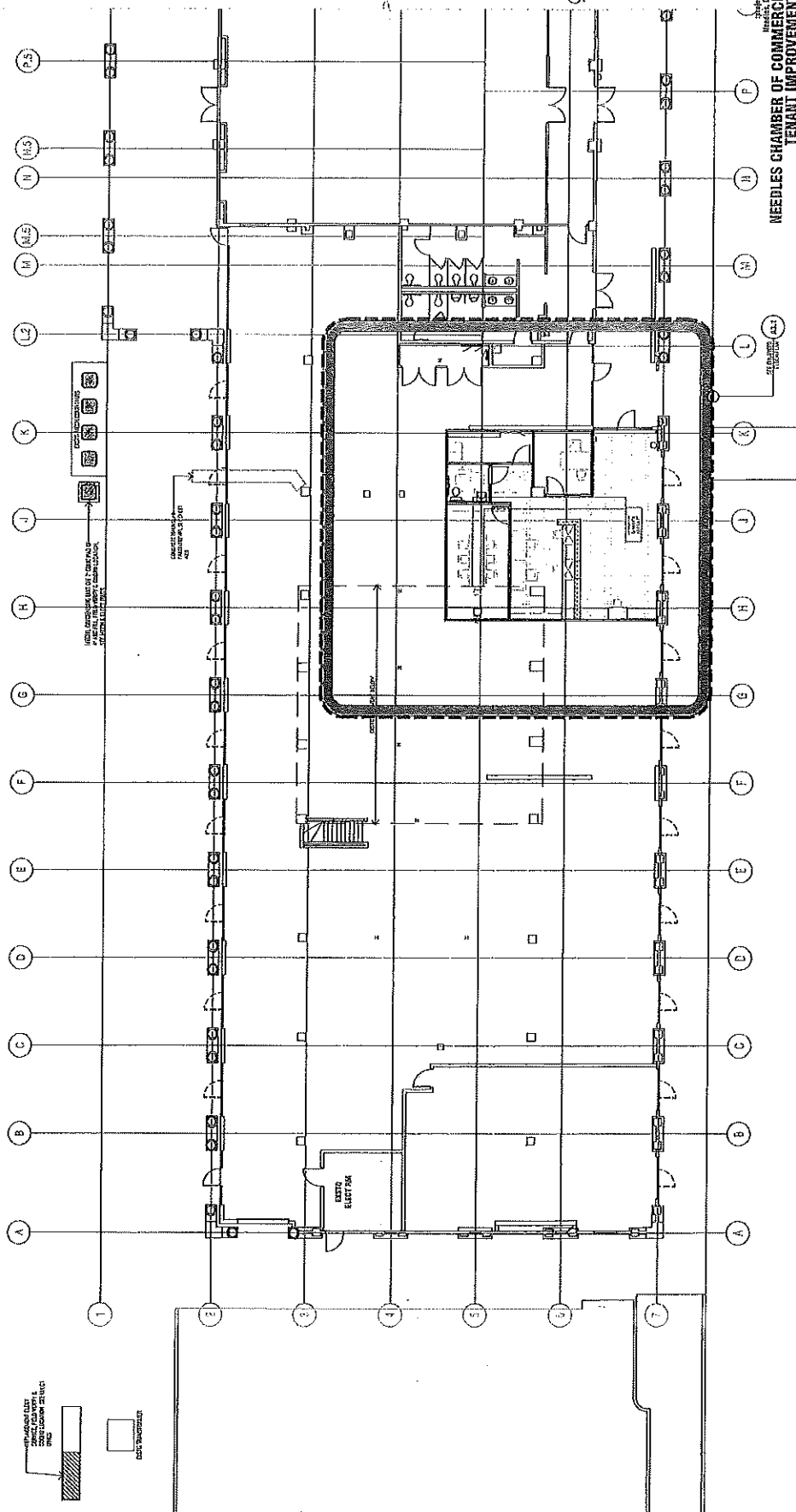


1. DEMOLITION FLOOR PLAN
 2. EXTERIOR CONCRETE WALKS/LAB
 3. INTERIOR CONCRETE SLAB
 4. KEY PLAN
 5. GENERAL NOTES
 6. KEY NOTES
 7. UTILITY NOTES
 8. TEMPORARY NOTING

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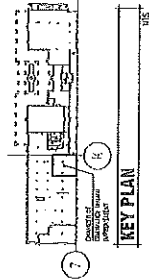
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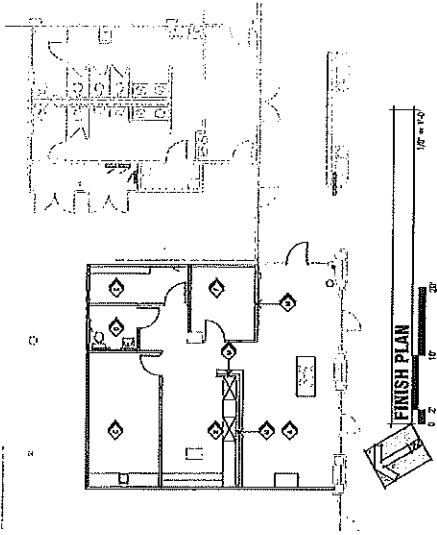
**NEEDLES CHAMBER OF COMMERCE
TENANT IMPROVEMENT**

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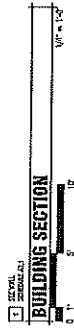
RENODELED MAIN LEVEL
FLOOR PLAN



STANDARD GROUP THE "STANDARD" MEANS THE USE OF A STANDARD MEASUREMENT SYSTEM. THE MEASUREMENT SYSTEM IS THE SAME FOR ALL MEASUREMENTS. THE MEASUREMENT SYSTEM IS THE SAME FOR ALL MEASUREMENTS. THE MEASUREMENT SYSTEM IS THE SAME FOR ALL MEASUREMENTS.



FINISH SCHEDULE									
NUMBER	ROOM	MARK	FLOOR	BASE	WALL BRGTS	WALL TI	CEILING FINISH	WING	REMARKS
01	RECEPTION	A	1ST	10	10	10	10	10	
02	OFFICE	B	1ST	10	10	10	10	10	
03	CONFERENCE	C	1ST	10	10	10	10	10	
04	RESTROOM	D	1ST	10	10	10	10	10	
05	LOBBY	E	1ST	10	10	10	10	10	
06	STREET	F	1ST	10	10	10	10	10	
07	STREET	G	1ST	10	10	10	10	10	
08	STREET	H	1ST	10	10	10	10	10	
09	STREET	I	1ST	10	10	10	10	10	
10	STREET	J	1ST	10	10	10	10	10	
11	STREET	K	1ST	10	10	10	10	10	
12	STREET	L	1ST	10	10	10	10	10	
13	STREET	M	1ST	10	10	10	10	10	
14	STREET	N	1ST	10	10	10	10	10	
15	STREET	O	1ST	10	10	10	10	10	
16	STREET	P	1ST	10	10	10	10	10	
17	STREET	Q	1ST	10	10	10	10	10	
18	STREET	R	1ST	10	10	10	10	10	
19	STREET	S	1ST	10	10	10	10	10	
20	STREET	T	1ST	10	10	10	10	10	
21	STREET	U	1ST	10	10	10	10	10	
22	STREET	V	1ST	10	10	10	10	10	
23	STREET	W	1ST	10	10	10	10	10	
24	STREET	X	1ST	10	10	10	10	10	
25	STREET	Y	1ST	10	10	10	10	10	
26	STREET	Z	1ST	10	10	10	10	10	
27	STREET	AA	1ST	10	10	10	10	10	
28	STREET	AB	1ST	10	10	10	10	10	
29	STREET	AC	1ST	10	10	10	10	10	
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34	STREET	AH	1ST	10	10	10	10	10	
35	STREET	AI	1ST	10	10	10	10	10	
36	STREET	AJ	1ST	10	10	10	10	10	
37	STREET	AK	1ST	10	10	10	10	10	
38	STREET	AL	1ST	10	10	10	10	10	
39	STREET	AM	1ST	10	10	10	10	10	
40	STREET	AN	1ST	10	10	10	10	10	
41	STREET	AO	1ST	10	10	10	10	10	
42	STREET	AP	1ST	10	10	10	10	10	
43	STREET	AQ	1ST	10	10	10	10	10	
44	STREET	AR	1ST	10	10	10	10	10	
45	STREET	AS	1ST	10	10	10	10	10	
46	STREET	AT	1ST	10	10	10	10	10	
47	STREET	AU	1ST	10	10	10	10	10	
48	STREET	AV	1ST	10	10	10	10	10	
49	STREET	AW	1ST	10	10	10	10	10	
50	STREET	AX	1ST	10	10	10	10	10	
51	STREET	AY	1ST	10	10	10	10	10	
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53	STREET	BA	1ST	10	10	10	10	10	
54	STREET	BB	1ST	10	10	10	10	10	
55	STREET	BC	1ST	10	10	10	10	10	
56	STREET	BD	1ST	10	10	10	10	10	
57	STREET	BE	1ST	10	10	10	10	10	
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60	STREET	BH	1ST	10	10	10	10	10	
61	STREET	BI	1ST	10	10	10	10	10	
62	STREET	BJ	1ST	10	10	10	10	10	
63	STREET	BK	1ST	10	10	10	10	10	
64	STREET	BL	1ST	10	10	10	10	10	
65	STREET	BM	1ST	10	10	10	10	10	
66	STREET	BN	1ST	10	10	10	10	10	
67	STREET	BO	1ST	10	10	10	10	10	
68	STREET	BP	1ST	10	10	10	10	10	
69	STREET	BQ	1ST	10	10	10	10	10	
70	STREET	BR	1ST	10	10	10	10	10	
71	STREET	BS	1ST	10	10	10	10	10	
72	STREET	BT	1ST	10	10	10	10	10	
73	STREET	BU	1ST	10	10	10	10	10	
74	STREET	BV	1ST	10	10	10	10	10	
75	STREET	BW	1ST	10	10	10	10	10	
76	STREET	BX	1ST	10	10	10	10	10	
77	STREET	BY	1ST	10	10	10	10	10	
78	STREET	BZ	1ST	10	10	10	10	10	
79	STREET	CA	1ST	10	10	10	10	10	
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82	STREET	CD	1ST	10	10	10	10	10	
83	STREET	CE	1ST	10	10	10	10	10	
84	STREET	CF	1ST	10	10	10	10	10	
85	STREET	CG	1ST	10	10	10	10	10	
86	STREET	CH	1ST	10	10	10	10	10	
87	STREET	CI	1ST	10	10	10	10	10	
88	STREET	CJ	1ST	10	10	10	10	10	
89	STREET	CK	1ST	10	10	10	10	10	
90	STREET	CL	1ST	10	10	10	10	10	
91	STREET	CM	1ST	10	10	10	10	10	
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106	STREET	DB	1ST	10	10	10	10	10	
107	STREET	DC	1ST	10	10	10	10	10	
108	STREET	DD	1ST	10	10	10	10	10	
109	STREET	DE	1ST	10	10	10	10	10	
110	STREET	DF	1ST	10	10	10	10	10	
111	STREET	DG	1ST	10	10	10	10	10	
112	STREET	DH	1ST	10	10	10	10	10	
113	STREET	DI	1ST	10	10	10	10	10	
114	STREET	DJ	1ST	10	10	10	10	10	
115	STREET	DK	1ST	10	10	10	10	10	
116	STREET	DL	1ST	10	10	10	10	10	
117	STREET	DM	1ST	10	10	10	10	10	
118	STREET	DN	1ST	10	10	10	10	10	
119	STREET	DO	1ST	10	10	10	10	10	
120	STREET	DP	1ST	10	10	10	10	10	
121	STREET	DQ	1ST	10	10	10	10	10	
122	STREET	DR	1ST	10	10	10	10	10	
123	STREET	DS	1ST	10	10	10	10	10	
124	STREET	DT	1ST	10	10	10	10	10	
125	STREET	DU	1ST	10	10	10	10	10	
126	STREET	DV	1ST	10	10	10	10	10	
127	STREET	DW	1ST	10	10	10	10	10	
128	STREET	DX	1ST	10	10	10	10	10	
129	STREET	DY	1ST	10	10	10	10	10	
130	STREET	DZ	1ST	10	10	10	10	10	
131	STREET	EA	1ST	10	10	10	10	10	
132	STREET	EB	1ST	10	10	10	10	10	
133	STREET	EC	1ST	10	10	10	10	10	
134	STREET	ED	1ST	10	10	10	10	10	
135	STREET	EE	1ST	10	10	10	10	10	
136	STREET	EF	1ST	10	10	10	10	10	
137	STREET	EG	1ST	10	10	10	10	10	
138	STREET	EH	1ST	10	10	10	10	10	
139	STREET	EI	1ST	10	10	10	10	10	
140	STREET	EJ	1ST	10	10	10	10	10	
141	STREET	EK	1ST	10	10	10	10	10	
142	STREET	EL	1ST	10	10	10	10	10	
143	STREET	EM	1ST	10	10	10	10	10	
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146	STREET	EP	1ST	10	10	10	10	10	
147	STREET	EQ	1ST	10	10	10	10	10	
148	STREET	ER	1ST	10	10	10	10	10	
149	STREET	ES	1ST	10	10	10	10	10	
150	STREET	ET	1ST	10	10	10	10	10	
151	STREET	EU	1ST	10	10	10	10	10	
152	STREET	EV	1ST	10	10	10	10	10	
153	STREET	EW	1ST	10	10	10	10	10	
154	STREET	EX	1ST	10	10	10	10	10	
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156	STREET	EZ	1ST	10	10	10	10	10	
157	STREET	FA	1ST	10	10	10	10	10	
158	STREET	FB	1ST	10	10	10	10	10	
159	STREET	FC	1ST	10	10	10	10	10	
160	STREET	FD	1ST	10	10	10	10	10	
161	STREET	FE	1ST	10	10	10	10	10	
162	STREET	FF	1ST	10	10	10	10	10	
163	STREET	FG	1ST	10	10	10	10	10	
164	STREET	FH	1ST	10	10	10	10	10	
165	STREET	FI	1ST	10	10	10	10	10	
166	STREET	FJ	1ST	10	10	10	10	10	
167	STREET	FK	1ST	10	10	10	10	10	
168	STREET								

[illegible]

1112

BRICK

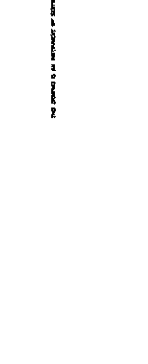
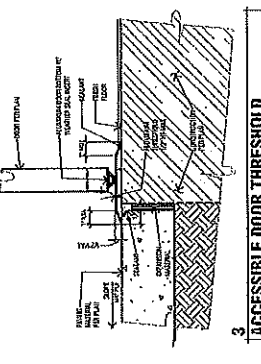
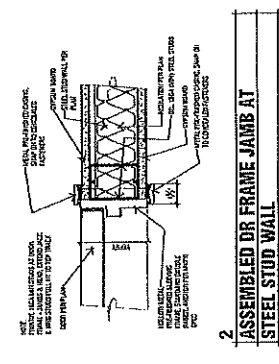
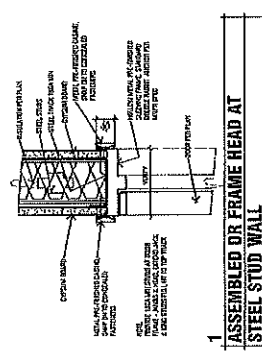
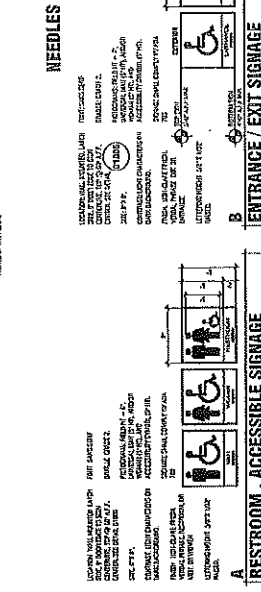
INSULATION

CORK INSULATION

FIBRE INSULATION

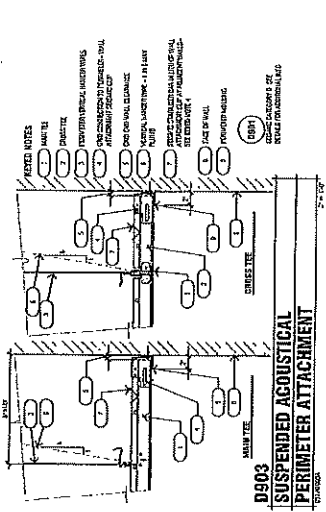
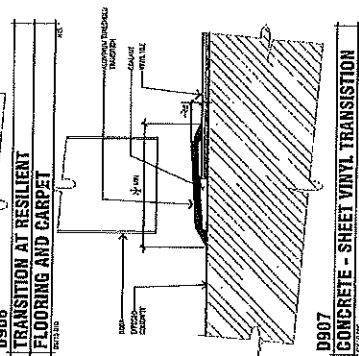
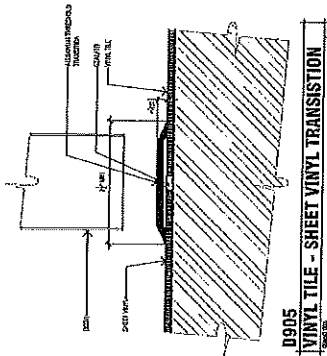
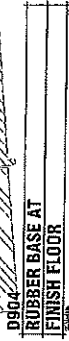
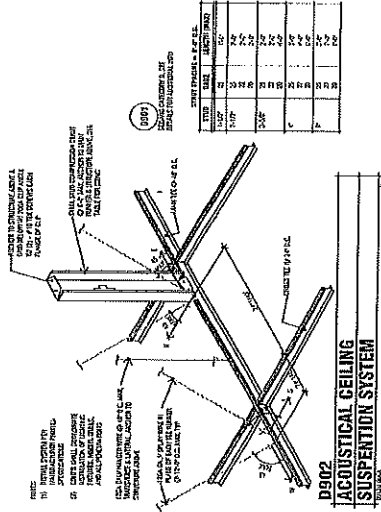
BRICK

COMPOSITE WALL

[illegible][illegible]

Technical drawing of a rectangular block. The block is labeled "INTERIOR" on its left side. Dimensions are indicated by arrows: "H" for height, "A" for width, and "S" for depth. A circular feature is shown on the front face, with a dimension "S" indicating its radius or diameter. The drawing is oriented with the block's length along the vertical axis.

**SUSPENDED ACOUSTICAL CEILING
STANDARD SEISMIC APPLICATIONS**

[illegible]

**NEEDLES CHAMBER OF COMMERCE
TENANT IMPROVEMENT**

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0108: 7122
2823: 09
177044: 201
011: 05-11-20

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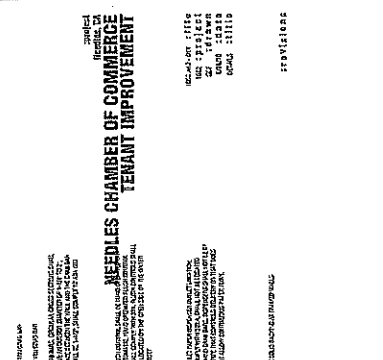
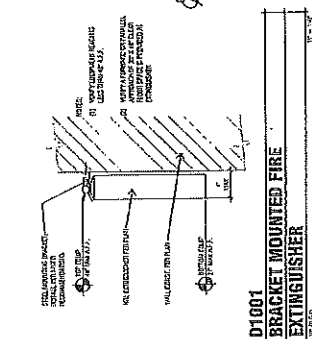
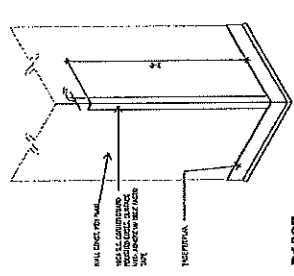
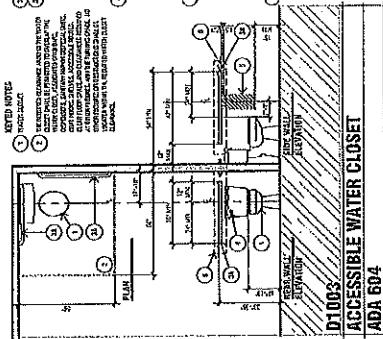
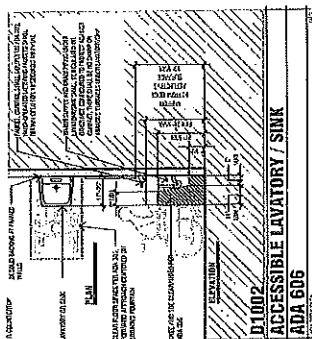
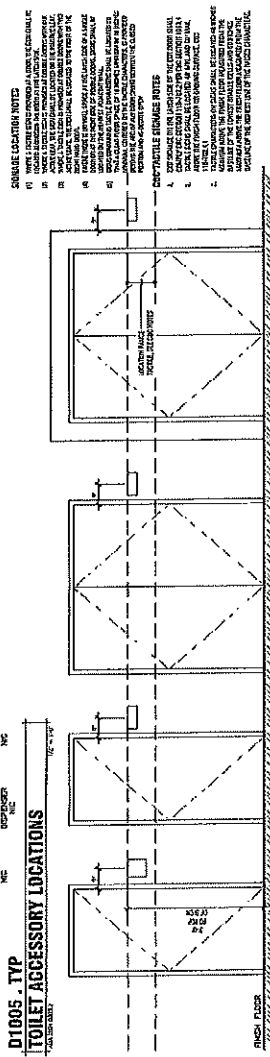
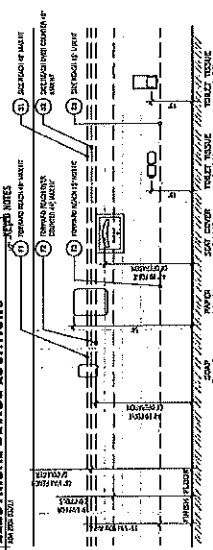
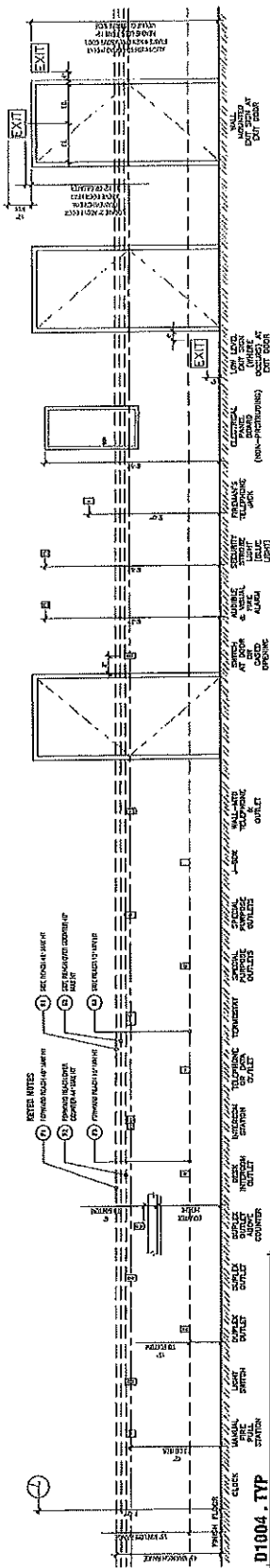
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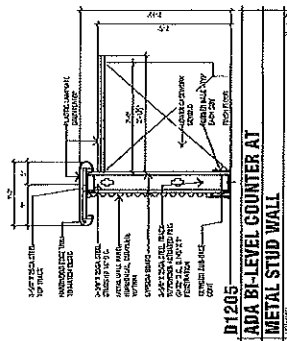
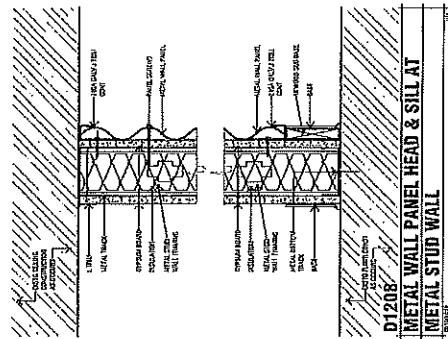
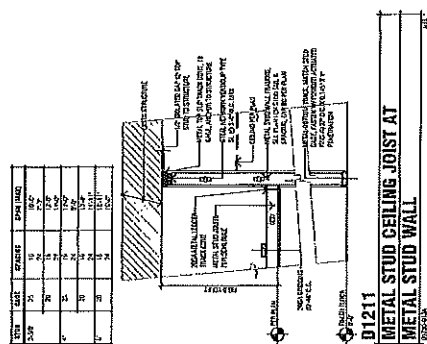
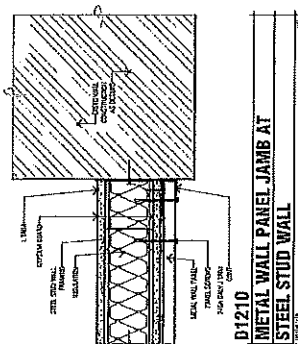
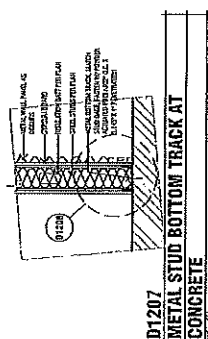
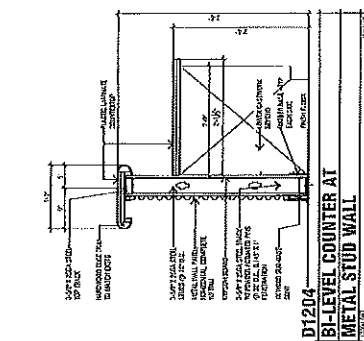
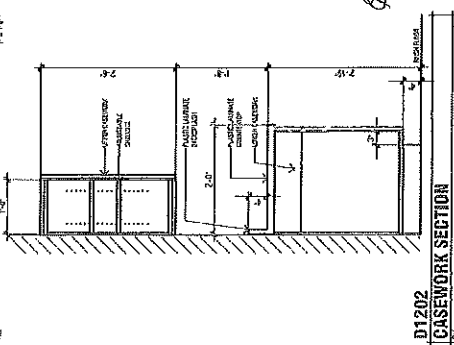
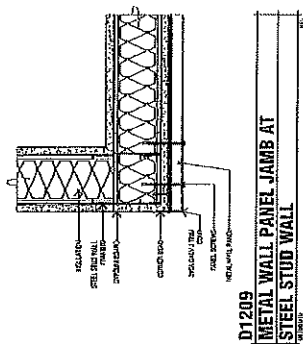
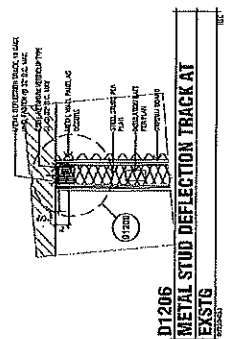
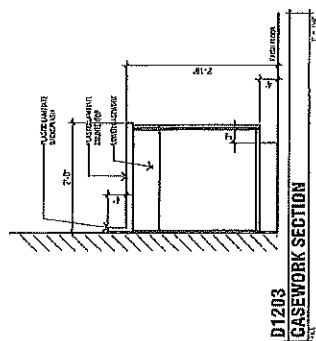
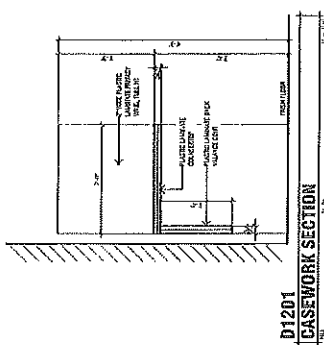
 **SEA**
SEABURY
FRITZ
ARCHITECTS

2122 Nichols St
Suite 100
East Lansing
MI 48823

517.577.1077
517.577.0078 fax

THESE RESULTS ARE IN ACCORD WITH THE FINDINGS OF OTHER STUDIES THAT HAVE SHOWN THAT THE USE OF A SINGLE-STEP PROCESS CAN BE EFFECTIVE IN REDUCING THE RISK OF INFECTION IN PATIENTS WITH A SINGLE-STEP PROCESS.





**NEEDLES CHAMBER OF COMMERCE
TENANT IMPROVEMENT**

0111: 2640
0121: 0000
0201: 120
1301: 010
0111: 200-6173

provisions

22

RESULTS

Questo libro di successo, scritto da un'autore che ha lavorato per anni in un'azienda di successo, è un libro che ha fatto molto parlare di sé. È un libro che ha fatto molto parlare di sé. È un libro che ha fatto molto parlare di sé.



ANY	DESCRIPTION	MFR.	CATALOG #	TYPE	VOLTS/WATTS	REMARKS
A18	LINEAR PROMANT	CORSLITE	12S-40-215S-150- 12-IN-4N-4S-15-STD	LED	120 594	SEE BUDAY
A28	LINEAR PROMANT	CORSLITE	12S-40-215S-150- 12-IN-4N-4S-25-STD	LED	120 1060	SEE BUDAY
B4	LINEAR PROMANT	CORSLITE	12S-40-143S-150- 12-IN-4N-4S-15-STD	LED	120 378	SEE BUDAY
B18	LINEAR PROMANT	CORSLITE	12S-40-143S-150- 12-IN-4N-4S-15-STD	LED	120 1512	SEE BUDAY
C8	LINEAR PROMANT	CORSLITE	12S-40-143S-150- 12-IN-4N-4S-15-STD	LED	120 924	SEE BUDAY
D	WAPARQING	COOPER	40S-120-215S-150- 40-11-IN-4N-4S-25- C21-1	LED	120 427	SEE BUDAY
E1	WORLD BROCKET	COLUMBIA	112S-250-150- CNC-250	LED	120 14	
F1	CONLIGHT	ALPHABET	112S-250-150- 350-250-150- D10-32	LED	120 1266	
G	EXT EEN	SURE-LITES	Q714H	LED	120 -	INTERNAL BATTERY PACK

ELECTRICAL SYMBOLS

- [illegible]

1/10" on 1" $\times 2\frac{1}{2}$ "

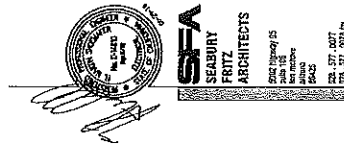
SPLIT SYSTEM HEAT PUMP UNIT SCHEDULE									
TAG	MANUFACTURER	MODEL	COND. FLA	EVAP. FLA	SW FLA	FW FLA	MDA	MOEP	VOLTS
50-1	EASTON	374000000T	5.0	12.5	5.0	5.0	7.5	12	208/1
50-1		374000000T	5.0	12.5	5.0	5.0	7.5	12	208/1

CONVERTING UNIT VOLTAGE DROP PER
MIL STD. 141 AT FULL LOAD AND
ASSUMING A 100 FEEDER
DESIGN CONDITIONS: 25A, 600V, 75°C
ELECTRICAL CODE: 2.10V

THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION
PUBLISHED WEEKLY
535 N. Dearborn Ave., Chicago 10, Ill.
Subscription price: \$5.00 per annum in advance
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Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917
Authorized Second-Class Mailage at Special Rate of Postage
Copyright, 1954, by American Medical Association
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Printed at the American Medical Association, 535 N. Dearborn Ave., Chicago 10, Ill.

KEYED NOTES:

① RUN OVERLAPS FROM THE PANEL TO A JUNCTION BOX ON THE CEILING. TRANSITION TO UNDERGROUND AND RETURN TO THE DISCREET ON GROUND ROUTING SHALL BE COORDINATED WITH THE ROUTING FOR THE REPRESENTATIVE. RACEWAYS SHALL BE SUITABLE FOR THE ENVIRONMENT IN WHICH THEY ARE INSTALLED.



**NEEDLES CHAMBER OF COMMERCE
TENANT IMPROVEMENT**

[illegible]

revelation

F.1.2

NEEDS CHAMBER OF COMMERCE
TENANT IMPROVEMENT

Project Name: Chamber of Commerce
Project Address: 1000 N. 1st St., Suite 100, Phoenix, AZ 85004
Project Phone: (602) 442-1234
Project Email: info@chamberofcommerce.com

Client Name: Chamber of Commerce
Client Address: 1000 N. 1st St., Suite 100, Phoenix, AZ 85004
Client Phone: (602) 442-1234
Client Email: info@chamberofcommerce.com

Contractor Name: ENCO Engineering Inc.
Contractor Address: 1000 N. 1st St., Suite 100, Phoenix, AZ 85004
Contractor Phone: (602) 442-1234
Contractor Email: info@enco.com

Project Description: The project consists of the construction of a new building for the Chamber of Commerce. The building will be a three-story structure with a total area of approximately 10,000 square feet. The building will include a parking lot, a loading dock, and a security system. The building will be constructed in accordance with the City of Phoenix Building Code.

Project Schedule: The project is scheduled to begin in January 2015 and is expected to be completed by June 2015. The project will be completed in three phases. The first phase will be the construction of the foundation and the first floor. The second phase will be the construction of the second and third floors. The third phase will be the construction of the parking lot, loading dock, and security system.

Project Budget: The project budget is estimated to be \$1,000,000. The budget includes the cost of construction, materials, labor, and overhead. The budget also includes a contingency fund for unexpected costs.

Project Risks: The project risks include the possibility of cost overruns, delays, and quality issues. The project manager will monitor the project closely to ensure that the project is completed on time, within budget, and to the highest quality.

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TENANT IMPROVEMENT

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Contractor Phone: (602) 442-1234
Contractor Email: info@enco.com

Project Description: The project consists of the construction of a new building for the Chamber of Commerce. The building will be a three-story structure with a total area of approximately 10,000 square feet. The building will include a parking lot, a loading dock, and a security system. The building will be constructed in accordance with the City of Phoenix Building Code.

Project Schedule: The project is scheduled to begin in January 2015 and is expected to be completed by June 2015. The project will be completed in three phases. The first phase will be the construction of the foundation and the first floor. The second phase will be the construction of the second and third floors. The third phase will be the construction of the parking lot, loading dock, and security system.

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Contractor Phone: (602) 442-1234
Contractor Email: info@enco.com

Project Description: The project consists of the construction of a new building for the Chamber of Commerce. The building will be a three-story structure with a total area of approximately 10,000 square feet. The building will include a parking lot, a loading dock, and a security system. The building will be constructed in accordance with the City of Phoenix Building Code.

Project Schedule: The project is scheduled to begin in January 2015 and is expected to be completed by June 2015. The project will be completed in three phases. The first phase will be the construction of the foundation and the first floor. The second phase will be the construction of the second and third floors. The third phase will be the construction of the parking lot, loading dock, and security system.

Project Budget: The project budget is estimated to be \$1,000,000. The budget includes the cost of construction, materials, labor, and overhead. The budget also includes a contingency fund for unexpected costs.

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Contractor Name: ENCO Engineering Inc.
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Contractor Phone: (602) 442-1234
Contractor Email: info@enco.com

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Project Schedule: The project is scheduled to begin in January 2015 and is expected to be completed by June 2015. The project will be completed in three phases. The first phase will be the construction of the foundation and the first floor. The second phase will be the construction of the second and third floors. The third phase will be the construction of the parking lot, loading dock, and security system.

Project Budget: The project budget is estimated to be \$1,000,000. The budget includes the cost of construction, materials, labor, and overhead. The budget also includes a contingency fund for unexpected costs.

Project Risks: The project risks include the possibility of cost overruns, delays, and quality issues. The project manager will monitor the project closely to ensure that the project is completed on time, within budget, and to the highest quality.



NEEDS CHAMBER OF COMMERCE
TENANT IMPROVEMENT

ENCO ENGINEERING INC.
1000 N. 1st St., Suite 100
Phoenix, AZ 85004
(602) 442-1234
info@enco.com

[illegible][illegible][illegible][illegible]

**NEEDLES CHAMBER OF COMMERCE
TENANT IMPROVEMENT**

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      title
      project
      :drawn
      :date
      :size
      :fill

```



ENCO ENGINEERING INC.
 100 CASHMAN ROAD, SUITE 100, NEWTON, MASSACHUSETTS 02459
 (617) 552-1100



SEABURY
FRITZ
ARCHITECTS

2000 W. 10TH
SUITE 200
DENVER, CO 80202
TEL: 303.733.1000
FAX: 303.733.1001

MP.1.1

NEEDLES CHAMBER OF COMMERCE TENANT IMPROVEMENT

DATE: 10/1/01
GENERAL
NOTES

GENERAL MECHANICAL SYMBOLS			
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
	METAL MECHANICAL EQUIPMENT		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
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	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)		DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL, OR REMOVED (AS PER PLAN)
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	DUCT CONNECTION THROUGH DUCT, INSULATED, PARTIAL		

KEYED NOTES:

1. OUTSIDE DUCT CONNECTED TO RETURN AIR INLET WITH BALANCING DAMPER.
2. RETURN DUCTS WITH ROUND TRAP PER SACS TO PREVENT RETURN.
3. NEWEL STAIRS AGAINST WINDOW/DOOR EXISTING WALL.

KEYED NOTES



MECHANICAL FLOOR PLAN

BIDDING NOTES

COORDINATE WITH GENERAL CONTRACTOR FOR OPTIONAL DROP CEILING INSTALLATION.

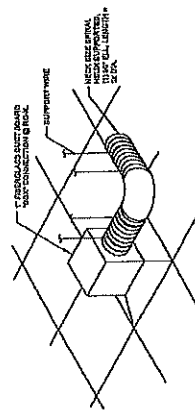
PRIORITY OVER CEILING DO NOT PLUMB.

DESIGN NO. CEILING

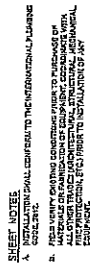
1. SEE SUPPLY MANUFACTURE & BROWNS ACQUISITION UNIT.

2. INCLUDE IN GROUND AND GROUND TRUCKS.

3. PROVIDE A 2' SQUARE ALUMINUM LATCH, 1" DIA., MOUNTED TO BRACKET POINT.



RETURN AIR W/ SOUND TRAP



MARK	STORAGE	MINIMUM FLOW (GPM)	TEMP. RISE (°F)	ELEMENT CITY	ELEMENT WANTS (GAL)	VOLTS/PH	WEIGHT (LBS)	BASIS OF DESIGN		REMARKS
								MANUFACTURER	MODEL	
0000000000	—	521	45	1	1300	120V	5	ATP	ATP-1-1	①

① ALL DATA, IF NOT BASED ON MANUFACTURER'S SPECIFICATIONS.

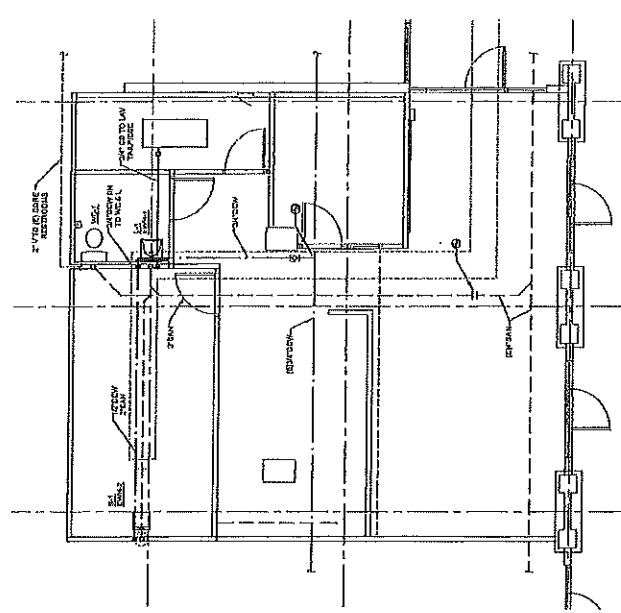
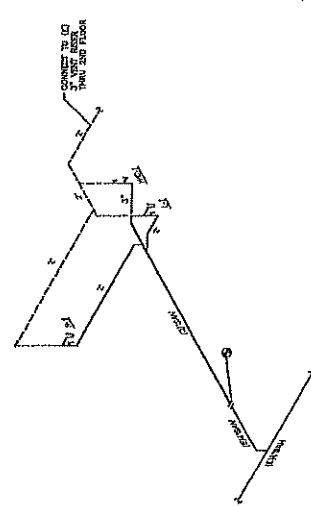
PLUMBING CALCULATIONS									
THE FOLLOWING INFORMATION IS USED AT THE PLUMBER'S DISCRETION FOR ESTIMATING PURPOSES									
1WG	-24.60								
2WG	-1.00								
3WG	-1.00								
4WG	-1.00								
5WG	-1.00								
6WG	-1.00								
7WG	-1.00								
8WG	-1.00								
9WG	-1.00								
10WG	-1.00								
11WG	-1.00								
12WG	-1.00								
13WG	-1.00								
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29WG	-1.00								
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31WG	-1.00								
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37WG	-1.00								
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61WG	-1.00								
62WG	-1.00								
63WG	-1.00								
64WG	-1.00								
65WG	-1.00								
66WG	-1.00								
67WG	-1.00								
68WG	-1.00								
69WG	-1.00								
70WG	-1.00								

PER 100% FULL COSTING SYSTEM REQUIREMENTS

1WC	=25.50
1L	=12.00
1S	=12.00
1E	=12.00
TOTAL	=61.50
COSTING	=40.05
NET TOTAL	=81.55

(D) WATER TO REMAIN IN PLACE ALLOWANCE

2007-08-01 TO 2007-08-31				
DATE	AMOUNT	DEBIT	CREDIT	BALANCE
8/1	2			2
8/2	2			4
8/3	2			6
8/4	2			8
8/5	2			10
8/6	2			12
8/7	2			14
8/8	2			16
8/9	2			18
8/10	2			20
8/11	2			22
8/12	2			24
8/13	2			26
8/14	2			28
8/15	2			30
8/16	2			32
8/17	2			34
8/18	2			36
8/19	2			38
8/20	2			40
8/21	2			42
8/22	2			44
8/23	2			46
8/24	2			48
8/25	2			50
8/26	2			52
8/27	2			54
8/28	2			56
8/29	2			58
8/30	2			60
8/31	2			62

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PLUMBING FLOOR PLAN

WASTE AND VENT DIAGRAM
SCALE: NO. 250:1



SFA
SEABURY
FRITZ
ARCHITECTS

5042 McHenry St
Suite 102
Fort Worth
Texas
76120

817/357-0077
817/357-0078 fax

**NEEDLES CHAMBER OF
COMMERCE TENANT
IMPROVEMENT**



STPA
SEABURY
FRITZ
ARCHITECTS

2000 Highway 85
Suite 106
Fort Worth, TX
76104
817-421-5777

817-577-0077
817-577-0077

**EDLES CHAMBER OF
COMMERCE TENANT
IMPROVEMENT**

CHEMICAL & PHYSICAL
 ENERGY CONSUMPTION

Subjects

MEC1

[illegible][illegible]

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRADE AND INDUSTRY BUREAU OF CUSTOMS		CUSTOMS DECLARATION (To be filled out by the Importer/Exporter)	
Importer/Exporter Name: CHANGHAI SYSTEMS INTERNATIONAL INCORPORATED		Address: 1000 N. 10TH AVE, SUITE 100, DENVER, CO 80202, USA	
Contact Person: JOHN DOE		Phone: (303) 555-1234	
Date of Declaration: 2024-10-27		Declaration Number: 123456789	
Description of Goods: Computer Hardware		Quantity: 1000	
HS Code: 8471.50.00		Value: 10000.00	
Country of Origin: USA		Country of Destination: PHILIPPINES	
Mode of Transport: SEA		Port of Origin: NEW YORK	
Port of Destination: MANILA		Date of Arrival: 2024-10-28	
Declaration Made by: JOHN DOE		Signature: [Signature]	
Declaration Made on: 2024-10-27		Declaration Made at: DENVER, CO	
Declaration Made in: USA		Declaration Made for: PHILIPPINES	
Declaration Made by: JOHN DOE		Declaration Made for: PHILIPPINES	
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Declaration Made by: JOHN DOE		Declaration Made for: PHILIPPINES	

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MECHANICAL COMPLIANCE WITH A VIBRATION

Project: **NEEDLES CHAMBER OF COMMERCE TENANT IMPROVEMENT**

Client: **NEEDLES CHAMBER OF COMMERCE**

Address: **1000 N. GARDEN ST. SUITE 1000, DALLAS, TX 75202**

Project No: **1000**

Revision: **1.0**

Drawn by: **MECHANICAL**

Checked by: **MECHANICAL**

Approved by: **MECHANICAL**

Date: **10/1/2011**

Scale: **AS SHOWN**

Notes: **1. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING REQUIREMENTS:**

- 1.1. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN A VIBRATION ISOLATED MANNER.**
- 1.2. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN A VIBRATION ISOLATED MANNER.**
- 1.3. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN A VIBRATION ISOLATED MANNER.**
- 1.4. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN A VIBRATION ISOLATED MANNER.**
- 1.5. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN A VIBRATION ISOLATED MANNER.**
- 1.6. ALL MECHANICAL EQUIPMENT SHALL BE INSTALLED IN A VIBRATION ISOLATED MANNER.**
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MECHANICAL COMPLIANCE WITH A VIBRATION

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NEEDLES CHAMBER OF COMMERCE TENANT IMPROVEMENT

Project No: **1000**

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Drawn by: **MECHANICAL**

Checked by: **MECHANICAL**

Approved by: **MECHANICAL**

Date: **10/1/2011**

Scale: **AS SHOWN**

MEC2



SEA BURY FRITZ ARCHITECTS

5902 MONKEY IS
2006
1001 MONKEY
2006
9502

228, 577, 5817
229, 577, 0213 (ex

**NEELES CHAMBER OF
COMMERCE TENANT
IMPROVEMENT**

[illegible]

Revisions:

ME3

[illegible][illegible]



1

REFERENCES

Michael Ahrens	BLM 1303 US 95 Needles, Ca 92363 760-326-7000
Lale Cilenti	Palo Verde Community College 725 W. Broadway Needles, Ca 92363 760-326-5033
Eileen Hartwick	Big O Tires/Napa Auto 949 W. Broadway Needles, Ca 92363 760-326-3885
Pam & Larry DeAtley	Deco Foods 700 W. Broadway Needles, Ca 92363 760-326-3231
Tiger Kramer	River Valley Air Conditioning, Inc. 5107 Az 95 Ft. Mohave, Az 86426

