

**QSP TP23-8009;  
Standpipe Testing Services**

**ATTACHMENT A: SCOPE OF WORK**

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

Touchstone Property Services (TPS) is seeking proposals from one or more qualified, licensed and insured firms to provide yearly testing and inspection of all its standpipes, pumps and flow devices, and related services throughout its properties.

**1.1 Technical Requirements:** The selected vendor(s) shall:

- Pump test per NFPA (National Fire Protection Association) with complete operation, documentation and tags annually
- Wet system test inspection per NFPA 25 with complete visual walk-through, documentation and tags annually
- Standpipe test per NFPA 25, complete valve flow and operation, documentation and tags annually
- The annual inspection tag(s) must contain the name of the individual performing the work and the state fire marshal installer certification number(s) when applicable, date of test, result of inspection and test, and deficiencies or impairments noted.
- Dry system inspection with complete trip and drain, second drain within 4 weeks. Complete visual walk-through, documentation and tags annually with a hydrostatic test every five years or as directed by NFPA 25.
- Every 3 years and whenever the system is altered, the dry pipe valve shall be trip tested with the control valve fully open and the quick-opening device, if provided, in service. (NFPA 25 - 13.4.5.2.2.2)
- Inspect all signage to ensure they are intact and meet local, state and federal requirements.
- All documentation in triplicate
- FDC (Fire Department Connection) caps and beauty ring replacement included/ as needed during inspection

**1.2 General Requirements:**

- 1.2.1** Contractor assumes full risk and responsibility for any loss, destruction or damages resulting from this contract occurring to TPS property and to any of the Vendor's property.
- 1.2.2** The contractor must be willing to service the properties during normal business hours which are 8:00 AM – 4:30 PM Monday through Friday.
- 1.2.3** Contractor(s) shall comply with standpipe testing services in accordance with all applicable federal, state and local laws, rules, regulations,

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ordinances, codes and manufacturer's instructions, and shall obtain any licenses or permits required under this QSP to do the specified work (if any).

- 1.2.4** Contractor(s) shall only utilize licensed, trained and experienced employees to perform the work required on TPS properties. Contractor and its employees are required to have the relevant licenses (if any) required by both the State of Ohio and for the City of Cincinnati.
- 1.2.5** Contractor(s) shall commence and end all services on the same workday unless approved by TPS in advance. Contractor(s) shall make all effort to reduce to a minimum any inconvenience to the employees, residents, and other visitors to the TP properties.
- 1.2.6** Contractor must provide a written report to both the Property Manager and the Administrative Assistant of Property Management within 5 business days of the inspection.
- 1.2.7** Failure to provide the written report within 5 business days will result in no payment for that service. In addition, TPS may terminate the contract. Due to the life safety nature of these inspections, TPS retains the right to seek inspection services from another contractor.
- 1.2.8** If any equipment or part is determined to be inoperable and/or unable to function properly in the event of an emergency, then the Contractor will immediately notify the Property Manager to arrange for the immediate repair.
- 1.2.9** Contractor(s) must provide, at Contractor's own expense, all equipment, labor, materials, supplies, tools, etc., necessary to perform all of the required services, under this QSP and any resulting contract.
- 1.2.10** Contractor(s) shall provide uniforms identifying Contractor for all employees working on TPS's properties. No employees will be allowed on TPS's properties out of uniform and identification badge. Contractor(s) must submit a picture of the uniform if requested by TPS.
- 1.2.11** 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 TPS, which may include nights, weekends, and holidays. Contractor(s) shall call or check-in with the TPS representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property.
- 1.2.12** Upon completion of the work, Contractor(s) shall clean up the area where the work was performed and Contractor(s) shall remove any debris

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generated by the repairs from TPS premises. At no time, will Contractor(s) discard debris into any TPS refuse container.

**1.2.13** Contractor(s) shall clearly mark all work areas that might reasonably be expected to endanger the health and safety of staff, residents, visitors, or any other persons. Contractor(s) will provide such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.

**1.2.11** Contractor(s) shall only invoice TPS for the time spent on the property. TPS shall not pay for time spent in route or traveling to acquire parts/supplies.

**1.2.11.1** Where union agreements require that technicians be paid from when they leave home for emergency work, TPS will pay for travel time not to exceed thirty minutes. It is the responsibility of the technician and/or contractor to correctly track and document the time in an accurate invoice to TPS.

**1.2.12** Invoices shall show arrival and departure times to and from the property of all Contractors and employees responding for service.

**1.2.13** TPS shall not be responsible for trip charges and/or service charges. TPS shall not pay for trip charges or hourly charges if Contractor uses a faulty replacement part and needs to leave the property to get the correct part and come back.

### **1.2.14 Performance Standards**

**1.2.14.1** 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 TPS, which may include nights, weekends, and holidays and within two (2) hours for all others. Contractor(s) shall call or check-in with the TPS representative who assigned the work within thirty (30) minutes of initial call or notification of 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 TPS contact to explain to avoid the penalty

**1.2.14.2** 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.

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- 1.2.14.3** In the event of a schedule conflict, vendors will service 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.)
- 1.2.14.4** Contractor may receive a 10% reduction for failure to ensure all inspection tags are properly secured (contractor will provide photographic proof)
- 1.2.14.5** Contractor may receive a 25% reduction for failure to provide timely reporting or to alert management of emergency conditions/ system failures
- 1.2.14.6** 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.
- 1.2.14.7** 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
- 1.2.14.8** 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 TPS after completion of work or receipt by TPS in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 1.2.14.9** TPS 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 TPS in the award of future work under this contract and award of future contracts.

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**1.3 COVID-19 Requirements for Work**

Vendors entering TPS-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 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.

TPS will issue badges to individual Contractor employees with their picture.

**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>

TPS has adopted these standards. It is TPS’s intent that the contractor will also adhere to these standards.

- 3.0 Unauthorized Sub-Contracting Prohibited:** The contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to any awarded 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.