

**RFP 2023-1003;
FIRE ALARM SERVICES**



ATTACHMENT A: SCOPE OF WORK

1.0 SCOPE OF WORK (SOP)/ TECHNICAL SPECIFICATIONS (T/S):

CMHA is seeking proposals from independent contractors with demonstrated professional competence and experience to provide Fire Alarm System Inspection, Testing, and Monitoring at the following locations within Hamilton County:

1. Maple Towers 601 Maple Ave 45229-3167
2. President 784 Greenwood 45229-1869
3. Riverview 2538 Hackberry 45206-2167
4. Stanley Rowe A 835 Poplar 45214-2526
5. Stanley Rowe B 1627 Linn 45214-2526
6. Marquette Manor 1999 Sutter 45225-1757
7. Redding 3700 Reading Rd 45229-2166
8. San Marco 1601 Madison 45206-1850
9. Beechwood 330 Forrest 45229-2463
10. Race St 1708, 1716, 1726 45210
11. Beacon Glen 6347, 6349, 6351 Beechmont 45230
12. Millvale, 2009 Millvale Ct 45225
13. 3471 Fernside

2.0 GENERAL REQUIREMENTS: The Contractor shall submit proposals for Inspection, Testing, Maintenance, and Monitoring of CMHA's properties. As part of these general requirements, CMHA reserves the right to:

- Award multiple contracts to more than one Contractor at CMHA's sole discretion of any combination of the above noted services for the various properties as noted in Section 2.0 if it is in its best interest to do so.
- CMHA reserves the right to add or subtract properties from the RFP and any resulting contracts at CMHA's sole discretion.
- CMHA reserves the right to cancel inspection, testing and monitoring services at any location with 30 days notice after initial contract period.

2.1 The Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFP.

2.2 The Contractor(s) shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.

2.3 The Contractor(s) shall provide uniforms and ID Badges for all employees working on CMHA Properties. No employee of the Contractor will be allowed on CMHA properties out of uniform or without an ID Badge.

**RFP 2023-1003;
FIRE ALARM SERVICES**



3.0 SERVICES TO BE PROVIDED: The following services are to be provided as a result of a contract award for this solicitation:

3.1 Inspection and Testing Services - Fire Alarm systems shall be tested, and service tagged at the main alarm panel, at the frequency required by local, State, or Federal statute. Testing shall include but not be limited to all smoke detectors, manual pull devices, sprinkler systems, annunciators, visual indicators and strobes, control units, voice/alarm communication systems and other devices that may be part of the fire alarm system.

3.1.1 Testing of the fire alarm systems shall be performed in accordance with NFPA standards and 29 CFR 1910.164 or other NFPA code adopted by the authority having jurisdiction.

3.1.2 Testing frequency shall be in accordance with NFPA standard 72 and local, state, and Federal statutes.

3.1.3 Testing and maintenance of fire doors and dampers shall be performed in accordance with manufacturer's guidelines and NFPA standards.

3.1.4 Contract is responsible for completing any needed repairs and equipment/part replacements that are needed to address deficiencies and malfunctioning systems.

3.1.5 A record of each inspection, test, or service shall be maintained as specified in NFPA Standards and local, State, or Federal statutes. Copies of each inspection shall be forwarded to the local, State, or Federal authorities as required by law, code or ordinance of the authority having jurisdiction. An electronic copy of each inspection, test or service shall be forwarded to the Property Management Department Administrative Assistant AND the Property Manager within 10 business days of completion of the inspection and/or test. At a minimum the report should include, but not be limited to, each device type, location, floor, zone/point number, test results and battery conditions. Payment will not be approved until the full report is received as stated above.

3.1.6 All work shall be performed on a scheduled and systematic basis. In all cases, all equipment shall be maintained to manufacturer's specifications, kept in proper working order and in compliance with all applicable codes, at all times. Contractor shall schedule inspections and tests with the individual property managers to ensure all CMHA properties are in compliance.

3.1.7 The Contractor(s) shall notify the CMHA property manager within 24 hours of any repairs required as a result of the inspection and test. If during the test any deficiencies are found the contractor should notify the property manager immediately. Should the Contractor be unable to contact the Property Manager,

**RFP 2023-1003;
FIRE ALARM SERVICES**



they will immediately notify the Department Administrative Assistance. All contact numbers will be provided to the selected contractor.

- 3.2 Annual Cleaning** – Annual cleaning and sensitivity testing must be performed, at a minimum, on 50% of the designated properties smoke detectors. 100% of smoke detectors are to be cleaned and sensitivity tested over a two (2) year period.
- 3.3** The Contractor(s) shall provide an electronic report of the devices that have been tested for sensitivity and cleaned. At a minimum, the report will include, but not be limited to each device type, location, floor, zone/point number, test result and sensitivity rating. An electronic copy of each inspection, test or service shall be forwarded to the Property Management Department Administrative Assistant AND the Property Manager within 10 business days of completion of the inspection and/or test. Payment will not be approved until the full report is received as stated above.
- 3.4** Contract is responsible for completing any needed repairs and equipment/part replacements that are needed to address deficiencies and malfunctioning systems.
- 3.5 Monitoring Fire Alarm Systems** – All fire alarm systems shall be monitored by a U.L. listed monitoring location.
 - 3.5.1** The Contractor(s) shall monitor fire alarm systems 24 hours per day, 7 days per week, and 365 days per year by trained personnel by U.L. Listed monitoring location.
 - 3.5.2** Monitoring services will be authorized for each property by a separate purchase order. The contractor(s) shall invoice for each monitored property separately.
 - 3.5.3** The Contractor(s) must be able to contact authorities within 60 seconds of the alarm activation and have a reliable backup source, either a second station, or a backup generator.
 - 3.5.4** The Contractor(s) shall not install any proprietary hardware that would make it impossible for another contractor to monitor the system. Upon contract expiration or termination, the Contractor(s) shall coordinate the removal of any proprietary software with the new Contractor to ensure continued service to the property.
 - 3.5.6** All programmable panel access codes must be set to default codes to allow any authorized vendor access to the panels. A code, other than the factory default, is acceptable as long as a listing of pass codes is provided to CMHA. Final invoicing will not be paid until reprogramming has been completed.
 - 3.5.7** The Contractor(s) shall keep detailed records of each incident. At a minimum, reports shall include day, date, time and signal (open, close test, alarm), user

**RFP 2023-1003;
FIRE ALARM SERVICES**



identification, dispatch and disposition information. This electronic generated report shall be provided to the property managers within 24 hours of any incident via email with a copy being provided to the Department Administrative Assistant.

3.5.8 The Contractor(s) shall have the ability to email a daily report of all trouble condition to various e-mail addresses of CMHA.

3.5.9 Contract is responsible for sending a technician to the property to investigate and address all trouble conditions on the panels within 24 hours of system or property management notification.

3.6 Service: Annual Full service maintenance

3.6.1 The Contractor(s) will provide full coverage of panel components, parts, repair or replacement for all common space peripheral devices and batteries worn due to normal wear unless specifically excluded. All services provided must be approved by CMHA, prior to start unless deemed an emergency. If the defective component is found to be obsolete and is no longer available the servicing company is only responsible for the estimated replacement cost of the defective component(s). They are not responsible for upgrading all obsolete component(s).

3.6.2 Service providers will respond to all emergency calls and Trouble Condition notifications within a 24 hour period of receiving request for service.

Should a third party be necessary for the repairs, it is the contractor’s responsibility to notify CMHA and to facilitate the needed repairs within the timeframe outlined in the contract.

4.0 EQUIPMENT LIST BY LOCATION

Note: The single station smoke detectors that are connected to the fire alarm system will be included in the testing.

MapleTowers

601 Maple Ave 45229-3167

Item	Description	Units
Communicator	Silent Knight 5207	
Panel	Simplex 4020	
Alarm Initiating Devices	DTSM Duct Smoke Detector	1
	HT02 Rate of Rise Heat Detector	15
	MNPS Manual Pull Station	28
	SM01 Single Station Smoke Detector	251
	SM02 System Smoke Detector	69

**RFP 2023-1003;
FIRE ALARM SERVICES**



Alarm Notification Devices	ANNC Annunciator 1 0	10
	NAC2 Horn/Strobe Notification Appliance	25
	NAC3 Horn Only Notification Appliance	120

President

784 Greenwood 45229-1869

Item	Description	Units
Communicator	Silent Knight 5207	
Signal Expander	Simplex 4009	
Panel	Simplex 4020	
Alarm Initiating Devices	DTSM Duct Smoke Detector	4
	HT01 Fixed Temperature Heat Detector	2
	HT02 Rate of Rise Heat Detector	21
	MNPS Manual Pull Station 22	22
	SM01 Single Station Smoke Detector	174
	SM02 System Smoke Detector	52
	Alarm Notification Devices	ANNC Annunciator
	NAC2 Horn/Strobe Notification Appliance	30
	NAC3 Horn Only Notification Appliance	95
	NAC4 Strobe Only Notification Appliance	2

Riverview

2538 Hackberry 45206-2167

Item	Description	Units
Communicator	Silent Knight 5207	
Signal Expander	Simplex 4020	
Alarm Initiating Devices	DSD Duct Smoke Detector	1
	FTHD Fixed Temp Heat Detector	2
	ISD Ionization Smoke Detector	61
	PSD Photo Smoke Detector	3
	PSDA Pull Station-Double Action	33
	RRHD Rate of Rise Heat Detector	8
	SSSD Single Station Smoke Detector	112
Alarm Notification Devices	A/V Audio/Visual Signal Device	24
	ANNC Annunciator	1
	ASIG Audible Signal	81

Stanley Rowe A

835 Poplar 45214-2526

Item	Description	Units
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**RFP 2023-1003;
FIRE ALARM SERVICES**



Communicator	Silent Knight 5207	
Panel	Simplex 4020	
Alarm Initiating Devices	DSD Duct Smoke Detector	1
	FTHD Fixed Temp Heat Detector	4
	PSD Photo Smoke Detector	524
	PSDA Pull Station-Double Action	35
	RRHD Rate of Rise Heat Detector	24
Alarm Notification Devices	A/V Audio/Visual Signal Device	228
	ASIG Audible Signal	1

Stanley Rowe B

1627 Linn 45214-2526

Item	Description	Units
Communicator	Silent Knight 5207	
Signal Expander	Simplex 4020	
Alarm Initiating Devices	DSD Duct Smoke Detector	3
	FTHD Fixed Temp Heat Detector	6
	ISD Ionization Smoke Detector	102
	PSDA Pull Station-Double Action	37
	PSSA Pull Station-Single Action	2
	RRHD Rate of Rise Heat Detector	10
	SSSD Single Station Smoke Detector	484
Alarm Notification Devices	A/V Audio/Visual Signal Device	25
	ANNC Annunciator	1
	ASIG Audible Signal	205

Marquette Manor

1999 Sutter 45225-1757

Item	Description	Units
Communicator	Silent Knight 5207	
Panel	Simplex 4100	
Alarm Initiating Devices	DSD Duct Smoke Detector	4
	FTHD Fixed Temp Heat Detector	3
	PSD Photo Smoke Detector	249
	PSSA Pull Station-Single Action	33
	RRHD Rate of Rise Heat Detector	50
Alarm Notification Devices	A/V Audio/Visual Signal Device	53

**RFP 2023-1003;
FIRE ALARM SERVICES**



	ASIG Audible Signal	140
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Redding

3700 Reading Rd 45229-2166

Item	Description	Units
Communicator	Silent Knight 5204	
Signal Expander	Silent Knight 53955	
Panel	Honeywell XLS-20	
Alarm Initiating Devices	DTSM Duct Smoke Detectors	3
	HT01 Heat Detectors Fixed Temperature	6
	MNPS Manual Pull Stations	28
	SM01 Single Station Smoke Detectors	196
	SM02 System Smoke Detectors	84
Alarm Notification Devices	NAC2 Horn/Strobes Notification Appliance	35
	NAC5 Mini Piezo Sounders	96

San Marco

1601 Madison 45206-1850

Item	Description	Units
Communicator	Silent Knight 5207	
Panel	Simplex 4020	
Alarm Initiating Devices	PSD Photo Smoke Detector	10
	PSSA Pull Station-Single Action	29
	RRHD Rate of Rise Heat Detector	0
	SSSD Single Station Smoke Detector	32
Alarm Notification Devices	A/V Audio/Visual Signal Device	14
	ANNC Annunciator	1

Beechwood

330 Forrest 45229-2463

Item	Description	Units
Communicator	Silent Knight 5207	
Panel	Simplex 4020	
Alarm Initiating Devices	FTHD Fixed Temp Heat Detector	2
	ISD Ionization Smoke Detector	78
	PSDA Pull Station-Double Action	27
	RRHD Rate of Rise Heat Detector	15
	SSSD Single Station Smoke Detector	155
Alarm Notification Devices	A/V Audio/Visual Signal Device	37

**RFP 2023-1003;
FIRE ALARM SERVICES**



	ANNC Annunciator	1
	ASIG Audible Signal	127
	VSIG Visual Only Signal	1

Race St. 1708

1708 Race St. 45210

Item	Description	Units
Communicator	Silent Knight 5104	
Panel	FCI FC-72	
Alarm Initiating Devices	MNPS Manual Pull Station	9
	SM01 Single Station Smoke Detector	21
	SM02 System Smoke Detector	1
	SPFS Sprinkler Flow Switch	1
Alarm Notification Devices	ANNC Annunciator	1
	NAC2 Horn/Strobe Notification Appliance	7

Race St. 1716

1716 Race St. 45210

Item	Description	Units
Communicator	Silent Knight 5104	
Panel	FCI FC-72	
Alarm Initiating Devices	MNPS Manual Pull Station	5
	SM01 Single Station Smoke Detector	36
	SM02 System Smoke Detector	1
Alarm Notification Devices	ANNC Annunciator	1
	NAC2 Horn/Strobe Notification Appliance	5

Race St. 1726

1726 Race St. 45210

Item	Description	Units
Communicator	Silent Knight 5104	
Panel	FCI FC-72	
Alarm Initiating Devices	MNPS Manual Pull Station	6
	SM01 Single Station Smoke Detector	23
	SM02 System Smoke Detector	3
	SPFS Sprinkler Flow Switch	3
Alarm Notification Devices	ANNC Annunciator	1
	NAC2 Horn/Strobe Notification Appliance	7

**RFP 2023-1003;
FIRE ALARM SERVICES**



Beacon Glen 6347

6347 Beechmont 45230

Item	Description	Units
Communicator	Local System	
Panel	Silent Knight 5207	
Alarm Initiating Devices	MNPS Manual Pull Station	6
	SM01 Single Station Smoke Detector	45
	SM02 System Smoke Detector	31
Alarm Notification Devices	ANNC Annunciator	1
	NAC2 Horn/Strobe Notification Appliance	7
	NAC3 Horn Only Notification Appliance	2

Beacon Glen 6349

6351 Beechmont 45230

Item	Description	Units
Communicator	Silent Knight 5207	
Panel		
Alarm Initiating Devices	Pull Station	4
	Smoke Detector	1
Alarm Notification Devices	Horn/Strobe	3

Beacon Glen 6351

6351 Beechmont 45230

Item	Description	Units
Communicator	Local System	
Panel	Silent Knight 5207	
Alarm Initiating Devices	MNPS Manual Pull Station	6
	SM01 Single Station Smoke Detector	45
	SM02 System Smoke Detector	31
Alarm Notification Devices	ANNC Annunciator	1
	NAC2 Horn/Strobe Notification Appliance	7
	NAC3 Horn Only Notification Appliance	2

**RFP 2023-1003;
FIRE ALARM SERVICES**



Millvale

2009 Millvale Ct 45225

Item	Description	Units
Panel	Silent Knight 5208	
Alarm Initiating Devices	DTSM Duct Smoke Detector	2
	HT02 Rate of Rise Heat Detector	2
	MNPS Manual Pull Station	4
	M01 Single Station Smoke Detector	6
	SM02 System Smoke Detector	16
Alarm Notification Devices	NAC2 Horn/Strobe Notification Appliance	3
	NAC3 Horn Only Notification Appliance	7

3471 Fernside

Item	Description	Units
Communicator	Simplex 4010 (built into panel)	
Panel	Simplex 4010	
Alarm Initiating Devices	PSD Smoke Detector	6
	PSSA Pull Station-Single Action	4
	SSSD Single Station Smoke Detector	33
Alarm Notification Devices	A/V Audio/Visual Signal Device	15
	ANNC Annunciator	1

4.1 PARTS, MATERIALS AND SUPPLIES. Parts, materials and supplies shall be itemized on the invoice. Percentage reduced from MSRP shall be included on the Attachment I - Fee Submittal Form.

5.0 PERFORMANCE STANDARDS

5.1 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 CMHA, which may include nights, weekends, and holidays and within two (2) hours for all others. Contractor(s) shall call or check-in with the CMHA 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 CMHA contact to explain to avoid the penalty

5.2 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.

**RFP 2023-1003;
FIRE ALARM SERVICES**



- 5.3 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 CMHA contact and explain.
- 5.4 In the event of a schedule conflict, vendors will service CMHA first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the service. If the vendor does not complete the service within the date specified on the Notice, another vendor may be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)
- 5.5 Failure to ensure that incident/work orders are completed in their entirety and uploaded to Vendor Café no later than 7:00 AM the next day after completion of the work order will result in a penalty of \$25 per incident/work order.
- 5.6 Failure to report for work in proper uniform and with an appearance and condition that is neat and professional may result in a penalty of \$15 per service.
- 5.7 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
- 5.8 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 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)

- 5.9 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.

6.0 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:

**RFP 2023-1003;
FIRE ALARM SERVICES**



<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.

7.0 CONTRACT TERMS

6.1 Contract Term

7.1.1 The Authority intends to enter into a one year contract with the option, at the Authority’s sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

7.2 Indefinite Quantities Contract (IQC) CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

7.2.1 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires CMHA to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$50,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.