

**RFP 2023-1006**  
**FIRE WATCH SERVICES AT STANLEY ROWE**  
**ATTACHMENT A: SCOPE OF WORK**



CMHA is seeking proposals that demonstrate the vendor's abilities to provide fire watch services at Stanley Rowe.

**1.0 General Requirements**

**1.1 Service Requirements.** The Contractor shall:

- 1.1.1** Have the capability to provide uniformed staffing services (on-foot) for a fire watch at Stanley Rowe, 24-hours per day until the fire watch can be discontinued.
- 1.1.2** Direct emergency personnel to location of problem and notify the Authority in accordance with post orders.
- 1.1.3** Monitor activities in lobby areas and those areas directly adjacent to the lobby area to ensure the general safety and welfare of the residents and authorized visitors.
- 1.1.4** Maintain activity logs detailing beginning and end times when the staff checks their designated floors. Each staff must be equipped with a communication device to call 911 in the event of an emergency.
- 1.1.5** Logs must be emailed to the Property Manager and the Security Assistant no later than 9am each day.
- 1.1.6** Must detail any incidents that occurred while on duty. In addition, the logs should highlight matters that require the attention of the Authority management, such as concerns about loitering, criminal activity, undesirable visitors, suspected cases of domestic violence, suspected lease violations, maintenance/repair needs, etc.
- 1.1.7** Remain at post until relieved. The Contractor is responsible for staff arriving to work on time and shall ensure that the agreed upon number staff to remain on post until relieved, including relief for breaks/lunch.
- 1.1.8** Maintain good working relationships with other members of the Contractor's staff, tenants, and the Authority personnel.

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- 1.1.9** Report for duty in proper uniform, and have an appearance and condition that is neat and professional.
  
- 1.1.10** Summon necessary emergency assistance for residents and others.
  
- 1.1.11** Summon additional assistance when needed from the Authority personnel, police, and/or the fire department.
  
- 1.1.12** Provide a supervisor(s) during normal hours. The supervisor(s) must check the building during the shift to ensure that the post orders are strictly enforced and that the activity logs are being used.
  
- 1.1.13** Provide, in advance, a schedule detailing names, times and locations for the staff assignments. Contractor's staff assigned to properties must meet with the Property Manager (dependent upon the Property Manager's request) to explain the expectations of the property. At this meeting or at any other time the Property Manager may request a replacement of one or all staffs (in accordance with Section 2.1 of Attachment C-General Terms and Conditions).
  
- 1.1.14** Be responsible for any loss or damage to any equipment assigned by the Authority.
  
- 1.1.15** Cover all staff breaks to ensure proper coverage as stated by the housing authority and/or the Cincinnati Fire Department. This may be the Supervisor in charge during the shift.
  
- 1.1.16** Contractor will be provided with a copy the Fire Watch orders from the Fire Department. It will be the Contractor's responsibility to ensure Contractor's staff is trained on the orders and that they are being strictly followed. This includes periodic checks. These should be documented and provided to the manager along with the time sheets.

**1.2 Personnel Requirements**

- 1.2.1** All personnel assigned by the Contractor to work on the Authority property as a result of the ensuing award must be:
  - able to relate with and work harmoniously with the Authority staff, the Authority residents and the general public;

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- in good physical condition and capable of performing all assigned duties;
  
- able to use all tools necessary to complete assigned duties;
  
- able to read, write legibly, follow instructions, and to complete the required reports in a clear and legible manner;
  
- in full uniform whenever on duty, and have an appearance and condition that is neat and professional;
  
- willing to and knowledgeable of how to assist the Authority staff, the Authority residents and other safety personnel (i.e. Police; Fire Department; etc.) during any emergency situations that may occur such as fire, flood, power outages, etc.;
  
- replaced if deemed unacceptable by CMHA with an acceptable substitute to CMHA;
  
- willing to follow all posted driving and speed regulations.
  
- There will be no smoke breaks allowed in or near the entry way of buildings.
  
- Breaks must be managed so that the post is not vacant (without a staff).

**1.2.2 Drug Testing of Personnel:** Any person assigned by the contractor to provide services to the Authority as a result of award of the contract ensuing from this RFP shall, at the contractor's expense, take and pass a drug test prior to providing any services pursuant to that contract. The contractor shall deliver to the Authority a statement listing each such person and shall thereon attest and verify that each such person passed the drug test. No person shall be assigned by the contractor to provide services pursuant to the proposed contract without this written attestation and verification being first delivered to the Authority.

**1.2.3 Background Investigation of Personnel:** All proposers shall clearly detail the level of background investigations that the proposer conducts into its personnel's employment and criminal history. The Authority shall have the right to, upon demand, review the results of such investigation and to refuse to accept fire watch personnel with questionable histories. Files



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documenting such review shall be maintained by the Offeror in the event that fire watch personnel action has been called into question.

**1.2.3.1** Staffs shall have the ability to read, write legibly, and follow instructions. It is preferred, but not required that, the staff have a high school diploma or GED equivalent.

**1.2.3.2** Staffs are required to be in good physical condition and capable of performing all assigned duties.

**1.2.3.3** The Authority requires that staffs shall be expressly and specifically forbidden from carrying weapons or any dangerous ordnance of any kind. They may carry a self-defense chemical spray such as MACE.

**1.2.4** Contractor(s) shall pay all of its employees, including any and all approved Sub-Contractors, at least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development and Department of Labor Prevailing Wage. Wage Determinations can be accessed via the Department of Labor website, [www.wdol.gov](http://www.wdol.gov).

**1.2.5** Contractor(s) shall inform CMHA Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.

**1.2.6** The contractor shall be responsible for notifying CMHA immediately of any damages (i.e. fire, container leaking) deemed to be a health or safety hazard whether the damage is caused by the contractor or other means.

**1.2.7** 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.

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**1.3 Performance Standards**

- 1.3.1** For each time the Contractor is late to arrive for a scheduled shift, the Contractor's fee may be reduced by \$25 per person.
- 1.3.2** Failure of the Staff to remain at the post until relieved will result in not being paid for the number of hours the staff was not at the post. Additionally, Contractor's fee may be reduced by 25% for the entire length of the shift.
- 1.3.3** Failure to maintain the required number of staffs per the designation of management and the fire department will result in 25% reduction in the invoice.
- 1.3.4** Failure to report for work in proper uniform and with an appearance and condition that is neat and professional may result in the staff being told to go home for the duration of the shift and the contractor not being paid for the hours the staff should have been on duty.
- 1.3.5** 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 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)

- 1.3.6** CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver will be in writing at the time of the service.

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### 2.0 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:

<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.

### 3.0 Contract Terms

#### 3.1 Contract Term

**3.1.1** 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.

**3.2 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.

**3.2.1** 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: \$405,000. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.