

**RFP 2019-1018;
LOCKSMITH SERVICES
ATTACHMENT A: SCOPE OF WORK**



1.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S)

Cincinnati Metropolitan Housing Authority (CMHA) is seeking proposals from qualified, licensed and bonded entities with demonstrated professional competence and experience to provide all labor, equipment, goods, and supplies necessary to provide locksmith services on an as-needed basis for CMHA owned properties throughout Hamilton County, Ohio. This request for proposals is not an offer to buy and should not be assumed as such.

CMHA intends to create an inventory (or “pool”) of Contractors to provide Locksmith Services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide services as requested by CMHA and the actual number of participants chosen will depend on the number of qualified proposals received. Selection as a participant of the Pool is not a guaranty of the type or amount of assignments for which a participant may be selected. **Pool participants may choose the services they wish to perform by only proposing fees for those services on Attachment B, Fee Submission Form.**

Proposers selected to participate in the Pool will be assigned work at the discretion of CMHA taking into consideration the quality of work, availability, manpower, timelines and other items of importance. CMHA reserves the right to add or delete properties at CMHA’s sole discretion.

1.1 GENERAL REQUIREMENTS:

Basic services shall include but not be limited to repair, installation, removal, re-keying of locks, locking mechanisms and door hardware. Services shall include:

- Repair/replace locks utilizing CMHA provided cores and keying system for residential units, offices, and commercial security entry doors
- Provide rekeying, pinning and key cutting services
- Provide CMHA with documentation of the key cuts and information needed to maintain the keying system

1.1.1 Contractor Responsibilities

1.1.1.1 Contractor is required to maintain a point of contact for service response seven days a week. Emergency service requests are to be handled on the same day within 3 hours of being called out. Normal service requests are handled within 24 hours during normal business hours of operation (Monday-Friday between 8:00 A.M. – 5:00 PM, excluding holidays).

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1.1.1.2 Contractor(s) shall inform CMHA Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.

2.0 Pool of Contractors

- 2.2** CMHA intends to create a “pool” of Contractors to provide these Services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide services. The actual number of Pool participants chosen will depend on the number of qualified proposals received.
- 2.3** Proposers selected to participate in the Pool will be assigned work at the discretion of CMHA based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of one (1) year with the option, at CMHA’s sole discretion, to extend the contract for up to an additional four years for a maximum total of five years. CMHA will attempt to match each assignment to the Pool Participant best suited for a given task. CMHA will also determine the number of assignments any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.
- 2.4** If a Pool Participant is selected to perform one or more work assignments, CMHA will formally request the Pool Participant to perform such services by executing a purchase order. The Contractor will be notified by CMHA when services are needed. CMHA will provide the scope of work to the contractor before work is to begin. Once the Contractor is notified, the work will be scheduled with CMHA. The services will be completed as scheduled. The purchase orders may be issued at any time during the term of the Pool Agreement and the assignment of work projects will be made solely at the discretion of CMHA.

3.0 Performance Standards

- 3.1** For each time the Contractor violates any of the clauses in the Scope of Work or resulting contract, the Contractor’s fee may be reduced 10% for that service.
- 3.2** The Property Manager may waive the fee reductions at his/her discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

4.0 Contract Terms

4.1 Contract Term

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The Authority intends to enter into a one year contract with the option, at the Authority's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

- 4.2 Indefinite Quantities Contract (IQC)** CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires CMHA to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$250,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.