

SOLICITATION NUMBER 2019-1003

REQUEST FOR PROPOSALS  
FOR  
**PLUMBING MAINTENANCE SERVICES**

BY

CINCINNATI METROPOLITAN HOUSING AUTHORITY

PROPOSALS ARE DUE AT THE ADDRESS SHOW BELOW  
NO LATER THAN

*September 5, 2019 at 11:00 A.M. (LOCAL TIME)*

CINCINNATI METROPOLITAN HOUSING AUTHORITY  
ATTN: Procurement Officer  
1627 Western Avenue  
CINCINNATI, OHIO 45214

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE DESIGNATED OFFICE OF CINCINNATI METROPOLITAN HOUSING AUTHORITY (THE AUTHORITY) ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. THE AUTHORITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE.

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**INTRODUCTION**

The Cincinnati Metropolitan Housing Authority (hereinafter, “CMHA” or “the Authority”) is a public entity that was formed in 1933 to provide federally subsidized housing and housing assistance to low-income families, within Hamilton County, Ohio. The Authority is headed by a Chief Executive Officer (CEO) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy. The Authority currently has approximately 250 employees.

In keeping with its mandate to provide efficient and effective services, the Authority is now soliciting proposals from qualified, licensed and insured entities to provide the above noted services to the Authority. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

**RFP INFORMATION AT A GLANCE**

[TABLE 3]

CMHA Procurement Director (PO) CMHA Contracting Officer (CO)	<b>Janell Duncan; <a href="mailto:janell.duncan@cintimha.com">janell.duncan@cintimha.com</a></b> Reema Ruberg, COO
PRE-PROPOSAL CONFERENCE	As detailed in Section 2.5 Pre-Proposal Conference;  <b>Wednesday, August 28, 2019 at 8:30 AM (Local Time)</b> <b>1627 Western Avenue, Cincinnati, OH 45214</b>
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	As instructed within Section 3.3 of the RFP document, submit <b>1</b> original "hard copy" proposal along with the fee information in a separate envelope and <b>1</b> electronic copy of both the proposal and the fee information.
PROPOSAL SUBMITTAL RETURN & DEADLINE	<b><u>September 5, 2019 no later than 11:00 AM</u></b> local time to <b>Cincinnati Metropolitan Housing Authority</b> <b>1627 Western Avenue</b> <b>Cincinnati, Ohio 45214</b>  *(The "hard copy" proposals must be received in-hand and time-stamped by the Authority no later than 11:00 AM local time on this date).
Questions to be Received/Addendum Posted By	Questions will be received in writing no later than <b><u>4:00 PM</u></b> local time on <b><u>August 30, 2019</u></b> by via email at <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> .  Responses to all questions will be posted as an addendum and posted to The Authority website at <a href="http://www.cintimha.com/business-opportunities.aspx">http://www.cintimha.com/business-opportunities.aspx</a>
Notice of Intent to Submit	It is suggested that interested companies submit a Notice of Intent to Submit a Proposal to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> by <b>4 PM September 2, 2019</b> , with the subject “ <b>NOTICE OF INTENT.</b> ” By indicating your intent to submit a proposal you will receive direct updates and clarifications to the RFP in addition to any addendum posted.

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**1.0 THE AUTHORITY’S RESERVATION OF RIGHTS:**

- 1.1 The Authority reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Authority to be in its best interests.
- 1.2 The Authority reserves the right not to award a contract pursuant to this RFP and issue subsequent RFP’s if in the Authority’s best interest.
- 1.3 The Authority reserves the right to terminate a contract awarded pursuant to this RFP at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 The Authority reserves the right to require additional information from any Respondent to assist in its evaluation. The information shall be submitted in the form required by the Authority within two (2) days of written request or the proposal shall be deemed non-responsive.
- 1.5 The Authority reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent of the Authority’s Procurement Officer (PO).
- 1.6 The Authority reserves the right to negotiate any fees proposed by all respondents.
- 1.7 The Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services, proposals deemed non-responsive, respondents deemed not responsible, and conditional proposals.
- 1.8 The Authority shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 The Authority reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the proposal submitted, including any previous business conducted with the Cincinnati Metropolitan Housing Authority.
- 1.10 The Authority reserves the right to a minimum acceptance period of 90 calendar days. “Acceptance Period” means the number of calendar days available to the Authority for awarding a contract from the date specified in this solicitation for the receipt of proposals.
- 1.11 The Authority shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the Authority’s Internet Website (hereinafter, the “noted Internet System” or the “System”) and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the PO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Authority that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Authority, but not the prospective proposer, of any responsibility pertaining to such issue.

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

CMHA is seeking proposals from qualified entities to meet the following requirements in providing plumbing maintenance services to CMHA owned properties throughout Hamilton County, Ohio. There are approximately 1,617 high-rise units, 1,875 family development units, and 1,221 scattered sites totaling slightly over 4,900 units.

CMHA is seeking quotes from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor, equipment, goods, and supplies necessary to provide Plumbing Maintenance Services for multi-story and single-story buildings. The awarded Contractor(s) shall also provide electric and gas water heater installation, repair and replacement and emergency backhoe services; locate, repair and replace leaking water and sewer pipes (PVC, CPVC, galvanized pipe and copper tubing); unclog sewer lines; unclog drains; jet drain lines; install backflows (including testing and repair); scope drain lines; and repair and replace gas lines and fittings, as well as maintain, repair and/or replace boilers and chillers.

CMHA intends to create a “pool” of Contractor(s) to provide Plumbing Maintenance Services utilizing various Contractor(s) which will be available on an as-needed basis. The actual number of Pool participants chosen will depend on the number of qualified quotes received.

CMHA reserves the right to add or delete properties as needed.

**2.1 GENERAL REQUIREMENTS:**

**2.1.1** Contractor(s) shall perform all plumbing maintenance services on an as-needed basis at all CMHA properties with no exceptions.

**2.1.2 Working hours and time restrictions**

**2.1.2.1** The contractor must be willing to service CMHA properties during normal business hours.

**2.1.2.2** Contractor(s) shall commence and end all services on the same workday unless approved by CMHA in advance. Contractor(s) shall make all effort to reduce to a minimum any inconvenience to the residents of CMHA Properties.

**2.1.2.3** Contractor(s) shall conduct all non-emergency work during normal working hours unless deemed by CMHA to be disruptive to the normal operations of the organization or an emergency.

**2.1.2.4** Contractor(s) shall arrive at the property location ready to commence work. Contractor arrival to the property location for emergency calls

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shall be within one (1) hour after notification by CMHA, including nights, weekends, and holidays. 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.

- 2.1.2.5** If a plumbing/water/sewer or boiler system will be out of service for more than four (4) hours due to the non-availability of a part or extended time needed for repair, the Contractor shall immediately call the CMHA representative who assigned the work and inform him/her of the situation and estimated time of completion and make recommendations to restore service temporarily so as to minimize residential impact.
- 2.1.2.6** Contractor(s) shall inform CMHA Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.
- 2.1.2.7** Contractor(s) shall only invoice CMHA for the time spent on the property. CMHA shall not pay for time spent in route or traveling to acquire parts/supplies.
- 2.1.2.7.1** Where union agreements require that technicians be paid from when they leave home for emergency work, CMHA will pay for travel time not to exceed thirty minutes. It is the responsibility of the technician and/or contractor to correctly track and document the time in an accurate invoice to CMHA.
- 2.1.2.8** Invoices shall show arrival and departure times to and from the property of all Contractors and employees responding for service.
- 2.1.2.9** Contractor(s) shall minimize overstaffing for minor repairs. If Contractor is found to be overstaffing for repairs, based upon customary trade practices, CMHA reserves the right to only pay for customary trade practices.
- 2.1.2.10** CMHA shall not be responsible for trip charges and/or service charges.
- 2.1.2.11** Contractor(s) shall provide Dispatcher services – 24 Hours/7 Days a week including weekends and holidays so that the Contractor(s) shall respond to calls for service to any CMHA property.

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**2.1.2.12** Contractor(s) shall provide estimates for repairs when requested. If CMHA deems such quote to be unreasonable CMHA reserves the right to request quotes from other Contractor(s) for such service. Estimates shall be provided within forty-eight (48) hours.

**2.1.2.13** Contractors are required to contact management via phone or email within 12-24 hours of performing the service for final inspection by the Property Manager. Failure to notify Property Managers as required may result in delay of payments and/or termination. Contractor shall provide a statement of work and signed receiver indicating the work performed and acknowledging its completion. A list of CMHA employee's names and numbers who are responsible for accepting all work performed by the contractor will be provided at the time of award.

**2.1.3 Licensing, Permits, and Safety**

**2.1.3.1** Contractor(s) shall comply with and perform all plumbing maintenance services in accordance with all applicable federal, state and local laws, rules, regulations, ordinances, codes and manufacturer's instructions, and shall obtain any licenses or permits required under this RFP to do the specified work. Estimates shall include permit charges as a separate line item. The Contractor(s) must disclose:

**2.1.3.1.1** Complaints with the City of Cincinnati and the State of Ohio and their resolution.

**2.1.3.1.2** Plumbing license Law or Board rules violations and citations or administrative penalties.

**2.1.3.1.3** License reprimand, probation, suspension, or revocation dates.

**2.1.3.2** 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. Contractor(s) shall follow industry safety standards, and use only industry approved safety equipment in accordance with the manufacturer's specifications in the performance of all duties.

**2.1.3.3** Contractor(s) shall only utilize licensed, trained and experienced employees to perform the work required on CMHA properties.

**2.1.3.4** Contractor(s) shall have plumbers on staff that possesses the relevant licenses required by both the State of Ohio and for the City of Cincinnati.

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- 2.1.3.5** Contractor(s) or authorized Sub-Contractor(s) shall guarantee all installations to meet and pass City of Cincinnati inspections. Should a plumbing installation or repair made by Contractor(s) or authorized Sub-Contractor(s) not pass inspection, Contractor(s) shall make all repairs necessary to ensure the installation or repair passes inspection at no additional cost to CMHA.
- 2.1.3.6** Contractor(s) shall acquire all permits to complete requested work. This requirement should be accounted for as the cost of doing business and included in the hourly pricing submitted to CMHA.
- 2.1.3.7** Contractor(s) shall pay all of its employees, including any and all approved Sub-Contractors, at least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development and Department of Labor Prevailing Wage. Wage Determinations can be accessed via the Department of Labor website, [www.wdol.gov](http://www.wdol.gov).

**2.1.4 Equipment and Parts**

- 2.1.4.1** Parts shall be invoiced at Contractor's wholesale cost plus the mark-up for profit and cost for handling as annotated on Contractor's Fee Submission Form. CMHA reserves the right to audit Contractor's invoices at its sole discretion. Contractor(s) shall make available to CMHA any requested invoice showing the price Contractor(s) paid for the part, within three business days of request or CMHA shall not be obligated to pay for the part.
- 2.1.4.2** CMHA reserves the right, if in its best interest to do so, to request a change in products (i.e. brand or type of product) used by the contractor should the produce be deficient and/or not in accordance with CMHA's Gold Standards.
- 2.1.4.3** Contractor(s) shall provide a one (1) year warranty on all parts and labor provided as a result of this RFP and resulting contract.
- 2.1.4.4** Contractor(s) must provide, at Contractor's own expense, all equipment, labor, materials, supplies, tools, etc., necessary to perform all of the required services, under this RFP and any resulting contract.
- 2.1.4.5** Contractor(s) shall provide proper equipment. CMHA will not pay extra man hours when labor saving devices are readily available; for example, using a shovel when a backhoe is customarily used for the

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service to efficiently and effectively provide plumbing maintenance services.

**2.1.4.6** Contractor(s) shall maintain vehicles that are used to respond to calls for service well stocked with commonly used plumbing supplies and equipment so as to eliminate delays and/or interruption of service.

**2.1.4.7** CMHA shall retain salvage rights on any replaced equipment. However, if the replaced equipment is of no value to CMHA, it will be the responsibility of the Contractor(s) to dispose of the equipment.

**2.1.5 Contractor Responsibilities**

**2.1.5.1** Contractor shall perform national criminal history checks for Ohio, Indiana, and Kentucky, and 10-panel drug screening tests on all prospective employees performing work under this contract and provide summaries of the results to CMHA upon request, at the sole expense of the Contractor. For the purposes of this section, the term “employees” includes contractor. Prospective employees whose criminal background check discloses a misdemeanor or felony involving crimes of moral turpitude, sexual offenses or harm to persons or property shall not be employed to perform work under this RFP or any resulting contract. Contractor is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the contractor. Any employee of the Contractor suspected of being under the influence of drugs and or alcohol will be reported to the Authority’s Compliance and Safety Operations Department and/or other local law enforcement. If the employee is determined to be under the influence of drugs or alcohol in any form or manner, or believed by proper authority to be dealing in illicit sale of alcohol or drugs they will be removed and shall not be allowed to return to any job site on the Authority’s property. The Contractor’s contract may be suspended and/or terminated should such a situation occur or if the Contractor fails to submit results pursuant to this section.

**2.1.5.1.1** Local union drug testing cards are acceptable as long as the strictest of the requirements of this RFP and local union requirements are met. However, the Contractor remains responsible for monitoring that drug testing is being completed and ensuring acceptable results.

**2.1.5.2** Contractor(s) shall provide uniforms and ID Badges identifying Contractor for all employees working on CMHA’s properties. No employees will be allowed on CMHA’s properties out of uniform and

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without his/her ID badge on his/her person. Contractor(s) must submit a picture of the uniform and a sample of his/her ID badge if requested by CMHA.

**2.1.5.3** Contractor's personnel shall be neat and conduct all work in a professional and efficient manner. If any employee of Contractor is deemed unacceptable by CMHA, Contractor shall immediately replace such personnel with an acceptable substitute to CMHA.

**2.1.5.4** The contractor and its employees shall at all times represent themselves in a courteous and professional manner. All posted driving and speed regulations shall be observed.

**2.1.6 Work Site**

**2.1.6.1** Upon completion of the work, Contractor(s) shall clean up the area where the work was performed and Contractor(s) shall remove any debris generated by the repairs from CMHA premises. At no time, will Contractor(s) discard debris into any CMHA refuse container.

**2.1.6.2** Contractor(s) shall clearly mark all work areas that might reasonably be expected to endanger the health and safety of residents, guests, or any other persons. Contractor(s) will provide such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.

**2.1.6.3** The contractor shall be responsible for notifying CMHA immediately of any damages (i.e. fire, container leaking) deemed to be a health or safety hazard whether the damage is caused by the contractor or other means.

**2.1.6.4** The contractor shall be responsible for contacting Ohio utilities protection services prior to digging to insure no damage is done to underground utilities.

**2.1.6.5 Conservation of Utilities** – The Contractor shall practice utility conservation in all CMHA facilities. The Contractor shall be responsible for operating under conditions, which preclude the waste of utilities, which shall include:

- Lights shall be used only in areas where and when work is actually being performed.
- Water faucets or valves shall be turned off after the required usage has been accomplished.

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**2.1.7 Invoicing**

**2.1.7.1** Contractor shall not perform any services without a Purchase Order or a Purchase Order Number. If Contractor performs services without a Purchase Order, CMHA shall not be required to pay Contractor for those services or materials.

**2.1.7.2** All invoices must have a valid PO number.

**2.1.7.3** All Invoices must include the date property was serviced in the description of the service. Invoices shall not be backdated; the date on the invoice shall match the date the invoice is submitted to CMHA or the date the invoice is placed in the mail. Invoices which are not dated in accordance with this section will be rejected and the Contractor will need to submit a revised invoice to receive payment.

**2.1.7.4** Contractor is responsible for monitoring the amount of their services charged against the Purchase Order to ensure they do not exceed the Purchase Order amount. Contractor's services shall not exceed the dollar amount in the Purchase Order. If Contractor's services exceed the dollar amount in the Purchase Order, those services shall be considered as working without a Purchase Order.

**2.1.7.5** All invoices must be submitted within two weeks for services performed. No Contractor may invoice for services not rendered. Contractors violating this section may be terminated.

**2.1.7.6** CMHA will *not* pay invoices until services are fully completed as scheduled. Contractor shall provide a statement of work and signed receiver indicating the work performed and acknowledging its completion.

**2.1.7.7** Invoices shall be sent to Finance, 1635 Western Ave., Cincinnati, OH 45214 or [accountspayable@cintimha.com](mailto:accountspayable@cintimha.com).

**2.1.8 Performance Standards**

**2.1.8.1** For each time the Contractor is late to arrive for a scheduled service, the Contractor's fee may be reduced 10% for that service.

**2.1.8.2** Failure to comply with the emergency response time may result in a reduction of the Contractor's fee by 15% for that service.

**2.1.8.3** The Property Manager or Maintenance Supervisor may waive the fee reductions at their discretion after discussing extenuating circumstances

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with the Contractor. Such waiver shall be in writing at the time of the service.

**2.2 COMPLETION OF VENDOR REGISTRATION FORM AND W-9 FORM**

**2.2.1** If the proposer has not previously registered as a vendor with CMHA or if any information has changed, then the Vendor Registration Form and W9 (*Attachment J*) must be fully executed and submitted as part of the proposal submittal or prior to the submittal. (If selected for award, these forms are required in order to process purchase orders for payment.) (Note: The vendor registration form may be completed electronically, but don't forget to sign the W9.)

**2.3 ECONOMIC INCLUSION PARTICIPATION**

The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.

- Minority-Owned Business Enterprise:
  - General Construction: 20%
  - Professional Services: 12%
  - Material/Supplies: 5%
  
- Women-Owned Business Enterprise goal 5%
  
- Section 3 Business Concerns:
  - Construction Contracts goal 15%
  - Non-Construction Contracts 5%

In furtherance of Section 3 initiatives, 30% of any hiring or training opportunities that are generated through this contract agreement should be provided to Section 3 Residents to the greatest extent feasible.

Within Tab 2, the proposer must complete and submit *Attachment D*, Section 3 forms and any applicable MBE/WBE/SBA certification.

**2.4 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*

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<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 to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer. The contractor's proposal and overall presentation will be a direct reflection of their understanding of the Authority's Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the planner's submission as evaluated in Factor 5 of Table 6.

**2.5 PRE-PROPOSAL CONFERENCE**

A pre-proposal conference is scheduled for **Wednesday, August 28, 2019 at 8:30 AM** (local time) at 1627 Western Avenue, Cincinnati, OH 45214. Pursuant to HUD regulations, the pre-proposal conference is not mandatory, but is recommended. Potential proposers planning to attend should notify the Procurement Officer at [procurement@cintimha.com](mailto:procurement@cintimha.com) of their intention to do so by **Tuesday, August 27, 2019, no later than 12:00 Noon.**

As stated in section 2.6 of the RFP, all questions regarding the RFP and requirements must be submitted in writing to the PO and will be answered as addendum and posted to the Authority website.

**2.6 QUESTIONS REGARDING THIS RFP**

**2.6.1** Questions will only be received in writing by email directed to Procurement at [procurement@cintimha.com](mailto:procurement@cintimha.com) no later than 4:00 PM on August 30, 2019.

**2.6.2** Questions will be answered in an addendum posted on the Authority's website at <http://www.cintimha.com/business-opportunities.aspx>.

**2.6.3** It is the responsibility of interested Offerors to review this and all addenda posted associated to this RFP.

**3.0 PROPOSAL FORMAT**

**3.1 Tabbed Proposal Submittal:** The Authority intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the Authority will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the Authority can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference

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also noted below. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum.

[TABLE 4A]

Tab	Form	Description
1	<b>Form of Proposal:</b> <u><i>Attachment A</i></u>	This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
	<b>HUD Form Packet:</b> <u><i>Attachment B</i></u>	The following forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal: <ul style="list-style-type: none"> <li>• Form HUD 5369-C <i>Certifications and Representations of Offerors, Non-Construction Contract</i></li> <li>• Form HUD 2922 <i>Certification Regarding Debarment and Suspension</i></li> <li>• Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i></li> <li>• Standard Form LLL <i>Disclosure Form to Report Lobbying (if required per HUD 50071)</i></li> </ul> <p><i>NOTE: These forms may be completed electronically and then printed (or printed and completed by hand).</i></p>
	<b>Profile of Firm Form:</b> <u><i>Attachment C</i></u>	This 2-page Profile of Firm Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
	<b>Professional References</b> <u><i>Attachment C.1</i></u>	The proposer shall submit a listing of 5 former or current professional references for which the proposer has performed similar or like services to those being proposed herein within the past year. You <b><i>must</i></b> reference any previous work performance for the Authority. It is reasonable to assume the Authority will contact references. The listing shall, at a minimum, include: <ul style="list-style-type: none"> <li>• The client's name,</li> <li>• The client's contact name,</li> <li>• The client's address,</li> <li>• The client's telephone number and email address,</li> </ul>

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<b>2</b>	<b>Section 3 Business Preference Documentation: <u>Attachment D</u></b>	Every proposer is required to include and submit Section 3 documentation <u>whether the proposer is claiming a Section 3 Business Preference or not</u> . Any Proposer claiming a Section 3 Business Preference shall fully complete and execute the Section 3 Business Preference Certification Forms and any documentation required by those forms.
<b>3</b>	<b>Proof of Insurance</b>	The proposer must provide current proof of insurance and licensing requirements. The proposer shall provide the following certificates evidencing the coverage amounts : <ul style="list-style-type: none"> <li>● Workers Compensation &amp; Employer’s Liability</li> <li>● General Liability</li> <li>● Automobile</li> <li>● Registration as a business with the State of Ohio and/or City of Cincinnati</li> <li>● Licensing applicable to the services</li> </ul>
<b>4</b>	<b>Proposed Services:</b>	
<b>4a</b>	<b>As detailed within Table 6 Evaluation Factor No. 2:</b>	<p><b>Relevant Experience and Past Performance:</b> Describe projects of same or similar type, size, scope and complexity. Include the number of years and customers that reflect the experience. Describe Contractor’s ability to remain on schedule, cooperation with owner, safety record and commitment to excellence in workmanship/ professionalism &amp; current financial statement, performance requirements of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. Include Complaints.</p> <p>Utilizing Attachment C.1, the proposer shall submit a listing of 5 former or current professional references for which the proposer has performed similar or like services to those being proposed herein within the past year. You <u>must</u> reference any previous work performance for the Authority. It is reasonable to assume the Authority will contact references. The listing shall, at a minimum, include:</p> <ul style="list-style-type: none"> <li>● The client’s name,</li> <li>● The client’s contact name,</li> <li>● The client’s address,</li> <li>● The client’s telephone number and email address,</li> <li>● The Client’s Business Name (if applicable), and</li> </ul> <p>A brief description and scope of the service(s) and the dates the services were provided</p>

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4b	As detailed within Table 6, Evaluation Factor No. 3:	<b>Management Ability:</b> Provide organizational structure, with number and qualifications of key staff, customer service plan and dispatch capabilities. Provide resumes of Master Plumber, Journeymen and other key staff. Describe method of assigning work and procedures for maintaining level of service to include quality control and oversight. Include Plumbing Licenses. Describe the Contractor’s interest, understanding and commitment to the proposed contract with an explanation of how the Contractor will approach the various tasks, including a timeline, methods and sources.
4c	As detailed within Table 6, Evaluation Factor No. 4:	<b>Technical Capabilities:</b> Describe Contractor’s technical approach including labor categories of personnel, equipment and materials, quality of the work plan, emergency request response, dispatch capabilities as well as expertise in maintenance, repair and/or replacement of boilers/chillers.
5	Vendor Profile Packet <i>Attachment J</i>	If the proposer has not previously registered as a vendor with CMHA or if any information has changed, then the Vendor Registration Form and W9 ( <i>Attachment J</i> ) must be fully executed and submitted as part of the proposal submittal or prior to the submittal. (If selected for award, these forms are required in order to process purchase orders for payment.) <b>(Note: The vendor registration form may be completed electronically, but don’t forget to sign the W9.)</b> If one has already been submitted, see 3.1.1 below.
6	Equal Employment Opportunity	The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
7	Other Information (Optional)	The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Authority in its evaluation.

**3.1.1** If no information is to be placed under any of the above noted tabs, please place thereunder a statement such as “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.

**3.1.2 Proposal Submittal Binding Method:** It is preferable and recommended that the proposer bind the proposal submittal in such a manner that the Authority can, if needed, remove the pages from the cover (i.e. 3-ring binder, etc.) to make copies then conveniently return the proposal submittal to its original condition.

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**3.2 Cost Proposal:** The proposed Fees shall be submitted by the proposer utilizing Attachment I and received by the Authority in a separate, sealed envelope along with the proposals and marked with the Proposer's name, address, telephone number and e-mail address. The envelope should be titled as:

**Fee Submission Form  
Solicitation 2019-1003  
PLUMBING MAINTENANCE SERVICES  
Due Date: September 5, 2019 by 11:00 AM**

**3.2.1** The cost shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, fuel surcharges, franchise fees, 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.

**3.2.1.1 Authorization of Offeror:** The Cost Proposal (Attachment I) must be signed by a representative of the Offeror who is legally authorized to enter into a contractual relationship in the name of the Offeror.

**3.2.2 Proposal Submission:** All proposals must be submitted and time-stamped received in the designated the Authority office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signed proposal which shall have a cover and extending tabs shall be placed unfolded in a sealed package along with the separate fee information along with an electronic copy of each and addressed to

Cincinnati Metropolitan Housing Authority  
Attention: Procurement Officer  
1627 Western Avenue  
Cincinnati, OH 45214

**The electronic copy should include at least two files: one for the proposal and one for the fee information.** The proposal may be in more than one electronic file. The package exterior must clearly denote the above-noted RFP number (2019-1003) and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted. Please label the electronic copy with at a minimum the solicitation number and the proposer's name.

**3.3 Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on

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any of the documents that are submitted to the Authority by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Authority decides that any such entry has not changed the intent of the proposal that the Authority intended to receive, the Authority may accept the proposal and the proposal shall be considered by the Authority as if those additional marks, notations or requirements were not entered on such. By accessing the noted Internet System and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the Authority delivers to or makes available to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

**3.3.2 Submission Responsibilities:** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the Authority, including the RFP document, the documents listed within the following Section 3.5, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the PO to exclude any of the Authority requirements contained within the documents may cause that proposer to not be considered for award.

**3.4 Proposer's Responsibilities--Contact with the Authority:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the PO only. Proposers must not make inquiry or communicate with any other Authority staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the Authority to not consider a proposal submittal received from any proposer who has not abided by this directive.

**3.4.1 Addendum:** All questions and requests for information must be addressed in writing to the PO. The PO will respond to all such inquiries in writing by addendum posted to the Authority website at <http://www.cintimha.com/business-opportunities.aspx>. Offerors are responsible for ensuring they receive all addenda. During the RFP solicitation process, the PO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the Authority and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not contact the PO it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the PO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the PO may more fairly respond to all prospective proposers in writing by addendum.

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**3.5 Recap of Attachments:** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 5]

Attachment/Tab		Description
<b>A</b>	<b>Tab 1</b>	Form of Proposal
<b>B</b>	<b>Tab 1</b>	HUD Form Packet
<b>C</b>	<b>Tab 1</b>	Profile of Firm Form
<b>C.1</b>	<b>Tab 1</b>	Professional References
<b>D</b>	<b>Tab 2</b>	Section 3 Business Preference Documentation
<b>E</b>	<b>Reference</b>	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
<b>F</b>	<b>Reference</b>	The Authority’s Instructions to Proposers & Contractors (ITPC)
<b>G.1 and G.2</b>	<b>Reference</b>	Form HUD-5370-C1, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i> ; Form HUD-5370-C2, <i>General Conditions for Non-Construction Contracts Section I (With Maintenance Work)</i> ;
<b>H</b>	<b>Reference</b>	Professional Services Agreement General Terms and Conditions
<b>I</b>	<b>Separate Envelope</b>	Fee Submission Form (To be submitted in a separate, sealed envelope per Sect. 3.2)
<b>J</b>	<b>Tab 5</b>	Vendor Registration Form and W9 (if not previously submitted or if updating – see #5 of Table 4A).

**\*Do not include “Reference” attachments in your proposal.**

**4.0 PROPOSAL EVALUATION:**

Each Proposal submittal will be evaluated based upon the following information and criteria.

**4.1 Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The Authority reserves the right to reject any proposals deemed by the Authority not minimally responsive. Each proposal will be evaluated on the factors described in Table 6. The Authority intends to award a contract to the Proposer(s) with the highest ranking scores and whose qualifications and fee proposals the Authority determines is most advantageous to the Authority.

**4.2 Evaluation Committee:** The Authority anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in

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response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.4 of this document, the designated PO is the only person at the Authority that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

**4.3 Evaluation Criteria:** The evaluation panel will use both objective and subjective criteria to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal. The scores will then be averaged for each evaluation factor and then the weighted average score for each evaluation factor will be combined to calculate the overall score.

**4.3.1 Objective Scoring Criteria** - Objective Scoring is based on the following scale:

**5 = Total Applicability** The proposal exceeds all the requirements of the RFP and Specifications in a highly competent and superior manner.

**4 = Substantial Applicability** The proposal meets all the requirements of the RFP and Specifications and, in some respects, exceeds them.

**3 = Average Applicability** The proposal adequately meets most of the requirements of the RFP and scope. It accomplishes many, but not all of the requirements stated in the RFP and specifications.

**2 = Limited Applicability** The proposal meets some of the requirements of the RFP and scope but contains some deficiencies. The proposal accomplishes some, but not all of the purposes stated in the RFP and specifications.

**1 = Minimum Responsiveness** The proposal scarcely meets the requirements and contains many deficiencies. The required documentation is in many respects inadequate, methodologically unsound or scarcely accomplishes the purpose stated in the RFP and specifications.

**0 = Non-Responsive** A zero value typically constitutes no response or an inability of the vendor to meet the minimum requirement as set forth in submitting the RFP criterion.

**4.3.2 Subjective Scoring Criteria** - Subjective scoring is based solely on the overall interpretation by the individual evaluator of the proposer's submitted information. The following criteria will be used for evaluating the subjective categories.

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- 5 = Excellent  
 4 = Above Average  
 3 = Average  
 2 = Below Average  
 1 = Poor  
 0 = Non-Responsive

[Table No. 6]

NO	POINTS	WEIGHTED AVERAGE	DESCRIPTION
1	0-5	25%	The <b>PROPOSED COSTS</b> to provide the services requested;
2	0-5	25%	<b>Relevant Experience, Past Performance</b>
3	0-5	25%	<b>Project Management Ability</b>
4	0-5	20%	<b>Technical Capabilities</b>
5	0-5	5%	<b>Gold Performance Standards</b> The Proposer's clear demonstration and understanding of <b>THE AUTHORITY'S MOTTO and GOLD PERFORMANCE STANDARDS</b> through the firm's proposal as a direct reflection of the type of product the Authority may expect from the proposer. <ul style="list-style-type: none"> <li>• Legible and readable</li> <li>• No spelling or grammar errors</li> <li>• All required information is provided</li> <li>• Information is in correct sequence</li> </ul>
		<b>100%</b>	<b>Sub-Total Points (Other than Preference Points)</b>

**4.3.3 Interview:** Those Contractors with scores 75% or higher in categories one through five may be asked to participate in the second stage, consisting of the sixth factor: Any and all interviews are at the sole discretion of the Authority.

6	0-5	10%	Appear and Participate in an <b><u>Interview with the Authority</u></b> to discuss qualifications and proposal. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews.
		<b>110%</b>	<b>Total Points (other than preference points)</b>

**4.3.4 Additional Evaluation Factors:** The following factors will be utilized by the PO to evaluate Economic Inclusion Points for each proposal received. It is important to note that the Economic Inclusion Points are not a requirement of this solicitation, but

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are simply additional points available to the proposers. No proposal will be rejected for not receiving any additional points.

[Table No. 6a]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	<b>Economic Inclusion Participation:</b> A firm may qualify for Section 3 status as detailed within <u><i>Attachment D</i></u> and may also qualify as a DBE/MBE/WBE and SBE as certified by the City of Cincinnati, the State of Ohio MBE/WBE registration board and/or any other governmental certification entity. (Note: a maximum of 15 economic inclusion points may be awarded)
7a	5 points	Section 3	Category I & II: As detailed in <i>Attachment D</i> ; <u>or</u>
7b	3 points		Category III & IV: As detailed in <i>Attachment D</i> .
7c	10 points		Demonstrative Section 3 Action Plan
	<b>15 points</b>		<b>Maximum Economic Inclusion Points (Additional)</b>

	<b>125 points</b>	<b>Total Possible Points</b>
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**4.4 Evaluation Method:**

**4.4.1 Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

4.4.4.1 Instructions to Evaluators;

4.4.4.2 Proposal Tabulation Form;

4.4.4.3 Copy of all pertinent RFP documents.

**4.4.2 Evaluation:** The PO will evaluate and award points pertaining to Evaluation Factors No. 1 and No. 7. The appointed evaluation committee, independent of the PO or any other person at the Authority, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2 through 5 and if selected for an interview, Evaluation Factor No. 6. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the PO.

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- 4.4.3 Potential "Competitive Range" or "Best and Finals" Negotiations:** The Authority reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any and all interviews are at the sole discretion of the Authority.
- 4.4.4 Determination of Top-ranked Proposer:** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the PO to determine the final rankings. Contract negotiations may, at the Authority's option, be conducted prior to or after the BOC approval.
- 4.4.4.1 Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 75 points (of the 125 total possible points detailed within Section 4.1 herein).
- 4.4.4.2 Ties:** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."
- 4.4.5 Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:
- 4.4.5.1** Which proposer received the award and the contract price;  
**4.4.5.2** Each proposer's right to a debriefing and to protest.
- 4.4.6 Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Authority evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Authority evaluation committee.

**5.0 CONTRACT INFORMATION:**

- 5.1 Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:
- 5.1.1** By completing, executing and submitting the Form of Proposal, *Attachment A*, the "proposer is thereby agreeing to abide by all terms and conditions

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pertaining to this RFP as issued by the Authority, either in hard copy or on the noted System.”

**5.2 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the Authority pursuant to this RFP:

**5.2.1 Contract Form:** The Authority will not execute a contract on the successful proposer's form of contract and contracts will only be executed on the Authority form of contract and by submitting a proposal the successful proposer agrees to do so. See *Attachment H* for the Professional Services Agreement General Terms and Conditions.

**5.2.1.1** Please note that the Authority has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

**5.2.2 Indefinite Quantities Contract (IQC)** – The Authority 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.

**5.2.2.1** 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 the Authority 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: \$500,000 annually. The Authority reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.

**5.2.2 Assignment of Personnel:** The Authority shall retain the right to demand and receive a change in personnel assigned to the work if the Authority believes that such change is in the best interest of the Authority and the completion of the contracted work.

**5.2.3 Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the PO. Any purported assignment of interest or delegation of duty, without the prior written consent of the PO shall be void and may result in the cancellation of the contract with the Authority, 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 the PO.

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**5.2.4 Termination:** The Authority will only give one verbal notification to the contractor to cure deficiencies. A second notification to the contractor for deficiencies will be in writing and will clearly state that, if required, a third notification will result in termination.

**5.3 Contract Period:**

**5.3.1** 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.

**5.4 Licensing and Insurance Requirements:** If a proposer receives an award and unless otherwise waived in the Contract, the Contractor will be required to provide an original Certificate of Insurance confirming the following minimum requirements to the Authority upon execution of the contract, and annually thereafter evidencing renewals thereof:

[Table No. 7]

<b>Workers Compensation &amp; Employer's Liability</b>	<b>Required Limits</b>
Workers' Compensation coverage is Statutory and has no pre-set limits. Worker's Compensation is required for any vendor made up of more than one person.	
Employer's Liability Insurance must cover all of Contractor's employees acting within the course and scope of this Contract. Employer's Liability limit is \$500,000. The Authority and its affiliates must be a Certificate Holder.	\$500,000 bodily injury for each accident \$500,000 bodily injury by disease for each employee \$500,000 bodily injury disease aggregate
<b>Professional Liability and/or "Errors and Omissions"</b>	<b>Required Limits</b>
The Authority and its affiliates must be named as an Additional Insured and be a Certificate Holder. This is required for vendors who render observational services to the Authority such as appraisers, inspectors, attorneys, engineers, or consultants.	\$1,000,000 each occurrence; \$1,000,000 general aggregate \$1,000 maximum deductible
<b>Business Automobile Liability</b>	<b>Required Limits</b>
The Authority and its affiliates must be named as an Additional Insured and as the Certificate Holder. This is required for any vendor that will be using their vehicle to do work on the Authority properties.	\$1,000,000 combined single limit; \$50,000/\$100,000 for vehicles utilized during the contract when not owned by the Contractor; \$5,000 medical pay.
<b>Commercial General Liability</b>	<b>Required Limits</b>
This is required of any vendor who will be doing hands on work at the Authority properties.	\$1,000,000 each occurrence \$1,000,000 general aggregate

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<p>The Authority and its affiliates must be named as an Additional Insured and as the Certificate Holder. Commercial General Liability Insurance shall cover premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability.</p>	<p>\$50,000 damage to premises and fire damage \$5,000 medical expenses for any one person \$1,000 maximum deductible</p>
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**5.4.1** Coverage required of this Contract will be primary over any insurance or self-insurance carried by the Authority.

**5.4.2** The Insurance shall contain provisions preventing cancellation or non-renewal without at least 45 days notice to the Authority’s Procurement Officer and stating that the carrier will waive all rights of recovery, under subrogation or otherwise, against the Authority, its office, agents, employees or Board of Commissioners.

**5.4.3** At any time during the term of this Contract, the Authority may request, in writing, and the Contractor shall thereupon within 10 days supply to the Authority evidence satisfactory of compliance with the provision of this section.

**5.5 Right to Negotiate Final Fees:** The Authority shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the Authority's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Authority has chosen a top-rated proposer. If the Authority and such proposer can not arrive at a mutually agreed upon price or terms for the work to be performed, the Authority shall retain the right to end such negotiations and begin negotiations with the next-rated proposer or cancel the solicitation in its entirety. The Authority shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

**5.6 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

**5.7 Public Records:** All bids/proposals submitted to CMHA are subject to the Ohio Public Records Law (O.R.C. 149.43) and the Sunshine Act (5 USC 522(b)) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Ohio Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit one hard copy and one electronic copy of its proposal and other submissions, which has been redacted of all trade secrets and other information not subject to disclosure pursuant to a

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public records request. Failure to do so may subject the entire contents to disclosure under public records laws.