EXHIBIT A
SCOPE OF WORK

1. (Contractor) shall provide fire alarm system maintenance/repair/testing services as described herein to the California Department of Veterans Affairs (hereinafter CDVA, CalVet, or the State, as required by context). Fire alarm system maintenance/repair/testing services shall be provided for the Veterans Home of California - Barstow (hereinafter referred to as the Home), located at 100 East Veterans Parkway, Barstow, CA 92311.

2. The term of this Agreement shall be **July 1, 2013** through **June 30, 2015**. The State reserves the right to extend the term of this Agreement for one (1) additional year under the same terms and conditions. However, the total duration of this Agreement, including the exercise of any option(s) under this clause, shall not exceed two (3) years.

3. Contract shall be effective upon approval of the State. Contractor shall not perform any work required by this contract until written notification is given to Contractor from the Home’s contract manager to begin services.

4. The contract managers identified below are responsible for the administration of this Agreement and for responding to contractual inquiries pertaining to the governing provisions of the Agreement during the term of this Agreement.

5. The project representative during the term of this Agreement will be:

<table>
<thead>
<tr>
<th>Veterans Home of California, Barstow</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Mark Flores</td>
<td>Name:</td>
</tr>
<tr>
<td>Address: 100 E. Veterans Parkway</td>
<td>Address:</td>
</tr>
<tr>
<td>Barstow, CA 92311</td>
<td></td>
</tr>
<tr>
<td>Phone: 760-252-6201</td>
<td>Phone:</td>
</tr>
<tr>
<td>Fax: 760-252-6203</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:mark.flores@calvet.ca.gov">mark.flores@calvet.ca.gov</a></td>
<td>Email:</td>
</tr>
</tbody>
</table>

6. Contract Managers may be changed by issuing a 20-day prior written notification and shall not require a formal amendment to this Agreement. The notifying party shall provide complete contact information for the replacement Contract Manager including, name, title, mailing address, phone and fax number, and email address.

7. Contractor shall perform full maintenance (FM) and preventive maintenance (PM) of the Central Fire Alarm System at the Veterans Home, in Buildings A through F.

8. Because of continuous construction phases at the Home, it may become necessary to delete or add buildings to the Agreement. Therefore, Contractor shall be required to furnish a cost per building for monthly service, which will be used to recalculate Agreement cost as changes are made. Contractor shall receive thirty (30) days notice prior to any deletion or addition of buildings to the Agreement.

9. Full Maintenance (FM) is defined as any maintenance required to keep system(s) operational parts replacement and repair with new components and unlimited emergency service including all labor and materials shall be billed at time and material.

10. FM shall include furnishing all labor, equipment, materials, and parts to perform the service of FM, repair, inspection, and maintenance of all Fire Alarm Systems in the buildings listed. Components shall include, but are not limited to, the sample list in paragraph 11 on devices listed herein.
10. The scope of work being performed under these specifications shall include a minimum of eight (8) hours per month dedicated to PM, or as per current NFPA 72 code. to include, but not limited to, the cleaning of devices and controls, reconditioning worn equipment, adjusting and calibration. This shall be in addition to all functional testing.

11. Preventive Maintenance (PM) is the systematic detection and correction of incipient failures before they occur or before they develop into major defects. The work includes, but is not limited to, inspections, cleaning, lubricating, adjusting, testing, repairing, programming, and parts replacement necessary to keep all systems in service at no additional cost to the State. Components shall include, but are not limited to, the following:

Spectronics Fire Alarm Control Panels (FACP) (9)
- Smoke Detectors (200)
- Smoke Dampers (110)
- Chimes/Horns (68)
- Central Processing Units (1)
- Audio/Visual Devices (34)
- Door Closers (Smoke & Slave)
- Magnetic Door HoldOpens (40)
- Flow Switches (Sprinkler & A/C) (18)
- All Internal Components
- Keyboards (2)
- Roll Down Doors (Electrical Components) (4)
- Silent Night (Auto Dialer) (1)
- Heat Detectors (9)
- Duct Detectors (120)
- Bells (6)
- Annunciators (6)
- Batteries (36)
- Relays (ALL 48)
- Wiring (ALL)
- Circuit Boards (ALL)
- Printers (1)
- Monitors (2)

Any other component connected to the system not listed here but required for system operation.
12. Inspection, testing, and maintenance shall be done in accordance with NFPA 72, current State Fire Marshal adopted edition with State Amendments, and Manufacturers’ Specifications.

13. Contractor shall, before performing any inspections, testing, or maintenance on the system(s), notify the personnel in the buildings and at the Central Fire Alarm Monitor location to prevent unnecessary response. At the conclusion of the work, those previously notified shall be notified that Contractor has concluded the work.

14. Contractor shall ensure the printer is working and that a new sheet is started to report Conditions during inspections, testing, or maintenance. When completed, Contractor shall remove report and turn it in to Plant Operations with a written report of the work performed.

15. Contractor shall attach stickers to all equipment, with the initials of the technician and date and type of service performed.

16. Contractor's personnel shall be fully trained in and knowledgeable about all components and manufacturers of equipment used in the various Fire Alarm Systems used at the Home, and able to perform inspections, testing, and maintenance.

17. Because the Central Fire Alarm System is a Spectronics Fire Alarm system, Contractor shall provide technicians trained in Spectronics Fire Alarm systems, with a minimum of three (3) years experience working with Spectronics Fire Alarm system and components. Contractor shall be a factory authorized dealer.

18. Contractor shall have two (2) technicians on site performing inspections, testing, or maintenance of the Fire Alarm System(s). One (1) person shall be stationed at the Central Fire Alarm System Monitor and Keyboard during inspections, testing, or maintenance to acknowledge, silence, or reset the system, so as not to involve Home personnel working in the adjacent area.

19. Contract shall perform quarterly and annual inspection on (9) fire sprinkler risers located at the Home in accordance with NFPA regulations.

20. Risers are located in A, B, C, D, E and F buildings.

21. Contractor performing the service and inspection shall be an authorized and certified technician.
   a. System devices for services and inspections.
      1. Water flow switches
      2. Tamper and post indicator valve switches
b. Inspection procedures performed on an annual basis
   1. Check with immediate facilities Supervisor
   2. Notify building central fire alarm station and all occupants in the immediate area that a functional system test is about to be conducted
   3. Perform an inspection of the system for installation integrity
   4. Complete test and service
      a. Notify central station, facilities supervisor and immediate personnel of completion of service and leave
      b. Submit to owner’s representative a fully itemized service report with any recommendations for safety updates and repairs as required.
   c. Serviced procedures performed on an annual basis: perform a function of test of the water flow switch: activate water flow and verify proper annunciation at panel.
   d. Service procedures performed on a quarterly basis (as applicable) perform a function test of the following:
      1. Supervisory signal initiating devices/post indicator valve switch operate valve and verify proper annunciation at panel.

E. Sprinkler heads for leaks or defect: check gasket at risers for seal.

22. Contractor shall perform a bi-annual service and inspection of fire suppression R-102 wet AVEC chemical system located in the main kitchen of the Home.

23. Contractor will service and inspect according to NFPA and OSHA regulations.

24. Contractor shall be an authorized and certified technician.

25. Contractor shall inspect and service (9) fusible links and (10) spray nozzles each visit.

26. Contractor will be required to submit a report of systems tested and inspected.

27. Contractor shall service and inspect during normal working hours (8:00-4:30) Monday thru Friday in the month of November and May.
28. Contractor shall clean and inspect kitchen exhaust horizontal, vertical ducts along with inner and outer canopy and behind cook line filters.

29. Contractor shall scrape, degrease, and pressure wash exhaust system.

30. Contractor shall inspect and service exhaust fans on roof for exhaust systems.

31. Contractor shall give a written report of inspection and service after each visit.

32. Contractor shall perform each service and inspection (2) times a year. This service shall be done in November and May.

33. Contractor shall comply with applicable sections of CCR, Title 24, Parts 2 (Building), 3 (Electrical), 4 (Mechanical), and 9 (Fire Code).

34. Contractor shall provide a technician to meet with the Deputy State Fire Marshal at the Home to verify that the system(s) are operational and meet codes. Contractor shall be given forty-eight (48) hour notice prior to scheduled meetings.

35. Contractor shall check in at the Plant Operations Office prior to commencing work and shall turn in a written report along with the printout from the Central Fire Alarm Monitor. Written reports shall include location of work performed and description of work performed.

36. Contractor shall pick up inspection, testing, or maintenance logs in Plant Operations Office when checking in and update the log as service is performed. Logs have sheets for every building and shall be returned to Plant Operations when checking out.

37. Contractor shall service the buildings monthly, beginning at contract start and continuing to contract termination. Contractor shall provide Plant Operations a schedule of days during each month when technicians will be on site to perform inspections, testing, maintenance, or repair.

38. Contractor shall perform FM and PM during normal Plant Operations business hours Monday through Friday, 7:00 a.m.-4:30 p.m., on workdays mutually agreeable to Contractor and Plant Operations.

39. Contractor shall provide evidence of approval of plans, specifications and/or listed components by the State Fire Marshal prior to any addition, modification, or replacement of any alarm system device.

40. Any requirement by the State Fire Marshal or CDVA to modify the system due to construction, change in occupancy, or additional code requirements shall be the responsibility of the State.

41. Emergency Calls and Call Back Service rate shall be included in the Agreement and shall include holidays, weekends, and overtime. Contractor shall maintain a twenty-four (24) hour, seven (7) days a week
system to receive Emergency Calls and Call Back Service requests, and shall be able to be on the premises within four (4) hours after receiving the call.

42. System(s) shall be rendered fully operational before technician(s) leave(s) the Home after responding to Emergency Calls or Call Back Service requests. In the event the system(s) cannot be fully operational, the technician(s) shall notify the Chief of Plant Operations or his designee of the status. This shall not affect the provisions of paragraph 26 above.

29. Contractor shall maintain qualified technicians and a readily available supply of parts and equipment to make repairs within twenty-four (24) hours. This shall include emergency calls, call back service, FM and PM.

30. Contractor shall invoice for service monthly in arrears.

31. Contractor shall possess C-10 Contractor Licenses and other appropriate fire system maintenance licenses and certificates and provide copies of State of California Life Safety journeymen certificates.

32. PRIVACY PROTECTION: Contractor shall comply with the federal Health Insurance Portability and Accountability Act (HIPAA), the Home’s compliance plan, as well as State and Federal requirements for privacy protection. Contractor shall follow the Home’s procedure(s) in compliance with HIPPA for protection of resident’s privacy.

33. FACILITY ORIENTATION: Upon assignment or initiation of services, Contractor shall coordinate with the Contract Manager for contract staff facility orientation to include but not limited to, Building Safety, Resident Rights, Confidentiality, Privacy Protection, Discrimination, Harassment, and Zero Tolerance of Elder Abuse.

34. OTHER REQUIREMENTS:

a) Contractor and Contractor’s staff shall wear identification supplied by the Contractor upon arrival at the Home. Contractor shall also comply with the Home’s parking, sign-in policy and dress code requirements.

b) Contractor shall comply with their professional code of conduct at all times.

c) Contractor shall be considered an independent contractor, and as such, shall not be entitled to any employee benefits afforded civil service employees.
Invoicing and Payment
A. The maximum amount payable under this Agreement shall not exceed TBD.

B. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for incurred in accordance with the rates specified herein, which is attached hereto and made a part of actual expenditures this Agreement.

C. Emergency Calls and Call Back Service shall be billed at the following rate: $____________ per hour per certified technician. This rate is to be used for Emergency Calls and Call Back Service, if needed.

D. Invoices shall include the Agreement number 13BS0013, dates of service, type of service performed, cost of parts and materials, labor charges, and total amount of charges. Invoices shall be submitted in duplicate not more frequently than monthly in arrears to:

<table>
<thead>
<tr>
<th>Original Signed Invoice</th>
<th>Approval Copy of Invoice</th>
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<tbody>
<tr>
<td>CA Department of Veterans Affairs</td>
<td>Veterans Home of California - Barstow</td>
</tr>
<tr>
<td>VHC Accounting Office, Room 403</td>
<td>100 East Veterans Parkway</td>
</tr>
<tr>
<td>P.O. Box 942895</td>
<td>Barstow, CA 92311</td>
</tr>
<tr>
<td>Sacramento, CA 94295-0001</td>
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Budget Contingency Clause
A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

Prompt Payment Clause
A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.
Fire Alarm System Maintenance — Repair — Testing Services

ATTACHMENT 3
COST SHEET

Submission of this attachment is MANDATORY.

<table>
<thead>
<tr>
<th>Building</th>
<th>Number of Hours Required to Service (Assume all work to be done during regular working hours)</th>
<th>Number of Technicians Required</th>
<th>Rate per hour per technician</th>
<th>Cost per month</th>
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COST PER MONTH $_____________ x 12 = $_____________ x 2 = $_____________
(All Inclusive monthly) (All Inclusive Yearly) (All Inclusive Bid)

Emergency Calls and Call Back Service $________

Regular working hours: M-F 7:30 AM to 4:30 PM
Overtime: M-F for time in excess of eight (8) hours
Weekend: Saturday and Sunday
Holiday

Emergency Calls and Call Back Service shall include holidays, weekends, and overtime

I hereby certify that this bid is true and accurate for the services to be provided:

COMPANY NAME: _____________________________________

COMPANY REPRESENTATIVE’S NAME (Printed):
____________________________________________

COMPANY REPRESENTATIVE’S SIGNATURE:
___________________________________________

DATE: ______________________