



TOUCHSTONE PROPERTY SERVICES, INC.

SOLICITATION NUMBER TP22-8024

REQUEST FOR QUOTATIONS FOR SMALL PURCHASE

FOR

Appliance Parts Supplier

DATE ISSUED	7/26/2022
NON-MANDATORY PRE-PROPOSAL CONFERENCE	Not Applicable
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than <u>4:00 PM</u> local time on <u>August 4, 2022</u> to procurement@cintimha.com .
PROPOSAL SUBMITTAL RETURN & DEADLINE	<u>August 9 2022 no later than 11:00 AM</u> local time to procurement@cintimha.com All submissions must be in .pdf or equivalent format. Photographs will not be accepted. Links to files 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.

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	Professional References	Complete and return
E	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 parts*. 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.

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 ECONOMIC INCLUSION

This request for quote is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. Preferences may be given in accordance with 24 CFR Part 75 and the CMHA procurement policy.

Contractor shall utilize Section 3 residents as defined in the attached Section 3 forms to perform the requirements under this QSP to the greatest extent feasible and shall document such efforts quarterly. There is a 30% goal for hiring Section 3 residents on any contract(s) resulting from this QSP. Contractors will be evaluated on its performance at achieving this goal and such evaluation shall be a factor in future awards.

Any Section 3, MBE, SBE, or WBE qualified vendor should state specifically such status. Quotes from small business enterprises and minority business enterprises are encouraged.

For any questions related to economic inclusion, please email section3@cintimha.com.

3.0 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.

4.0 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. Contract Acceptance and Award Form (Attachment E)
- E. Copies of licenses applicable to the scope of work of this QSP (if any)

5.0 AWARD CRITERIA

Award shall be made to the responsive and responsible contractor(s) that submits the best pricing to the Authority.

6.0 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 E 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.

7.0 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.

8.0 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.

9.0 GOLD PERFORMANCE STANDARDS

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

TPS has adopted these standards. It is TPS’s intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The contractor’s proposal and overall presentation will be a direct reflection of their understanding of the Authority’s Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the contractor as evaluated in the Gold Performance Standard Evaluation Factor.