

Exhibit A

Scope of Services

Florida Department of Transportation (Owner) Chiefland Maintenance

Scope:

Provide sufficient work force, equipment, component parts, materials, oversight, permitting, safety, cleanup, disposal, and all incidentals necessary to remove 29 existing windows and furnish and install 29 double hung, all weld, insulated, and tinted glass windows as depicted and specified in contract documents.

All work shall be accomplished by an appropriately licensed contractor in the State of Florida with a minimum 3-years work experience in projects of similar (or larger) size and scope.

All work will be in accordance with, the current Florida Building Code, local building codes, all ordinances, and contract terms.

Location:

- District 2 Chiefland Maintenance, 1820 S. Young Blvd, Chiefland, Florida
- Contact: Project Manager Sam Agerton 352.493.6862 to arrange site visit for identification of work location(s), project quantities, and confirm existing conditions/scope of work for bidding purposes.

Work Schedule:

A pre-work meeting shall be conducted prior to any work commencing on the project. Items to be discussed include:

- Work Schedule: No work shall be accomplished outside of the defined workday without prior written approval of the Owner's (FDOT) Project Manager. Workdays are defined as Monday through Friday from 7:00 am to 5:00 pm; any requested deviations in work times shall be approved in writing by the Owner and scheduled in advance. No work will be allowed on State holidays.
- Contract Time 120 days.
- Job Completion Schedule: Contractor shall provide, for Owner's review and written approval, a schedule of dates for permitting, shop drawing review (if needed), and beginning/completion of work.
- Protocol for submittal of all shop drawings (if needed), materials, and requests.
- All relevant contract, documentation, and work-related details including containment or disposal of any wastes generated from work activities; include all Safety Data Sheets (SDS) sheets for any products brought onto site.
- Exchange of all relevant contact information for the Contractor and Owner personnel assigned to the project.

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Scope of Services

General:

- Any/all references to manufacturer, brand, and/or model are intended as reference. Contractor may substitute equivalent components with owner's approval.
- Contractor shall obtain any/all required permits, Inspections, Fees, and approvals necessary to complete work. Copies of all permits, inspections, and certifications are to be delivered to the Department's Project Manager before final payment will be made.
- Remove and dispose of existing windows.
- Provide and install all new glass windows:
 - Double Hung.
 - Welded heavy-duty vinyl construction.
 - Dual pane insulated glass.
 - Solarban 70 Tinted.
 - Push-button vent latches can be released to tilt both top and bottom sashes into the home for easy cleaning.
 - Heavy-duty weatherstripping and interlocking sashes help provide extra protection from the elements, especially against dust, dirt, and air infiltration.

Non-Technical Special Provisions:

Non-Technical Specifications Section A-1 Definitions is amended as follows. The term Laws and Regulations is deleted and replaced with:

Federal, State and Local Rules and Regulations which includes any and all Federal, State, and Local laws, bylaws, ordinances, rules, regulations, orders, permits, or decrees including environmental laws, rules, regulations, and permits.

QA, Inspection, Documentation, and Reporting:

The Owner reserves the right to inspect the contractor's work at any time. The Owner's determination and decision as to the amount, quality and acceptability of the work, materials, and fulfillment of these specifications is final and conclusive.

Maintain and submit a daily record of progress on forms approved by the Project Manager for contract files.

Prior to any partial or final payment Contractor shall submit written certification on company letterhead that the work was performed in accordance with contract, local building codes, and manufacturer's specifications and requirements; in addition, Contractor shall include a warranty of materials and workmanship for a period of one year from the date of final acceptance.

Clean-Up and Disposal:

Clean all work areas at the end of each workday. Remove, or temporarily store all construction tools, un-installed equipment, and materials upon completion of each workday. If a trailer is used

Exhibit A

Scope of Services

Contractor may park the trailer on-site in a location approved by Owner. Owner accepts no responsibility for damage to trailer or loss of contents.

Cover and/or protect surrounding area, building mechanicals, and equipment as necessary to protect from damage due to contractor's activities. Store all materials and equipment in authorized areas only.

Dispose of all wastes in accordance with all Federal, State and Local rules and regulations; providing the department with manifests for any/all hazardous wastes disposed of.

Upon Contractor's or Contractor's representative acceptance for transport of any and all non-hazardous or hazardous material and/or waste, the Contractor shall become the co-generator, arranger, transporter, and disposer. Contractor shall assume all co-generator, arranger, transporter, and disposer liability. Disposer liability includes the temporary storage area, recycling facility, and temporary or final disposal facility (facilities). Contractor shall indemnify and hold the Owner harmless for any and all generator, arranger, transporter, and disposer liability arising from this Agreement. Contractor's obligations include at the Owner's option, to participate and associate with the Owner in settlement negotiations, mediation and the defense and trial of any liabilities. Contractor shall notify the Owner in writing immediately upon becoming aware of any liabilities. Contractor's obligation shall be triggered by the Owner's written notice of claim for indemnification to the Contractor. Contractor's inability to evaluate liability, or its evaluation of liability, shall not excuse performance of the provisions of this section.

Remove all construction equipment from the premises upon completion and acceptance of work. Restore any areas damaged or disturbed by contractor operations to the satisfaction of the Owner at no additional cost.

Proposals:

Contractor shall field verify and include in their lump sum bid all needed project materials, component parts, equipment, incidentals, and labor needed to perform all work as contemplated in contract documents prior to submitting bid.