

# SCOPE OF WORK

**Name of Company:** Open for Bid  
**Project Name:** Security Wall for Human Services Office, Custer County Courthouse  
**Project Manager:** Custer County Commissioner  
**Prepared by:** Tom Flower  
**Date:** 08/26/2019

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

Construct a security wall in DHS to include a supplied pass-through window, counter for window, solid core door with a supplied touch pad entry lockset. Work will need to be completed within 30 days of letting the bid.

## 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	Construct and install 2X6x8'6"x13'6" wall (insulated for sound) with pass through window and counter, provide and install 3-0x6-8 solid core door (match existing doors) with touch pad entry lockset. Finish and paint color to match existing finishes.	Pass through glass window will be provided by county. Touch pad standard 2 3/8" backset entry lock set provided by county.  Counter needs to be 18' wide and appropriate length to service window.		Tom Flower

**PROBLEM STATEMENT:** Work will need to be done weekdays after 4 pm or on weekends. See Commissioner Flower for a site visit and any additional information needed to submit a bid.

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			
<b>Project Name:</b>	Security Wall - DHS/ Custer County Court House		
<b>Project Manager:</b>	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><b><i>I understand the sealed bids will be accepted until the close of business on September 27, 2019 and will be opened at the BOCC meeting on September 30, 2019. Please submit bids to Cara Evans, BOCC Administrative Assistant at 205 S. 6<sup>th</sup> Street or mail to PO Box 150, Westcliffe, CO 81252. Late or unsealed bids will not be accepted.</i></b></p> <p><b><i>I have reviewed the information contained in this Project Scope Statement and agree:</i></b></p>			
Name	Title/Role	Signature	Date