

SCOPE OF WORK

INTENT

The intent of this solicitation is to establish an annual requirements contract for overhead door repairs. To provide all necessary repairs to existing overhead doors; restoring to the specifications contained in the manufacturer's maintenance and operations manual. Repairs include the replacement of parts as authorized by the City. Most of the repairs will be emergency repairs which will require an immediate response. In addition, maintenance and repair will include any new overhead doors added after this contract.

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1. All doors will be repaired using original manufacturer's parts unless substitute parts are approved by the City.
2. As needed preventative maintenance and repair
3. Discount pricing for new overhead doors
4. Parts discount from manufacturer list price
5. Basic service calls are required to be answered within 24hrs.
6. All emergency calls must be handled within four hours, providing parts are available.
7. An emergency exists when a building cannot be secured or when emergency equipment cannot freely exit or enter its normal building location. Normal hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, unless a declared City holiday. Orders will be placed by telephone.
8. Vendor shall provide emergency weekend service. A phone or pager number must be provided with the bid for this service. Contractor will provide a list of names and telephone numbers to the Purchasing Division of the persons to be notified of a request for service.
9. Most of our overhead doors are located at 19 Fire Station facilities. It is critical that we maintain a robust emergency maintenance program. Any lapse in response/repair services is not acceptable.

CONTRACTOR RESPONSIBILITIES

Supervision – The Contractor shall, during all periods of contract performance, provide competent supervision of his employees to assure complete and satisfactory fulfillment of the work and the terms of this contract. The Contractor or a capable, fully authorized representative must be immediately available during all work activities to receive any and all special instructions from the Facilities Manager or designee.

Safety – The Contractor must be thoroughly familiar with all prevailing safety measures pertinent to its operation. This shall include, but not necessarily be limited to Environmental Health Agency (EPA) regulations, Arlington City Ordinances, and Occupational Safety and Health Agency (OSHA) regulations. In addition, the Contractor shall be wholly responsible for instructing its employees in these safety measures and seeing that they fully comply with all safety measures in every respect.

Hazards – The Contractor shall at no time permit placing or use of equipment in such manner as to block traffic lanes or to create safety hazards. Contractor personnel shall provide appropriate warning devices

when necessary and cooperate in the fullest in allowing through passage of other vehicles and personnel, even to the point of interrupting their own work, if necessary.

Defective Work and Damages – The Contractor shall be wholly responsible for and shall promptly correct or restore all defective work or damages to any/all City facilities caused by its activities. Restoration and correction shall be to the complete satisfaction of the City. This shall apply to any part of a building, its appurtenances, the adjacent grounds, or any other tangible damage incurred in the performance of the Contract. Failure by the Contractor to proceed promptly with corrective actions may be cause for cancellation of this contract with amount(s) necessary to correct defective work and/or damage being withheld from payments due or to become due to the Contractor.

WARRANTY: The Contractor shall warrant that the work herein contracted will be as specified and will be free from defects in design, workmanship, and materials. If within the warranty period the work fails to meet the provisions of this warranty, the Contractor shall promptly correct any defects, including nonconformance with the contract documents by adjustment, repair, or replacement of all defective parts or materials. The warranty period shall begin on the date of final acceptance and shall continue for a period of one (1) year.

This warranty shall be extended to cover all repairs and replacements furnished under the warranty and the proof of the warranty for each such repair or replacement shall be one (1) year after installation or completion. The Contractor will be given an opportunity to confirm the existence of the defect, but he shall not delay the correction while making such determination. If within ten days after the City has notified the Contractor of a defect, failure, or abnormality in the work, and the Contractor has not started to make the necessary repair or adjustments or to order the work to be done by a third party, The City may contract or make the necessary repairs or adjustments with the cost of the work paid by the Contractor.