



ADDENDUM #1

Request for Proposals
Fire Watch Services
Solicitation No. 2026-1015

Originally Issued April 14, 2026

Addendum 1 – Issued April 22, 2015

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

QUESTIONS:

1. Service Contract Act (SCA) Classification

- Please confirm the applicable SCA labor classifications for this contract:
 - Fire Watch personnel (regular staff)
 - Supervisory personnel
- Should Fire Watch personnel be classified under Guard I (Occupation Code 27101) and supervisors under Guard II (Occupation Code 27102), or are there scenarios where alternative classifications would apply?

SCA rates for regular personnel will be classified under Guard I; supervisors under Guard 2 for the hourly rates. See Fee Submittal Form with attached wage determination information.

2. Staffing Requirements

- The Scope of Work references maintaining staffing levels as required by CMHA and/or the Fire Department, and in one section references five (5) personnel on duty 24/7. Can you clarify:

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- Whether this requirement applies to all assignments or only specific property types (e.g., high-rise buildings)?
- Typical staffing levels per site and shift for planning purposes?

The number of staff required for a fire watch will vary depending on the requirement from the fire department and the size of the building. Typically, due to the size of our building, the fire watch is staffed with 5 people.

3. Assignment & Vendor Pool Distribution

- How will work assignments be distributed among awarded vendors (e.g., rotation, availability, pricing, or other criteria)?
- Will CMHA track and monitor distribution of assignments across the vendor pool?
- Will vendors receive performance feedback that impacts future assignments?

Assignments are made using a best-value approach that considers cost, past performance, experience, skill, and capacity for the specific assignment. For this reason an even distribution cannot be guaranteed. Property management input is included to support operational needs, but all decisions align with Asset Management SOPs and procurement standards to ensure fairness and consistency.

CMHA monitors performance through compliance with scope, timelines, and regulations. Contractors not meeting standards may receive Warning Notices or Notices to Cure. While there is no formal rating system, documented performance is considered in future assignments.

4. Response Time & Billing

- Is there a minimum billable time per dispatch (e.g., 2-hour or 4-hour minimum)? **No**
- How is billing handled if services are canceled upon arrival or shortly after mobilization? **Contractor may only bill for time worked.**
- Is any standby or on-call time compensable? **No**

5. Volume & Usage

- Can CMHA provide any historical or estimated information regarding:

- Number of fire watch deployments
- Average duration of assignments
- Typical staffing levels per deployment

Fire watches are sporadic. This year we have had 4 which lasted from 1 week to 9 months. The staffing ranged from 2 to 5 people.

- Is the stated budget allocated per vendor or shared across the pool of contractors? **The budget is to be shared among the pool of contractors.**

6. Equipment & Uniform Requirements

- Are contractors required to provide specific equipment such as radios, flashlights, reflective PPE, or other safety gear? **Yes**
- Are there specific uniform requirements beyond general professional appearance standards?

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. Contractors must provide a uniform that prominently displays the company logo easily identifiable, affixed in a permanent or semi-permanent manner. Vests, scrubs and smocks with the logo are acceptable. (No reflective vests for interior janitorial services.)

Prohibited Clothing: The following list of clothing shall not be worn during the performance of official duties at any time: • Dirty, damaged, frayed, ripped, torn, or excessively worn clothing • Clothing bearing logos, insignias, trade mark language, artwork or other messages which may be offensive or controversial. • No hoodies, t-shirts or sweat suits will be permitted. Must be an industry recognized uniform shirt such as button down utility work shirts, dickies, work vest, polos etc. • No Jeans pants are permitted • No open-toe shoes, flip flops or sandals are allowed.

7. Training & Compliance

- Are there any required certifications or training standards for fire watch personnel beyond general SCA compliance?
- Will CMHA require site-specific onboarding or orientation prior to deployment?

Contractor's staff are required to be certified in CPR and the use of fire extinguishers. When the fire watch begins, a member of management will provide the Owner or Supervisor with information regarding the building and where the staff is to be stationed.

8. Overtime & Scheduling

- Given the requirement for continuous coverage, how should vendors account for staffing scenarios that may result in overtime?
- Under what circumstances will overtime be approved outside of holidays?

Under no circumstances will CMHA pay for overtime.

9. Invoicing & Documentation

- Will CMHA provide standard templates for timekeeping and reporting, or may contractors use their own formats? **Yes**
- What documentation is required to support invoicing (e.g., logs, timesheets, incident reports)? **Timesheets**

10. Insurance Requirements

- Can CMHA confirm whether professional liability (errors & omissions) coverage is required for fire watch services, or if general liability coverage is sufficient?

Insurance requirements are listed in Section 12 of the Terms and Conditions. Professional Liability will not be required.

11. Mobilization & Site Information

- Will CMHA provide site-specific details such as fire watch routes, building layouts, or fire panel locations upon assignment? **Yes**
- Is there an expected mobilization timeframe once a contractor is notified of a service need? **1 hour to respond.**

END OF ADDENDUM TO DATE 4/22/26