



QSP 2024-1813

Security Camera Repair Services at Stanley Rowe Towers

ATTACHMENT A: SCOPE OF WORK

1.0 Request for Quotations

Cincinnati Metropolitan Housing CMHA (CMHA), hereby solicits and requests quotes from qualified contractors to provide Security Camera Repair Services at Stanley Rowe Towers. This request for quotation is not an offer to buy and should not be assumed as such.

CMHA is a metropolitan housing CMHA 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 Title 2 and Title 24 of the Code of Federal Regulations.

CMHA reserves the right to add or delete properties (and will advise the Contractor when this occurs)

2.0 Scope of Work

CMHA's property at Stanley Rowe Towers (SRT) located at 1621 Linn Street comprises two high rise buildings with approximately 50 security cameras posted indoors and outdoors which occasionally require repairs. The cameras are independent security camera systems that include integrated Access Control systems with ID credential badging.

2.1 Security Camera Repairs

The contractor shall trouble shoot and repair the security cameras and associated components located at SRT. The cameras on-site are Johnson Controls Genetic camera systems which are no longer under warranty. Components needing repairs may include access control pads, hardware, recording, and other associated problems.

3.0 Performance Standards

3.1 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 CMHA, which may include nights, weekends, and holidays and within two (2) hours for urgent services. (For all other requests, up to 2 days is allowable). Contractor(s) shall call or check-in with the CMHA 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 CMHA contact to explain to avoid the penalty

Security Camera Repair Services at Stanley Rowe Towers

- 3.2 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.
- 3.3 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 CMHA contact and explain.
- 3.4 Contractor will ensure ability to perform all services awarded under all contracts awarded by CMHA and/or Touchstone Property Services (TPS). 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.
- 3.5 In the event of a schedule conflict, vendors will service CMHA 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.)
- 3.6 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.
- 3.7 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.
- 3.8 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
- 3.9 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 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%



QSP 2024-1813

Security Camera Repair Services at Stanley Rowe Towers

>120	100% (No payment)
------	-------------------

3.10 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.

4.0 CMHA’s Motto and Gold Performance Standards

In 2012, CMHA 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>

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

5.0 COVID-19 Requirements for Work

Vendors entering resident-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.

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

6.0 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 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/CMHA, 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



QSP 2024-1813

Security Camera Repair Services at Stanley Rowe Towers

- 7.0 Trip/Service Charges-** per Section 20 of the attached Terms and Conditions, CMHA/CMHA shall not be responsible for trip charges and/or service charges. This includes charges for driving to parts stores to pick up items that may need to be purchased that are not on-hand.