1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Be licensed and fully competent in all aspects of Security Video System (SVS) installation, repair, and/or upgrade, and related components.
		1. Employ only skilled, certified and qualified technicians capable of installing and repairing existing systems.
	2. Provide all-inclusive quotes to provide 100% turnkey projects that include installation, repairs, and replacements.
		1. Include all required labor, material, equipment, plans, 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.
			1. Any discrepancy concerning the scope of work shall be resolved and confirmed by County Project Manager. Contractor shall not be entitled to any additional compensation for extra work performed without prior written confirmation from County Project Manager.
	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 for inspections, penalties, fees, or fines for projects.
	5. Be responsible for damages caused as a result of services performed.
	6. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely. At no time shall an equipment rental be billed to the County for planned installations, repairs, or replacement unless prior written authorization from the Project Manager is obtained.
	7. All work shall be completed in accordance with the manufacturer’s specifications and shall meet all federal, state, and local requirements.
	8. Maintain adequate parts stock and have reliable parts source for servicing all types of manufacturers of security video systems.
	9. Be available 24 hours a day, 365 days a year.
		1. Continuous operations within County facilities shall be maintained without disruption. Pricing shall include all costs associated for each project.
	10. Contractor may be provided with building information which is confidential and/or exempt from public records, per F.S. 119.071(3)(a) and 119.071(3)(b). The Contractor, at all times, must maintain confidential and/or exempt nature of any such documents provided or produced.
	11. Have all appropriate local, state, and federal licenses required to install and maintain SVS and related components.
	12. Maintain manufacturer-authorized certification validating installer’s professional training during contract term.
	13. Maintain manufacturer documentation verifying that Contractor is an authorized partner certified to perform installation, maintenance, and repair services for the term of the contract.
	14. Provide copies of manufacturer training certification for any assigned technicians.
		1. Provide and maintain current training certifications during the contract term.
	15. Provide training of operational, maintenance, system administration, and system management to designated staff as required.
1. **REPAIR OF EXISTING EQUIPMENT**
	1. County uses various SVSs throughout County facilities.
		1. Contractor shall have the ability to repair and program the systems in use and shall be able to supply and install new systems.
	2. Contractor shall have suppliers able to supply the proper parts as needed throughout the contract term.
		1. Only direct replacement parts are to be used. If a substitute component is being recommended, it shall be of equal or greater quality and approved by the County.
	3. All SVS portions (i.e., cameras, power supplies, monitors, recorders, and cabling) are to be in good working condition and shall be the responsibility of the Contractor.
	4. All firmware or software shall be upgraded as required. The cost of any upgrades shall be the cost to the Contractor for the upgrade plus the contract material mark-up percentage.
2. **SYSTEM INSTALLATION PERFORMANCE SPECIFICATIONS**

The total effort to be performed for an installation shall include, but is not limited to:

* 1. Design of system component locations throughout the facility.
	2. Procurement of all necessary systems and components.
	3. Installation of all system components.
	4. Testing and acceptance testing of all installed components and systems.
	5. Training of operational, maintenance, system administration, and system management to designated staff.
	6. All upgrades and releases including, but not limited to, software and firmware shall be made available to the County, at no additional cost, for a minimum of two (2) years, starting with the date of Final System Acceptance.
1. **ORDER OF OPERATIONS**
	1. For projects with a value equal to, or less than $10,000., County Project Manager shall request a quote. Contractor shall submit quote utilizing Attachment 2 – Pricing Sheet. If acceptable, County Project Manager shall issue a purchase order to the chosen Contractor with the proper manufacturer’s certification for the system and ability to complete the project within the required time frame.
	2. For projects with a value over $10,000., County Project Manager shall utilize the Request for Quote (RFQ) System. Contractor shall submit quote utilizing Attachment 2 – Pricing Sheet. If acceptable, County Project Manager shall issue a purchase order to the lowest priced, responsible Contractor with the proper manufacturer’s certification for the system and ability to complete the project within the required time frame.
	3. The additional pricing time and material section in Attachment 2 – Pricing Sheet, shall be used for any design services, when work is not able to be clearly defined, or outside of areas listed in Exhibit A.
		1. Contractor shall be fully aware and responsible of requirements by Federal, State and local governing bodies to ensure the design meets all required regulations.
		2. If required, completed designs shall be used for RFQ system for bidding purposes.
		3. Contractor understands design shall be used for RFQ system purposes and Contractor shall be permitted to bid on the project.
2. **COUNTY RESPONSIBILITIES**
	1. Reserves the right to award to one or more vendors.
	2. As Stated in Exhibit D – Additional Terms and Conditions.
	3. Reserves the right to add, delete, or change services in conjunction with the County’s needs.
	4. Establish the criteria and final design for sign specifications.
	5. Reserves the right to reject any or all proofs not in accordance with the specifications
3. **DELIVERY REQUIREMENTS AND ACCEPTANCE**

As stated in Exhibit D – Additional Terms and Conditions.

1. **WARRANTY**
	1. As stated in Exhibit D – Additional Terms and Conditions.
	2. Contractor shall assume the risk of loss of damage to the County’s property during possession and until delivery and acceptance of property to the County.
	3. Contractor shall correct all apparent or latent deficiencies, defects in work, or any work that fails to conform at the Contractor’s expense within ten (10) calendar days.
	4. Contractor agrees that all materials shall be new, warranted, and fit for a particular purpose.

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