

SCOPE OF WORK

Name of Company: Open For Bid
Project Name: RTU Units/ Custer County Court House
Project Manager: Custer County Maintenance Dept.
Prepared by: Tom Flower
Date: 08/05/2019

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the project timeline.**

PROJECT BACKGROUND AND DESCRIPTION STATEMENT

Remove and replace two heating and cooling roof top units. Relocate one thermostat, install one new thermostat. Install new wiring to the roof top units from local electrical panel.

TASK LIST

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

Task No.	Task	Equipment & Services Needed	Equipment Delivery Date	Reporting Head
1	Remove 1 3-ton RTU and install a new 3-ton RTU Trane unit with new wiring from existing panel and relocate thermostat to east wall of social services office	Crane lift		Tom Flower
2	Remove 1 5-ton RTU and install a new 5-ton Trane unit with new wiring from existing panel install new thermostat in clerk and recorder office.	Crane lift		Tom Flower

PROBLEM STATEMENT

n/a

By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

Project Approval & Signatures			
Project Name:	RTU Units/ Custer County Court House		
Project Manager:	Custer County Maintenance Dept., Tom Flower 719-371-4879		
<p><i>The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement among the Project Manager, Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.</i></p>			
<p><i>I understand the sealed bids will be opened at the BOCC meeting on Aug. 14, 2019 I have reviewed the information contained in this Project Scope Statement and agree:</i></p>			
Name	Title/Role	Signature	Date