

REQUEST FOR PROPOSALS

Coin-Operated Laundry Equipment and Maintenance of Laundry Facilities

The Seattle Housing Authority (SHA) is seeking a qualified service provider to install and maintain efficient, reliable, water- and energy-saving coin- and/or coinless clothes washing machines and dryers for SHA residents and to maintain the related laundry facilities. The buildings at Yesler Terrace shall be provided with card-operated laundry equipment; all other buildings shall be coin-operated.

The successful proposer shall coordinate removal and replacement of the existing equipment, and install all new dryers and ENERGY STAR-rated washers, all at the Service Provider's expense. Washers and dryers shall have varied cycles and be ADA accessible. Such equipment shall be connected to existing electric, water and sewer lines serving the community laundries in which the equipment is to be placed. The successful proposer shall pay SHA an agreed-upon commission of the gross income from the operations of said equipment. A commission price for the machines shall be submitted in the proposal.

Pre-Submission Conference: Those interested in responding to the Request for Proposals (RFP) are strongly encouraged to attend a Pre-Submission Conference at 1:30 PM on Friday, July 9, 2010. The Conference will be held at the Seattle Housing Authority, 120 Sixth Avenue North, Seattle, Washington 98109.

Obtaining the RFP: Visit our website at <http://www.seattlehousing.org/business/consulting/requests> to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may call Pam Montgomery, Sr. Contract Administrator, at (206) 615-3378.

Questions: Any questions or requests for further information must be submitted in writing no later than 12:00 Noon, Monday, July 12, 2010 to the Sr. Contract Administrator noted above by fax at (206) 615-3410, by e-mail at pmontgomery@seattlehousing.org, or by mail at the address below.

Submission Deadline: Sealed proposals (one original and three (3) copies) must be received not later than 12:00 Noon on Wednesday, August 4, 2010 at SHA's street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority
Purchasing Division
Attention: Pam Montgomery, Senior Contract Administrator
120 Sixth Avenue North
P.O. Box 19028
Seattle, Washington 98109-1028

Diversity: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

Rights Reserved: SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

LIZ ALZEER
Contracting and Procurement Manager

SERVICE PROVIDER REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to *Pam Montgomery* at pmontgomery@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 804602

Coin-Operated Laundry Equipment and Maintenance of Laundry Facilities

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

Fax #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

(SOLICITATION NO. 804602)

for

**Coin-Operated Laundry Equipment and
Maintenance of Laundry Facilities**

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ATTACHMENTS:

- Attachment 1 – Equipment and Community List
- Attachment 2 – Equipment Specifications
- Attachment 3 – Organizational Plan
- Attachment 4 – Previous Experience and Ability to Perform the Work
- Attachment 5 – Commission

Section 3 Business Certification
Section 3 Resident Employment Plan
Section 3 Certification Application Forms
HOPE VI Certifications and Assurances Form

RFP Issued On:	Proposal Due:
Tuesday, June 29, 2010	12:00 Noon, Wednesday, August 4, 2010

Seattle Housing Authority

Request for Proposals (Solicitation No. 804602)

Coin-Operated Laundry Equipment and Maintenance of Laundry Facilities

A. INTRODUCTION

1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified service provider to install and maintain efficient, reliable, water- and energy-saving coin- and/or coinless clothes washing machines and dryers for SHA residents and to maintain the related laundry facilities. The buildings at Yesler Terrace shall be provided with card-operated laundry equipment; all other buildings shall be coin-operated.

The successful proposer shall coordinate removal and replacement of the existing equipment, and install all new dryers and ENERGY STAR-rated washers, all at the Service Provider's expense. Washers and dryers shall have varied cycles and be ADA accessible. Such equipment shall be connected to existing electric, water and sewer lines serving the community laundries in which the equipment is to be placed. The successful proposer shall pay SHA an agreed-upon commission of the gross income from the operations of said equipment. A commission price for the machines shall be submitted in the proposal (see Attachment 5).

2) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 28,000 low-income people in Seattle. SHA operates according to the following Mission and Values:

Our Mission

Our mission is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low-income.

Our Values

As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.

SHA owns and operates approximately 5,400 conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), nearly 1,000 additional units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and about 1,500 low- and mixed-income units developed and acquired primarily through the use of debt financing. Approximately 9,600 of the residents are children and nearly 10,000 are elderly or disabled.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the Mayor of Seattle and

confirmed by the Seattle City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction.

SHA has approximately 600 employees and a total budget of \$230 million for Calendar Year 2010. In addition to the housing SHA owns, it serves as General and Managing Partner for thirteen Low Income Housing Tax Credit limited partnerships.

- 3) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

B. SUBMITTAL REQUIREMENTS

Schedule:

Activity	Location	Day	Date	Time
Pre-Submittal Meeting	120 Sixth Avenue North Seattle, WA 98109	Friday	July 9, 2010	1:30 PM
Deadline for Questions	N/A	Monday	July 12, 2010	12:00 Noon
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
Mail To: Seattle Housing Authority Attn: Pam Montgomery, Sr. Contract Administrator, P.O. Box 19028 Seattle, WA 98109-1028	OR Hand Deliver To: Seattle Housing Authority Attn: Pam Montgomery, Sr. Contract Administrator, 120 Sixth Avenue North, Seattle, WA 98109	Wednesday	August 4, 2010	12:00 Noon

Addenda: In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA’s website at:

<http://www.seattlehousing.org/business/consulting/requests/>. It is the responsibility of proposers to check this website prior to submission of a proposal to review and download any addenda issued. If you are unable to download the addenda, you may call the Sr. Contract Administrator, Pam Montgomery, at (206) 615-3378 to have a copy of the addenda mailed or e-mailed to you.

Pre-Submittal Meeting: Proposers are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

Submittal: The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline and will return all such proposals unopened.

All proposals should be clearly marked when delivered or mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or e-mailed proposal is not acceptable.*

Upon receipt of each proposal, SHA's Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the Proposer with an acknowledgment of receipt. All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

Proposals should be limited to a total of 10 pages in no smaller than 12 point font on 8½" by 11" sheets. Your cover letter, resumes, Section 3 forms and other required attachments are not included in the page limitation. Your **cover letter** must state why you believe your firm or your firm plus sub-consultants is uniquely qualified to perform the breadth of potential services. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

1) **Required number of copies:** Proposers responding to this RFP shall submit **one original and three (3) copies of their proposal** to the address indicated above. **The following items/forms are to be submitted with the one original proposal only.** Do not include these items/forms with the proposal copies.

- Commission Percentage (Attachment 5)
- Section 3, Business Certification Form
- Section 3, Resident Employment Plan
- HOPE VI Certifications and Assurances Form

2) **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP becomes public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <http://www1.leg.wa.gov/LawsAndAgencyRules>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RFW 42.56.540 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as "proprietary" information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as "proprietary" only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as "proprietary information," SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW

42.56. By submitting a proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

- 3) **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations and the pre-proposal conference.
- 4) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all proposals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

C. SCOPE OF WORK

The selected Service Provider shall perform, but not necessarily be limited to, the following items in this Section C:

1) General Scope of Work:

- a) Install and maintain efficient, reliable, water- and energy-saving coin- and/or, as specified herein, coinless clothes washing machines and dryers for SHA residents and maintain these laundry facilities. The Yesler Terrace buildings shall be provided with card-operated laundry equipment; all other buildings shall be coin-operated.
- b) Coordinate removal and replacement of the existing equipment, and install all new dryers and ENERGY STAR-rated washers, all at the Service Provider's expense. Washers and dryers shall have varied cycles and be ADA accessible. Such equipment shall be connected to existing electric, water and sewer lines serving the community laundries in which the equipment is to be placed. The successful proposer shall pay SHA an agreed upon commission of the gross income from the operations of said equipment.
- c) As part of the Contract to result from this RFP, SHA is applying for rebates with Seattle Public Utilities for installing Energy-Star equipment. Any such rebates shall be given to SHA. The successful Service Provider shall be required to provide requisite receipts or documentation for these machines to assist SHA in completing the rebate application(s).

See "Section 3. Detailed Scope of Work" below for specific Scope of Work requirements.

2) Background

Seattle Housing Authority currently has 263 washers, 242 dryers and 13 sets of stacked dryers in the 89 buildings listed on Attachment 1—Equipment and Community List. The existing equipment is owned by Mac-Gray. The vend prices are \$1.00 per washer load and \$1.00 per dryer load. The gross amount collected from laundry machines for one year (2009) was approximately \$385,000. The selected Service Provider shall service and maintain the current number of machines at the locations described on

Attachment 1 and at the vend prices indicated above. Machine counts and locations and vend amounts may be changed by written Change Order at future times under the Contract that will result from this RFP.

3) Detailed Scope of Work

The selected Service Provider shall perform, but not necessarily be limited to, the tasks for each of the categories below:

a) Equipment:

1. Supply and install the corresponding number of washers and dryers specified at each of the locations outlined in Attachment 1. SHA may subsequently request that additional equipment be installed at new properties or at existing laundry rooms. SHA reserves the right to request that the Service Provider perform an evaluation of usage levels prior to installation to ensure industry standards are met. No machines may be added or removed from the SHA properties without the prior written approval of SHA and the Service Provider through an executed Change Order to the Contract to result from this RFP.
2. All washers and dryers shall be new, unused, heavy duty, "commercial"-type coin-operated and/or coinless machines, and in the quantity specified on Attachment 1.
3. The washing machines shall be front-loading (horizontal axis), with variable settings, and be high efficiency, commercial or equivalent machines. All equipment shall meet washing and drying recommendations of current clothing manufacturers regarding wash and wear, permanent press and regular articles of clothing.
4. Install a minimum of one washer and one dryer that is ADA accessible in each laundry room, as long as space permits. This equipment shall be positioned to provide the maximum allowable floor space in front of the machine. The machine buttons must be operable with a closed fist, without the need to pinch, twist, or grasp.
5. Equip each machine with an electronic, non-resettable digital counter that provides verification of information, including but not limited to, cycle counts.
6. Install coin mechanisms that are of heavy duty, tamper-proof construction. Each machine shall be convertible to debit-card or coinless card activation. At this time, only one location, Yesler Terrace, shall be equipped with a card application. All other buildings' machines shall be coin-operated.
7. Install and vent each machine in accordance with the manufacturer's recommendations.
8. Affix a permanent label, decal or sign to each machine clearly outlining the machine's operating instructions. Braille and other language translations shall be available upon SHA's request.
9. Provide coinless card equipment at Yesler Terrace for which the residents will prepay or add credit to their laundry card at the Yesler Management Office. (Current machines use tokens, which will no longer be used.) The Service Provider shall supply to the Yesler Terrace Management Office the appropriate equipment for loading the cards with credit. The equipment vend prices at Yesler Terrace shall be the same prices as the coin-operated machines specified immediately below.
10. The coin-operated machine vend prices for all locations listed on Attachment 1 shall be \$1.00 per wash and \$1.00 per dry (45 minutes for gas and 60 minutes for electric, with incremental additional time charged at \$.25 for 15 minutes).
11. All equipment shall be connected to existing electric, water and sewer lines serving the community laundries in which the equipment is to be placed, except as otherwise specified herein.

b) Maintenance of the Equipment and Laundry Rooms.

1. Service, maintain and ensure that all machines operate in accordance with the manufacturer's recommended performance standards.

2. Maintain the equipment and be responsible for cleaning the vent lines and lint filters in accordance with the manufacturer's recommendations.
 - a) Clean all lint filters at least once a month to prevent accumulation of lint and other foreign matter.
 - b) Clean all dryer vents from the dryers to the termination of the vents outside the building. The vent lines shall be inspected annually. All vent lines shall be cleaned as often as needed to allow the equipment to operate within the manufacturer's recommended performance standards at the Service Provider's expense. Vents shall be maintained to be free of lint and debris that could reduce air flow.
 - c) All inspection and cleaning of lint catchers and vent ductwork shall be documented in an activity log (denoting person performing inspection, inspection results, corrective action taken, date and time, photo documentation) that shall be submitted to Owner annually.
 - d) Keep the areas behind the machines and the machines themselves clear and free from accumulations of dust, lint, or other foreign matter.
 - e) Dryer venting and areas behind the machines shall be cleaned after the removal of the old equipment and left free of lint and other foreign matter prior to the installation of the new equipment.
 - f) The Service Provider shall be responsible for connecting dryers to the dryer vents in compliance with Seattle Municipal Code Section 504 to assure proper duct assembly and connection to the dryers, and thus greatly reduce lint build up within the duct work.
3. Provide service for the equipment 24 hours per day and seven days per week. All equipment shall be serviced within 24 hours of notification by SHA's Project Manager or by a tenant. If equipment is in need of replacement, the Service Provider shall first notify SHA's Project Manager, then replace the faulty equipment within 24 hours.
4. Make a refund to any tenant losing money in a malfunctioning machine within 10 business days of the tenant's initial request for it.
5. Promptly attach to any malfunctioning machine an "Out of Order" sign that blocks the coin slots.
6. Maintain in prominent view in each laundry room a permanent sign clearly stating the name and address of the Service Provider, direct phone numbers and/or persons to contact for service and for refunds.
7. Modifications of the laundry rooms are not permitted without SHA's written approval. Any modifications required to accommodate the Service Provider's equipment will be made at the Service Provider's expense.
8. Maintenance Exclusions:
 - a) SHA is responsible for the dryer and washer electrical outlets, and for replacing dryer vent lines, water supply lines and wastewater drain lines in the walls.
 - b) The selected Service Provider is responsible for damage to the laundry room or to other parts of the building resulting from malfunction or improper maintenance of the equipment and/or vent lines.

c) Utilities

SHA will provide, pay for and maintain the necessary utility services, including hot and cold water, electricity, heat and gas; provided, however, that the temporary failure of any of the above utilities from any cause whatsoever shall not be a breach of the Contract to result from this RFP, nor shall it render SHA liable to the Service Provider for loss of revenue or consequential damage to its machinery.

d) Revenue Payments

1. Pay SHA a commission, a sum equivalent to the negotiated percent of the Service Provider's gross income from business operations conducted. Such payments shall be based on monthly

