

Additional Maintenance, Repair and Operating Supplies

ATTACHMENT A: SCOPE OF WORK

1.0 Background

CMHA (the “Authority”) is seeking proposals from qualified vendors with demonstrated professional competence and experience to provide parts, supplies and materials necessary in the day-to-day operations of the Authority’s Maintenance and Trades Services. The awarded vendor(s) shall provide any and all parts, supplies and materials on an as-needed basis to CMHA.

2.0 Consultant Scope

The Authority intends to create a “pool” of vendor(s) to provide parts, supplies and materials utilizing various vendor(s) which will be available on an as-needed basis. The actual number of Pool participants chosen will depend on the number of qualified proposals received. Further, as may be detailed herein, the selected vendor(s) shall submit proposals to provide parts, supplies and materials for any one, combination of, or all of the following commodities that may result in the award of more than one contract for this RFP:

Appliances (Refrigerator)	Janitorial Supplies
Appliances (Stove, HVAC)	Lighting
Batteries	Locks
Cabinetry	Paint/Supplies
Doors	Parts/Supplies
Electrical	Plaster
Extermination	Plumbing
Flooring	Safety
Glass	Structural
Grounds	Windows/Screens

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.

The Authority seeks a formal response from vendors as to qualifications and experience to provide materials as identified within Scope of Services *and additional parts, supplies and materials as required throughout the contract term*. Vendors selected by the Authority will be required to follow the Authority’s policies as specified in this RFP and the Performance-Based Contract.

3.0 General Requirements

The successful vendor will be responsible for supplying parts, supplies and materials to the Authority’s maintenance and trades staff. All unique requirements and/or regulations of each will be strictly adhered to by delivery personnel of the vendor.

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- 3.1 Normal 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.
- 3.2 Order 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 B*.
- 3.3 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.
- 3.4 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.
- 3.5 Product Specifications:** The Authority seeks a variety of high-quality products to be used by its maintenance and trades staff and the products must meet their expectations.
- 3.6 Purchase Method:** Upon contract execution, authorized Authority employees (a list will be provided to those companies awarded a contract) may purchase directly from the Qualified Vendors List and receive the awarded discount amount with each purchase under the following guidelines:

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

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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 employee number.

3.6.1 At the time of purchase, the vendor will need to obtain the CMHA employee's name, employee number, and AMP number and property address where the work is being performed to apply to their invoice. (The AMP number is a CMHA property identification number, e.g., AMP 211).

3.7 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, may be terminated.

4.0 Invoices (supplemental instruction to #7 in Attachment C)

- 4.1** Vendor shall not provide any parts, supplies or materials without a Purchase Order or a Purchase Order Number. If vendor provides parts, supplies or materials without a Purchase Order, CMHA shall not be required to pay vendor for those materials.
- 4.2** The Vendor's invoice must also contain the following items or the Authority reserves the right to withhold payment to the vendor until the invoice has been corrected:
- 4.2.1** The Authority's authorized employee's name and employee number
 - 4.2.2** Purchase Order Number
 - 4.2.3** AMP or property number and address of where parts, supplies or materials are to be used.
- 4.3** All invoices must be itemized in full.
- 4.4** If an order is not completed or items are on back order, those items will not be included on the invoice until after successful delivery. Invoicing for items yet to be delivered is cause for contract termination.

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- 4.5 All Invoices must include the date the supply was delivered or provided to CMHA. Invoices shall not be backdated; the date on the invoice shall match the date the invoice is submitted to CMHA or the date the invoice is placed in the mail. Invoices which are not dated in accordance with this section will be rejected and the vendor will need to submit a revised invoice to receive payment.
- 4.6 All invoices must be submitted within two weeks for supplies provided. No vendor may invoice for supplies not delivered. Vendors violating this section may be terminated.
- 4.7 The signature of the CMHA employee who received the supplies must appear on the manifest or receipt.
- 4.8 CMHA is tax exempt. A Tax Exemption Certificate will be provided upon award. The Authority can not exempt others from taxes. Vendor(s) must pay taxes as applicable by law.
- 4.9 Upon inspection and acceptance of all parts, supplies and materials, the amount due shall be eligible for payment. The Authority pays on a net 30 term, based on the date a correct invoice is received by our Accounts Payable (AP) Department.

5.0 COVID-19 Requirements for Work

Vendors entering CMHA-occupied units 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.

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.

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

6.0 Performance Standards

- 6.1 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.

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- 6.2 Failure to ensure timely delivery of materials will result in a 10% reduction of the invoice.
- 6.3 Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). Invoices shall be submitted via VendorCafe after the Purchase Order has been received. If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 6.4 CMHA 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 CMHA in the award of future work under this contract and award of future contracts.

7.0 The Authority’s Motto and 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:

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| <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> |

It is the Authority’s intent that the contractor will also adhere to these standards.