



## SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** ("County"), and Southern Repair Service, Inc. ("Contractor"), which contract is dated March 1, 2021. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

I. Background/Purpose: (*Why - Provide a brief description of the services being procured.*)

Durham County seeks a way to house COVID+ individuals with no other housing option while they serve an appropriate period of isolation.

II. References: (*Identify/attach additional documents relevant to this contract, i.e., quotes, proposals, etc.*)

The following documents are incorporated herein by reference to them:

Proposal / Response to RFP21-018R1

III. Work/Requirements: (*What/Where - Be as detailed as possible in describing the work.*)

COVID+ duplexes at the following locations:

808 Exum Street, Durham – 2 units housing 4 COVID+ individuals each for a total of 8

1020 Lancaster Street, Durham – 2 units housing 2 COVID+ individuals each for a total of 4

See Proposal for additional details.

IV. Schedules/Timelines: (*When – Provide a timetable to complete the work and any phases and/or deadlines.*)

Southern Repair Service, Inc. will provide housing March 1, 2021 – June 30, 2021 with the option to extend agreement.

V. Transmittal/Delivery/Accessibility: (*How - Describe delivery methods for reports or deliverables. Include contact information of department procuring the services. Describe if County property is to be provided or access to the property, and how that will be handled, i.e. keys, holidays, security measures.*)

Southern Repair Service, Inc. will provide access to property once selection of authorized residents is determined.

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VI. Payment: *(Include Rate of payment, Time for payments and Methods of payment.)*

Monthly invoices shall be received by the last day of the month and paid net 15 and shall be subject to the following terms:

- \$0.00 Security deposit. Any damages to the units caused by the residents of the units which exceed \$500 shall be documented and covered by the County so that the units may be returned to the owner substantially in the same condition that they were in prior to the beginning of the lease arrangement in July 2020.”
- \$1,400 per unit per month x 4 for 4 months for a total of \$5,600 per month. The said \$1,400 per unit covers up to 2 cleanings per unit per month. Any additional cleaning required will be added to monthly invoices at the rate of \$150 per cleaning.

Payment will be made via check from the County.