



CINCINNATI METROPOLITAN HOUSING AUTHORITY

SOLICITATION NUMBER 2023-8034

REQUEST FOR QUOTATIONS FOR SMALL PURCHASE
FOR
Supplemental Work Order Services

DATE ISSUED	8/10/23
NON-MANDATORY PRE-PROPOSAL CONFERENCE	Not Applicable
SITE VISIT/WALK THROUGH	Not Applicable
PROPOSAL SUBMITTAL RETURN & DEADLINE	<p><u>As soon as possible or no later than:</u> <u>August 15, 2023 no later than 11:00 AM</u> local time by email to: procurement@cintimha.com <u>AS PROPOSALS ARE RECEIVED, CONTRACTORS MAY BE AWARDED CONTRACTS SINCE TIME IS OF THE ESSENCE</u></p>
WHAT TO SUBMIT	<p>Submit: 1 or more files for the proposal; 1 separate file with only the Fee Submittal Form, and 1 separate file with only the Contract Award and Acceptance Form.</p> <p>All submissions must be in .pdf or equivalent format. Photographs and links to attachments will not be accepted.</p>

CMHA Reserves the right to modify this schedule at its discretion. Notification of changes will be made available to all interested parties via an email and/or by posting on CMHA's website.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST AT THE DESIGNATED OFFICE OF CINCINNATI METROPOLITAN HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. THE AUTHORITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.



QSP 2023-8034- *Supplemental Work Order Services*

Table of Attachments		
Attachment	Description	What to do with it
A	Scope of Work	Retain for your records
B	Fee Submission Form	Complete and return
C	General Terms and Conditions	Retain for your records
D	Section 3 Forms	Complete and return
E	Professional References	Complete and return
F	Contract Acceptance and Award	Complete and return

1.0 REQUEST FOR QUOTATIONS FOR SMALL PURCHASE

Cincinnati Metropolitan Housing Authority (CMHA) hereby solicits and requests quotes from qualified contractors to provide *Supplemental Work Order Services*. This request for quotation is not an offer to buy and should not be assumed as such. The award will be made to the most responsive, responsible contractor(s) who submits the most technically acceptable proposal and meets the overall criteria.

(ATTENTION: IF YOU ALREADY HAVE A WORK ORDERS SERVICES CONTRACT WITH CMHA YOU CAN NOT SUBMIT A PROPOSAL UNDER THIS SOLICITATION.)

CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Title 2 and Title 24 of the Code of Federal Regulations.

CMHA reserves the right to award the contract to multiple Offerors.

It shall be clearly understood that all services requested in this QSP are on an “as needed basis” and that the values referred to in response to this QSP in no way constitute a guarantee of the level of effort that may be requested of the successful Offeror(s), or guarantee a certain value.

2.0 ECONOMIC INCLUSION

The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.

- Minority-Owned Business Enterprise:
 - General Construction: 20%
 - Professional Services: 12%
 - Material/Supplies: 5%



QSP 2023-8034- *Supplemental Work Order Services*

- Women-Owned Business Enterprise goal 5%
- Section 3: meet or exceed applicable benchmarks set by HUD

In furtherance of Section 3 initiatives, any hiring or training opportunities that are generated through this contract agreement should be provided to Section 3 Business Concerns or Section 3 Workers to the greatest extent feasible.

The proposer must complete and submit *Attachment D*, Section 3 forms and any applicable MBE/WBE/SBA certification.

For any questions related to economic inclusion, please email section3@cintimha.com.

3.0 INTENTIONALLY BLANK

4.0 QUOTE FORMAT

All quotations should consist of, at a minimum:

- A. A completed Fee Submission Form (Attachment B)
- B. A list of references (Attachment E)
- C. A summary of the company's relevant experience, the company's project management ability, and quality plan as described below (Section 5.0 Award Criteria)
The 2nd page of the References Form may be completed for this item.
- D. Section 3 Business Preference Documentation (Attachment D)
- E. Contract Acceptance and Award Form (Attachment F)
- F. Copies of licenses applicable to the scope of work of this QSP (if any)

5.0 AWARD CRITERIA

Award shall be made to the responsive and responsible contractor(s) that submits the best value to the Authority using price and other factors listed below as determined by a committee of Authority employees. Factors which will be considered include: fees, relevant experience, project management ability, and technical capabilities.

The following evaluation criteria will be utilized to evaluate each proposal:

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor
- 0 = Non-Responsive



**QSP 2023-8034- Supplemental Work Order
Services**

NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	0-5	40%	The PROPOSED COSTS to provide the services requested
2	0-5	25%	Relevant Experience: Firm’s experience in the operation of projects of this or greater scope. The evaluation of this criterion will be based upon Attachment E – Professional References and the company’s one-page description of the company’s related experience (you may utilize page 2 of the References form for your response). References should be applicable to the type of work requested in this solicitation.
3	0-5	25%	Project Management Ability/Quality Assurance: Describe how projects with multiple sites and employees will be managed and how quality will be ensured.
		90%	Sub-Total Points (other than Economic Inclusion points)

NO.	POINTS	FACTOR TYPE	FACTOR DESCRIPTION
4			Economic Inclusion Participation: A firm may qualify for Section 3 status as detailed within Attachment D and may also qualify as a DBE/MBE/WBE and SBE as certified by the City of Cincinnati, the State of Ohio MBE/WBE registration board and/or any other governmental certification entity.
	10 points		Demonstrative Section 3 Action Plan
	100%	Total Possible Points (Including Economic Inclusion Points)	

6.0 CONTRACT

The Authority will not execute a contract on the successful proposer's form of contract. See *Attachment C for Small Purchase General Terms and Conditions* and *Attachment F for Contract Acceptance and Award*. By submitting a response, the successful proposer agrees to the terms in this QSP and the attachments.

All contract documents, including any contractor supplied agreements shall be reviewed by the Procurement Officer and Contracting Officer prior to execution. Please note that contracts are limited to \$50,000.00 over the term of the contract. The term shall not exceed six months.



QSP 2023-8034- *Supplemental Work Order Services*

7.0 RIGHT TO REJECT QUOTES

CMHA reserves the right to reject any or all quotes, to waive technicalities, and to accept any quote deemed to be in its best interest. CMHA also reserves the right to seek additional or new quotes and to waive informalities and minor inequities in quotes received.

8.0 PUBLIC RECORD

All bids/proposals submitted to CMHA are subject to the Ohio Public Records Law (O.R.C. 149.43) and the Sunshine Act (5 USC 522(b)) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Ohio Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit one hard copy and one electronic copy of its proposal and other submissions, which has been redacted of all trade secrets and other information not subject to disclosure pursuant to a public records request. Failure to do so may subject the entire contents to disclosure under public records laws.

9.0 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 as evaluated in the Gold Performance Standard Evaluation Factor.