

ATTACHMENT A: SCOPE OF WORK

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

TPS is seeking proposals from qualified, licensed entities with demonstrated professional competence and experience to conduct and provide electrical services. TPS reserves the right to add or delete properties as needed.

2.0 GENERAL REQUIREMENTS:

2.1 Contractor(s) shall perform electrical services on an as-needed basis at TPS residential properties with no exceptions. The residential properties are conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD); properties consist of high-rise units, family development units, and scattered sites.

2.2 Contractor shall perform, on an “as-needed” basis, the following electrical services to include but not limited to:

- Installing conduits of all types, pulling wires, installing new lighting, power panels, lighting devices, receptacles, switches, repairs, etc., using all types of wiring devices.
- Installing power sources and pulling necessary cables for computers and related equipment.
- Minor electrical repairs, renovations and construction projects.

2.3 The contractor must be willing to service the properties during normal business hours and on an after-hours basis.

2.4 Parts shall be invoiced at Contractor’s list price less a discount as annotated on Contractor’s Fee Submission Form. TPS reserves the right to audit Contractor’s invoices at its sole discretion. Contractor(s) shall make available to TPS any requested invoice showing the price Contractor(s) paid for the part, within three business days of request or TPS shall not be obligated to pay for the part.

2.5 Contractor(s) shall comply with and perform all electrical services in accordance with all applicable federal, state and local laws, rules, regulations, ordinances, codes, OSHA, and manufacturer’s instructions, and shall obtain any licenses or permits required under this RFP to do the specified work. Estimates shall include permit charges as a separate line item. The Contractor(s) must disclose:

- Complaints with the City of Cincinnati, the State of Ohio, and any other governing body and their resolution.
- Electrical license law or board rules violations and citations or administrative penalties.
- License reprimand, probation, suspension, or revocation dates.

2.6 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 TPS campus.

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- 2.7 If at any time electrical service to the property must be disconnected or interrupted, Contractor must notify the Property Manager or Maintenance Supervisor prior to disrupting service. Contractor shall inform him/her of the situation and estimated time of completion and make recommendations to restore service temporarily so as to minimize impact to the staff and/or residents and other visitors.
- 2.8 Contractor(s) shall conduct all non-emergency work during normal working hours unless deemed by TPS to be disruptive to the normal operations of the organization or an emergency.
- 2.9 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 required by both the State of Ohio and for the City of Cincinnati.
- 2.10 TPS shall not be responsible for trip charges and/or service charges. TPS shall not pay for trip charges or hourly charges if Contractor delivers wrong unit for installation and needs to leave the property to get the correct unit and come back.
- 2.11 Contractor(s) shall provide estimates for repairs when requested. If TPS deems such quote to be unreasonable TPS reserves the right to request quotes from other Contractor(s) for such service. Estimates shall be provided within forty-eight (48) hours.
- 2.12 Contractors are required to report to the Property Manager or Maintenance Supervisor within 12-24 hours of performing the service for final inspection. Failure to notify the Property Manager or Maintenance Supervisor as required may result in delay of payments and/or termination. Contractor must have Property Manager or Maintenance Supervisor sign-off accepting the work before leaving the property.
- 2.13 Contractor shall have a general idea of the scope of work prior to commencement in order to minimize electrical downtime. Also, items needed for possible replacement shall be confirmed prior to delivery to avoid downtime.

3.0 CONTRACTOR RESPONSIBILITIES

- 3.1 For services provided at a TPS property, 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.
- 3.2 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.
- 3.3 Contractor(s) shall minimize overstaffing for minor repairs. If Contractor is found to be overstaffing for repairs, based upon customary trade practices, TPS reserves the right to only pay for customary trade practices.
- 3.4 TPS shall not be responsible for trip charges and/or service charges.

4.0 Pool of Contractors

TPS intends to create a “pool” of Contractors to provide the services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide moving and/or relocation services. The actual number of Pool participants chosen will depend on the number of qualified proposals received.

Proposers selected to participate in the Pool will be assigned work at the discretion of TPS based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of one (1) year with the option, at TPS's sole discretion, to extend the contract for up to an additional four years for a maximum total of five years. TPS will attempt to match each assignment to the Pool Participant best suited for a given task. TPS will also determine the number of units any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.

If a Pool Participant is selected to perform one or more work assignments, TPS will formally request the Pool Participant to perform such work by executing a purchase order. The Contractor will be notified by TPS when a unit is ready for a move or relocation. TPS will provide the scope of work to the contractor before work is to begin. Once the Contractor is notified, the move or relocation will be scheduled with TPS. The move or relocation will be completed as scheduled including completing a punch list and final inspection. The purchase orders may be issued at any time during the term of the Pool Agreement and the assignment of work projects will be made solely at the discretion of TPS.

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 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
- 5.2** 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.
- 5.3** 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 TPS contact and explain.
- 5.4** 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.
- 5.5** 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

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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.)

- 5.6 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 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)

- 5.10 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.

6.0 The Authorities 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:

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<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 adheres to them.