

AUTOMATIC DOOR OPENER MAINTENANCE AND REPAIR BID

1. GENERAL

- Perform all work in accordance with applicable codes, local ordinances, and requirements of Lake County.
- The Contractor shall provide all required permits, plans, engineering, and inspections to provide a completed project.

2. PURPOSE

- The purpose of this solicitation is to select a qualified Contractor to provide a Full Maintenance and Repair Contract for the automatic door opener systems located throughout the County. This Full Maintenance and Repair Contract will allow the Contractor to take total responsibility for the automatic door openers identified in this agreement. This Contract provides full service coverage that enables the County to budget total yearly costs and eliminates concerns relating to automatic door opener maintenance, repair, liability, and exposure to claims in the event of accidents or injuries. The Contractor assumes all responsibility for inspection services, maintenance, repair, and costs required to keep the automatic door openers operating safely and efficiently. The Contractor shall be responsible for **all** opener components necessary to operate the doors in the manner in which they were designed. These items shall include, but not be limited to, electrical circuitry, controllers, belts, pulleys, relays, control fuses, cams, tracks, door guides, door operating devices, interlocks, contacts, safety devices, governors, and handicap push buttons. The Contractor shall not be responsible for the electrical circuit from the opener point of connection back to the electric panel.

3. TERM OF CONTRACT

- This contract shall commence 10 days after a notice to proceed is issued; and is contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall remain in effect for Twelve (12) months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

4. OPTION TO RENEW

- Prior to, or upon completion, of the initial term of this contract, the County shall have the option to renew this contract for four (4) additional one (1) year period(s). Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: PPI. It is the Contractor's responsibility to request in writing any pricing adjustment under this provision. The Contractor's written request for adjustment should be submitted thirty (30) calendar days prior to expiration of the then current contract term. The Contractor adjustment request must clearly substantiate the requested increase. The written request for adjustment should not be in excess of the relevant pricing index change. If no adjustment request is received from the Contractor, the County will assume that the Contractor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.
- The County reserves the right to reject any written price adjustments submitted by the Contractor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

5. METHOD OF PAYMENT

- The Contractor(s) shall submit invoices to the County's designated representative after each individual month's work has been completed. In addition to the general invoice requirements set forth below, the invoices shall reference, as applicable, the corresponding delivery ticket number, packing slip number, or other acceptance document that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these monthly invoices shall not exceed thirty (30) calendar days from the delivery of the goods or services. Under no circumstances shall the invoices be submitted to the County in advance of the work being completed.
- All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment, and the Contractor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.
- **Invoices shall be sent to:**

Lake County Facility Administration
PO Box 7800 Tavares, FL 32778-7800

6. ADDITIONAL FACILITIES MAY BE ADDED

- Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. When required by the pricing structure of the contract, Contractor(s) under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract. The additional site(s) shall be added to this contract by formal modification.
- The County may obtain price quotes for the additional facilities from other Contractors in the event that fair and reasonable pricing is not obtained from the current Contractor, or for other reasons at the County's discretion.

7. BUSINESS HOURS OF OPERATION

- Preventative maintenance and repair work shall be performed between the hours of 8am to 5pm Monday – Friday (excluding holidays). All work done after hours, on Saturday, Sunday, or holidays will be required to be approved by the County's designated representative.

8. CLEAN-UP

- All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the Contractor shall thoroughly clean up all areas where work has been involved as mutually agreed with the County's designated representative.

9. COMPLIANCE WITH FEDERAL STANDARDS

- All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

10. DELETION OF FACILITIES

- Although this solicitation identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency may delete service for any facility(ies) when such service is no longer required during the contract period' upon fourteen (14) calendar days written notice to the Contractor.

11. LABOR & MATERIALS SHALL BE SUPPLIED BY THE CONTRACTOR

- Unless otherwise stated in this solicitation the Contractor shall furnish all labor and materials necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's designated representative.

12. LOCATIONS OF BUILDINGS & LISTING OF OPENERS

- Lake County Administration Bldg., 315 W. Main St., Tavares 32778
Horton - 3 Openers
- Public Defender's Building, 123 N. Sinclair Ave., Tavares, FL 32778
Horton - 1 Opener
- Judicial Center, 550 W. Main St, Tavares, FL 32778
Horton - 2 Openers
- Agricultural Center, 1951 Woodlea Rd., Tavares, FL 32778
Horton - 5 Openers
- East Lake Library 31336 County Rd. 437, Sorrento 32776
Horton - 1 Opener
- Marion Baysinger Library 756 W. Broad St., Groveland 34736
Stanley - 1 Opener
- Tax Collector/Property Appraiser 320 W. Main St., Tavares, FL 32778
Stanley - 1 Opener
Horton - 2 Openers
- Cagan's Crossing Library 16729 Cagan Oaks, Clermont, FL 34714
Stanley - 2 Openers

13. PREVENTATIVE MAINTENANCE

- The Contractor shall perform preventative maintenance to all of the automatic door openers listed in this bid a minimum of twice a year. A yearly inspection schedule shall be provided to the County's designated representative within 1 week after award of the contract. The Contractor shall provide the County's designated representative with an itemized list of all work done during preventative maintenance visits. The report shall be provided within 2 business days of work being performed. Maintenance shall include, but not be limited to, inspection, cleaning, lubrication, and adjustment.

14. REPAIR

- The Contractor shall provide all parts and labor necessary to keep the automatic door openers operating safely and efficiently and shall ensure continuous operation. The Contractor shall provide the County's designated representative with an itemized list of all work done during repair visits. The report shall be provided within 2 business days of work being performed.

15. RESPONSE TIME

- The Contractor shall respond to all calls for repair by phone within 3 hours and shall schedule to be on site to make repairs no later than the next business day.

16. WARRANTY

- The contractor shall provide a **one (1) year** warranty to include all materials and labor. Defects shall be made good promptly, within the warranty period.

17. PRICING

Facility	Cost Per Year
Lake County Administration Bldg., 315 W. Main St., Tavares 32778 Horton - 3 Openers	\$
Public Defender's Building, 123 N. Sinclair Ave., Tavares, FL 32778 Horton - 1 Opener	\$
Judicial Center, 550 W. Main St, Tavares, FL 32778 Horton - 2 Openers	\$
Agricultural Center, 1951 Woodlea Rd. 19, Tavares, FL 32778 Horton - 5 Openers	\$
East Lake Library 31336 County Rd. 437, Sorrento 32776 Horton - 1 Opener	\$
Marion Baysinger Library 756 W. Broad St., Groveland 34736 Stanley - 1 Opener	\$
Tax Collector/Property Appraiser 320 W. Main St., Tavares, FL 32778 Stanley - 1 Opener Horton - 2 Openers	\$
Cagan's Crossing Library 16729 Cagan Oaks, Clermont, FL 34714 Stanley - 2 Openers	\$
Annual Cost Per Year	\$

END OF SECTION