

**QSP TP22-8023;
Welding Services
ATTACHMENT A: SCOPE OF WORK**

Touchstone Property Services (TPS) hereby solicits and requests quotes from qualified contractors to provide *Welding Services*.

1.0 Scope

Provide minor welding services which are typically repair services. This may involve repairing trash chutes in high rise buildings; setting, reconstructing framing; working on wire meshing and netting; performing minor roofing repairs which may include metal repairs, sheet metal exterior wall or flashing, sheet metal exterior siding repairs; installing, working on or repairing all types of steel, iron, metal or chain-link, metal fencing; repairing parking lot gates, parking lot equipment or accessories, posts or bollards. These are just some examples of potential work projects and this listing is not all inclusive of all projects, there may be other different types of projects included.

2.0 Contractor Requirements

Eligible participants will be able to have or do the following type of work skill requirements:

- Be able to make basic cost estimates for materials and labor for any project or job assignment.
- Be able to submit same-day cost estimate to the Property Manager (unless more time needed is approved by Property Manager).
- Must have a minimum of three (3) to five (5) years of basic experience in welding steel or sheet metal fabrication.
- If work involves welding of fences or gates, must have some basic working knowledge or understanding with setting of fencing footings or fencing posts and general fencing related work.
- The successful proposer will need to provide all materials, equipment and staff necessary to complete any project or job assignment.

3.0 COVID-19 Requirements for Work

Vendors entering TPS offices or resident units (if needed) must wear PPE (if requested by the resident, if not vaccinated, and/or per CDC guidelines), including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery.

**QSP TP22-8023;
Welding Services**

Contractor is to practice social distancing while on site. In addition, Contractor personnel shall be neat and wear uniforms with the company name and an ID badge. This standard of neatness means Contractor staff must appear at the job site in freshly laundered clothing.

TPS will issue badges to individual Contractor employees with their picture.

4.0 Performance Standards

- 4.1 Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for emergency calls shall be within one (1) hour after notification by TPS, which may include nights, weekends, and holidays and within two (2) hours for all others. Contractor(s) shall call or check-in with the TPS representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property. Failure to adhere to this standard will reduce the fee by 25%. If a contingency exists that will not allow for arrival on time, Contractor must call the TPS contact to explain to avoid the penalty
- 4.2 Failure to complete repairs properly and in accordance with industry standard will result in at \$50 penalty per incident in addition to either returning to properly complete the repairs or reducing the fees by the cost to have another contractor complete the repairs properly.
- 4.3 Failure to complete services within the agreed-upon timeframe will result in a penalty of \$25 per day in which the service is not completed unless a contingency exists in which case you must call your TPS contact and explain.
- 4.4 Failure to comply with all of the requirements in the resulting contract and/or the requirements in the purchase order may result in a reduction of the consultant’s fee by 10% for that service
- 4.5 Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to TPS after completion of work or receipt by TPS in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%

**QSP TP22-8023;
Welding Services**

>120	100% (No payment)
------	-------------------

4.6 TPS may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service and may be considered by TPS in the award of future work under this contract and award of future contracts.

4.0 TPS’s Motto and Gold Performance Standards

In 2012, TPS 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 this policy. It is TPS’s intent that the contractor will also adhere to these standards.