

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOORE SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

STATEMENT OF INTENT

It is the intent of the County of San Diego to enter into an contractual agreement with a contractor that can perform preventive maintenance and full maintenance and repair service on ALL Central Plant and HVAC equipment listed in attachment "A" and located at the new Edgemore Skilled Nursing Facility with the contractors own staff for a initial period of Ten (10) months with four (4) one year options. Initial term to begin November 1, 2008 and ending June 30, 2009, options to end June 30, 2013.

1 SCOPE OF WORK

The Central Plant and HVAC equipment listed in schedule "A" is located at the New Edgemore Skilled Nursing Facility, 655 Park Center Dr. Santee, Ca. 92107, and serves critical patient rooms and associated skilled nursing operations.

Contractor to provide all labor, supervision, supplies, materials, lubricants, transportation and equipment to properly perform full preventive maintenance and full maintenance and repair on all Central Plant and HVAC equipment as listed in attachment "A".

2 TECHNICAL SPECIFICATIONS

2.1 Contractor will assume full risk, responsibility and liability of the equipment in Attachment "A" 30 days from the issuance of the "Notice to Proceed".

2.2 The contractor is required to provide a "guaranteed continuation of cooling and heating".

2.2.1 It is the responsibility of the Contractor to provide adequate cooling and heating to assure the temperature of the patient rooms meets the designed requirements for that facility. In the event of a Central Plant /HVAC equipment failure, it is the responsibility of the Contractor to provide and install an adequate replacement of equipment, until repair or replacement of the defective equipment is completed.

2.3 **Air Balance** for each HVAC system will be maintained and adjusted per CCR Title 22, Joint Commission on the accreditation of health care organizations, ASHRAE specifications and manufacture's recommendations.

2.4 **CHILLERS - Annual Shutdown**

Once a year, Contractor shall perform a schedule shutdown and overhaul inspection of each system, including repairs and replacement of components or equipment as necessary. Said inspection shall require the removal of the Chiller heads so that the tube bundles can be inspected for corrosion, water treatment assessment and tube cleaning / repair. Said shutdowns shall be off-season and shall be schedule with the

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOORE SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

County of San Diego, General Services Site Building Maintenance Supervisor. **Contractor will assure that the Building Maintenance Supervisor has enough lead time, prior to inspection, to schedule the Counties Water Treatment Contractor to be on site at the time the inspections are performed to determine the condition and results of said water treatment.**

3 GENERAL REQUIREMENTS

3.1 Scope of work

The work includes all labor, staffing, supervision, transportation, materials, supplies, refrigerant, tools, equipment, and replacement parts necessary to fully maintain, repair, overhaul and or replace Central Plant and HVAC equipment listed in schedule "A" for the County of San Diego at the site listed in the pricing schedule, for a Ten (10) month Initial term with four (4) one (1)-year County renewal options. The Contractor shall ensure that all equipment and systems are maintained in satisfactory operating condition, capable of providing design capacities with performance, efficiency and reliability as specified herein and as outlined in current manufacturer's specifications and operation manuals.

Contractor shall maintain a business office located within the County of San Diego including a staff of qualified and certified service technicians necessary to meet the contracted requirements and response time under the terms and conditions of this contract.

3.2 Services provided by the County of San Diego.

3.2.1 The County shall provide to the Contractor light, power, and water for the cleaning of the facilities under the terms of this contract.

3.2.2 At those facilities under this contract the County of San Diego will provide lockable spaces for the Contractors supplies and materials.

3.3 Central Plant and HVAC Equipment/Systems Information. The following information is general in nature, Please see equipment Attachment "A" for specific information about equipment Manufacturer, model, sizes, and dates of installation. The following types of central plant/HVAC equipment are stated as an example of the types of equipment installed in the Edgemore Skilled Nursing Facility central plant.

Chillers, Hot Water Boilers, Pumps, Air Separators, Expansion Tanks, Constant Air Volume Terminals, Cooling Towers, Exhaust Fans, Make Up-Air Units, Split System DX Units, Gravity Hoods, Condenser Water Filters, Air Filters, Air Handlers, and other Auxiliary Equipment.

3.4 Central Plant and HVAC Systems Under Guarantee or Warranty By Others.

Contractor shall be responsible for fully maintaining all equipment, under this contract, whether or not the systems and equipment are under guarantee or warranty by

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

others. The Contractor shall coordinate all work to be performed by others under such guarantee or warranties, but shall have overall responsibility to assure that the work is completed expeditiously, whether by his own forces or by the guarantor or warrantor. Unresponsiveness by the guarantor or warrantor shall not relieve the Contractor of his responsibility to diligently perform or complete the work under this contract, and shall not be grounds for additional monies to be paid to the Contractor for performing work and providing material covered by a guarantor or warrantor.

- 3.5 **Existing Condition of Equipment.** Contractor shall inspect, in conjunction with the county representative, the Central Plant and HVAC equipment listed in schedule "A" during a pre-bid walk through to determine any pre-existing conditions in order for him to accept full responsibility and liability for the equipment. In any case, after the contract has been awarded the contractor shall assume full responsibility for the Central Plant and HVAC equipment listed in schedule "A".
- 3.6 **Codes and Regulations.** All work shall comply with all applicable Local, State, and Federal building and equipment codes and regulations.
- 3.7 **Contractor Use of Premises.** Contractor use of premises will be limited only to those areas necessary for maintenance activities (this area to be determined after award). All other areas shall remain undisturbed. Although Contractor will be permitted to use stairways, escalators, and elevators described below to access the various building areas, these stairways, escalators, and elevators may not provide suitable access for all Contractor activities. Therefore, Contractor shall be responsible for providing all lifting and hoisting devices for personnel, equipment, and materials as necessary to access all building areas in performance of the Contract work. Where Contractor is permitted to use existing building elevators, he shall provide protective pads for the cab and other protective measures for the entrance doors and frames, and shall observe posted elevator weight limits. Where Contractor is permitted to use existing building elevators and escalators, he shall be responsible for repairing all damage to elevators and escalator due to his operations.
- 3.8 **Contractor Requirement for Refrigerant Recycling/Reclaiming/Disposal and Equipment Disposal.** The Contractor shall be in compliance with all EPA Clean Air Act regulations regarding Refrigerant Management Practices, Equipment Disposal and prohibition of venting.

4 PRODUCTS

- 4.1 **General.** Only materials, fluids, lubricants, refrigerant, and replacement parts which are recommended by the manufacturers of the Central Plant and HVAC systems equipment shall be utilized under this contract. Certain new replacement parts for some equipment covered under this contract may not be available due to the age, brand, or model of the equipment. If new replacement parts are unavailable, Contractor shall use approved retrofit parts, if none available the Contractor shall replace the piece of equipment with a new one that will meet the same specifications and operating performances.

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

- 4.2 **Replacement Parts Inventory.** Contractor shall maintain locally in stock or have readily available an adequate supply of replacement parts for the systems to ensure that no portion of any system shall be out of operation for more than 24 hours, unless otherwise approved by the Contracting Officers Technical Representative (COTR).

5 EXECUTION.

5.1 General.

5.1.1 Check In Procedures.

Check in procedures to be determined by site Building Maintenance Supervisor

- 5.1.2 **Maintenance Logs.** The Contractor shall provide and maintain detailed logs of all maintenance work performed. Each log shall consist of complete detailed log reports filed in three-ring loose-leaf binders. A separate report shall be completed and filed each time a periodic maintenance call or trouble call is performed. In addition, a copy of each report shall be mailed or delivered to the Contract Support Manager at County Operations Center at 5555 Overland Avenue Building No. 2 Room 211 San Diego Ca. 92123

- 5.1.3 **Personnel Safety.** Contractor shall provide all lock out & tag out procedures, barricades, warning signs, warning signals, and guard ropes necessary to protect other personnel when maintenance is being performed in traffic areas.

- 5.2 **System/Equipment Full Maintenance.** Contractor shall inspect and fully maintain, repair, overhaul, and or replace all pieces of equipment and all appurtenant devices and system parts required to provide for proper operation of each component of each system, except those repairs, overhauls, or replacements necessary do to misuse of equipment by anyone other than the contractor are not included in this contract.

- 5.2.1 Contractor, maintenance services may involve an incidental amount of work that would otherwise be considered construction, alteration, and/or repair of a building. The term "an incidental amount of work" is defined as work directly related to the installation, movement, or rearrangement of equipment or machinery, relatively small in amount, and which does not include changes in a building affecting it's architectural or structural strength, stability safety, size, or function. Under either option it's to be considered in the Contract price.

- 5.2.2 **Equipment to Be Maintained.** The quantities, manufacturers, and types of the major pieces of equipment to be maintained are shown in Attachment "A". The full maintenance and repair of the equipment and the responsibility of the Contractor shall not be limited to only those major pieces of equipment as shown on Attachment "A", but shall also include all appurtenant devices that are related to the Central Plant and HVAC equipment shown in Attachment "A".

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

5.2.3 Parts Replacement.

5.2.3.1 All parts, components, or devices that are worn or are not in proper operational condition shall be repaired overhauled or replaced with new parts, components or devices.

5.2.3.2 When equipment or parts of the equipment are to be replaced in their entirety, and a newer design of this design is available which is functionally equivalent and compatible, the device of the newer design shall be used as the replacement with approval from the County of San Diego.

5.2.3.3 All repair and replacement parts, components and devices for the systems, including miscellaneous parts and supplies shall be supplied by the Contractor.

5.2.3.4 The Contractor shall maintain an inventory of parts and equipment to ensure that no portion of the system shall be out of operation for more than 24 hours, unless otherwise approved by the Contracting Officers Technical representative (COTR).

5.2.4 **Operations Services:** Contractor shall provide necessary training, both onsite and off-site, to County Maintenance Staff to assure personnel's full understanding of the operations of the systems included under this contract. Contractor shall analyze systems operations and shall meet with the County of San Diego, General Services C.O.T.R. at least once a quarter during the contract period to provide analysis of and recommendations for improving systems operations.

The Contractor shall utilize computer generated full maintenance directions which indicates the task functions to be performed on each periodic maintenance call, as determined by calendar periods, operating hours (run time) and manufacturers recommendations pertinent to each task. The Contractor's administration system shall provide for continuous updating of full maintenance procedures and frequencies. Breakdown experience and frequency shall assist in determining material inventory level and maintenance frequency.

5.2.5 **General.** Contractor shall Operate and fully Maintain the Central Plant Equipment and HVAC systems shown in schedule "A". Said maintenance shall include but not be limited to the following:

5.2.5.1 Inspect and examine each piece of equipment and device, and repair, replace, or adjust as necessary so that it is functioning properly and is in good operating condition as outlined in the manufacturer's specifications and operational manuals.

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

- 5.2.5.2 Clean all components of dust, old lubricant, etc., to allow the equipment to function as designed.
- 5.2.5.3 Paint all equipment as necessary to prevent and protect against corrosion and deterioration.
- 5.2.5.4 Lubricate all equipment to prevent and protect against corrosion and deterioration.
- 5.2.5.5 Adjust all linkages, motors, drives, etc., that have drifted from designed settings and positions.
- 5.2.5.6 Calibrate all sensing, monitoring, output, safety, and readout devices for proper ranges, settings, and optimum efficiencies, according to manufacturer's recommendations. Repair or replace said devices if necessary.
- 5.2.5.7 Furnish the proper type of refrigerant in accordance with all regulations concerning handling, installation, disposal, recycling and reclaiming of all types of refrigerant. The contractor will be responsible for maintaining all required reports, records and logs of refrigerant
- 5.2.5.8 Test and cycle all equipment as a system after the equipment has been cleaned, lubricated, adjusted, and calibrated to ensure that the system is in proper operating condition and performing at optimum efficiency according to manufacturer's recommendations.

6 Schedule

The Central Plant and HVAC equipment / Systems covered under this contract, shall have preventive maintenance accomplished at least **once per month** during the contract period.

6.1. Trouble Calls

Contractor shall utilize sufficient radio dispatched service trucks with qualified journeymen personnel, tools, and material to accomplish all necessary repairs, adjustments, including replacement of equipment or parts of, as required to correct all malfunctions which occur during the Contract period. Trouble calls shall be provided in addition to daily operation and schedule periodic maintenance calls. An authorized County of San Diego representative will notify the Contractor of all observed malfunctions. Contractor shall have an answering service or office personnel available at all times to receive telephonic notifications of malfunctions and to guarantee positive response. **Answering machine will not be acceptable.**

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOORE SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

Although the County of San Diego will notify the Contractor of any observed malfunction, the County will not be responsible to monitor and discover all malfunctions. **Contractor shall provide trouble call coverage twenty-four (24) hours a day, seven days a week, including Saturdays, Sundays and Holidays.** Upon notification of a malfunction, the Contractor shall, check in, inspect the affected equipment to determine the cause of the malfunction, and shall accomplish all work, including replacement of necessary parts, to correct the malfunction. Contractor shall check in no later than **two (2) hours** following notification of malfunction, and shall diligently pursue the work until the malfunction is corrected. Unless otherwise approved by the County of San Diego, it is expected that the malfunctions shall be corrected according to section 3.4.1.

7 Maintenance of Central Plants

7.1 Applicable Regulations and Rules

The Contractor shall perform all tasks as recommended by the manufacturer. The contractor shall comply with the *California Code Of Regulations Title 8. Industrial Relations, Division 1, Chapter 4, Subchapter 2*, also the Contractor shall comply with *Rule 69.2 of the Air Pollution Control District*, and any other code or regulation the applies to the proper Operation and Maintenance of the type of equipment on Attachment "A".

7.2 Applicable to all Contracted Properties

The contractor shall take and record equipment readings on the proper logs (log samples will be provided by the County) and will shut down and start up any equipment, as necessary, to perform any necessary adjustments or repairs so that the systems and equipment run properly and efficiently per it's design, the contractor shall keep the equipment and the areas where this equipment is located clean.

8 SUBMITTAL

Unless otherwise specified, the Contractor shall submit the following **PLAN OF OPERATION** to the Contracting Officers Technical Representative (COTR) within thirty (30) calendar days of notice award.

PLAN OF OPERATION

PAGE 1 *Cover page* (Company Name: Plan of Operation for Central Plant Comprehensive Maintenance and Operation.)

PAGE 2 *Table of Contents*

SECTION 1 ADMINISTRATION

Division 1 **Vendors Organizational Chart** - Chart to indicate by position, the authority and responsibility for each position.

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOORE SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

Division 2 **Contractor's Staffing Chart** - Chart to indicate by name, the employees filling the positions listed in the Organizational Chart.

Division 3 **Employee Background Information** - Copies of all requests for Criminal History Investigation, Photos and Fingerprint Cards.

Division 4 **Copies of all Sub-contracts** for specialized services, such as engineering and design services. If applicable.

Division 5 **Training** of Contractor's Staff in the County's policies regarding Security and Drug and Alcohol free work place.

Division 6 **Syllabus** for training of County staff in the operation of low pressure centrifugal chillers.

Division 7 **Service Schedule and Calendar of Events** This section should detail by site the schedule of services and training sessions. Dates and times are to be arrived at in conjunction with the site manager.

Division 8 **Emergency procedures** This division will define the Contractors emergency response procedures. At a minimum provide three (3) emergency contacts. Provide the name and pager / cell phone number for each individual. In addition the requirements for emergency replacement equipment will be identified such as footprint, cooling tower capacity and power requirements, etc. *Working hours unless otherwise agreed to by site supervisors working hours shall be 8:00a.m. until 4:00p.m., Monday through Friday. All activities that would be disruptive to the operations of the facility shall be scheduled with the site manager so as to minimize the disruption.*

A. PERSONNEL/SECURITY Security is of great concern to the County. The Contractor is advised that failure to fully comply with the security requirements of this contract will result in the termination of this contract for default.

1. All persons performing duties under this contract shall be acceptable to the County.
2. Acceptability will be determined by:
 - a. Background investigation
 - b. County's previous experience with the individual (if applicable)

B. BACKGROUND INVESTIGATION All persons employed under this contract will undergo a County conducted background investigation as part of the process to determine acceptability.

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

1. For each person working under this contract the Contractor shall deliver to the C.O.T.R. a completed and signed Security Clearance Investigation form; a clean, legible copy of the individual's valid California driver's licenses or California I.D. Card; a copy of the employee's Social Security card or Social Security Administration abstract; either a Resident Alien Card or valid form of picture identification for employees who are not citizens of the United States; a completed Access Registration Form for employees authorized for electronic access and checks in the amounts specified below.
2. The Contractor is notified that background investigations will take NO LESS than TWENTY (20) working days from receipt of acceptable applications (applications complete in their entirety).
3. In addition to the above, any Contractor requesting clearance for employees to work in or have access to Court or Justice related facilities must comply with all of the following requirements. For security reasons, there can be no exceptions.
4. The California Department of Justice (CDOJ) has determined that those individuals who might have unsupervised access will be finger printed and a more in depth background check be conducted. The finger printing will be done by General Services staff. The prints will be processed by the office of the Sheriff's and/or District Attorney Office, review of the prints will be made by CDOJ. Contractor is responsible for obtaining a Livescan Request Application from DGS Security. Along with the application Contractor will receive information on various Livescan locations and fees. There are fees for processing and reviewing. The Contractor will submit two (2) checks in the amounts in the amounts indicated below with each set of prints submitted for processing and review
5. The current fee for processing the local background check is twenty dollars (\$20.00) per employee; submit one (1) check covering the cost for all employees payable to: SHERIFF, COUNTY OF SAN DIEGO. The fee for reviewing finger prints is Fifty-six dollars (\$56.00); submit check made payable to the California Department of Justice/FBI. These fees are determined by the Marshal and the State of California and are subject to change at any time.
6. The contractor shall be notified of the acceptability of individuals employed under this contract by the delivery of a County issued I.D. card.
 - a. In cases where an individual employed under this contract is deemed unacceptable, the contractor will be notified that the employee has been found unacceptable. There will be no other comment made on the matter. If the contractor's employee feels that there has been an error, the employee should be directed to make an appointment with the C.O.T.R.
 - b. The contractor identification card costs \$5.15 per employee or \$15.00 per employee with an access card. Submit one (1) check covering the cost for all employees payable to: DEPARTMENT OF GENERAL SERVICES, COUNTY OF SAN DIEGO. General Services will take the pictures for your staff or you

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

may supply digital pictures on disk. The pictures must be saved as "Last Name, First Name." The pictures must also be saved in a .JPG/JPEG file format.

C COUNTY ISSUED I.D. CARDS

- 1 County issued I.D. Cards are to be worn at all times during the performance of duties under this contract. The purpose of the card is to immediately identify the wearer as an individual who is authorized to enter County facilities.
- 2 County issued I.D. Cards are for the exclusive use of the individual named and pictured on the card. The I.D. Cards will remain the property of the County and are returnable upon demand or upon the expiration of the contract.
- 3 The contractor assumes all responsibility for his employees use of and the return of the County I.D. Cards. The contractor will be assessed One Hundred Dollars (\$100.00) for each card not returned. At the expiration and or termination of the contract, final payment will be withheld until all I.D. Cards are accounted for.

9 RESPONSIBILITY FOR DAMAGE

- 9.1 The Contractor shall repair and restore to its original condition all County property damaged by contractor's operations at no cost to the County.
- 9.2 Contractor shall be responsible for damage caused by his/her staff to personal property of all County employees.
- 9.3 All materials, supplies and equipment used by the Contractor shall be suitable for the job and not harmful to the systems in which such materials and supplies are used.

10 WORKING HOURS

The Contractor must schedule all work in advance with the Facilities Services Building Maintenance Supervisor or the County Officer's Technical Representative (C.O.T.R.) prior to arrival at the work site.

County Holidays:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- 4th of July
- Labor Day
- Veteran's Day
- Cesar Chavez
- Thanksgiving Day

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOORE SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

- Day After Thanksgiving Day Holiday
- Christmas Day

11 SAFETY

11.1 The Contractor shall be responsible for complying with all applicable safety and health regulations, including, but not limited to, California Code of Regulations (CCR) Title 8, Section 3202, General Industry Safety Orders.

11.1.1 Such orders required employers to establish, implement, and maintain an effective injury and illness prevention program (IIPP).

11.1.2 The Contractor's IIPP must be submitted in typed format within 14 days of contract start date.

11.1.3 Contractors working in designated County facilities must have asbestos awareness training in accordance with CCR Title 8, Section 5208 and 1529. Training shall be consistent with EPA training requirements for local education agency maintenance staff as set forth in Code 40 of the Federal Regulations (CFR) 763.92(a)(1). Documentation that the Contractor's staff has received such training must be received by the C.O.T.R. within 14 days of contract start-date.

11.1.4 The Contractor's staff shall not place or use any equipment in traffic areas or other locations in any manner that would create safety hazards.

11.1.5 The Contractor will insure the work area is kept clean and free of debris as necessary to maintain a safe working environment for staff, public, and employees.

11.1.6 General requirements (manufacturer's recommendations.) shall be complied with for all products and all methods used in carrying out this contract.

11.1.7 All servicing equipment shall be properly maintained as to promote safety.

12 QUALITY CONTROL / PAYMENT REDUCTION

12.1 PURPOSE

12.1.1 It is the intent of the County to maintain all County facilities at the highest level of safety. In order to achieve this end, periodic inspections of the facilities are made in regard to the terms and conditions of this contract.

12.1.2 These inspections are intended to provide both the County and the vendor information pertaining to the vendor's performance at each facility.

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

13 PAYMENT REDUCTION

13.1.1 Failure to comply with the terms and conditions identified herein will result in a payment reduction (amount of payment reduction to be determined at the sole discretion of the C.O.T.R.) and may result in a Cure Notice.

13.2 CURE NOTICE

13.2.1 A Cure Notice is an official notice to the vendor that the services being provided are unacceptable and that by a specific date these services are to be made acceptable.

13.2.2 Failure to cure the unacceptable service by the time specified will result in the termination of the contract for default.

13.3 TEMPORARY NONPERFORMANCE

13.3.1 If the Contractor shall be temporarily unable to perform the work as required, the County, during the period of the Contractor's nonperformance, reserves the right to accomplish the work by other means and shall be reimbursed by the Contractor for any additional costs above the contract price.

INVOICING AND PAYMENT

13.4 For services satisfactorily rendered, and upon receipt and approval of the invoice and service report, the County agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified in the Contractor's bid. **Invoices will not be paid if not accompanied by service report.**

13.5 Invoices and service reports shall include the contract RFB number, the Purchase Order number, type of service, date of service, location of service, and signature of Building Maintenance Supervisor or his designated representative certifying indicated services were performed and be submitted to:

**COUNTY OF SAN DIEGO
DEPARTMENT OF GENERAL SERVICES
ATTN: FACILITIES SERVICES CONTRACTS OFFICE
5555 OVERLAND AVENUE, BLDG. 2
SUITE 2207, RM. 220
SAN DIEGO, CA 92123**

13.6 Invoices not received by the County within 90 days after the end of the month in which costs were incurred may be disallowed in their entirety.

**REQUEST FOR PROPOSAL
CENTRAL PLANT AND HVAC FULL MAINTENANCE & REPAIR SERVICES
FOR EDMOND SKILLED NURSING FACILITY**

EXHIBIT A - STATEMENT OF WORK

15 PERFORMANCE BOND

- 15.1 The successful contractor will provide to the County a Performance Bond in a sum equal to one hundred percent of each contract year with surety satisfactory to the County, within sixty (60) working days after notice is received from the County that the contract has been awarded. The cost of providing the bond shall be considered as included in the price for the various item(s) and no additional compensation will be allowed therefore. If the contractor fails to provide the bond within the time specified, the County may, at its option, determine that the contractor is in default and terminate the contract.
- 15.2 The contractor shall provide to the County said Performance Bond each year the contract is in force.

END