

**QSP 2024-1810;
Cabinetry**



ATTACHMENT A: SCOPE OF WORK

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

CMHA is seeking quotes from a pool of qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor, equipment, goods, and supplies necessary for providing cabinetry on an as-needed basis. CMHA reserves the right to create a “pool” of Contractors. The actual number of pool participants chosen will depend on the number of qualified quotes received. CMHA’s portfolio consists of about 5,000 housing units across Hamilton County.

2.0 GENERAL REQUIREMENTS

2.1 Field Measurements - Verify cabinetry dimensions by field measurements

2.1.1 Verify manufactured cabinetry can be installed in compliance with the original design and reference standards. Contractor is responsible for this verification and any costs associated with failure to do so.

2.1.2 Locate concealed framing, blocking, and reinforcements that support cabinetry by field measurements before being enclosed and indicate such measurements on shop drawings.

2.1.3 Verify countertop size and shape prior to fabrication/purchase by field measurements taken after base units are installed. Do not install cabinetry/countertop that is wet, moisture damaged or mold damaged. Indications of wet or moisture damage include but are not limited to, discoloration, sagging or irregular shape and same with mold damage to include surface contamination.

2.2 Contractor shall coordinate installation and shall ensure all clearances between components of the cabinetry and equipment inserted or contained within the boundaries of the cabinetry (such as refrigerator, stove, sink, dishwasher etc.) with adjacent construction.

2.3 Contractor shall coordinate all rough mechanical, electrical, plumbing equipment for proper fit and installation.

2.4 Contractor shall coordinate cabinetry base cabinet height with finish floor elevation- include all underlayment's to determine finish base cabinet elevation meets requirements of the contract documents, reference standards, and governing codes.

2.5 For Installation, Contractor shall set and secure cabinetry in place, rigid, plumb and level. Any shim work shall be concealed. Provide cutouts for plumbing fixtures, appliances, and other fixtures and fittings. Use concealed joint fasteners to align and secure adjoining cabinet units and countertops. Refinish any cut surface and repair damaged finish at any cuts. Use filler strips not additional overlay trim for this purpose. Secure cabinet and counter bases to floor using appropriate anchorage. Secure with countersunk, concealed

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fasteners and blind nailing as required for complete installation. Use fine finishing nails or screws for exposed fastening, countersunk and filled flush with cabinetry and matching final finish.

- 2.6** Contractor shall adjust moving or operating parts to function smoothly and correctly. Install without distortion so that doors and drawers fit openings and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. There should be no more than 1/8 inch in 96 inch sag, bow or other variation from a straight line. Fasten wall cabinets through back near top and bottom at ends and not more than 16 inches o.c. with No 10 wafer-head screws sized for 1 inch penetration into wood framing, blocking, or hanging strips.
- 2.7** Removal/ Disposal of cabinetry and other material:
- 2.7.1** Contractor is to remove and dispose of existing cabinets, counter tops, sinks, etc from the property. Contractor is not permitted to use CMHA trailers, dumpsters or other waste receptacles .
- 2.8** Materials
- 2.8.1** If CMHA does not have the countertops or cabinetry in stock, the Contractor will purchase cabinetry and materials needed to install or repair the cabinets. This includes:
- 2.8.1.1** furnishing and install Kitchen sink & faucet
- 2.8.1.2** any plumbing and electrical wiring.
- 2.8.1.3** Install new, mid-grade, pre-finished white kitchen cabinets with solid core countertops when replacing all cab.
- 2.8.1.4** All hardware, locks and keys. Includes all toe kicks and wood base. Comply with ADA requirements where noted. Includes all miscellaneous cabinetry material to include grommets, drawer guides, trims, fasteners, fillers, sealants/caulking and door closures.
- 2.8.2** Contractor shall replace kitchen sink, faucet and garbage disposal. Sink shall be made of stainless steel equal double bowl type, 8 inches depth. Install a two-handle widespread kitchen faucet 2.0 GPM stainless steel. Garbage disposal shall be 120 volts properly grounded.
- 2.8.3** Install miscellaneous plumbing accessories, drain pipes, drain basket, overflow hose, etc.
- 2.8.4** Install dishwasher, includes, cold and hot water supply, drain system and side covers, if necessary.
- 2.8.5** Contractor will be in charge of transportation of materials and labor force to and from the working spaces
- 2.8.6** Contractor will protect all furnishings and furniture in the premises, included but not only, floors, doors, door frames, windows, outlets, gardens.

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- 2.8.7 Vendor will also be responsible of any damage of premises resulting of this job, and restoration of the damages will be expected to occur within the 5 calendar days of the period given to complete the job.
- 2.8.8 The Contractor shall provide samples, design drawings, color catalogues and others, for approval by the property manager if requested
- 2.8.9 Project must be finished and completed within 10 days of the purchase order issuance.
- 2.8.10 Once job is finished, contractor will submit pictures of the completed work to the property manager

3.0 Performance Standards

- 3.1 Project must be finished and completed within 10 days of the purchase order issuance to avoid a \$25 per day deduction from the invoice
- 3.2 Failure to properly install or repair the cabinetry will result in a 15% deduction from the invoice.
- 3.3 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.
- 3.4 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.)
- 3.5 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
- 3.6 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%

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>60	50%
>90	75%
>120	100% (No payment)

3.7 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 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:

- Respect* *Timely* *Exceptional* *Initiative*
- Excellent* *Quality* *Accurate* *Integrity*
- Value* *Creativity* *Accountability* *Professionalism*

It is the Authority’s intent that the contractor will also adhere to these standards.

5.0 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/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.