1. **SCOPE OF WORK**
   1. **Purpose**

Contractor shall be responsible for Total Responsibility of Inspection, Testing, Maintenance, and Repair services to all automatic entry door openers and associated items operated by County. The Scope of Work represents the minimum standards required with Contractor ultimately responsible to provide for well-maintained systems.

Contractor may be asked to install new automatic door openers during Contract term. Contractor shall supply a cost percentage of mark up for parts/materials and a per hour rate for any work outside of this Exhibit A – Scope of Work.

1. **CONTRACTOR RESPONSIBILITIES**

**Contractor shall:**

* 1. Be licensed and fully competent in all aspects of Automatic Door Opener and Revolving Door Maintenance and Repair in a safe manner.
     1. Employ only skilled, qualified workers.
  2. Provide all-inclusive quotes to provide 100% turnkey projects that include common installation, repairs, preventative maintenance, and replacement of fixtures/equipment.
     1. Include all required labor, material, equipment, plans, engineering, surveys, permitting and local and state inspections.
     2. Include costs for general housekeeping and work area clean up.
     3. Include travel time.
     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. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
  4. Be responsible inspections, penalties, fees, or fines for projects.
  5. Be responsible for damages caused as the result of completing projects.
  6. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.
  7. Be responsible to maintain and repair the automatic door openers listed. County reserves to add or subtract from this list. Systems must be kept operating as designed and in accordance with all current manufacturer specifications, and any applicable federal, state, and local code requirements.
     1. The definition of a full maintenance and service repair contract is Contractor agrees to take total responsibility for the automatic door systems identified. Contractor assumes all responsibility to keep the systems operating safely and efficiently during Contract term.
  8. Provide pricing for semi-annual on-site preventative maintenance inspections for automatic door openers including, but not be limited to, all parts/materials, labor, overhead, and travel expenses to keep all openers functioning safety and to manufactures specifications. On site repairs will be required on an ongoing or an on-demand basis for Contract term.
  9. Coordinate inspections and repairs through the Facilities Project Manager or designee. Only the Facilities Project Manager or designee shall be authorized to request service/repair work. Ample notice must be given to County about upcoming inspections so that the occupants of the buildings can be notified of the upcoming work.
     1. An inspection report supplied by Contractor must be completed for each visit and must include a detailed list of services performed. Contractor shall provide a copy of the intended report for County approval prior to being utilized. This inspection report must be emailed to County Project Manager and must be included with the invoice for payment.
     2. Repair response time must be less than twelve (12) hours including weekends and holidays.
  10. Inspect all safety devices completely during each visit. Contractor shall make the appropriate repairs if any system is not operating according to the manufacturer's specifications. Contractor shall be responsible for system to operate properly and to specifications.
      1. Contractor shall ensure all required safety labeling is present and in good condition. If it is found not to be sufficient, a quote will be supplied to the Project Manager to supply and install the new required decals.
      2. The “Breakout” function of automatic sliding doors must be tested at each visit.
      3. The “Force” it takes to fully open the door must be tested and recorded on a report.
      4. Any adjustments of the hardware of the door to ensure smooth and proper operation along with adjustments to sensors and the safety zones that are needed must be part of the inspections.
      5. All American National Standards Institute (ANSI) and Builders Hardware Manufactures Association (BHMA) ABSI/BHMA standards 156.10 and 156.19 must be followed while completing all work as part of the contract.
  11. Contractor shall abide by all items that apply to automatic door openers in Chapter four (4) of the Americans with Disabilities (ADA) guidelines and standards.

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