

**RFP 2024-1012;**  
**APPLIANCE AND PLUMBING SUPPLIES**  
**ATTACHMENT A: SCOPE OF WORK**



**1.0 REQUEST FOR PROPOSALS**

Cincinnati Metropolitan Housing Authority (CMHA or the “Authority”) hereby solicits and requests quotes from qualified contractors (Offeror) to provide janitorial and sanitation supplies for delivery to CMHA locations. This request for price quotation is not an offer to buy and should not be assumed as such.

CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Titles 2 and 24 of the Code of Federal Regulations.

*CMHA reserves the right to award the contract to multiple Offerors.*

*It shall be clearly understood that all materials/products requested in this RFP are on an “as needed basis” and that the values referred to in response to this RFP in no way constitute a guarantee of the level of effort that may be requested of the successful Offeror(s), or guarantee a certain value.*

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

The Cincinnati Metropolitan Housing Authority (CMHA) is seeking responses from one or more qualified, licensed and insured firms to provide janitorial and sanitation supplies on an as-needed basis.

**2.1 Technical Requirements**

- 2.1.2** The brand to be furnished must be indicated and no substitutions or brands will be accepted after awarding of the bid, unless CMHA approves after being notified by the vendor.
- 2.1.3** Monthly requirements will be sent by the CMHA Warehouse to the awarded vendor(s) no later than the 10th working day of each month.
- 2.1.4** Emergency one (1) day delivery service may be required on occasion.
- 2.1.5** Deliveries shall be made to one of the CMHA Warehouses at Setty Kuhn (3064 Mathers Street), Findlater (5400 Hebron Court), and/or Millvale (3357 Beekman). Deliveries may also be requested to the property management offices located at:

**RFP 2024-1012;  
APPLIANCE AND PLUMBING SUPPLIES**



<b>AMP</b>	<b>Office Location</b>	<b>Address</b>
<b>COCC</b>	<b>Main Campus</b>	1088 W. Liberty Cincinnati, OH 45214 513.977.5701
<b>206/218</b>	<b>Marquette Manor</b>	1999 Sutter Ave. Cincinnati, OH 45225 513.977.5005
<b>217</b>	<b>Millvale</b>	3357 Beekman St. Cincinnati, OH 45225 513.977.5099
<b>214/215</b>	<b>Stanley Rowe</b>	1621 Linn St. Cincinnati, OH 45214 513.977.5044
<b>211</b>	<b>Beechwood</b>	330 Forest Ave. Cincinnati, OH 45229 513.977.5008
<b>201/208</b>	<b>SS - East</b>	3700 Reading Rd. Cincinnati, OH 45229 513.977.5070
<b>209</b>	<b>Winton Terrace</b>	4848 Winneste Ave. Cincinnati, OH 45232 513.977.5097
<b>210</b>	<b>Findlater Gardens</b>	Findlater/Winton Terrace Maintenance Shop 5400 Hebron Court, Cincinnati, Ohio 45232 513.977.5098

**2.1.5** The cost shall be a firm fixed price inclusive of all elements required to deliver the products, including but not limited to: employee costs and benefits; clerical support; supplies; materials; licensing; insurance; fuel surcharges; etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs.

**RFP 2024-1012;  
APPLIANCE AND PLUMBING SUPPLIES**



- 2.1.6 Defective Products:** All defective products shall be replaced and exchanged by the vendor. The cost of transportation, unpacking, inspection, re-packing, re-shipping or other like expenses shall be paid by the vendor. All replacement products must be received by CMHA within seven (7) days of initial notification.
- 2.1.7 Equipment and Product Recall Notices:** In the event of any recall notice, technical service bulletin, or other important notification affecting equipment or product purchased from this contract, a notice shall be sent to the Vendor Representative. It shall be the responsibility of the vendors to assure that all recall notices are sent directly to the Contract Representative.
- 2.1.8 Catalogs:** Within 10 days after contract award and after request from CMHA, Vendor must submit complete price lists and catalogs of their product line in hard copy and on CD. Vendor shall also provide an accessible public website that contains an interactive web catalog, price list and ordering system.
- 2.1.9** There will be no minimum order requirement for free normal delivery.
- 2.2 General Requirements:** The selected vendor(s) shall:

  - 2.2.1** Provide plumbing and appliance part to CMHA property management offices and to the warehouses.
  - 2.2.2** Ensure that all employees of the selected vendor(s) are properly dressed, neat and clean in appearance while on CMHA properties.
  - 2.2.3** Comply with CMHA’s drug-free workplace requirements. The vendor(s) and or its employees shall not engage in the use of illegal drugs, including the illegal use of prescription drugs, and/or alcoholic beverages on the job, at the workplace, on CMHA properties or reporting to work for CMHA under the influence of any of the above.
  - 2.2.4** Perform all work/deliveries under the contract during normal business hours (i.e. 8:00 AM to 4:30 PM, Monday through Friday). No deliveries shall be made on weekends or holidays unless previously approved by Facilities Supervisor.
  - 2.2.5** Furnish all tools, equipment and transportation to and from the work location to perform the work in a safe and orderly manner.
  - 2.2.6 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

**RFP 2024-1012;  
APPLIANCE AND PLUMBING SUPPLIES**



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.

### **2.3 Product Requirements**

- 2.3.1** Products: A complete and comprehensive line of quality made appliance and plumbing supplies to support the daily maintenance and operation functions of the agency.
  
- 2.3.2** Current Products: All products being offered in response to this solicitation shall be in current and ongoing production; shall be formally announced for general marketing purposes; shall be a model or type currently functioning in a user (paying customer) environment and capable of meeting or exceeding all specifications and requirements set forth in this solicitation.
  
- 2.3.3** Pricing: Offerors are to provide a discount from a verifiable price index, provide a reduced net pricing schedule, a wholesale plus negotiated fixed margin, a hybrid or other supplier-specific pricing. Contractor must fully describe and disclose details of proposed pricing method including audit verification method. Prices/discounts shall remain firm and will include all charges that may be incurred in fulfilling requirement(s). Where applicable, pricing shall be determined by applying Offerors discounts to the prices listed on their manufacturer's price lists, retail price sheets, catalogs or by utilizing the reduced net pricing schedule.

### **2.4 Response**

#### **2.4.1 Method of Approach**

- 2.4.1.1** Describe how your firm proposes to distribute the products/services.
- 2.4.1.2** Describe your delivery commitment. What are your standard delivery days? What is the order cutoff time for next day delivery? Identify and describe any exceptions.

#### **2.4.2 Product Requirements**

- 2.4.2.1** What is the total number of products offered in your catalog?
- 2.4.2.2** Do you offer "Private Line" products? Provide details and describe. In general, how does pricing compare to traditional and comparable brand name products? Provide a few examples.

**RFP 2024-1012;  
APPLIANCE AND PLUMBING SUPPLIES**



**2.4.3 Ordering and Invoices**

**2.4.3.1** Describe your ordering capacity (telephone, fax, internet, etc.). Provide details of the capabilities of your E-Commerce website including ability to display contract pricing, on-line ordering, order tracking, etc.

**2.4.4 Pricing Proposal**

**2.4.4.1** Discuss how CMHA will be able to verify (audit) that the net pricing received conforms to the model.

**2.4.4.2** Offerors shall submit pricing based on the product and service requirements categories identified on the Scope of Services of this solicitation. Identify and provide pricing for each category and sub-category of products and services including those specific to a manufacturer.

**2.4.4.3** Provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, free goods program, total annual spend, etc.

**2.4.5 Qualifications and Experience**

**2.4.5.1** Provide a brief history and description of your company

**2.4.5.2** Provide a listing of key personnel who may be assigned to the contract. Include their title within your organization and the description of the type of work they may perform.

**2.4.5.3** Please submit any additional information that you feel is applicable to your qualifications and experience.

**3.0 Performance Standards**

**3.1** Failure to ensure timely delivery of materials/products will result in a 10% reduction of the invoice.

**3.2** 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

**3.3** Invoices are to be submitted within two weeks after shipping the item (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

**RFP 2024-1012;  
APPLIANCE AND PLUMBING SUPPLIES**



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

**3.4** CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the vendor. 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.

**4.0 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 vendor will also adhere to these standards.

**5.0 Contract Terms**

**6.1 Contract Term**

**5.1.1** 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.

**RFP 2024-1012;  
APPLIANCE AND PLUMBING SUPPLIES**



**5.2 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.

**5.2.1** 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: \$75,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.