



**NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY
("V&T Railway Commission")
Agenda Report**

Date Submitted: 05/17/23 Meeting

Date Requested: 05/24/22 Time

Requested: 30 Minutes

To: NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY Commissioners

From: David Peterson, Chair

Subject Title: Discussion and possible action regarding proposed Amendment #1 to Contract No. FY23-C002 with Virginia & Truckee Railroad ("VTRR"), revising the scope of work for the Charter Services Agreement to include management of train operational systems and the operation of a gift shop at the Carson City East Depot, effective through December 31, 2023, for an additional amount not to exceed \$_____.

Staff Summary: Review of current contract with VTRR to add services to manage the operational aspects of the East Gate Depot.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action:

I move to approve the First Amendment to the VTRR contract, to manage the operational aspects of the East Gate Depot and operate a gift shop for a not to exceed value increase of \$_____.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments:

Prepared By: Stephanie Hicks, Commissioner

AMENDMENT #1 TO CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

Nevada Commission for the Reconstruction of the V&T Railway (the "Commission") and the Virginia & Truckee Railroad ("VTRR" or "Contractor") hereby consent to amend Contract No. FY23-C002 with Virginia & Truckee Railroad dated April 3, 2023 ("Contract") as follows:

The Commission will allow VTRR to operate a gift shop in the main building of the Carson City Eastgate Depot ("Depot"). During POLAR EXPRESS, VTRR will provide staff to run the POLAR EXPRESS gift shop for the Commission.

VTRR will provide additional services to manage operational aspects of the Depot, including:

- Provide janitorial services through both a contracted cleaning company and VTRR staff; and purchase and provide restroom paper products that will be reimbursed by the Commission.
- Manage all operational systems for train activities such as ticketing, manage all vendors and volunteers and provide staffing for train departure and arrival during General Season and special events such as THE POLAR EXPRESS Train Ride.
 - For special event trains and POLAR EXPRESS, the Commission's Executive Assistant will procure all food, beverages and other merchandise, including gift shop merchandise for POLAR EXPRESS.
- Utilize Fare Harbor software, as supplied by the Commission, for ticket sales.
- Be primarily responsible for answering incoming calls and emails from customers and handle all customer questions and concerns. The Commission's Executive Assistant will provide additional customer service support.
- Coordinate facilities and parking lot maintenance and repairs. Provide staff to monitor security cameras.
- Coordinate with track maintenance vendor and team on inspections, maintenance, and repairs.
- Coordinate with contractor to build the North Pole for POLAR EXPRESS.

NOW THEREFORE, in consideration of the aforesaid premises, mutual promises, covenants and undertakings hereinafter set forth,

The Commission and the Contractor agree that shall be in effect from June 1, 2023, through December 31, 2023, for a total amount not to exceed \$.

It is also agreed that all unaffected conditions, requirements, and restrictions of the Contract remain unaffected and shall continue in full force and effect for the duration of the Contract term.

ACKNOWLEDGMENT AND EXECUTION:

This Amendment may be executed in counterparts. In witness whereof, the Parties have entered into this Amendment as of the date of the last required signature below.

“Commission”
Nevada Commission for the Reconstruction
of the V&T Railway

“Contractor”
Virginia & Truckee Railroad

By: _____
David Peterson, Chair

By: _____
Thomas Gray, President

Dated: _____

Dated: _____