1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Be licensed and fully competent in all aspects of fire doors.
		1. Employ only skilled, qualified workers.
	2. Provide all-inclusive quotes to provide 100% turnkey projects that include inspections, planned maintenance, repairs, and replacements.
		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, 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 requirements of the National Fire Protection Association (NFPA), 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. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
	5. Be responsible for inspections, penalties, fees, or fines for projects.
	6. Be responsible for damages caused as the result of services performed.
	7. Furnish all tools and equipment to complete projects per County Project Manager’s direction.
1. **SCOPE OF WORK**
	1. **Annual Inspection**
		1. Contractor shall provide inspections and planned maintenance to each location which shall be conducted in October.
		2. A tentative schedule of the maintenance and inspections shall be provided to the County Project Manager. Contractor shall inform the County Project Manager if the schedule changes.
		3. The annual inspection cost shall include all overhead, which includes but is not limited to travel, labor, supervision, equipment, and material needed to perform the Scope of Work.
		4. As per NFPA 80, Acceptance Testing (5.2.3), Section 5.2.3.5.2. At a minimum the following items shall be verified during the inspection process:
			1. Labels are clearly visible and legible.
			2. No open holes or breaks exist in surfaced of either the door or frame.
			3. Glazing, vision light frames, and glazing beads are intact and securely fastened in place, is so equipped.
			4. The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.
			5. No parts are missing or broken.
			6. Door clearances do not exceed clearances listed in NFPA 80, Section(s) 4.8.4 and 6.3.1.7.
			7. The self-closing device is operational; that is, the active door completely closes when operated from the fully open position.
			8. If a coordinator is installed, the inactive leaf closes before the active leaf.
			9. Latching hardware operates and secures the door when it is in the closed position.
			10. Auxiliary hardware operates and secures the door when it is in the closed position.
			11. No field modifications to the door assembly have been performed that void the label.
			12. Meeting edge protection, gasketing and edge seals, where required, are inspected to verify their presence and integrity.
			13. Door signage affixed meets the NFPA 80, Section 4.1.4 requirements.
		5. A detailed report shall be submitted to the County Project Manager, along with the invoice, within ten (10) days of service completion. The report shall include the following minimum information:
			1. Facility name and address.
			2. Date of inspection.
			3. Name of technician performing inspection.
			4. Fire door number
			5. Fire door location
			6. Fire door deficiencies
	2. **Maintenance Repairs**
		1. Deficiencies found during the inspection shall be noted individually on the inspection report.
		2. Fire door maintenance repairs shall begin following the notice to proceed from the County Project Manager.
		3. A report, in PDF format, for each building shall be sent to the County Project Manager. The report shall include the following:
			1. Building name, number, and address.
			2. Date of maintenance repairs
			3. Name of technician performing maintenance repairs
			4. Company name, address and telephone number
			5. Repairs made to bring the door into compliance with NFPA 80 requirements.
	3. **Initial Inspection**
		1. If the County acquires a new building, an initial inspection shall be requested.
		2. The initial inspection will be conducted to determine which doors are fire rated.
		3. Contractor shall assign each door an inventory number and shall place an identifying sticker on the frame. A sample of the sticker shall be provided to the County Project Manager for approval prior to placement.
		4. A detailed inventory spreadsheet shall be submitted to the County Project Manager. The report shall include, at a minimum, the following information:
			1. Building name, number, and address.
			2. Date of inspection.
			3. Name of technician performing inspection.
			4. Company name, address, and telephone number.
			5. Door number.
			6. Door location (floor, are, room number).
			7. Fire door or non-rated door.
			8. Fire rating.
			9. Door size.
			10. Door swing.
			11. Entry or Exterior.
			12. Single or Double.
			13. Glass or no glass.
			14. Material makeup of door and frame (wood, metal, etc.).
			15. Handling.
			16. Hardware.
			17. Lock.
			18. Door holder.
			19. Threshold damage.
			20. Handicap operator.
			21. Door closure
2. **COUNTY RESPONSIBILITIES**
	1. As stated in Exhibit D.
3. **DELIVERY REQUIREMENTS AND ACCEPTANCE**
	1. As stated in Exhibit D.
4. **WARRANTY REQUIREMENTS**
	1. As stated in Exhibit D.

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