

**QSP 2023-8005;  
Turf Control**



**ATTACHMENT A: SCOPE OF WORK**

**1.0 SCOPE OF WORK (SOW):**

The Cincinnati Metropolitan Housing Authority (“the Authority”) is seeking quotes from qualified companies to provide all labor, materials, equipment, supplies and services to maintain the designated CMHA Properties. The Contractor shall verify the existing conditions at multiple and varying times at a site prior to submitting a response.

All work shall be performed in a professional workmanlike manner utilizing standard horticultural practices. Quality equipment and tools shall be maintained and operated in a manner satisfactory to CMHA.

**1.1 SERVICES TO BE PROVIDED**

The Contractor(s) shall perform the routine grounds maintenance services during *each* service visit to the Property Locations as identified in Attachment “B”. Some properties might have unique situations (i.e. separated by a road or be on different locations); therefore it is the Contractor’s responsibility to do field verification of actual job sites to be maintained.

Contractors selected to provide Turf Control for CMHA Properties will be assigned work at the discretion of CMHA based on cost, proven quality of work, availability, equipment, manpower and timeliness. Selection as a Contractor is not a guaranty of the type or number of properties for which a Contractor may be selected, nor is it a guarantee of a minimum or maximum amount of work.

CMHA is in the process of converting properties to RAD (Rental Assistance Demonstration). The conversion process may affect the services in this RFP. For example, services may not be required for some properties for periods of time, and properties may be re-assigned to different AMPs or to Touchstone Property Services. CMHA reserves the right to add or delete properties.

**1.2 Turf Fertilization and Weed Control**

**1.2.1** All turf areas shall be fertilized no later than the end of April with Scotts First Step (or its equivalent fertilizer and pre-emergent).

**1.2.2** All grass areas shall receive a total of four treatments per year.

**1.2.3** Fall Fertilization - All grass areas shall be fertilized no later than the end of October with Scotts Winterguard (or its equivalent). Fall Fertilization must occur only after leaves and debris have been removed.

**1.2.4** All lawn treatments shall be safe for pets and children.

**1.2.5** Fertilizers and weed control, when applied to turf, will be removed from sidewalks and parking areas.

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**1.2.6** Turf fertilization and weed control services will be performed at the discretion of CMHA. Contractor shall supply all labor, equipment, and materials. Cost of materials shall be included in the fees provided in Attachment B.

**1.2.7** Scheduling of turf fertilization and weed control services should be scheduled on Wednesdays if possible.

### 1.3 GENERAL REQUIREMENTS

#### 1.3.1 PUNCH LIST

**1.3.1.1** A Punch List (Attachment H) ***must*** be utilized for all grounds maintenance work under any awarded contract. (It will not need to be utilized for general facilities maintenance or additional services work.) The Punch List is a checklist for vendors to utilize to ensure that all services required under contract are completed. As each task on the form is completed, it should be checked off under the column "OK-vendor". When the job is complete the vendor should sign/date/time the Contractor's Quality Control Certification at the bottom of the form. After the job is completed, the Punch List should be turned into the Property Manager or other designated CMHA employee within 24 hours. Punch List submissions may also include pictures of completed services as requested by CMHA. (The Punch List may be emailed or faxed to the Property Manager if such procedure is approved by the Property Manager.)

**1.3.1.2** The Property Manager or other designated CMHA employee will perform an inspection within 48 hours of the vendor turning in the form. If discrepancies are discovered the Property Manager will contact the vendor by phone and/or email of the corrective actions needed immediately upon completion of the inspection. (The vendor is responsible to monitor their phone messages or emails. Failure to perform this action may result in late payment of invoices.) If the Property Manager approves the job, the form will be signed by the Property Manager on the Property Manager's Certification. The signed/dated/time-of-approval form will be faxed or emailed back to the vendor and the vendor will attach it to their invoice.

**1.3.1.3** Separate Punch Lists are provided for Mowing, Initial Cleanup (Spring Service), Monthly Maintenance, and Fall Cleanup.

**1.3.1.4** In cases where a form is not provided by the Property Manager (or their designee), the Vendor may complete the top part of the form; otherwise, the Property Manager should provide the form to the vendor upon arrival at the site to perform the service (or by email/fax before the job). **Do not perform any service without a PO Number** on the form. If the Vendor completes

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the form, obtain the PO number first and enter it on the form where indicated.

### **1.3.2 SITE**

The property lines of the sites are shown on the Fee Submission Forms. However, the Contractor is also responsible for services to the roadway including but not limited to the lawns and landscapes between the sidewalks and the streets, the public sidewalks, and the curbs.

### **1.3.3 SITE CLEAN-UP**

**1.3.3.1** Contractor(s) shall during each service visit, including but not limited to prior to and after any mowing, clean-up the entire property, including but not limited to all landscape service areas, parking lots, walkways, sidewalks, driveways, window sills and wells, around dumpsters, thoroughfares and streets, and legally dispose of off-site all trash, leaves, limbs, litter, and debris immediately after each service.

**1.3.3.2** Contractor(s) shall clean all site drainage devices, including but not limited to, area drains, grates, curb openings, drainage swells, sidewalk culverts, etc., during every service routine visit to ensure proper operation.

**1.3.3.3** It shall be the sole responsibility of the Contractor to properly remove and legally dispose of all debris removed from CMHA properties. Contractors may not utilize CMHA waste containers for disposing of any debris.

### **1.3.4 DAMAGES**

The Contractor is responsible for any and all damage to hose-bibs, downspouts, wrought iron fencing, underground cables, or any CMHA and/or resident property, including vehicles. Cost of such items may be deducted from the contractor's invoice.

### **1.3.5 EQUIPMENT**

**1.3.5.1** A comprehensive listing of the Contractor's current equipment is required. Additionally, offerors may identify equipment they will be purchasing to support this account and any properties awarded, but such equipment must be listed separately with the quote and an expected purchase date identified. CMHA will consider the equipment listing detailed in the quote in determining the type and number of properties a contractor will be assigned. (I.e. a contractor with 2 push mowers and a gas line trimmer would not have the ability to service a property such as Findlater Gardens even if the proposer submitted fees for that specific property. CMHA shall have sole discretion in this determination.)

**1.3.5.2** The Evaluation Team may request to view a Proposer's equipment as identified within Section 4 of Attachment G-Professional Performance Assessment prior to awarding a contract.

**1.3.6 ROUTINE GROUNDS MAINTENANCE AND  
LANDSCAPING SCHEDULES AND TIMES**

**1.3.6.1** Selected Contractors shall, within 10 days after signing the Contract, submit a schedule for routine service for each property awarded detailing when the planned services will be completed throughout the season. All schedules must be submitted and approved with the appropriate Property Manager. Such Schedules shall list the date (or at a minimum, the day(s) of the week and time that all work will commence and be completed in its entirety. This schedule, once submitted, can only be altered with the prior written approval of the Property Manager. A copy of the schedule shall also be submitted to the procurement department by the Contractor. If Contractor is unable to make the scheduled service (i.e. equipment failures and/or other conflicts) Contractor shall notify the Property Manager and follow up with an alternate date within 12-24 hours. Failure for notification may result in **no payment**, delay in payments and/or termination. Contractor shall not invoice CMHA until the Punch List is completed and signed off by the Property Manager or Maintenance Supervisor.

**1.3.6.2** Contractors are required to contact management within 12-24 hours of performing the service for final inspection by the Property Manager. Contractor shall complete and sign the Contractor's Quality Control Certification form (included on Punch List - Attachment H) and submit it to the CMHA Property Manager or Maintenance Supervisor. Failure to notify the Property Manager as required may result in delay of payments and/or termination. A list of CMHA employee's names and numbers who are responsible for accepting all work performed by the contractor will be provided at the time of award. After the inspection, CMHA staff will provide the Contractor with the Certification (or call or email the vendor) for any unsatisfactory or incomplete work to be completed. Notification of any unsatisfactory or incomplete work shall be provided within 48 hours of the receipt of the Certification (Attachment H). After corrections, the Contractor shall notify the Property Manager/Maintenance Supervisor though email/phone call that the property is ready for inspection again. Upon completion of the work, CMHA staff will provide the contractor with a signed Certification that the work has been completed and/or that there are performance deductions.

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- 1.3.6.3** The use of power equipment at all sites is limited to between the hours of 8:00 AM and thirty minutes prior to dusk (local time). Contractor(s) shall commence and end all services on the same workday unless approved in writing by CMHA. Contractors shall not begin work at any site until 8:00 A.M.
- 1.3.6.4** Contractors will be required to provide their current cell phone numbers, a minimum of a second phone number, contact names and email addresses to the property manager with the submittal of the schedules. Any calls or emails received by the Contractor from the Property Manager must be returned within 24 hours. Failure to do so may result in termination. Time is of the essence for services to be completed due to marketing and curb appeal issues.
- 1.3.6.5** Due to the nature of CMHA’s services to its residents and the community, it is imperative that all CMHA properties are well maintained at any given time. Therefore, time is of the essence for services to be provided and the Contractor must show proof of understanding of CMHA’s expectations for these services by submitting a “Sample Schedule” of any group of properties being quoted by the proposer. (e.g. Winton Terrace is comprised of 608 townhomes. Typically, it will take a crew of 4-6 individuals to mow and trim the property in one and a half days. The proposer must submit a schedule for that property indicating that on Tuesdays and for half of Wednesday, a team of 5 individuals will perform the services required as indicated in Section 1.2 Routine Maintenance.)

In some instances, due to the nature of work to be completed, it may become necessary for the completion of work to take longer than the allotted time. For example, in the description above, the services being performed in a day and a half may require two full days when the Contractor is applying Round Up per Section 1.3.2.1 or edging per Section 1.2.9. However, these instances should be considered by the contractor and submitted in the schedule to the Property Manager. CMHA shall have sole discretion in determining the amount of time to be extended due to these circumstances.

### **1.3.7 STAFF and WORK CREWS**

- 1.3.7.1** Contractor shall have work crews, qualified by training and experience, to perform the work required. Each crew member shall wear identifiable apparel (i.e. T-Shirts, Uniforms, Safety Vests) which identify them as a member of a Contractor’s workforce while on CMHA Property.

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**1.3.7.2** Contractor's personnel shall be neat and conduct all work in a professional manner.

**1.3.7.3** Contractor's personnel shall be courteous and respectful of CMHA staff and residents.

### **1.3.8 SERVICE SUSPENSION**

CMHA reserves the right to suspend services and notify the contractor to not mow/service properties for reasons such as drought, extreme rainfall, etc. Notification may be via not issuing a purchase order; as noted in Performance Standards below. Contractor shall not perform any services without a Purchase Order or a Purchase Order Number.

## **2.0 Pool of Contractors**

**2.1** CMHA intends to create a "pool" of Contractors to provide these Services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide the services described in this Scope of Work. The actual number of Pool participants chosen will depend on the number of qualified quotes received.

**2.2** Proposers selected to participate in the Pool will be assigned work at the discretion of CMHA based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of one (1) year with the option, at CMHA's sole discretion, to extend the contract for up to an additional four years for a maximum total of five years. CMHA will attempt to match each assignment to the Pool Participant best suited for a given task. CMHA will also determine the number of assignments any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.

**2.3** If a Pool Participant is selected to perform one or more work assignments, CMHA will formally request the Pool Participant to perform such services by executing a purchase order. The Contractor will be notified by CMHA when services are needed. CMHA will provide the scope of work to the contractor before work is to begin. Once the Contractor is notified, the work will be scheduled with CMHA. The services will be completed as scheduled including completing a punch list and final inspection. The purchase orders may be issued at any time during the term of the Pool Agreement and the assignment of work projects will be made solely at the discretion of CMHA.

## **3.0 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

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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.

### 4.0 Performance Standards

- 4.1 30% Deduction for failure to pick up and legally dispose of off-site all trash, litter and debris over the entire lawn and service area prior to and after each mowing or service visit.
- 4.2 20% Deduction for failure to comply with any requirements for Turf Control.
- 4.3 20% Deduction for failure to comply with any requirements as noted in Site Clean-Up, Routine Grounds Maintenance and Landscaping Schedules and Times, Staff and Work Crews, and Safety.
- 4.4 20% Deduction – Contractor is required to correct any deficiency noted by the property manager within 24 hours of notification. Failure to do so will result in a 20% deduction from contractor invoice for that service.
- 4.5 The Contractor shall be assessed \$25.00 for each failed inspection. This assessment is in addition to the liquidated damages described above. There may be more than one failed inspection per service.
- 4.6 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.)
- 4.7 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.
- 4.8 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.
- 4.9 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
- 4.10 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:

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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)

**4.1** 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.

**5.0 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.