



Purchasing Division  
101 Elliott Ave W,  
Suite 100  
PO Box 79015  
Seattle, WA 98119  
(206) 615-3379  
[www.seattlehousing.org](http://www.seattlehousing.org)

# Guide To Contracting with the Seattle Housing Authority

Contracts are only accepted by SHA if signed by a person authorized to obligate funds and execute contracts for SHA. The Executive Director and the Procurement & Contracts Manager are authorized to sign contracts on behalf of SHA. **NO person is authorized to sign a contract unless the authority to do so has been formally delegated in writing by the Executive Director or the Procurement & Contracts Manager.**

## Seattle Housing Authority Background

SHA is a public body corporate and politic that provides affordable housing to 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 self-sufficiency for people with low incomes.*

### ***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 provides long-term, low-income rental housing and rental assistance to 38,319 people in Seattle. SHA owns and operates approximately 8,527 apartments and single-family homes at 375 sites throughout the city. SHA also administers 11,787 Housing Choice Vouchers, enabling low-income residents to receive rental assistance throughout the Seattle housing market.

SHA, an independent public corporation established in 1939, is governed by a seven-member Board of Commissioners, two of whom are SHA residents. Commissioners are appointed by the Mayor and confirmed by the City Council. More information is available at [www.seattlehousing.org](http://www.seattlehousing.org).

## Purchasing Guidelines

The Purchasing Division is responsible for all procurement activities of the Seattle Housing Authority. The division implements SHA procurement guidelines, solicits bids, initiates requests for proposals, issues purchase orders, and establishes contracts for construction, professional services, and the purchase of goods and other services.

**Solicitations and Contracting** As a public housing authority, SHA is bound by Washington State laws, HUD

guidelines, and other local regulations. Thus, the Purchasing Division operates in accordance with purchasing rules, laws, and regulations of federal, state, and local governments. For additional information, please refer the Procurement Policies on our website [Forms and policies | Seattle Housing Authority](#).

Anyone interested in obtaining an Invitation To Bid (ITB) or Request For Competitive Proposal (RFCP) should go to the posting at [Solicitations | Seattle Housing Authority](#) and click on the link for more information. SHA also advertises its formal solicitations in the *Seattle Daily Journal of Commerce*. Sealed bids/proposals must be received and time stamped by the Purchasing Division prior to the submittal deadline. All late bids/proposals are returned to the vendor/offeror without being opened. Public bid openings are held at the specific time and date stated in the ITB. During the bid opening, only the name of the vendor and total amount is read aloud. Vendors are welcome to attend the bid openings.

Please note:

- SHA does not maintain a bidders list.
- Vendors should allow sufficient time for mailing bids or proposals. Faxed proposals/bids are not accepted for formal solicitations. Hand delivery by the vendor or messenger is the preferred method. Samples of items, when called for in a solicitation, must be furnished at no expense to SHA.
- SHA reserves the right to determine the low bidder, either on the basis of the individual items, a group of items, or all items, and to make an award, either in whole or in part, unless otherwise provided in the solicitation.
- SHA may cancel or withdraw a solicitation in whole or in part and reject any and all bids or proposals at any time prior to an award.
- Before entering into a contract with SHA, vendors must complete a Vendor Fact Sheet. This form will be provided to a Vendor under consideration of award.
- Vendors shall not accept orders without an authorized purchase order or contract number from the Purchasing Division. To do so otherwise is at its own risk.
- Vendors must indicate the purchase order or contract number on all invoices, correspondence, and any related documents regarding a contract or purchase order. Vendors must address all invoices to the Seattle Housing Authority, 101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119, or as indicated in the contract/purchase order, or as otherwise instructed. An incorrect billing address may cause a delay in payment.
- Vendors must address all shipments according to the "Delivery Instructions" on the purchase order, or as instructed. Vendors may ship partial orders and submit partial invoices, unless the purchase order or contract directs otherwise.
- Vendors are requested to keep the Purchasing Division informed of technological advances, and improvements in services and supplies with current catalogs and price lists.
- Vendors must deal directly with the Buyer/Contract Administrator who purchases the commodity sold or the services provided by their company.
- SHA generally pays for goods and services received within 30 days of its review & approval of an invoice.
- Vendors shall not offer any gift or gratuity to any SHA employee.

**Small Works Roster & Consultant Roster Program** SHA uses the Small Public Works Roster maintained by the Municipal Research and Services Center (MRSC). To be considered for Small Public Works Roster opportunities, you must register with MRSC.

Seattle Housing Authority will not take applications.

Register for FREE at [MRSC Rosters](#) and select Seattle Housing Authority in your account. All companies on the roster must meet the agency's minimum qualifications of licensing, bonding, and insurance and not be on any state or federal debarment lists. Please direct registration questions to MRSC Rosters at [mrscrosters@mrsc.org](mailto:mrscrosters@mrsc.org) or (206) 625-1300.

**Interlocal Agreements** SHA enters into cooperative purchasing agreements with various local agencies and non-profit public purchasing cooperatives to promote government cooperation and to maximize the efficiency and effectiveness of shared public bid and contract processes.

### **Tax Exemption & Business Licenses**

With few exceptions, SHA is exempt from all taxes and special assessments of the City, the County, the State of Washington or any other political subdivision of the State in accordance with RCW 35.82.210. Provision for SHA's retail sales tax exemption is also stated in Title 458 of the Washington State Department of Revenue Administrative Code, WAC Section 458-20-189, Paragraph 6.

### **Minority and Women Business Enterprises /Section 3 Businesses/Small Businesses**

SHA encourages the participation of Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), Section 3 Businesses, or other small businesses on its projects. Participation may be through direct activity by a WMBE or Section 3 firm, by sub-contracting, or a business partnership agreement. Small Businesses as defined by the U.S. Small Business Administration are also encouraged to participate in SHA's purchasing and contracting activities.

For more information regarding SHA's business outreach programs, please e-mail Purchasing at [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org).

### **Vendor Phone-In Days**

Seattle Housing Authority hosts **Vendor Phone-In Days** regularly (usually on the last Wednesday of each month) to provide information to vendors interested in doing business with SHA. Visit our website at [Vendor Phone-In Days | Seattle Housing Authority](#) for more information on these sessions.

### **Hours and Location**

The Purchasing Division's office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. Vendors are requested to make an appointment prior to visiting the Purchasing staff. The Purchasing Division is located at 101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119. If you have an appointment to meet with any Purchasing staff, please check in with the receptionist located on the first floor, and the receptionist will call the appropriate Purchasing person.

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