

**QSP 2023-8047;**  
**Fire Alarm Services for Stanley Rowe and Redding**  
**ATTACHMENT A: SCOPE OF WORK**



**1.0 SCOPE OF WORK (SOP)/ TECHNICAL SPECIFICATIONS (T/S):**

CMHA is seeking proposals from independent contractors with demonstrated professional competence and experience to provide Fire Alarm System Inspection, Testing, and Monitoring at the following locations within Hamilton County:

Stanley Rowe A 835 Poplar 45214-2526

Stanley Rowe B 1627 Linn 45214-2526

Redding 3700 Reading Rd 45229-2166

**2.0 GENERAL REQUIREMENTS:** The Contractor shall submit proposals for Inspection, Testing, Maintenance, and Monitoring of CMHA's properties. As part of these general requirements, CMHA reserves the right to:

- Award multiple contracts to more than one Contractor at CMHA's sole discretion of any combination of the above noted services for the various properties as noted in Section 2.0 if it is in its best interest to do so.
- CMHA reserves the right to add or subtract properties from the RFP and any resulting contracts at CMHA's sole discretion.
- CMHA reserves the right to cancel inspection, testing and monitoring services at any location with 30 days notice after initial contract period.

**2.1** The Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFP.

**2.2** The Contractor(s) shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.

**2.3** The Contractor(s) shall provide uniforms and ID Badges for all employees working on CMHA Properties. No employee of the Contractor will be allowed on CMHA properties out of uniform or without an ID Badge.

**3.0 SERVICES TO BE PROVIDED:** The following services are to be provided as a result of a contract award for this solicitation:

**3.1 Inspection and Testing Services -** Fire Alarm systems shall be tested, and service tagged at the main alarm panel, at the frequency required by local, State, or Federal statute. Testing shall include but not be limited to all smoke detectors,

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manual pull devices, sprinkler systems, annunciators, visual indicators and strobes, control units, voice/alarm communication systems and other devices that may be part of the fire alarm system.

- 3.1.1** Testing of the fire alarm systems shall be performed in accordance with NFPA standards and 29 CFR 1910.164 or other NFPA code adopted by the authority having jurisdiction.
- 3.1.2** Testing frequency shall be in accordance with NFPA standard 72 and local, state, and Federal statutes.
- 3.1.3** Testing and maintenance of fire doors and dampers shall be performed in accordance with manufacturer's guidelines and NFPA standards.
- 3.1.4** Contract is responsible for completing any needed repairs and equipment/part replacements that are needed to address deficiencies and malfunctioning systems.
- 3.1.5** A record of each inspection, test, or service shall be maintained as specified in NFPA Standards and local, State, or Federal statutes. Copies of each inspection shall be forwarded to the local, State, or Federal authorities as required by law, code or ordinance of the authority having jurisdiction. An electronic copy of each inspection, test or service shall be forwarded to the Property Management Department Administrative Assistant AND the Property Manager within 10 business days of completion of the inspection and/or test. At a minimum the report should include, but not be limited to, each device type, location, floor, zone/point number, test results and battery conditions. Payment will not be approved until the full report is received as stated above.
- 3.1.6** All work shall be performed on a scheduled and systematic basis. In all cases, all equipment shall be maintained to manufacturer's specifications, kept in proper working order and in compliance with all applicable codes, at all times. Contractor shall schedule inspections and tests with the individual property managers to ensure all CMHA properties are in compliance.
- 3.1.7** The Contractor(s) shall notify the CMHA property manager within 24 hours of any repairs required as a result of the inspection and test. If during the test any deficiencies are found the contractor should notify the property manager immediately. Should the Contractor be unable to contact

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the Property Manager, they will immediately notify the Department Administrative Assistance. All contact numbers will be provided to the selected contractor.

- 3.2 Annual Cleaning** – Annual cleaning and sensitivity testing must be performed, at a minimum, on 50% of the designated properties smoke detectors. 100% of smoke detectors are to be cleaned and sensitivity tested over a two (2) year period.
- 3.3** The Contractor(s) shall provide an electronic report of the devices that have been tested for sensitivity and cleaned. At a minimum, the report will include, but not be limited to each device type, location, floor, zone/point number, test result and sensitivity rating. An electronic copy of each inspection, test or service shall be forwarded to the Property Management Department Administrative Assistant AND the Property Manager within 10 business days of completion of the inspection and/or test. Payment will not be approved until the full report is received as stated above.
- 3.4** Contract is responsible for completing any needed repairs and equipment/part replacements that are needed to address deficiencies and malfunctioning systems.
- 3.5 Monitoring Fire Alarm Systems** – All fire alarm systems shall be monitored by a U.L. listed monitoring location.

  - 3.5.1** The Contractor(s) shall monitor fire alarm systems 24 hours per day, 7 days per week, and 365 days per year by trained personnel by U.L. Listed monitoring location.
  - 3.5.2** Monitoring services will be authorized for each property by a separate purchase order. The contractor(s) shall invoice for each monitored property separately.
  - 3.5.3** The Contractor(s) must be able to contact authorities within 60 seconds of the alarm activation and have a reliable backup source, either a second station, or a backup generator.
  - 3.5.4** The Contractor(s) shall not install any proprietary hardware that would make it impossible for another contractor to monitor the system. Upon contract expiration or termination, the Contractor(s) shall coordinate the removal of any proprietary software with the new Contractor to ensure continued service to the property.

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- 3.5.6** All programmable panel access codes must be set to default codes to allow any authorized vendor access to the panels. A code, other than the factory default, is acceptable as long as a listing of pass codes is provided to CMHA. Final invoicing will not be paid until reprogramming has been completed.
  
- 3.5.7** The Contractor(s) shall keep detailed records of each incident. At a minimum, reports shall include day, date, time and signal (open, close test, alarm), user identification, dispatch and disposition information. This electronic generated report shall be provided to the property managers within 24 hours of any incident via email with a copy being provided to the Department Administrative Assistant.
  
- 3.5.8** The Contractor(s) shall have the ability to email a daily report of all trouble condition to various e-mail addresses of CMHA.
  
- 3.5.9** Contract is responsible for sending a technician to the property to investigate and address all trouble conditions on the panels within 24 hours of system or property management notification.

**3.6 Service: Annual Full service maintenance**

**3.6.1** The Contractor(s) will provide full coverage of panel components, parts, repair or replacement for all common space peripheral devices and batteries worn due to normal wear unless specifically excluded. All services provided must be approved by CMHA, prior to start unless deemed an emergency. If the defective component is found to be obsolete and is no longer available the servicing company is only responsible for the estimated replacement cost of the defective component(s). They are not responsible for upgrading all obsolete component(s).

**3.6.2** Service providers will respond to all emergency calls and Trouble Condition notifications within a 24 hour period of receiving request for service.

Should a third party be necessary for the repairs, it is the contractor's responsibility to notify CMHA and to facilitate the needed repairs within the timeframe outlined in the contract.



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**4.0 EQUIPMENT LIST BY LOCATION**

Note: The single station smoke detectors that are connected to the fire alarm system will be included in the testing.

**Stanley Rowe A**

835 Poplar 45214-2526

Item	Description	Units
<b>Communicator</b>	Silent Knight 5207	
<b>Panel</b>	Simplex 4020	
<b>Alarm Initiating Devices</b>	DSD Duct Smoke Detector	1
	FTHD Fixed Temp Heat Detector	4
	PSD Photo Smoke Detector	524
	PSDA Pull Station-Double Action	35
	RRHD Rate of Rise Heat Detector	24
<b>Alarm Notification Devices</b>	A/V Audio/Visual Signal Device	228
	ASIG Audible Signal	1

**Stanley Rowe B**

1627 Linn 45214-2526

Item	Description	Units
<b>Communicator</b>	Silent Knight 5207	
<b>Signal Expander</b>	Simplex 4020	
<b>Alarm Initiating Devices</b>	DSD Duct Smoke Detector	3
	FTHD Fixed Temp Heat Detector	6
	ISD Ionization Smoke Detector	102
	PSDA Pull Station-Double Action	37
	PSSA Pull Station-Single Action	2
	RRHD Rate of Rise Heat Detector	10

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	SSSD Single Station Smoke Detector	484
<b>Alarm Notification Devices</b>	A/V Audio/Visual Signal Device	25
	ANNC Annunciator	1
	ASIG Audible Signal	205

**Redding**

3700 Reading Rd 45229-2166

Item	Description	Units
<b>Communicator</b>	Silent Knight 5204	
<b>Signal Expander</b>	Silent Knight 53955	
<b>Panel</b>	Honeywell XLS-20	
<b>Alarm Initiating Devices</b>	DTSM Duct Smoke Detectors	3
	HT01 Heat Detectors Fixed Temperature	6
	MNPS Manual Pull Stations	28
	SM01 Single Station Smoke Detectors	196
	SM02 System Smoke Detectors	84
<b>Alarm Notification Devices</b>	NAC2 Horn/Strobes Notification Appliance	35
	NAC5 Mini Piezo Sounders	96

**4.1 PARTS, MATERIALS AND SUPPLIES.** Parts, materials and supplies shall be itemized on the invoice. Percentage reduced from MSRP shall be included on the Attachment I - Fee Submittal Form.

**5.0 Performance Standards**

**5.1** Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for emergency calls shall be within one (1) hour after notification by CMHA, which may include nights, weekends, and holidays and within two (2) hours for urgent services. (For all other requests, up to 2 days is allowable.) Contractor(s) shall call or check-in with the CMHA representative who assigned the work within thirty (30) minutes of initial call or notification of

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need for service and provide estimated time to be on property. Failure to adhere to this standard will reduce the fee by 25%. If a contingency exists that will not allow for arrival on time, Contractor must call the CMHA contact to explain to avoid the penalty

- 5.2** Contractor will ensure ability to perform all services awarded. 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.
- 5.3** In the event of a schedule conflict, vendors will service CMHA and/or TPS 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.)
- 5.4** Failure to complete repairs properly and in accordance with industry standard will result in at \$50 penalty per incident in addition to either returning to properly complete the repairs or reducing the fees by the cost to have another contractor complete the repairs properly.
- 5.5** 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.
- 5.6** 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.
- 5.7** 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.
- 5.8** 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
- 5.9** 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)

**5.10** 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.

**6.0 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.

**7.0 Unauthorized Sub-Contracting Prohibited:** The contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this contract (including, but not limited to, selling or transferring the contract) without the prior written consent of Procurement. Any purported assignment of interest or delegation of duty, without the prior written consent of Procurement shall be void and may result in the cancellation of the contract with CMHA/TPS, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by Procurement.