TOUCHSTONE PROPERTY SERVICES, INC.

SOLICITATION NUMBER TP20-031

REQUEST FOR QUOTATIONS FOR SMALL PURCHASE

FOR

Appliance Repair Services

DATE ISSUED	**October 7, 2020**
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than **4:00 PM** local time on **October 14, 2020** to procurement@cintimha.com.
PROPOSAL SUBMITTAL RETURN & DEADLINE	**October 21, 2020 no later than 11:00 AM** local time to procurement@cintimha.com All submissions must be in .pdf format. Photographs will not be accepted.

TPS Reserves the right to modify this schedule at its discretion. Notification of changes will be made available to all interested parties via an email and/or by posting on CMHA's website.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST AT THE DESIGNATED OFFICE OF TPS ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. TPS WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.

Touchstone PROPERTY SERVICES

QSP TP20-031;
Appliance Repair Services

Table of Attachments		
Attachment	**Description**	**What to do with it**
A	**Scope of Work**	**Retain for your records**
B	**Fee Submission Form**	**Complete and return**
C	**General Terms and Conditions**	**Retain for your records**
D	**Section 3 Forms**	**Complete and return**
E	**Professional References**	**Complete and return**
F	**Contract Acceptance and Award**	**Complete and return**

1.0 REQUEST FOR QUOTATIONS FOR SMALL PURCHASE

Touchstone Property Services, Inc. hereby solicits and requests quotes from qualified contractors to provide appliance repair services. This request for quotation is not an offer to buy and should not be assumed as such. The award will be made to the most responsive, responsible contractor(s) who submits the most technically acceptable proposal and meets the overall criteria.

Touchstone Property Services, Inc. is an instrumentality of the Cincinnati Metropolitan Housing Authority (CMHA). CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Title 2 and Title 24 of the Code of Federal Regulations.

TPS reserves the right to award the contract to multiple Offerors. This Request for Quotes is a combination of solicitations for multiple properties; separate contracts will be awarded for each property. Contracts may have different durations. See the fee submission forms for the properties.

It shall be clearly understood that all services requested in this QSP are on an "as needed basis" and that the values referred to in response to this QSP in no way constitute a guarantee of the level of effort that may be requested of the successful Offeror(s), or guarantee a certain value.

2.0 ADDENDUM

All questions regarding the QSP and requirements must be submitted in writing to procurement@cintimha.com prior to the date on the cover page. Questions will be answered in an addendum that will be emailed to all companies on our proposers' list and/or posted to our website.

3.0 QUOTE FORMAT

All quotations should consist of, at a minimum:

A. A completed Fee Submission Form (Attachment B)
B. A list of references (Attachment D)
C. A summary of the company's relevant experience, the company's project management ability, and quality plan as described below (Section 5.0 Award Criteria)
D. Copies of licenses applicable to the scope of work of this QSP (if any)

4.0 AWARD CRITERIA

Award shall be made to the responsive and responsible contractor(s) that submits the best value to TPS using price and other factors listed below as determined by a committee of TPS employees. Factors which will be considered include: fees, relevant experience, project management ability, and technical capabilities.

The following evaluation criteria will be utilized to evaluate each proposal:

5 = Excellent
4 = Above Average
3 = Average
2 = Below Average
1 = Poor
0 = Non-Responsive

NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	**0-5**	**40%**	The **PROPOSED COSTS** to provide the services requested
2	**0-5**	**25%**	**Relevant Experience:** Firm's experience in the operation of projects of this or greater scope. The evaluation of this criterion will be based upon Attachment E – Professional References and the company's one-page description of the company's related experience. References should be applicable to the type of work requested in this solicitation.
3	**0-5**	**20%**	**Project Management Ability/Quality Assurance:** Describe how answering services staff will be managed and how quality will be ensured (i.e., staff answering calls correctly and adhering the guidelines in Attachment G-Recognized Maintenance Emergency Work Orders).
		85%	**Sub-Total Points (other than Economic Inclusion points)**

NO.	POINTS	FACTOR TYPE	FACTOR DESCRIPTION
4			**Economic Inclusion Participation:** A firm may qualify for Section 3 status as detailed within **Attachment D** and may also qualify as a DBE/MBE/WBE and SBE as certified by the City of Cincinnati, the State of Ohio MBE/WBE registration board and/or any other governmental certification entity.
4a	5 points	Section 3	Category I & II; or
4b	3 points		Category III & IV.
4c	10 points		Demonstrative Section 3 Action Plan
		15% possible	**Maximum Economic Inclusion Points (Additional)**

5.0 CONTRACT

TPS will not execute a contract on the successful proposer's form of contract. See *Attachment C* for *Small Purchase General Terms and Conditions* and *Attachment F* for *Contract Acceptance and Award*. By submitting a response the successful proposer agrees to the terms in this QSP and the attachments.

All contract documents, including any contractor supplied agreements shall be reviewed by the Procurement Officer and Contracting Officer prior to execution. Please note that contracts are limited to $50,000.00 over the term of the contract. The term shall not exceed three years.

6.0 RIGHT TO REJECT QUOTES

TPS reserves the right to reject any or all quotes, to waive technicalities, and to accept any quote deemed to be in its best interest. TPS also reserves the right to seek additional or new quotes and to waive informalities and minor inequities in quotes received.

7.0 PUBLIC RECORD

All bids/proposals submitted to TPS are subject to the Ohio Public Records Law (O.R.C. 149.43 and the Sunshine Act (5 USC 522(b) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Ohio Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit one hard copy and one electronic copy of its proposal and other submissions, which has been redacted of all trade secrets and other information not subject to disclosure pursuant to a public records request. Failure to do so may subject the entire contents to disclosure under public records laws.