

QSP 2019-8019;
Grounds Litter Control for Resident Owned Businesses
ATTACHMENT A: SCOPE OF WORK



1.0 RESIDENT OWNED BUSINESS SOLICITATION ONLY

This solicitation is restricted to qualified, licensed and insured **Resident-Owned** entities for Grounds Litter Control Services. **Per 24 CFR 963, certification as a Resident-Owned business will be required. A resident-owned business is defined in 24 CFR 963 (Attachment N) as a business owned and controlled by public housing residents. The owners identified as public housing residents must reside within public housing of CMHA.**

Under 24 CFR 963, all eligible resident-owned services must demonstrate the following:

- (a) *Is the business a legally formed business?* Attachment C – Profile of Firm Form, including instruction in #1 in Table 4 of this solicitation (red highlighted text), will be utilized to respond to this requirement.
- (b) *Is the business a resident-owned business?* Attachment C – Profile of Firm Form will be utilized to respond to this requirement.
- (c) *Responsibility to complete contract.* Attachment H – Professional Assessment will be utilized to respond to this requirement. Also, Attachments I, L, and M
- (d) *Limitation on alternative procurement contract awards.* Attachment Q will be utilized to respond to this requirement.

2.0 SERVICES TO BE PROVIDED

The Contractor(s) shall perform grounds litter control services for the following CMHA locations:

- Findlater Gardens
- Millvale
- Winton Terrace

CMHA reserves the right to add or delete properties. CMHA also reserves the right to award multiple contracts to create a “pool” of contractors.

Grounds litter control services includes, but is not limited to, ensuring the grounds are clear and free of debris. CMHA will provide trash bags, gloves, pick-up sticks, and containers (i.e., a dumpster). Contractor will assure trash bins are properly stowed behind buildings.

Grounds areas of concern include the entire property, including but not limited to all parking lots, walkways, sidewalks, driveways, window sills and wells, around dumpsters, thoroughfares and streets. Contractor(s) shall clean all site drainage devices, including but not limited to, area drains, grates, curb openings, drainage swells, sidewalk culverts, etc., during every service routine visit to ensure proper operation.

QSP 2019-8019;
Grounds Litter Control for Resident Owned Businesses



Additionally, contractor will be responsible for issuing lease violation notices related to litter control (as needed) and report abandoned and/or distressed vehicles to the Property Manager. Contractor will also report any other issues of concern to the Property Manager, such as vandalism.

Contractor will utilize a digital camera (with the date/time setting on) to take photographs of lease violation situations. For example, for improperly stored trash cans, take a photo before you move the can to its proper place. Leave a violation notice on the resident's door and submit the lease violation and photo to Property Manager. All abandoned and/or distressed vehicles will be photographed and turned into the Property Manager. (Note: all photographs may be emailed to the Property Manager.)

Trash cans will be labeled by the contractor. Contractor will clean trash cans quarterly.

CMHA will provide training to contractor and the Property Manager will specify the hours when the work should be performed at their site. Work shall be performed between 6 am and 6 pm.

2.1 INSPECTIONS

The Property Manager or other designated CMHA employee will perform an inspection daily. If discrepancies are discovered the Property Manager will contact the vendor by phone and/or email of the corrective actions needed immediately upon completion of the inspection. (The vendor is responsible to monitor their phone messages or emails. Failure to perform this action may result in performance standards violations. If the Property Manager approves the job, Contractor may submit an invoice. If the Property Manager does not approve the job, the contractor will be instructed on tasks to complete. Under no circumstances should Contractor submit an invoice without approval of the Property Manager.

3.0 PERFORMANCE STANDARDS

CMHA reserves the right to deduct the following amounts from the Contractor(s) invoices for failure to perform according to the specifications of this RFP and any pursuant contract agreement.

3.1 10% Deduction for failure to follow any of the directions of this RFP related to performance.