



RFP 2023-7001;
Hotel and Lodging Services
ATTACHMENT A: SCOPE OF WORK

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

The Cincinnati Metropolitan Housing Authority and its instrumentality Touchstone Property Services (hereafter “CMHA”) is seeking proposals from one or more qualified, licensed and insured vendors to provide temporary and/or extended stay residential housing for CMHA/Touchstone residents.

1.1 Technical Requirements:

- Housing will be located within close proximity of Hamilton County, Ohio.
- The Daily Rate is to be all-inclusive reimbursement for all costs including but not limited to hotel taxes and fees with the required services. **Please note that CMHA is a tax-exempt organization for sales taxes but Touchstone Property Services is not. See Section 20.4 of the attached General Terms and Conditions for the taxable properties**
- Rate shall include heat, electricity, hot water, trash removal, domestic water and sewer.
- The room should include separate living and sleeping area;
- The room should kitchen which should include refrigerator and stove;
- The temporary residential shelter shall include but not be limited to beds, restrooms, baths, and related furnishings.
- The contractor will provide personal hygiene items such as soap and shampoo.
- The contractor will provide personal linens (towels and bed sheets)
- If there are any issues involving residents, the contractor shall notify CMHA within 24 hours.
- The facility shall be equipped with operational air conditioning/heating systems.
- The facility shall be kept clean free of dirt, grime, mold, or other hazardous substances and damages which noticeably detract from the overall appearance at all times.
- The facility shall be equipped with first aid kit, fire extinguisher fully charged and non-expired, fire/carbon alarms, and evacuation plan in case of emergency.
- The facility shall have windows and doors that can be opened and closed in accordance with manufacturer standards and local laws.
- Parking shall be available.
- CMHA may monitor the service provided. CMHA shall have the right to inspect the facility.
- Properties must meet all applicable local, state and federal codes, statutes, laws and regulations.
- The facility must provide CMHA’s Property Management Administrative Assistant with a copy of any bills by 12:00 PM each Monday. A name, phone number and email address will be provided.

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- 1.2 Additional amenities:** The selected vendor(s) shall state if the facility provides:
 - 1.2.1** Proximity to mass transit may be required for some residents. Please provide information on the access and distance to mass transit.
 - 1.2.2** Availability of dining or grocery facilities should be provided, including whether any meals are included in the all-inclusive rate and the proximity to both dining and grocery facilities.

- 1.3 Staff Visit**
Hotels awarded a contract will allow Authority staff to visit the hotel to view the rooms/amenities if requested.

- 1.4 Performance Standards**
 - 1.3.1** Hotel fees may be reduced 10% for any service not meeting these requirements.
 - 1.3.2** Hotel fees may be reduced by 15% for failure to provide a clean and sanitary hotel room for our guest(s).
 - 1.3.3** Hotel fees may be reduced by 10% for improper billing or to provide copies of the bills by due date.
 - 1.3.4** 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
 - 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 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.



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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 Term

3.1 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: \$100,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.