1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Be licensed and fully competent in all aspects of roof inspections, maintenance, repair, and replacements in a safe manner.
     1. Hold a Certified Roofing Contractors license issued by the State of Florida Licensing Board.
        1. Employ only skilled, qualified workers.
     2. Include all required labor, material, equipment, plans, any needed engineering, surveys, permitting, and local and state inspections.
     3. Include costs for work area clean up.
     4. Include travel time.
        1. The County will only pay for jobsite time.
  2. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
  3. Be responsible for inspections, penalties, fees, or fines for projects.
  4. Be responsible for damages caused as the result of completing the Scope of Work.
  5. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete the Scope of Work.
  6. All work shall be performed per manufacturer’s specifications.
  7. Contractor shall contact manufacturer on warrantied roofs.

1. **PREVENTATIVE MAINTENANCE AND INSPECTIONS** 
   1. The Contractor shall provide preventative maintenance and inspection at various facilities throughout Lake County.
      1. The scheduled preventative maintenance and inspection shall be performed in the months of February and March.
         1. A schedule shall be provided to the designated County representative a week prior to the start of the schedule.
      2. The preventative maintenance and inspection service shall also be performed on an as needed basis.
   2. The preventative maintenance and inspections shall include, but is not limited to the following:
      1. Clean and remove all debris from the roof.
         1. Cleaning shall be performed by acceptable standards for the type of roof system installed.
      2. Manually clean all gutters, downspouts, roof drains and scuppers.
         1. All components shall be water tested to ensure free flow.
      3. If the Contractor finds repair work needed that is under two thousand five hundred dollars ($2,500.00), the Contractor shall immediately notify the designated County representative for approval to complete the repairs while onsite.
         1. The repairs shall be billed on time and material rates as listed in the pricing section of the contract.
            1. The time shall begin once the preventative maintenance and inspection has been completed.
         2. Reporting
            1. Preventative maintenance and inspection reports shall include the following:

The facility name and address

Roof type and square footage

Date of service

Technician name

Jobsite times

Services provided as part of the preventative maintenance and inspection

Overall condition of the roof and its components

Photo documentation

The report shall be submitted with the invoice for payment.

* + - 1. If repair work was completed, a service ticket shall be provided that includes:
         1. The facility name and address
         2. Date of service
         3. Technician name
         4. Jobsite times

Jobsite time of the repairs shall start once preventative maintenance and inspection is completed.

* + - * 1. Repair services provided
        2. Photo documentation
        3. The service ticket shall be submitted with the invoice for payment.

1. **ROOF REPAIR AND REPLACMENT SERVICES** 
   1. The County may choose any of the awarded Contractors to perform repair work with a total cost equal to or less than five thousand dollars ($5,000.00). Repairs and replacements with a total cost over five thousand dollars ($5,000.00) will be solicited through the existing market in the RFQ system.
   2. Repairs services needed will be made through an email request.
   3. Response time shall be:
      1. Non-emergency response time is within forty-eight (48) hours.
      2. Emergency response time is three (3) hours.
         1. The County will deem what constitutes an emergency.
      3. If the Contractor believes the area repaired cannot be permanently repaired for two thousand and five hundred dollars ($2,500.00) or less the Contractor shall:
         1. Inform the designated County representative.
         2. Make temporary dry in repairs to prevent further water intrusion.
         3. Follow-wp with a cost proposal based on time and material rates as listed in the pricing section of the contract.
      4. Reporting
         1. A service ticket shall be provided that includes:
            1. The facility name and address
            2. Date of service
            3. Technician name
            4. Jobsite times
            5. Repair services provided
            6. Photo documentation
            7. The service ticket shall be submitted with the invoice for payment.
2. **COUNTY RESPONSIBILITIES**

As stated in the Exhibited Sample Contract.

1. **DELIVERY REQUIREMENTS AND ACCEPTANCE**

As stated in the Exhibited Sample Contract.

1. **WARRANTY REQUIREMENTS**

As stated in the Exhibited Sample Contract.

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