1. **CONTRACTOR RESPONSIBILITIES**

**Contractor shall:**

* 1. Be licensed and fully competent in all aspects of carbon monoxide detection systems in a safe manner.
		1. Employ only skilled, qualified workers.
	2. Provide all-inclusive quotes to provide 100% turnkey projects that include inspection, testing, maintenance, repair, replacement, and installation services of carbon monoxide detection systems, and all associated components of the systems.
		1. Include all adequate and appropriate labor, supervision, parts and material, equipment, plans, permitting and local and state inspections.
		2. Include costs for general housekeeping and work area clean up.
		3. Include travel time, trip charges and delivery charges.
		4. Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project by the Contractor.
	3. Comply with all current applicable federal, state, and local, rules, regulations, permits, codes, and ordinances which govern this type of service. In instances where conflict between codes, reference standards, and other contract documents occurs, the most stringent requirement shall govern.
	4. Be responsible for inspections, penalties, fees, or fines for projects.
	5. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.
	6. Must perform the work without interfering with other Contractor’s, County personnel, or County activities.
1. **SCOPE OF WORK**
	1. Inspections & Testing

2.1.1 Contractor shall perform inspections two (2) times per year.

2.1.2 Contractor shall inspect, maintain, test, and repair all components of the carbon monoxide detection systems listed under the equipment list on the contract, and any of its associated components, with all current federal, state, and local regulations.

2.1.3 Upon completion of an inspection and/or scheduled test, the Contractor shall provide the report and list of deficiencies to the County’s Project Manager within seven (7) calendar days of when the inspection or scheduled test occurred. Along with the list of deficiencies, a cost estimate shall be included, based on Time & Material rates, to repair the deficiencies. The cost estimates shall include a completion time frame.

2.1.4 Any impairments found during an inspection shall be reported to the County’s Project Manager immediately.

2.1.5. The Contractor shall consult the manufacturer’s maintenance requirements when conducting a semiannual and annual maintenance inspection.

* + - 1. The following will be considered minimum requirement included in the inspection, and shall be used in conjunction with the manufacturer’s requirements:
			2. Bump test function check: A qualitative function check where a challenge carbon monoxide is passed over the sensor(s) at a concentration and exposure time sufficient to activate all alarm indicators to a minimum of their lower alarm setting. The purpose of this is to ensure carbon monoxide can get into sensor and that all the alarms present are functional.
			3. Accuracy Check: A quantitative function check using a known concentration of carbon monoxide that is traceable to a recognized standard to confirm that the alarms are functional, and that the sensor(s) response is within acceptable limits.
			4. Zero Calibration: To maintain a stable baseline, it is essential to perform zero calibration in fresh air. In the event fresh air cannot be confirmed, use zero grade air or N2 to perform a detector zero calibration. Perform the Zero Calibration to establish a baseline and before a span calibration.
			5. Span Calibration: The adjustment of the sensor(s) response to match the value of a known concentration of applied carbon monoxide that is traceable to a recognized standard. The calibration procedure should be done in accordance with the manufacturer’s requirements.
			6. Firmware upgrades: Systems should be updated with the latest firmware upgrade available.
			7. The Contractor shall be responsible to supply any connection apparatus, software, and computer hardware needed to communicate with the system that are currently in use and any that will be used in the future.
			8. There are a total of three (3) carbon monoxide detection systems. Locations are as follows:
				1. Fire Station 13
				2. Fire Station 14
				3. Fire Station 78

2.2. **Service Request**

2.2.1. Service requests shall be made by the Office of Facilities Management staff through email during business hours and through phone during non-business hours.

2.2.2. Upon notification, the response time to any non-emergency request shall not exceed twenty-four (24) hours. Any request deemed to be an emergency by the County shall not exceed a response time of four (4) hours; this includes any after hour service requests.

2.2.3. Contractor shall provide the County with a status report of the service request prior to the technician departing the site.

2.2.4. All parts furnished under this agreement shall be new and meet manufacturer’s specifications.

2.2.5. All repair activities shall be approved by the County’s Project Manager before it is performed. A cost estimates, based on Time & Material rates, must be submitted for repairs.

2.3. **Record Keeping**

2.3.1. Inspection reports and service tickets shall include technician name, date of service, jobsite times, services rendered, any parts used during the service, facility name, facility address, model and serial number of equipment being serviced.

2.3.2. Each site shall have a record of all information kept in a detailed logbook. Information in these logbooks shall include, but not limited to, unit specifications and routine inspection reports. A log will be kept in the book, and anytime a service is provided, the technician shall name, date, and provide a description of their work while on site.

**3**. **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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