

CONTRACTOR WORK ORDER

Site Information

WORK ORDER # 503001

SITE NAME	DOI / FWS / VPNS-32001
STREET ADDRESS	355 E HANCOCK AVE
STREET ADDRESS 2	
CITY, STATE, ZIP	Athens,GA,30601
SITE CONTACT NAME	Michael Duburr
SCHEDULED DATE&TIME	8/3/2021 8:00 AM
SITE SURVEY DATE	Does Not Apply

Circuits

CIRCUIT TYPE	LEC ID#	ID1	ID2	ID4	DEMARC	END USER
Ethernet - 100 MB	38/KQGN/641873//SB	BFKX6017	BFKX6017		1ST FLOOR,SERVER ROOM,RACK MOUNTED CIENA 3930, ELECTRICAL HANDOFF PORT 2	DOI ER at Rack with routers - Cisco Router

Equipment & Material (Confirm which are Contractor Provided with your Project Facilitator)

DESCRIPTION	QTY	FEET

Scope of Work

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Contractor must contact **Ryan Perry** at **681-238-4223** upon arrival to the site, upon encountering any issues, for circuit testing, and prior to departure from site. This is a Concert Technologies requirement for all work orders. Failure to follow this guideline may result in billing discrepancies.

Please dispatch 1 tech - 08/03/2021 at 08:00am - Bridge 09:00am

Technician will need to bring a working laptop with cisco console cables, hotspot, and TeamViewer / Putty already installed on laptop in order to give the Engineer remote access to the equipment to configure it.

**** All Concert Technologies work order Field Techs must follow state guidelines for PPE mask usage and social distancing ****

Date: 08/03/21

Arrival Time: 08:00am MDT

Bridge Time: 09:00am MDT; Conference Bridge information: 504-321-469 / ID: 269837225#

Scope of Work:

Tech is to extend the 100 mbps metro circuit from NID to customer Cisco equipment on cat6 cable.

Tech is to label with both circuit IDs.

Once extension is complete call Ryan Perry @ 681-238-4223 we will join a conference

bridge where tech provide remote access to the Engineer so that they can load configs on customer equipment and test.

Equipment/Tools Requirements:

Please bring all necessary tools and materials to complete the job (i.e. Cat6 cable, ladder, crimper, screwdriver or drill, toner and wand etc.). In addition, technician will need to bring a working laptop, cisco console cables, hotspot (means of receiving wireless data), and TeamViewer installed on their laptop.

The dispatching Technician MUST call Ryan @ 304-681-238-4223 upon arrival to and before departure from site, and if any problems arise while on site. The dispatching technician's time onsite does not start until he/she contacts Concert Technologies by phone. You will be required to report all used materials and labor upon departure.

Platform and Contractor techs must conform the to the following requirements:

1. Must have and be able to produce a State issues Driver's License while onsite for Concert Technologies
2. Must bring the Concert Technologies Work Order/Packet to site
3. Must not bring any contraband, weapons, or illegal items to site
4. Must dress in attire that is consistent with "Business Casual"
5. Must present and maintain a professional manner while onsite for Concert Technologies

The tech MUST agree to wear industry appropriate, professional attire (no T-shirts, flip flops, etc.).

The tech must not display any equipment or wear any clothing with lewd or derogatory remarks, pictures or scenes.

Tech must also call for any reason that may delay prompt arrival.

Ryan Perry

Project Facilitator

This information is for the contractor's use only in conjunction with this service order.
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Concert Technologies
205 E. King Street
Martinsburg, WV 25401
681-238-4223 (direct)
888.771.1577 (fax)
rperry@concerttech.com

Time and Material Confirmation Guidelines:

- Time and Material Confirmations will be **emailed** to the email address on file as soon as the job is completed.
- **Respond** to the confirmation by selecting “Accept” or “Dispute.”
- Automatic acceptance of the confirmation will be recorded if no response after 3 business days.

Invoicing Guidelines:

- Click here to view the [New Invoice and Submission Requirements](#)

COVID-19 Expectations for Contractors and Technicians

At a minimum, technicians are expected to practice the following guidelines when performing work for Concert Technologies.

- Technicians will perform a daily health and wellness self-screen confirming they are symptom-free of COVID-19. In doing so, technicians will not have experienced COVID-19 symptoms (fever, cough, shortness of breath, new loss of taste or smell, fatigue, muscle aches, etc.) in the previous 72 hours and will not have a temperature of 100.4 or greater.
- Technicians will not have:
 - been advised to quarantine by a medical professional or public health official;
 - returned from any international travel or any inter-state travel that requires him/her to quarantine upon return; or
 - had close contact (e.g., within 6 feet for more than 10 minutes) with anyone known to have COVID-19.
- Technicians will wear face coverings when entering and moving around a facility. Technicians do not need to wear a face covering when working alone in a confined area unless it is required by the onsite customer.
- If a technician was previously diagnosed with COVID-19, he/she must not present any remaining symptoms, and it must be a minimum of 21 days since the onset of symptoms or since the last positive test, whichever is later.

In addition to these Concert Technologies guidelines, technicians must follow all customer guidelines and expectations while performing onsite work.