

**QSP TP23-8016;  
Fire Extinguisher Services**



**ATTACHMENT A: SCOPE OF WORK**

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

Touchstone Property Services (TPS) is seeking proposals from independent contractors with demonstrated professional competence and experience to provide inspection, service and replacement of fire extinguishers and other related services for maintenance at various property locations.

TPS seeks a formal response from Contractors as to qualifications and experience to perform assignments within the Scope of Services. The Contractor selected by TPS will be required to follow TPS policies as specified in this QSP, the Performance Based Contract and subsequent work orders to provide fire extinguisher services for the specified properties as identified in Attachment G. TPS preserves the right to add services or cease services to any properties on an as-needed basis if in the best interest of TPS to do so. TPS also reserves the right to add or delete properties as needed.

**1.1 GENERAL REQUIREMENTS**

- 1.1.1** Contractor must be licensed by the Ohio State Fire Marshall's Office. Contractor shall include a copy of license certificate.
- 1.1.2** 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 QSP.
- 1.1.3** Contractor(s) shall furnish at their own expense, all labor, tools, equipment, materials, supplies and transportation, required to provide inspection, service and replacement of fire extinguishers for each property, with no exceptions.
- 1.1.4** Contractor shall pay all of its employees, including any and all approved subcontractors, at least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development.
- 1.1.5** All bidders must be authorized distributors and regularly engaged in the sale or distribution of the type of goods, materials and service for which the bidder is submitting a bid. Contractor shall provide a brief description of the materials, supplies and brands they support in their quote.
- 1.1.6** Contractor shall have uniformed work crews, with badges, qualified by training and experience, to perform the work required.

**QSP TP23-8016;  
Fire Extinguisher Services**

- 1.1.7** Contractor shall ensure all fire extinguishers meet all required codes. To include but not limited to City Compliance Codes, the International Fire Codes (IFC) and NFPA-10 Standard.
- 1.1.8** Contractor is responsible for field verifying all quantities, sizes and types of fire extinguishers and fire hoses.
- 1.1.9** Contractor shall ensure all fire extinguishers are installed utilizing procedures and specifications according to the manufacturer's recommendations as well as all applicable codes.
- 1.1.10** The installation shall not void the manufacturer's warranty.
- 1.1.11** All fire extinguishers must be dry chemical with an ABC rating.
- 1.1.12** All extinguishers must have a pressure gauge to ensure proper levels are maintained.
- 1.1.13** All extinguishers must have visible operating instructions facing outward when installed.
- 1.1.14** Contractor shall be required to inspect, tag/certify, service and/or replace fire extinguishers as required by code, in both vacant and occupied units.
- 1.1.15** Contractor shall be required to inspect, tag/certify, service and/or replace fire hoses in all buildings as required by code.
- 1.1.16** Contractor shall not perform any work without prior verbal or written approval by the Property Manager or Maintenance Supervisor. Approval must include a Purchase Order number, which must be referenced on all paperwork to include work orders, tickets and invoices.
- 1.1.17** Contractor shall schedule and complete all work within five (5) business days after receiving a verbal or written notice that includes a purchase order number from the Property Manager or Maintenance Supervisor or their designees.
- 1.1.18** In order to minimize inconvenience to residents and minimize turnaround times, all work necessary at the property shall commence and be completed the same day, unless otherwise approved in writing by the Property Manager or Maintenance Supervisor.
- 1.1.19** The Property staff will conduct quality control inspections during work in progress and upon work completion.

**QSP TP23-8016;  
Fire Extinguisher Services**

- 1.1.20** All workmanship (labor) shall be warranted for a period of not less than two (2) years.
- 1.1.21** Contractor shall correct any deficiency in work, which does not conform to required fire extinguisher and fire hose installation requirements including fire extinguisher cabinet requirements, the same day contractor is notified of deficiency. Contractor shall be responsible for all costs incurred to correct such deficiencies.
- 1.1.22** Contractor shall legally dispose of all litter, trash and debris accumulated as a result of the inspection, service and/or replacement of fire extinguishers and fire hoses, at an offsite location. The use of TPS dumpsters or trash receptacles is strictly prohibited.
- 1.1.23** Contractor (including any and all contract or subcontract employees, etc. incidental to this contract) is to be cognizant of safety at all times and take necessary safety precautions, so as not to cause harm to any persons or property while performing service or while on site. Extreme care shall be maintained around pedestrians and personal belongings.
- 1.1.24** Contractor shall repair or replace, at the contractor's expense, any and all items damaged or destroyed due to contractor's negligence.
- 1.1.25** Contractor shall ensure all inspected fire extinguishers, fire hoses, and fire extinguisher cabinets meet or exceed the technical specifications as required by city, IFC and NFPA code.
- 1.1.26** All equipment inspected must be identified with a durable tag that shows
- 1.1.26.1** Date of inspection, recharging and/or service.
  - 1.1.26.2** Name of servicing agency
  - 1.1.26.3** Signature of person who performed the service/inspection.
- 1.1.27** Contractor shall provide a report of all fire extinguishers inspected, their location and size. Report must be submitted within 3 days of the completed inspection.
- 1.1.28 Hazardous Materials Abatement:**
- 1.1.28.1** If the Contractor suspects an environmental hazard, they are to stop work immediately and notify the Property Manager or Maintenance Supervisor.
  - 1.1.28.2** The Authority will contract for this service separately and abatement will be completed prior to proceeding with any work in the unit.

**QSP TP23-8016;  
Fire Extinguisher Services**



**2.0 Performance Standards**

- 2.1 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
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 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 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.)
- 2.6 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.
- 2.7 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.
- 2.8 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
- 2.9 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	Performance Deduction from Invoice
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**QSP TP23-8016;  
Fire Extinguisher Services**



by TPS in Yardi (whichever is later)	
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

**2.10** 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.

**3.0 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.