

**RIVERSIDE COUNTY INFORMATION TECHNOLOGY  
Detailed Scope of Work**

**Telecommunications Structured Cabling Project for  
Treasure Tax Collector Remodel  
40810 County Center Drive, Temecula, CA 92591**



# Detailed Scope of Work

**General Information:** The general scope of this project includes installing telecommunications cabling infrastructure to support the department's relocation to the Temecula office space, which is approximately 4,000 square feet and located at 40810 County Center Drive, Temecula, CA 92591. The project shall consist of the provision, installation, termination, testing, and documentation of a fully functional, structured Category 6 horizontal cabling system and ISP copper backbone cabling. It also includes requirements and wiring installation for paging, audiovisual, wireless access points, security cameras, and an access control system.

All work must adhere to all Riverside County Information Technology (RCIT) specifications and standards. Therefore, the Contractor must ensure that all labor and materials needed to deliver a complete, fully functional system that complies with applicable codes, industry standards, and industry best practices are accounted for in the cost proposal.

Other trades will be working in the facility concurrently. The Contractor's Superintendent/Foreman is responsible for coordinating work with other trades during this project to prevent conflicts and adhere to the construction schedule. All Contractor personnel performing work associated with this project shall wear shirts and badges identifying their company.

The Contractor shall provide each employee with safety equipment to be used as appropriate or as required for the work. (e.g., as needed for eye protection, sound suppressors, hard hats, gloves, respirators, etc.).

## **The project will, in general, include the following:**

- Build out of (1) Telecommunication Rooms to have, but not limited to: The provision of cabinets, horizontal cable termination equipment, ladder rack, and support structure above the ceiling. Vertical and horizontal cable management and bonding.
- Installation of (31) Work Area Outlets, utilizing two Category 6 cables at each location.
- Installation of (04) Wireless Work Area Outlets, using one Category 6A cable at each location.
- Installation of (03) AV Work Area Outlets using two shielded Category 6 cables at each location.
- Installation of (1) 25-pair ISP copper backbone cable.
- Installation of (1) Milestone video management system that consists of (1) server, (7) indoor IP cameras, associated licensing, and wiring. This Milestone system shall be federated to the RCIT Milestone server.
- Installation of (1) Honeywell Pro-Watch access control panel that consists of (1) enclosure, (1) Pro-Watch power supply, (1) IC board, (4) reader boards, (7) readers, (3) remote release buttons and wiring.
- Installation of (1) burglar alarm that consists of DMP panel equipment, (2) keypads, (4) door contacts, (9) motion detectors, (1) piezo (1) strobe, and wiring.

## **Documents included in this RFB:**

- Document A – Material List
- Document B—Contractor's Bid Page: The bidder will need to review the page in its entirety and provide the totals requested on the Contractor's Quote.
- Document C – General Terms, Conditions, and Contractor Qualifications
- Document D – Supplemental Installation Instructions
- Document E – Cable Certification
- Document F- Drawings
- Document G-Scope of Work

## **1. Scope of Work:**

### **1.1. First Floor (TR 1A). Station Cabling:**

#### **1.1.1. Dual Data**

- 1.1.1.1. Provide and install (31) dual Work Area Outlets (WAO) using two white Berk-Tek LANmark 1000 Category 6 cables at each location.

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- 1.1.1.1.1. Dual data locations are identified on the jack plan drawings with locations 10A-001 through 10A-031.
- 1.1.1.1.2. Terminate the cables at the WAO using Leviton eXtreme Category 6 inserts. The first data cable (data "A") will terminate on an orange jack, and the second data cable (data "B") will terminate on a green jack.
- 1.1.1.1.3. At the WAO, use white 2-port Leviton faceplates for hard wall or flush-mounted ceiling locations, white plastic 2-port Leviton faceplates for all cubicle locations, and 106 frames for floor-mounted locations.
- 1.1.1.1.4. All standard work area outlet cables in the telecom room shall terminate on a Leviton eXtreme Category 6, 110 style high-density patch panels, wired per the T568B pin configuration standard.

### **1.1.2. Horizontal Patch Panels**

- 1.1.2.1. Data A and B work area outlets terminations
  - 1.1.2.1.1. Provide and install (2) Leviton 48-port Category 6 patch panels.
- 1.1.2.2. Wall Phone work area outlet terminations
  - 1.1.2.2.1. Provide and install (1) Leviton 24-module QuickPort patch panel kit.
  - 1.1.2.2.2. Provide and install blank inserts to all unused ports of the QuickPort patch panels.

### **1.1.3. Patch Cords:**

- 1.1.3.1. Deliver the following quantities of patch cords to the site:
  - 1.1.3.1.1. Provide (75) 5' white category 6 patch cords
  - 1.1.3.1.2. Provide (75) 7' white category 6 patch cords
  - 1.1.3.1.3. Provide (50) 10' white category 6 patch cords

## **1.2. First Floor (TR 1A). A/V Systems:**

### **1.2.1. A/V Cabling:**

- 1.2.1.1. Provide and install (03) AV Work Area Outlets using two yellow Berk-Tek LANmark Shielded Category 6 cables at each location.
  - 1.2.1.1.1. AV locations are identified on the jack plan drawings using the AV designation.
  - 1.2.1.1.2. Terminate all cable ends using Leviton eXtreme beige Category 6 inserts.
  - 1.2.1.1.3. At the WAO, use a Leviton white 2-port faceplate.
  - 1.2.1.1.4. In the telecom room, the eXtreme inserts will be housed in a Leviton QuickPort patch panel dedicated to A/V.

### **1.2.2. A/V Patch Panels:**

- 1.2.2.1. Provide and install (1) Leviton 24-module QuickPort patch panel kit.
- 1.2.2.2. Provide and install blank inserts to all unused ports of the QuickPort patch panels.

### **1.2.3. Patch Cords:**

- 1.2.3.1. Provide (04) 5' yellow Category 6 patch cords.
- 1.2.3.2. Provide (04) 7' yellow Category 6 patch cords.

## **1.3. First Floor (TR 1A) Wireless System:**

### **1.3.1. Coordination**

- 1.3.1.1. It will be necessary to coordinate and confirm the location of all access points with the RCIT Engineer and General Contractor.

### **1.3.2. Wireless Access Point Work Area Outlet:**

- 1.3.2.1. Provide and install (04) Wireless Work Area Outlets, using one white Berk-Tek Category 6A cable at each location.
  - 1.3.2.1.1. Wireless Work Area Outlets are identified on the jack plan drawings using a 700 series number.
  - 1.3.2.1.2. Terminate both ends of the cable using blue Leviton eXtreme Cat 6A inserts.

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- 1.3.2.1.3. Use a white Leviton 2-port surface mount box at the WAO and a QuickPort in-ceiling bracket with a clip placed above the ceiling.
- 1.3.2.1.4. In the telecom room, the eXtreme inserts will be housed in a Leviton QuickPort patch panel dedicated to WAPs.

### **1.3.3. Wireless Access Points:**

- 1.3.3.1. Install (04) customer (RCIT) provided Aruba Wireless Access Points.
- 1.3.3.2. Provide and install (13) 5' blue eXtreme Category 6A patch cords.
  - 1.3.3.2.1. Each Access Point shall be patched using (1) blue Category 6A patch cord at the WAP location.

### **1.3.4. WAP Patch Panels:**

- 1.3.4.1. Provide and install (1) Leviton 24-module QuickPort patch panel kit.
- 1.3.4.2. Provide and install blank inserts to all unused ports of the QuickPort patch panels.

### **1.3.5. Patch Cords:**

- 1.3.5.1. Deliver the following quantities of patch cords to the site:
  - 1.3.5.1.1. Provide (04) Leviton 7' blue eXtreme Category 6A patch cords.
  - 1.3.5.1.2. Provide (04) Leviton 10' blue eXtreme Category 6A patch cords.

### **1.3.6. Camera Work Area Outlet:**

- 1.3.6.1. Provide and install (07) Camera Work Area Outlets, using one white Berk-Tek Category 6 cable at each location.
  - 1.3.6.1.1. Camera Work Area Outlets are identified on the jack plan drawings.
  - 1.3.6.1.2. Terminate both ends of the cable using yellow Leviton eXtreme Cat 6 inserts.
  - 1.3.6.1.3. Use a white Leviton 2-port surface mount box at the WAO and a QuickPort in-ceiling bracket with a clip placed above the ceiling.
  - 1.3.6.1.4. In the telecom room, the eXtreme inserts will be housed in a Leviton QuickPort patch panel dedicated to Cameras.

### **1.3.7. Analog Cables:**

- 1.3.7.1. Provide and install (1) Cable Exchange 25-pair riser cable from the equipment rack to the voice frame.
  - 1.3.7.1.1. Within the equipment rack, connect the cables to the back of the analog patch panel or voice gateway using the Amphenol connector.
  - 1.3.7.1.2. At the voice frame, terminate the cable on the 110 termination block within TR 1A.

### **1.3.8. Analog Patch Panels:**

- 1.3.8.1. Provide and install (1) Leviton 24-port Amphenol 2 wire patch panel.

## **1.4. First Floor (TR 1A). Telecom Room:**

### **1.4.1. Equipment Racks**

- 1.4.1.1. Provide and install (2) Chatsworth Zetaframe cabinet.

### **1.4.2. Wire Managers:**

- 1.4.2.1. Provide and install (8) Chatsworth 2 RMU single-sided horizontal wire managers.
- 1.4.2.2. Provide and install four (4) Chatsworth Zetaframe vertical wire managers.

### **1.4.3. Equipment Shelves:**

- 1.4.3.1. Provide and install (2) low-profile fixed shelves.

### **1.4.4. Cable Ladder Assembly:**

- 1.4.4.1. Provide and install (2) Chatsworth 18" alternate space cable runway.
- 1.4.4.2. Provide and install (4) Chatsworth 18" universal cable runway.
- 1.4.4.3. Provide and install (2) Chatsworth 18" cable runway inside radius bend.
- 1.4.4.4. Provide and install (4) Chatsworth 18" cable runway radius drops.
- 1.4.4.5. Provide and install (4) Chatsworth 6" cable runway elevation kits.
- 1.4.4.6. Provide and install (3) Chatsworth cable runway wall angle supports.
- 1.4.4.7. Provide and install (4) Chatsworth junction-splice kits.

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1.4.4.8. Provide and install (4) Chatsworth heavy-duty butt splice kits.

## **1.5. First Floor (TR 1A). Grounding:**

### **1.5.1. General**

1.5.1.1. Provide and install (1) Chatsworth 20" Telecommunication Main Ground Bus Bar (TMGB).

1.5.1.1.1. The electrical contractor working on this project shall bond from the building ground to the busbar.

1.5.1.2. Provide and install (4) ground straps between each cable runway junction.

1.5.1.3. Provide and install (1) #2 AWG-stranded copper ground cable down the length of the rack row.

1.5.1.4. Provide and install (1) #6 AWG-stranded copper ground cable to each rack or cabinet.

1.5.1.4.1. The ground cable from each rack shall use a two-hole lug to terminate on the rack and an HTAP to terminate onto the #2 AWG ground bus cable.

1.5.1.5. Provide and install (1) #6 AWG-stranded copper ground cable from the TMGB to the cable runway.

1.5.1.6. Provide and install (1) #6 AWG-stranded copper ground cable from the TMGB to each copper and fiber backbone cable.

## **1.6. Tenth Floor (TR 1A). PDU/UPS:**

### **1.6.1. PDU Equipment**

1.6.1.1. Provide and install (1) APC 208V, 5000VA Smart-UPS systems.

### **1.6.2. PDU Equipment**

1.6.2.1. Provide and install (1) APC 208V/30AMP horizontal switched PDU units.

### **1.6.3. Power Cords**

1.6.3.1. Provide (2) APC Power Cord Kit (six per kit), Locking, C13 to C14, 1.8m.

## **1.7. Copper Backbone:**

### **1.7.1. ISP Copper Backbone Cable:**

1.7.1.1. The cabling contractor is responsible for determining and verifying cable footage.

1.7.1.2. Provide and install (1) Essex 25-pair riser-rated cable from TR 1A to MPOE. Terminate each end on the designated area of the 110 blocks.

### **1.7.2. Voice Frame Build Out:**

1.7.2.1. Provide and install (1) 50-pair 110 termination block assembly in TR1A.

1.7.2.2. Provide and install (1) 50-pair 110 termination block assembly in the MPOE.

1.7.2.3. Provide and install (2) 110 jumper troughs in TR 1A.

## **1.8. Miscellaneous:**

### **1.8.1. Suspension Hardware**

1.8.1.1. The awarded low-voltage cabling contractor provides all the P-rod, stringers, J-hooks, and hardware necessary to properly support and route the communications cables in the plenum and telecom rooms/spaces.

### **1.8.2. Firestopping**

1.8.2.1. The awarded low-voltage cabling contractor must provide a firestop to all penetrations on fire-rated walls and floors using a UL-approved system.

### **1.8.3. Pathways**

1.8.3.1. Provide and install (2) 4" EMT conduit sleeves for cabling use. Sleeves shall protrude through the ceiling grid no more than 4 inches. Sleeves shall be attached to the wall using strut and plastic bushings at both ends.

## **2. Milestone Video Management System:**

### **2.1. Submittals:**

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- 2.1.1. The contractor shall submit a submittal packet with the quote, including all Milestone certifications, data sheets, and installation manuals for all devices provided for this project.
- 2.1.2. An itemized material list must be included in the quote submittal using Document B.

## 2.2. Certifications:

- 2.2.1. Any contractor providing a quote or bid and installing, wiring, connecting, or programming any Milestone equipment must maintain dealer and technical certifications.
  - 2.2.1.1. All Milestone certifications must be included in the submittal packet.

## 2.3. Software:

- 2.3.1. Provide the most current version of Milestone XProtect Expert Edition, including but not limited to the following licenses:
  - Milestone XProtect Expert Base License for (1) base license.
  - Milestone XProtect Expert Care Plus for (1) base license.
  - Milestone XProtect Expert Care Premium for (1) base license.
  - Milestone XProtect Expert Device License for (7) IP cameras.
  - Milestone XProtect Expert Care Plus for (7) IP cameras.
  - Milestone XProtect Expert Care Premium for (7) IP cameras.
  - Boring Lab license for (10) IP cameras.

Note: A New base license must be added to the RCIT Milestone care ID. RCIT will provide the correct Milestone care ID.

## 2.4. Camera Server:

- 2.4.1. Provide, install and commission (1) BCDVideo server in the I.T area identified on the RCTTC Temecula Camera and Access Control Locations Drawing.
- 2.4.2. The BCDVideo server part number and mounting needed is identified on the RCTTC Temecula Camera Material List.
- 2.4.3. Provide labor to program the IP, Subnet, Gateway, DNS and NTP addresses for the BCDVideo server.

## 2.5. IP Cameras:

- 2.5.1. Provide labor and material to install (7) new IP cameras throughout the facility. All camera locations are identified on the RCTTC Temecula Camera and Access Control Locations Drawing.
- 2.5.2. The camera part numbers and mounting hardware required for each location are identified on the RCTTC Temecula Camera Material List.
- 2.5.3. Provide labor to program the IP, Subnet, Gateway, DNS, and NTP addresses for each camera.

## 2.6. Network Infrastructure:

- 2.6.1. RCIT provides all switches.
- 2.6.2. Refer to the Network Infrastructure section of this Scope of Work for details on the camera cabling installation.

## 2.7. Camera Focusing:

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- 2.7.1. Provide labor and materials to focus all cameras that the RCIT project manager must approve.
- 2.7.2. RCIT will work with a contractor to focus and approve each camera view.

### 2.8. Camera labeling:

- 2.8.1. Provide and install a label on each camera identified on the RCTTC Temecula Camera and Access Control Locations Drawing.
- 2.8.2. Labels are to start with 'CAM', followed by the camera number and the last octet of the IP address. For reference, the label CAM1-21 corresponds to camera 1 with the last IP octet set to 21. RCIT will provide IP addresses.
- 2.8.3. Labels shall be black lettering on a white background placed on the side of each camera.

### 2.9. Programming:

- 2.9.1. RCIT will provide the installation and programming of the Milestone software. The contractor shall provide all licenses referenced in Section 2.3.1.

## 3. Access Control:

### 3.1. Submittals:

- 3.1.1. The contractor shall submit a submittal packet with the quote, including all Honeywell Pro-Watch certifications, data sheets, and installation manuals for all devices provided for this project.
- 3.1.2. An itemized material list must be included in the quote submittal using Document B.

### 3.2. Certifications:

- 3.2.1. Any contractor who provides a quote or bid, installs, wires, connects, or programs any Honeywell Pro-Watch equipment shall retain a current Honeywell Pro-Watch Authorized Dealer Certification.

3.2.1.1. All Honeywell Pro-Watch certifications must be included in the submittal packet.

### 3.3. Access Control Equipment:

- 3.3.1. Provide and install new Honeywell Pro-Watch PW7K boards to ensure seamless integration with Honeywell Pro-Watch 5.5.
- 3.3.2. All Access control boards must be compatible with 26-bit Wiegand, 35-bit Wiegand, 37-bit Wiegand and iClass SEOS 48-bit Corporate 1000 cards.

### 3.4. Access Control Headend Equipment:

- 3.4.1. Provide and install a Pro-Watch PW7k panel located in the I.T. area identified on the RCTTC Temecula Camera and Access Control Locations Drawing. The Pro-Watch Enclosure shall be mounted in the Network rack. Mounting elevation to be determined during construction.
- 3.4.2. Access control headend equipment part numbers are identified on the RCTTC Temecula Access Control Material List.
- 1.1.1. Contractor to provide the correct amount of 2-reader boards to accommodate all access control locations identified on the RCTTC Temecula Camera and Access Control Locations Drawing.
- 1.1.2. There shall be no access control devices landed onto the Honeywell PW7KIC board.

### 1.2. Access Control Cabling:

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1.2.1. Provide and install plenum rated cables for all access control devices for this project. Each access control device must have a home-run cable to the access control panel.

1.2.1.1. All card reader cabling shall be plenum rated 18/6 OAS.

1.2.1.2. All door/strike and output cabling shall be plenum rated 18/2.

1.2.1.3. All door release button cabling shall be plenum rated 22/4.

### 1.3. Card Readers:

3.4.3. Provide and install HID card Readers for every card reader location identified on the RCTTC Temecula Camera and Access Control Locations Drawing.

3.4.4. Card reader part numbers for each card reader location is identified on the RCTTC Temecula Access Control Material List.

1.3.1. All card reader conduit back boxes and stub-ups will be provided by others.

### 1.4. Inputs:

1.4.1. Provide and install door release buttons for every door release button location identified on the RCTTC Temecula Camera and Access Control Locations Drawing.

1.4.2. Door release button part numbers for each door release location is identified on the RCTTC Temecula Access Control Material List.

1.4.3. All input conduit back boxes and stub-ups will be provided by others.

### 1.5. Door Strike Outputs:

1.5.1. All Electrified locks and power transfer devices are provided by others. Provide labor to work with door hardware installation company to connect output cables at the power transfer device or door strike.

1.5.2. All electrified door hardware conduit back boxes and stub-ups will be provided by others

### 1.6. Special Outputs:

1.6.1. The output for card reader 111 shall be a cable installed from the Pro-Watch panel to the existing building access control room identified on the RCTTC Temecula Camera and Access Control Locations Drawing. Provide a 10' service loop at the building's access control panel. This output will need to be a dry contact to trigger the building access control system to momentarily unlock the door.

1.6.2. The output for card reader 112 shall be a cable installed from the Pro-Watch panel to the power supply near the reader/door 112 identified on the RCTTC Temecula Camera and Access Control Locations Drawing. Provide a 10' service loop at the power supply. This shall be a dry contact to trigger the power supply for the electrified door hardware. Provide labor to work with door hardware contractor for final connections.

1.6.3. The output for card reader 122 shall be installed from the Pro-Watch panel to the security alarm system located in the IT area identified on the RCTTC Temecula Camera and Access Control Locations Drawing. This shall be a dry contact to trigger the security alarm to arm/disarm.

### 1.7. Power Supply:

1.7.1. Provide and install (1) power supply for all electrified door hardware mounted on the wall in the I.T. Area identified on the RCTTC Temecula Camera and Access Control Locations Drawing. Wall mounting elevation to be determined during construction.

1.7.2. Power supply part number is identified on the RCTTC Temecula Access Control Material List.

1.7.3. The power supply shall be configured for 24VDC output.

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## 1.8. Network Infrastructure:

- 1.8.1. All switches will be provided by RCIT.
- 1.8.2. Reference the network infrastructure section of this scope of Work for the Access network cabling installation.

## 1.9. Batteries:

- 1.9.1. Provide and install backup batteries.
- 1.9.2. Contractor shall be responsible for the correct battery sizing for each battery.
- 1.9.3. Acceptable batteries are YUSA 12V7AH or equivalent. YUSA 12V4AH batteries or equivalent shall be acceptable where 12V7AH batteries are too large.

## 1.10. Programming hardware Configuration:

- 1.10.1. Provide labor to program all intelligent controllers including the IP, subnet, gateway, DNS and NTP addresses.

## 1.11. Acceptance Testing:

- 1.11.1. Final acceptance testing will be with the RCIT project manager that will consist of a full functional test of the system. Once the acceptance test is completed and passed, the RCIT project manager will provide a Project Completion Notification document by email.

## 2. Burglar Alarm:

### 2.1. Submittals:

- 2.1.1. Contractor shall have a submittal packet attached to quote including all DMP certifications, data sheets and installation manuals of all devices provided for this project.
- 2.1.2. Itemized material list must be included in quote submittal using Document B.

### 2.2. Certifications:

- 2.2.1. Any contractor who provides a quote or bid, installs, wires, connects or programs any DMP equipment shall retain a current DMP Authorized Dealer Certification.

2.2.1.1. All DMP certifications must be included in the submittal packet.

### 2.3. Burglar Alarm Equipment:

- 2.3.1. Provide, install, program and commission new DMP equipment to provide burglar alarm and Panic alarm functions for RCTTC staff.

### 2.4. Burglar Alarm Headend Equipment:

- 2.4.1. Provide and install DMP and power supply headend equipment in the I.T. area identified on the RCTTC Temecula Burglar Alarm Locations Drawing. The DMP and power supply enclosures shall be mounted on the wall. The mounting elevation will be determined during construction.
- 2.4.2. The burglar alarm headend equipment part numbers are identified on the RCTTC Temecula Burglar Alarm Material List.

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## 2.5. **Burglar Alarm Programming:**

- 2.5.1. Program all door contacts and motion detectors to report to the “ARM/DISARM KEYPAD” area identified on the RCTTC Temecula Burglar Alarm Locations Drawing. All alarm activations shall trigger the siren identified on the RCTTC Temecula Burglar Alarm Locations Drawing.
- 2.5.2. Connect and program the output from card reader 122 as an input to arm or disarm the security alarm referenced in Section 1.6.3.
- 2.5.3. Program all panic buttons to report to the “PANIC KEYPAD” area identified on the RCTTC Temecula Burglar Alarm Locations Drawing.
- 2.5.4. All panic activations shall trigger the strobe identified on the RCTTC Temecula Burglar Alarm Locations Drawing.

## 2.6. **Burglar Alarm Cabling:**

- 2.6.1. Provide and install plenum-rated cables for all burglar alarm devices for this project. Each burglar alarm device must have a home-run cable to the burglar alarm panel.
  - 2.6.1.1. All keypad cabling shall be plenum-rated 22/4.
  - 2.6.1.2. All motion detector cabling shall be plenum-rated 22/4.
  - 2.6.1.3. All door release button cabling shall be plenum-rated 22/4.
  - 2.6.1.4. All outputs, including strobe and piezo devices, shall be plenum-rated 18/2.

## 2.7. **Burglar Alarm Devices:**

- 2.7.1. Provide, install, program, and commission all burglar alarm devices identified on the RCTTC Temecula Burglar Alarm Locations Drawing.
- 2.7.2. All burglar alarm devices part numbers are identified on the RCTTC Temecula Burglar Alarm Material List.
- 2.7.3. Conduit stub-ups and back boxes (where applicable) for all wall-installed devices will be provided by others. This includes keypads, door contacts, and panic buttons.

## 2.8. **Burglar Alarm Acceptance Testing:**

- 2.8.1. Final acceptance testing will be with the RCIT project manager and will consist of a full functional test of the system. Once the acceptance test is completed and passed, the RCIT project manager will provide a Project Completion Notification document by email.

## 2.9. **Burglar Alarm Monitoring:**

- 2.9.1. Burglar Alarm Monitoring to be provided by others.

## 3. **General project Requirements:**

### 3.1. **Device Mounting:**

- 3.1.1. All devices installed for this project must meet all applicable building code requirements and industry standards and best practices.

### 3.2. **Equivalent Material:**

- 3.2.1. All material substituted for an equivalent for this project must be approved by the RCIT project manager before acceptance of bid.

### 3.3. **Work Hours:**

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3.3.1. Work hours shall be Monday- Friday from 7:00 am to 3:30 pm.

### 3.4. Contingency:

3.4.1. Include a project contingency equivalent to 10% of your total estimated labor and material cost.

### 3.5. Invoicing:

3.5.1. All invoicing submitted shall be itemized.

### 3.6. Warranty:

3.6.1. Provide a minimum one-year warranty on all parts and labor provided from the date of the written Project Completion Notification.

### 3.7. Closeout Documentation:

3.7.1. Provide As-Built drawings, including details of all materials provided.