



**QSP 2023-7003;**  
**Parking Lot Painting/Sealing/Striping and**  
**Concrete-Asphalt Repairs**  
**ATTACHMENT A: SCOPE OF WORK**

**1.0 Request for Quotations**

CMHA is seeking proposals from qualified companies to provide all labor, materials, equipment, supplies and services to reseal and paint the CMHA Campus parking lot. The Contractor shall verify the existing conditions at the campus prior to submitting a response.

All work shall be performed in a professional workmanlike manner utilizing standard industry practices.

**2.0 Contractor Scope**

The Contractor(s) shall perform the resealing and painting services to the CMHA Campus parking lot. A diagram of the parking lot is provided in Attachment G. It is the Contractor's responsibility to do field verification of the campus parking lot.

**2.1 Services to be Provided**

CMHA intends to select one Contractor to provide the following services:

- Scrape and prepare curbs for painting
- Paint curbs
- Prepare parking lots for re-striping
- Restripe the lots
- Seal asphalt parking lot
- Perform asphalt and concrete repairs where necessary

The services will be scheduled with the Facilities Manager and the work may be performed on a lot-by-lot basis (not all in 1 day).

**2.2 General Requirements**

**2.2.1 Inspection**

The Facility Manager will perform an inspection of the services after completion of the work. If discrepancies are discovered the Facility 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 Facility Manager approves the job, the vendor may submit their invoice.

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.



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**2.2.2 Damages**

The Contractor is responsible for any and all damage to CMHA property, including but not limited to vehicles, windows, doors, and landscaping. Cost to repair or replace such items may be deducted from the contractor's invoice if practicable.

**2.2.3 Staff and Work Crews**

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.

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

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

**2.2.4 Safety**

Contractor(s) shall practice acceptable safety precautions, follow industry safety standards, and use only industry approved safety equipment in the performance of all duties. Contractor shall maintain at all times all equipment in proper and safe operating conditions in accordance with the manufacturer's specifications. Contractor must be cognizant of safety at all times and take necessary safety precautions, so as to not cause harm to any persons or property while performing services under this RFP or any resulting contract. Contractor(s) shall exercise extreme caution around pedestrians and parked cars. Contractor(s) will cover cost of damages done by Contractor(s) as broken windows, doors, car damage, and damage to landscaping due to lack of knowledge on proper maintenance, etc.

Contractors are required to wear hearing and eye protection while performing services.

**3.0 Performance Standards**

CMHA reserves the right to deduct the following amounts from the Contractor(s) invoices for failure to perform according to the specifications of this RFP and any pursuant contract agreement.

- 3.1.1** Failure to complete services properly and in accordance with industry standard will result in at \$50 penalty per incident in addition to either returning to properly



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complete the services or reducing the fees by the cost to have another contractor complete the repairs properly.

- 3.1.2** 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.
- 3.1.3** Contractor will ensure ability to perform all services awarded under all contracts awarded by CMHA and/or TPS. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor’s contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.
- 3.1.4** 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 Facilities Manager for services.)
- 3.1.5** 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.
- 3.1.6** 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
- 3.1.7** 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%



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>90	75%
>120	100% (No payment)

**3.1.8** 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.

**4.0 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 to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The contractor’s proposal and overall presentation will be a direct reflection of their understanding of the Authority’s Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the contractor.

**5.0 Contract Terms**

**5.1 Contract Term**

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

**5.2 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.

**5.2.1** 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



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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: \$99,000. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.