

<p align="center">DESCRIPTION OF SERVICES (IFB Attachment H)</p>
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1.0 FACILITY DESCRIPTION.

2.0 Joseph Floyd Manor is a 156-unit high-rise building of efficiency, one and two bedroom apartments for the elderly and disabled located at 2106 Mount Pleasant Street, Charleston SC 29403. Also housed at Joseph Floyd Manor are commercial office spaces, Charleston County Housing and Redevelopment Authority (CCHRA) office space, and other common areas.

3.0 General Requirements.

- 3.1** Contractor shall supply all labor that meets South Carolina and Federal Employment Laws. Contractor shall have all required insurances, state contractor's license and required city/county business licenses.
- 3.2** Contractor must provide labor, materials, and any other related materials for roof replacement at various sites as specified herein.
- 3.3** Minor material and work not specifically mentioned herein, but necessary for the proper completion of the specified work, must be furnished without additional cost to the Charleston County Housing and Redevelopment Authority (CCHRA).
- 3.4** Unforeseen Major Repairs - Should deteriorated material of a major nature be uncovered in the course of the work, it must be brought to the attention of the Procurement Officer. Repairs must be made as directed, and an adjustment will be made in the contract price in accordance with the terms of the contract.
- 3.5** Contractor shall supply a 24/7 emergency manned phone number at all times. Contractor shall have an e-mail address set up for emergency/extra work notices.
- 3.6** The premises must be kept free at all times from accumulation of waste material and rubbish resulting from the work. Upon completion of work, all rubbish, tools, and surplus materials must be removed and the premises left clean to the satisfaction of the Procurement/Contract Administrator and Property Manager. All waste materials and rubbish resulting from the contract work will become the property of the Contractor and must be removed from CCHRA property and disposed of by the Contractor.
- 3.7** Prior to beginning work, submit a Contractor's work schedule to the Procurement/Contract Administrator for approval.

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4.0 Detailed Requirements.

- 4.1** The initial term of agreement for Generator Line Repair-Joseph Floyd Manor will be for fifteen (15) days from the date of the contract signing.
- 4.2** The Contractor must furnish all labor, materials, and supervision to accomplish the following -
 - 4.2.1** Excavate ground and/or concrete to access fuel line
 - 4.2.2** Inspect line for corrosion and leaks
 - 4.2.3** Remove and replace gravity flow fuel line