

**RFP 2023-1035;**  
**Preventative Maintenance Preparation Plan**  
**ATTACHMENT A: SCOPE OF WORK**



**1.0 Background**

CMHA (or “CMHA” or the “Authority”) is soliciting requests for proposals from qualified contractors (Offeror) to provide Preventative Maintenance Planning services. This request for proposals is not an offer to buy and should not be assumed as such.

**2.0 SCOPE OF WORK (SOW)**

CMHA is seeking proposals from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor and materials necessary to produce an updated Preventative Maintenance Plan for CMHA-owned Asset Management Properties.

CMHA currently owns approximately 1,617 high-rise units, 1,875 family development units, and 1,221 scattered sites totaling slightly over 4,900 units for Asset Management throughout Hamilton County, Ohio.

The Authority intends to select one Contractor to produce a Preventative Maintenance Plan for CMHA, although CMHA reserves the right to create a “pool” of Contractor(s). The actual number of pool participants chosen will depend on the number of qualified quotes received.

The Authority will provide the awarded contractor(s) additional information required (if any) to complete the scope and/or a point of contact for questions which may arise in the course of producing the plans and schedules.

**2.1 GENERAL REQUIREMENTS:**

- 2.1.1** Contractor(s) shall perform Preventative Maintenance Plan services on an as-needed basis.
- 2.1.2** Contractor must provide their methodology for assessing and developing a plan.
- 2.1.3** Contractor(s) must provide a sample of their plans with a table of contents and/or spreadsheets with column headers.
- 2.1.4** Preventive Maintenance plan must include plan and schedule for all building systems (HVAC, Electrical, Plumbing, Compactors, etc).
- 2.1.5** Plan must include pictures of current building systems and conditions with accompanying recommendations for replacements, if needed.

**RFP 2023-1035;  
Preventative Maintenance Preparation Plan**



- 2.1.6 Contractor must be able to assist CMHA in implementing the plan (i.e., work with staff to ensure plan is workable). This would occur after the plan is completed.
- 2.1.7 The contractor must be willing to work during normal business hours, which are 8:00 AM to 4:40 PM, Monday-Friday.
- 2.1.8 If Contractor(s) shall need to visit any of the properties or the main office, they shall reduce to a minimum any inconvenience to the employees, residents, and other visitors.
- 2.1.9 If applicable, Contractor(s) shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this RFP or any resulting contract.
- 2.1.10 Contractor(s) shall ensure all plans and schedules comply with all applicable federal, state and local laws, rules, regulations, ordinances, codes, OSHA regulations, and manufacturer's instructions.
- 2.1.11 Contractor(s) shall only utilize employees experienced in producing maintenance and safety plans and schedules.

**3.0 Pool of Contractors**

- 3.1 CMHA intends to create a “pool” of Contractors to provide these Services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide the services described in this Scope of Work. The actual number of Pool participants chosen will depend on the number of qualified proposals received.
- 3.2 Proposers selected to participate in the Pool will be assigned work at the discretion of CMHA 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 CMHA's sole discretion, to extend the contract for up to an additional four years for a maximum total of five years. CMHA will attempt to match each assignment to the Pool Participant best suited for a given task. CMHA will also determine the number of assignments 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.
- 3.3 If a Pool Participant is selected to perform one or more work assignments, CMHA will formally request the Pool Participant to perform such services by executing a purchase order. The Contractor will be notified by CMHA when services are is needed. CMHA will provide the scope of work to the contractor before work is to



**RFP 2023-1035;  
Preventative Maintenance Preparation Plan**

begin. Once the Contractor is notified, the work will be scheduled with CMHA. The services 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 CMHA.

**4.0 Performance Standards**

- 4.1 Plan must be completed by March 30, 2024 to include any requested revisions. Failure to complete the plan will result in a reduction of 10% reduction from the invoice.
- 4.2 Failure to provide detailed schedules for maintaining the equipment and building systems will result in at \$50 reduction for each draft review that does not meet the requirement.
- 4.3 Requested revisions must be provided within 1 weeks' time from delivery date to avoid a \$50 reduction.
- 4.4 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.
- 4.5 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.)
- 4.6 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
- 4.7 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%



## RFP 2023-1035; Preventative Maintenance Preparation Plan

>90	75%
>120	100% (No payment)

**4.8** 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.

### 5.0 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.

### 6.0 Contract Terms

#### 6.1 Contract Term

**6.1.1** The Authority intends to enter into a one year contract with the option, at the Authority’s sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

**6.2 Indefinite Quantities Contract (IQC)** CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

**6.2.1** Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires CMHA to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$150,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.