

QSP 2020-1001;
Locksmith Supplies and Equipment
ATTACHMENT A: SCOPE OF WORK



1.0 Scope of Work

Provide locksmith supplies and equipment as necessary and presented in Attachment A – Fee Submittal Form. The Authority, at its sole discretion, *reserves the right to add and/or remove commodities from the RFP or any ensuing contract agreements* if it is in the best interest of the Authority to do so. Any added commodities agreed to with the vendor(s) must receive the same discount percentage as originally awarded in the contract agreement.

1.1 Contractor Responsibilities

- 1.1.1 Business Hours:** The Authority’s normal business hours are Monday through Friday, 8:00 am through 4:30 pm. The Authority will expect the successful vendors to give “priority service” on any call for parts, supplies and materials. Additional consideration will be made for those vendors that can provide parts, supplies and materials in urgent situations, including non-business hours, weekends and holidays. This must be clearly noted in the proposal.
- 1.1.2 Ordering Method:** The Authority will *only* order parts, supplies and materials on an as-needed basis. The Authority will not be required to purchase any minimum number of items during the contract period. Quantities ordered will be based upon the needs of the Authority and will be priced per the proposer’s Cost Information in *Attachment A*.
- 1.1.3 Brand Names/Substitutions:** The Authority is providing any brand names listed herein as a sample only so that proposers have a better understanding as to the minimum product standards the Authority desires. As required by HUD regulation, proposers may propose an "equal" or "same as" product, as long as such product is substantially equivalent to the products identified. Also, all specifications are subject to normal manufacturing tolerances. Once awards have been issued, substitutions of contracted items are not permitted unless prior approval is received by the Authority.
- 1.1.4 Management Vendor/Employees:** The vendor shall appoint a main point of contact, or agent, who shall be thoroughly familiar with all aspects of the contract and shall have full authority on the vendor’s behalf in any and all matters pertaining to the contract. If at any time during the contract term the main point of contact changes, the Authority must be notified immediately.
- 1.1.5 Permits and Licensing:** The successful vendor(s) must hold a valid Business License at time of proposal and a copy must be submitted within Tab 2 of the submittal.

QSP 2020-1001; Locksmith Supplies and Equipment

1.1.6 Purchase Method: Upon contract execution, the vendor will be provided a list of CMHA personnel authorized to order under the contract. Authorized employees may purchase directly from the list (“Qualified Vendor List”) and receive the awarded discount amount with each purchase under the following guidelines:

1.1.6.1 If a purchase is made over-the-counter, CMHA employees must present their CMHA Identification Badge (which provides their employee number) and a valid CMHA purchase order or purchase order number at time of purchase. No purchases may be made without proof of identification clearly indicating the purchaser’s name as an Authority employee and their employee number. The vendor is solely responsible for verifying this information. In addition, the vendor(s) may refuse to provide the requested parts, supplies and materials without penalty if the Authority’s employee is unable to provide their proof of identification. If the purchase is made over the phone, the same instructions apply except that the CMHA employee need only provide a purchase order number, their name and their employee number.

NOTE: All invoices will need to include the CMHA employee’s name and the date of the purchase.

1.1.6.2 Limitations: Only those items designated as a part, supply or material may be purchased by the Authority from the awarded vendor(s). Tools are *not* permitted as part of this contract agreement. A tool is defined as a handheld device that aids in accomplishing a task. Any tools needed by the Authority and not available through Material Control (the Authority’s warehouse) must be purchased utilizing a purchase order. Any awarded vendor(s) that allows the purchase of an unauthorized tool by the Authority from any ensuing contract agreement, other than specified herein, can and will be terminated.

1.1.7 Warranty – The awarded supplier will be responsible for providing a warranty on all parts and equipment for a minimum period of ninety (90) days. In the case parts, if the manufacturer’s standard warranty period is greater than ninety (90) days, the manufacturer’s warranty will prevail.

1.1.8 Vendor will provide an itemized parts list of parts and equipment related to locksmith services with their proposal. The awarded vendor(s) will provide one manufacturer’s catalog, and price lists, including the complete discount schedules applicable to CMHA before the start of the contract. Discounts from price lists are firm for the contract period.

**QSP 2020-1001;
Locksmith Supplies and Equipment**

- 1.1.9** Vendor must certify that a full inventory of parts and/or equipment required is available within a fifty (50) mile radius of CMHA's main office located in Cincinnati, OH. The proposer having the material/supplies/equipment on an as-needed and when-needed basis will be used in selecting the successful vendor(s).
- 1.1.10** Vendor shall perform national criminal history checks for Ohio, Indiana, and Kentucky, and 10-panel drug screening tests on all prospective employees performing work under this contract and provide summaries of the results to CMHA upon request, at the sole expense of the Contractor. For the purposes of this section, the term "employees" includes contractor. Prospective employees whose criminal background check discloses a misdemeanor or felony involving crimes of moral turpitude, sexual offenses or harm to persons or property shall not be employed to perform work under this RFP or any resulting contract. Contractor is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the contractor. Any employee of the Contractor suspected of being under the influence of drugs and or alcohol will be reported to the Authority's Compliance and Safety Operations Department and/or other local law enforcement. If the employee is determined to be under the influence of drugs or alcohol in any form or manner, or believed by proper authority to be dealing in illicit sale of alcohol or drugs they will be removed and shall not be allowed to return to any job site on the Authority's property. The Contractor's contract may be suspended and/or terminated should such a situation occur or if the Contractor fails to submit results pursuant to this section.
- 1.1.11** Contractor(s) shall practice acceptable safety precautions so as not to cause harm to any persons or property while delivering items to CMHA sites.
- 1.1.12** Contractor(s) shall pay all of its employees, including any and all approved Sub-Contractors, at least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development and Department of Labor Prevailing Wage. Wage Determinations can be accessed via the Department of Labor website, www.wdol.gov.
- 1.1.13** 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.

**QSP 2020-1001;
Locksmith Supplies and Equipment**



2.0 Performance Standards

- 2.1** Failure to comply with all of the requirements above may result in a reduction of the vendor's fee by 10% for that supply.
- 2.2** CMHA may waive the fee reductions at its discretion after discussing extenuating circumstances with the vendor. Such waiver shall be in writing at the time of the service.