This Exhibit A – Scope of Work represents the minimum standards required. Contractor shall be responsible to provide well-maintained systems reflecting favorably upon County and Contractor.

1. **CONTRACTOR RESPONSIBILITIES**

**Contractor Shall:**

* 1. Be responsible for the well and well equipment identified in this Contract.
  2. Be responsible for services, maintenance, repair, parts, and material, inspections, and costs required to keep wells operating safely and efficiently during Contract term.
  3. Be responsible for the water well and water treatment systems including but not limited to chlorinators, water softeners, and iron filters, and all associated components identified in this Contract.
  4. Be licensed and fully competent in all aspects of water well and water treatment systems and components in a safe manner.
  5. Employ only skilled, qualified workers.
  6. Provide all-inclusive, 100% turnkey quotes when requested for installation of new equipment or substantiated repairs due to abuse or misuse and/or acts of God.
  7. Include all required labor, material, equipment, plans, engineering, surveys, permitting, and local and state inspections.
  8. Include costs for general housekeeping and work area clean up.
  9. Include travel time.
  10. Understand change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project.
  11. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
  12. Be responsible for inspections, penalties, fees, or fines for projects.
  13. Be responsible for damages caused as the result of completing projects.
  14. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.
  15. If needed, use a subcontractor for services related to the water treatment systems.

1. **SCOPE OF WORK**
   1. **PRELIMINARY INSPECTIONS**

Inspections will be used to determine the current condition of the existing systems.

* + 1. Contractor shall inspect all equipment that is part of the contract within sixty (60) calendar days after the Notice to Proceed has been issued.
    2. Contractor shall provide an inspection report for each location/system to the County Project Manager.
       1. Report shall include a list of any deficiencies and shall be accompanied by a quote to repair the listed deficiencies to bring each system to a fully functional condition.
          1. Quote shall contain the cost for labor and parts derived from Contract pricing cost. The quote must contain justification for the parts be considered for replacement.
          2. Upon County Project Manager’s quote acceptance, Contractor shall be responsible for all costs required to keep the newly repaired and updated system in the same condition throughout the Contract term.
          3. If not accepted by County Project Manager, Contractor shall assume total responsibility, as well as labor and all costs required to keep the system in the same condition as when the inspection was completed.
          4. If any of the recommendations provided by Contractor during the initial inspection fails, County will be responsible for the cost, based on contract pricing, of the labor and material to repair the system.
  1. **MINIMUM QUARTERLY PREVENTATIVE MAINTENANCE AND INSPECTIONS** 
     1. Contractor shall perform one (1) Preventative Maintenance and Inspection at each contracted location at least quarterly.
     2. Inspections shall include, but are not limited to the following:
        1. A visual check for hazardous material located within approximately one hundred and fifty (150) feet of the well or water systems.
        2. Verification of the ground surrounding the wellhead is sloping away from the well to divert surface runoff and provide positive draining.
        3. Notation of the growth of weeds, trees, shrubs, or grass with root systems in the areas that are adjacent to the well.
        4. Verification of all faucet hose connections are equipped with anti-backflow devices.
        5. Verification of the presence of concrete pad surrounding the well casing and proper sealing of the casing to the pad. The condition of the pad shall be documented along with any recommended maintenance needed.
        6. Check of the condition of the cap and any seals present. Note the presence of fitment problems, cracks, or holes.
        7. Check the presence of the vent screen in the well vent and clear away any debris that has accumulated
        8. Verification of the well cap is twelve (12) inches above the ground.
        9. Inspection of pressure tanks for items such as cracks, structural damage, leaks, corrosion, and paint condition.
        10. Inspection of piping condition.
        11. Inspection of electrical conduit to verify all connections are secure.
        12. Inspection of circuit disconnects for discoloration and nicks.
        13. Inspection of wiring and connections for signs of overheating and deterioration.
        14. Inspection of systems for rust and/or corrosion.
        15. Check for any visible water leaks.
        16. Verification of and recording of pressure of pressure tank.
        17. Perform a flow test to determine well system output. Measure amp capacity, compare with expected output from design parameter.
        18. Check and document running amps on well pumps and compare to manufacturer’s specification.
        19. Check well for unusual operation conditions such as noise in operations, failure to start normally, excessive sparking, smells, or vibrations.
        20. Verification of and recording of appropriate pump cycle rate.
        21. Check and test pressure relief valves for proper functionality. Verification of start and stop pressure settings.
        22. Verification of pump controls and gauges are functioning properly.
        23. Exercise all well system valves and record the number and direction of turns to close each valve. Documentation of valve condition.
        24. Check pipe fittings for tightness.
        25. Inspection, clean, and repair interior and exterior of control panels and disconnects. Panels shall be cleaned and carefully compressed with air. Note on report if any pests are present.
        26. All associated well circuit breakers shall be inspected for physical damage, burning, overheating, proper alignment, and general condition.
        27. All associated well circuit breakers shall be mechanically exercised and lubricated.
        28. Tighten all electrical connections and apply antioxidant grease as appropriate.
        29. Inspection reports shall be submitted in PDF format along with the invoice for payment.
        30. Inspection reports shall note any deficiencies found in the systems, repairs made, and photo documentation of corrections.
  2. **SERVICE REQUESTS**
     1. Response time to non-emergency service request shall not exceed eight (8) hours from notification.
     2. Response time to emergency service request shall not exceed 4 (4) hours from notification.
     3. Contractor shall make all repairs, including labor and materials, necessary due to normal wear and tear at Contractor expense.
     4. County shall be responsible for substantiated repairs due to abuse or misuse and/or acts of God and shall retain the right to obtain competitive pricing for such repairs of this nature.
        1. Contractor shall notify the County in advance of such needed repairs and shall provide a quote with cost derived from Contractor’s additional costs time and material pricing section listed in the Contractor’s bid.
     5. In the event that the Contractor is asked to install new equipment or work outside of the scope of the contract, costs shall be derived from the Contractor’s additional costs time and material pricing section.
     6. Contractor shall be responsible for the disposal of all hazardous waste materials that are a result of maintenance or repair work performed by Contractor or Contractor staff.
     7. Conditions found affecting the safety of building occupants shall be immediately reported to the County Project Manager. A written report clearly listing the defects found and the action recommended shall be emailed in PDF format to County Project Manager within twenty-four (24) hours.
  3. **SAMPLING AND TESTING**
     1. Locations with chlorinators are required to be tested and reported weekly.
        1. Contractor shall email weekly reports in PDF format to County Project Manager.
     2. Water inspections shall be completed regularly by Lake County Water labs for verification purposes.
        1. Should a well fail testing, Contractor shall be assessed a $50.00 per day fee until inspections are completed and passed. This fee shall be deducted from Contractor’s regular monthly invoice.
  4. **CHLORINATION/DISINFECTION**
     1. County may request a service call if a well system has become contaminated with bacteria. Contractor shall disinfect the well by shock chlorination.
     2. The disinfection process shall by scheduled with County Project Manager for when the water system will not be used for at least twelve (12) hours. Additionally, all other water treatment systems, such as heaters, softeners and presser tanks shall be disinfected.
     3. As the water from the system will be unsuitable for consumption during the chlorination process, Contractor shall post notifications on all water outlets notifying potential users not to consume.
  5. **INVOICES**
     1. Invoices shall be submitted quarterly with inspection reports.
     2. Invoices shall be made in quarterly payments of the annually quoted price.

1. **COUNTY RESPONSIBILITIES**

As stated in Exhibit D.

1. **DELIVERY REQUIREMENTS AND ACCEPTANCE.**

As stated in Exhibit D.

1. **WARRANTY REQUIREMENTS**

As stated in Exhibit D.

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