

SOLICITATION NUMBER 2018-1022

REQUEST FOR PROPOSALS

FOR

**UNARMED UNIFORMED SECURITY GUARD
SERVICES**

BY

**CINCINNATI METROPOLITAN HOUSING AUTHORITY
1627 Western Avenue
CINCINNATI, OHIO 45214**

**PROPOSALS ARE DUE AT THE ADDRESS SHOW BELOW
NO LATER THAN**

September 26, 2018 at 10:00 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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RFP Document

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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 an 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 CMHA Contracting Officer (CO)	Janell Duncan; janell.duncan@cintimha.com Reema Ruberg, COO
PRE-PROPOSAL CONFERENCE	As detailed in Section 2.6 Pre-Proposal Conference; Thursday, September 13, 2018 at 8:30 AM (Local Time) 1627 Western Avenue, Cincinnati, OH 45214
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	As instructed within Section 3.3 of the RFP document, submit 1 original "hard copy" proposal along with the fee information in a separate envelope and 1 electronic copy of both the proposal and the fee information.
PROPOSAL SUBMITTAL RETURN & DEADLINE	<u>Wednesday, September 26, 2018 no later than 10:00 AM</u> local time to Cincinnati Metropolitan Housing Authority 1627 Western Avenue Cincinnati, Ohio 45214 *(The "hard copy" proposals must be received in-hand and time-stamped by the Authority no later than 10:00 AM local time on this date).
Questions to be Received/Addendum Posted By	Questions will be received in writing no later than <u>4:00 PM</u> local time on <u>September 10, 2018</u> by Janell Duncan via email at procurement@cintimha.com . Responses to all questions will be posted as an addendum and posted to The Authority website at http://www.cintimha.com/business-opportunities.aspx not later than <u>September 18, 2018 at 4:00 PM</u>
Notice of Intent to Submit	It is suggested that interested companies submit a Notice of Intent to Submit a Proposal to procurement@cintimha.com by 4 PM September 12, 2018 , with the subject “NOTICE OF INTENT.” 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.

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

The Cincinnati Metropolitan Housing Authority (the Authority) is seeking proposals from qualified unarmed uniformed security guard services with professional competence, experience and licensing that demonstrate the vendor's abilities to provide the following detailed services.

The Authority intends to create a "pool" of Contractors to provide these services. The Pool will consist of various qualified Contractors which will be available on an as-needed basis. The actual number of Pool participants chosen will depend on the number of qualified proposals received. Proposers selected to participate in the Pool will be assigned work at the discretion of the Authority based on quality of work, availability, manpower and timeliness. Pool participants may be assigned to any property at any given time for either hours as set forth in Attachment M or for additional support. The Authority will attempt to match each assignment to the Pool Participant best suited for a given task. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected.

If a Pool Participant is selected to perform one or more projects, work assignments or tasks, the Authority will formally request the Pool Participant to perform such work by executing a purchase order.

The Authority seeks a formal response from Contractors as to qualifications and experience to perform assignments within the Scope of Services. Contractors selected by the Authority for the Pool will be required to follow the Authority policies as specified in this RFP, the Performance Based Contract and subsequent purchase orders. Regular communication with the property managers is critical to the contractor's success.

2.1 GENERAL REQUIREMENTS

2.1.1 Service Requirements. The Contractor shall:

- 2.1.1.1** Have the capability to provide unarmed uniformed security guard services (on-foot and/or vehicular) on/at various Authority developments and facilities, on/at certain days and times.
- 2.1.1.2** Have the capability to provide unarmed uniformed security guard services (on-foot and/or vehicular) for emergencies on/at various Authority developments and facilities. These emergencies might include (but are not limited to) a fire watch, or a special detail on/at a specific Authority property that would require any number of unarmed uniformed security guards.
- 2.1.1.3** Control ingress to and egress from the building to ensure that all visitors sign in by utilizing visitor logs and sign-in procedures.

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- 2.1.1.4** Direct emergency personnel to location of problem and notify the Authority in accordance with post orders.
- 2.1.1.5** Monitor activities in lobby areas and those areas directly adjacent to the lobby area to ensure the general safety and welfare of the residents and authorized visitors.
- 2.1.1.6** Maintain activity logs detailing tasks completed and incidents that occurred while on duty. In addition, the logs should highlight matters that require the attention of the Authority management, such as concerns about loitering, criminal activity, undesirable visitors, suspected cases of domestic violence, suspected lease violations, maintenance/repair needs, etc.
- 2.1.1.7** Report all incidents occurring on the premises including, but not limited to trespassing, drug possession or use, safety hazards, or any other situations that may require follow-up by police or the Authority management.
- 2.1.1.8** Remain at post until relieved. The Contractor is responsible for guards arriving to work on time and shall ensure that guards remain on post until relieved, including relief for breaks/lunch.
- 2.1.1.9** Maintain good working relationships with other members of the Contractor's staff, tenants, and the Authority personnel.
- 2.1.1.10** Report for duty in proper uniform, and have an appearance and condition that is neat and professional.
- 2.1.1.11** Summon necessary emergency assistance for residents and others.
- 2.1.1.12** Summon additional assistance when needed from the Authority personnel, police, and/or the fire department.
- 2.1.1.13** Provide a supervisor(s) dedicated to the Authority's high-rise communities during normal hours when guards are on the Authority's posts. The supervisor(s) must check all buildings during the shift to ensure that the post orders are strictly enforced and that the sign-in logs are being used. If the vendor updates or changes the post orders provided herein (Attachment L) or utilizes their own post orders, a copy of the post orders must be provided to Procurement and the Property Manager for prior approval to use.
- 2.1.1.14** Provide, in advance, a schedule detailing names, times and locations for the guard assignments. Guards assigned to properties must meet with the Property Manager (dependent upon the Property Manager's request) to explain the expectations of the property. At this meeting or at any other

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time the Property Manager may request a replacement of one or all guards (in accordance with Section 5.2.2 of this solicitation).

2.1.1.15 Be responsible for any loss or damage to any equipment assigned by the Authority.

2.1.1.16 Cover all guard breaks with a roving guard. This may be the Supervisor in charge during the shift.

2.1.1.17 Provide parking lot patrols if required by the Authority.

2.2 Personnel Requirements

2.2.1 All personnel assigned by the Contractor to work on the Authority property as a result of the ensuing award must be:

- able to relate with and work harmoniously with the Authority staff, the Authority residents and the general public;
- in good physical condition and capable of performing all assigned duties;
- able to use all tools necessary to complete assigned duties;
- able to read, write legibly, follow instructions, and to complete the required reports in a clear and legible manner (see 2.1.1.6, 2.1.1.7);
- in full uniform whenever on duty, and have an appearance and condition that is neat and professional;
- willing to and knowledgeable of how to assist the Authority staff, the Authority residents and other safety personnel (i.e. Police; Fire Department; etc.) during any emergency situations that may occur such as fire, flood, power outages, etc.;
- replaced if deemed unacceptable by CMHA with an acceptable substitute to CMHA;
- willing to follow all posted driving and speed regulations.

2.2.2 Drug Testing of Personnel: Any person assigned by the contractor to provide services to the Authority as a result of award of the contract ensuing from this RFP shall, at the contractor's expense, take and pass a drug test prior to providing any services pursuant to that contract. The contractor shall deliver to the Authority a statement listing each such person and shall thereon attest and verify that each such person passed the drug test. No person shall be assigned by the contractor to provide services pursuant to the proposed contract without this written attestation and verification being first delivered to the Authority.

2.2.3 Background Investigation of Personnel: All proposers shall clearly detail the level of background investigations that the proposer conducts into its personnel's employment and criminal history. The Authority shall have the right to, upon demand, review the results of such investigation and to refuse to accept security personnel with questionable histories. Files documenting such review shall be maintained by the Offeror in the event that security personnel action has been called into question.

2.2.3.1 At a minimum, guards are required to have at least forty (40) classroom hours of training in the area of unarmed uniformed security guard service, a minimum of sixteen (16) hours on-site training and at least 1,000 hours of on-the-job experience working as a security guard, police officer, corrections officer, military veteran or a directly related occupation.

2.2.3.2 Guards shall have the ability to read, write legibly, and follow instructions. It is preferred, but not required that, the guard have a high school diploma or GED equivalent.

2.2.3.3 Guards are required to be in good physical condition and capable of performing all assigned duties.

2.2.3.4 The Authority requires that guards shall be expressly and specifically forbidden from carrying weapons or any dangerous ordnance of any kind. They may carry a self defense chemical spray such as MACE.

2.2.4 List of Properties with Guard Services: This document, which is included herein as Attachment M, is not intended to be a complete listing of all locations that the Authority may require the contractor to provide services at, nor shall the Authority guarantee that it will require the contractor to provide the services at all such locations. The Authority shall retain the right to order services from the contractor on an as-needed basis, and shall retain the right to order any amount of services for any of the Authority developments (including those listed herein or any other locations that the Authority may acquire, build, or require services) during the term of the proposed contract. So as to better understand the scope of the services that the Authority will expect, the Authority strongly recommends that each prospective proposer inspect these sites prior to submitting a proposal (especially those sites that are identified herein as locations for which these services are currently being required).

2.2.5 Data Management: A daily activity and incident complaint form approved by the Authority must be used by the contractor for the collection and analysis of security incidents. The Authority and the contractor will establish and maintain a system of records management for the daily activity and incident forms.

2.2.6 Current Post Orders: A copy of the current post orders are attached as Attachment L. This document is being included for informational purposes only to give prospective proposers an idea as to what will be expected of them. The Authority reserves the right to revise the information therein at any time during

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the contract period. If the vendor updates or changes the post orders provided herein (Attachment L) or utilizes their own post orders, a copy of the post orders must be provided to Procurement and the Property Manager for approval prior to use.

2.2.7 Additional Services: The Authority reserves the right to add additional services which may include additional locations, roving guards, armed guards, parking lot monitoring, surveillance camera monitoring or other services if it is in the best interests of the Authority. The Authority also reserves the right to delete services.

2.2.8 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.

2.2.9 Overtime: Overtime shall be not less than time and one half for hours worked in excess of 40 hours per week. Overtime hours listed in Attachment I are included in order to account for six (6) holidays that the Authority agrees to pay the overtime rate. Those 6 holidays are New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day. Accordingly, the Authority will pay a rate of 1.5 of the listed hourly rates within Pricing Items No. 1 and 3 for any work the Authority requires the successful proposer to work specifically during non-regular-time hours (the Authority shall NOT be responsible to pay the successful proposer for any work that the successful proposer CHOOSES to work during non-regular-time hours or at overtime rates during regularly scheduled hours other than holidays).

2.2.10 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.

2.2.11 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.

2.2.12 Performance Standards

2.2.12.1 No overtime will be authorized under this contract except for holiday hours set forth in Section 2.2.12 of this solicitation or in the event that an emergency situation arises, in which case the Contractor's Supervisor must contact the CMHA Property Manager to approve the additional hours. Unapproved hours will not be paid under this Contract.

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- 2.2.12.2** For each time the Contractor is late to arrive for a scheduled shift, the Contractor's fee may be reduced by 25% for the entire length of that shift.
- 2.2.12.3** Failure of the Guard to remain at the post until relieved will result in not being paid for the number of hours the guard was not at the post. Additionally, Contractor's fee may be reduced by 25% for the entire length of the shift.
- 2.2.12.4** Failure to report for work in proper uniform and with an appearance and condition that is neat and professional may result in the guard being told to go home for the duration of the shift and the contractor not being paid for the hours the guard should have been on duty.
- 2.2.12.5** The Property Manager or Maintenance Supervisor may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver will be in writing at the time of the service.

2.2.13 Invoices

- 2.1.12.1** 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.
- 2.1.12.2** 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
- 2.1.12.3** All invoices must have a valid PO number.
- 2.1.12.4** 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.
- 2.1.12.5** 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.
- 2.1.12.6** CMHA will *not* pay invoices until services are fully completed as scheduled. Contractor shall provide a statement of work and signed

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receiver indicating the work performed and acknowledging its completion.

2.1.12.7 Invoices shall be sent to Finance, 1635 Western Ave., Cincinnati, OH 45214 or accounts.payable@cintimha.com.

2.3 COMPLETION OF VENDOR REGISTRATION FORM AND W-9 FORM

2.3.1 The Proposer may visit the Authority website at [Cincinnati Metropolitan Housing Authority - Business Opportunities](#) and complete the Vendor Registration Form electronically and submit it to procurement@cintimha.com.

2.3.2 The Vendor Registration Form as *Attachment J* must also be completed and included within Tab 5 as a hard copy document.

2.3.3 A W-9 Form (included as *Attachment K*) must also be completed and submitted with this proposal in Tab 5.

2.4 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.

2.5 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

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values by which the Agency performs and how our partners, vendors, 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 to procure services from a vendor that shares these standards and can clearly demonstrate what they can bring to this project that no other vendor can offer. The vendor'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 vendor as evaluated in the Gold Performance Standard Evaluation Factor in Table 6.

2.6 PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled for **Thursday, September 18, 2018 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 of their intention to do so by **Wednesday, September 12, 2018, no later than 12:00 Noon**. The purpose of the conference is to assist prospective proposers in having a full understanding of the RFP requirements so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the PO will conduct an overview of the RFP documents, including attachments. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents with them; however, the Authority *will not* distribute at this conference any copies of the RFP documents.

As stated in section 2.7 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.

2.7 QUESTIONS REGARDING THIS RFP

2.7.1 Questions will only be received in writing by email directed to Janell Duncan at procurement@cintimha.com no later than 4:00 PM on Wednesday, September 10, 2018.

2.7.2 Questions will be answered prior to 4:00 PM on Tuesday, September 18, 2018 in an addendum posted on the Authority's website at <http://www.cintimha.com/business-opportunities.aspx>.

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

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

[TABLE 4]

Tab	Form	Description
1	Form of Proposal: <u>Attachment A</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.
	Form HUD 5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract; <u>Attachment B</u>	This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
	Profile of Firm Form: <u>Attachment C</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.
	Form HUD 2992, Certification Regarding Debarment and Suspension; <u>Attachment C.1</u>	This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
2	Section 3 Business Preference Documentation: <u>Attachment D</u>	Every proposer is required to include and submit Section 3 documentation whether the proposer is claiming a Section 3 Business Preference or not. 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.
3	Proof of Insurance	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"> • Workers Compensation & Employer’s Liability • General Liability • Automobile • Professional Liability and/or Errors and Omissions • Registration with the State of Ohio and/or City of Cincinnati

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4	Proposed Services: (Provide a Cover Letter)	As more fully detailed within Section 2.0, <i>Scope of Work</i> of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab and recommended subtabs documentation showing:
4	Evaluation Factor No. 2	The proposer's Demonstrated Understanding of the Authority's Requirements. <ul style="list-style-type: none"> • Describe familiarity with needs of Public Housing Agencies (PHA) and understanding of housing management practices.
4	Evaluation Factor No. 3	The proposer's Technical Approach (including labor categories, estimated hours and skill mix) and the proposer's proposed Work Plan to provide the required services. <ul style="list-style-type: none"> • Provide an explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.). A complete description of the products and services the firms provides. • Provide a sample of standard operating procedures. • The Authority requires that the Offeror detail in its proposal the level and extent of supervision that will be provided. Detail the scope of services that the supervision shall provide and the number of supervisors to be utilized. Total annualized number of hours and associated hourly rate must be provided for both regular time and overtime rate (if applicable) and be entered in the appropriate area on Attachment I.
4	Evaluation Factor No. 4	The proposer's Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.). <ul style="list-style-type: none"> • Include how staff are retained, screened, trained and monitored. • Include the proposed quality control program. • Detail the types of communications devices that will be carried and used by the contractor's personnel assigned to each work site. • Include description of communications solution for guards on post to communicate with supervisors, dispatch or local police agency. • Describe the Minimum Qualifications required for a guard assigned to this detail, including education, related experience, physical requirements, etc. • Describe Background Check requirements for guards, including criminal, drug screen, etc. • Describe staff with background in providing unarmed uniformed guard services.

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4	Evaluation Factor No. 5	<p>The proposer’s Demonstrated Experience in performing similar work and the proposer’s Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.</p> <ul style="list-style-type: none"> • Demonstrate track record of providing similar services at similar facilities • Provide references (see Tab 7)
4	Evaluation Factor No. 6	<p>The proposer’s Managerial Capacity and Financial Viability. The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i>. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.</p>
5	Vendor Profile Packet <u>Attachment J and Attachment K</u>	<p>The Vendor Registration Form (<i>Attachment J</i>) and W-9 Form (<i>Attachment K</i>) must be fully executed and submitted as part of the proposal submittal. If selected for award, this form is required in order to process purchase orders for payment.</p>
6	Equal Employment Opportunity	<p>The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.</p>
7	Professional References: <u>Attachment N</u>	<p>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 <i>must</i> 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"> • The client’s name, • The client’s contact name, • The client’s address, • The client’s telephone number and email address, • The Client’s Business Name (if applicable), and A brief description and scope of the service(s) and the dates the services were provided
8	Subcontractor/Joint Venture Information (If Applicable):	<p>The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. At a minimum, the following forms must be submitted for the subcontractor:</p>

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		<ul style="list-style-type: none"> • HUD 5369-C Certifications and Representations of Offertory, Non-Construction Contracts • Profile of Firm Form • HUD 2922 • Professional References • Licensing and Insurance
9	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 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.

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

3.2 Entry of Proposed Fees: 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 2018-1022
Unarmed Uniformed Security Guard Services
Due Date: September 27, 2018, by 10:00 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.

3.2.2 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.

3.3 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 **AND the separate fee information along with an electronic copy of each** and addressed to:

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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 (2018-1022) 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.

3.3.1 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 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.

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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.

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
A	Tab 1	Form of Proposal
B	Tab 1	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
C	Tab 1	Profile of Firm Form
C.1	Tab 1	Form HUD 2992 – <i>Certification Regarding Debarment and Suspension</i>
D	Tab 2	Section 3 forms
E	Reference*	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
F	Reference*	The Authority’s Instructions to Proposers & Contractors (ITPC)
G	Reference *	Form HUD-5370-C1, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
H	Reference*	Professional Services Agreement General Terms and Conditions
I	Separate Envelope	Fee Submission Form (To be submitted in a separate, sealed envelope per Sect. 3.2.3)
J	Tab 5	Vendor Registration Form
K	Tab 5	W-9 Form
L	Reference*	General Post Orders for All High Rise Buildings
M	Reference*	Profile of Properties
N	Tab 7	Professional References

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

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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 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.

[Table No. 6a]

Score	Description
5	Total Applicability/Excellent: The proposal exceeds all the requirements of the RFP and Specifications in a highly competent and superior manner.
4	Substantial Applicability/Above Average: 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/Below Average: 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/Poor: 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.

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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.
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[Table No. 6b]

NO	POINTS	WEIGHTED AVERAGE	DESCRIPTION
1	0-5	25%	The Proposed Fees to provide the services required
2	0-5	15%	Demonstrated Understanding of the Requirements
3	0-5	10%	Technical Approach/Work Plan
4	0-5	20%	Technical Capabilities and Management Plan
5	0-5	10%	Demonstrated Experience and Demonstrated Successful Past Performance
6	0-5	5%	Managerial and Financial Capacity
7	0-5	5%	Gold Performance Standards The Proposer's clear demonstration and understanding of THE AUTHORITY'S MOTTO and GOLD PERFORMANCE STANDARDS 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"> • Tabbed and labeled correctly • Tabs are in correct sequence with corresponding information • No spelling or grammar errors • Binder is appropriately sized • All required information is provided
		90%	Sub-Total Points (Other than Preference Points)

4.3.3 Interview: Those Contractors with scores closest to 90% 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.

8	0-5	10%	Appear and Participate in an <u>Interview with the Authority</u> to discuss qualifications and proposal. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews.
		100%	Total Points (other than preference points)

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

[Table No. 6c]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
9		Objective	Economic Inclusion Participation: A firm may qualify for Section 3 status as detailed within <u>Attachment D</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. Active certification must be included with the proposal to receive additional points. Self-certification will not receive additional points. (Note: a maximum of 15 economic inclusion points may be awarded.)
9a	5 points	Section 3	Category I & II: As detailed in <i>Attachment D</i> ; <u>or</u>
9b	3 points		Category III & IV: As detailed in <i>Attachment D</i> .
9c	5 points		Demonstrative Section 3 Action Plan
9d	5 points	DBE/MBE /WBE/SBE	Certification by a professional diversity organization and/or governmental certification entity.
	15 points		Maximum Economic Inclusion Points (Additional)

	115 points	Total Possible Points
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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 the Proposed Fees and the Economic Inclusion Participation Factors. 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 the other evaluation factors. Upon final completion of the

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proposal evaluation process, the evaluation committee will forward the completed evaluations to the PO.

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 115 total possible points detailed within Section 4.3 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;

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's form of contract and by submitting a proposal the successful proposer agrees to do so. See *Attachment H* for Professional Services Agreement General Terms and Conditions and *Attachment A* for Proposer's Statement.

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 vendor 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: \$600,000 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.

5.2.4 Termination: The Authority will only give one verbal notification to the vendor to cure deficiencies. A second notification to the vendor for deficiencies

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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 vendor 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]

Workers Compensation & Employer’s Liability	Required Limits
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 vendor’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
Business Automobile Liability	Required Limits
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 vendor; \$5,000 medical pay.
Commercial General Liability	Required Limits
This is required of any vendor who will be doing hands on work at the Authority properties. 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 vendors, products and completed operations, blanket contractual liability, personal injury, and advertising liability.	\$1,000,000 each occurrence \$2,000,000 general aggregate \$50,000 damage to premises and fire damage \$5,000 medical expenses for any one person

5.4.1 Provide evidence of deductibles. If awarded a contract, CMHA may require lower deductibles depending on the risk to the Agency.

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- 5.4.2** Coverage required of this Contract will be primary over any insurance or self-insurance carried by the Authority.
- 5.4.3** 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.
- 5.4.4** At any time during the term of this Contract, the Authority may request, in writing, and the vendor 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 public records request. Failure to do so may subject the entire contents to disclosure under public records laws.