



190 Queen Anne Ave N
PO Box 19028
Seattle, WA 98109-1028

REQUEST FOR BIDS (by Fax)

Date: 1/2/2020		To: Potential Bidders for SHA Solicitation #5303 Electric Vehicles	
The work described below is subject to the conditions described on Attachment A, version 1 <input type="checkbox"/> version 2 <input checked="" type="checkbox"/>			
SHA Reference No.: 5303	(Federal Prevailing Wages) <u>Federal Wage Decision No.:</u> N/A	OR	(State Prevailing Wages) <u>Date of State Prevailing Wage Schedule:</u> N/A
Number of Calendar Days to Complete Work:	For Questions Contact: Alan Hoffer	Phone No.: (206) 615-3381	
		FAX No.: (206) 615-3410	
		E-mail: purchasing@seattlehousing.org	
Project Description / Scope of Work: <input checked="" type="checkbox"/> See Scope of Work attached. <input type="checkbox"/> See Scope of Work below.			
PRE-BID SITE VISIT: No pre-bid site visit.			
DEADLINE FOR QUESTIONS is Thursday, 1/10/2020 no later than 2:00 PM Email your questions to: Purchasing@seattlehousing.org			
BID DUE DATE AND TIME: Thursday, 1/22/2020 by 2:00 PM. The bidder is responsible for ensuring that its Bid is received prior to the deadline. Bids received after the deadline will not be considered. Email to the address above..			
BIDDER ACKNOWLEDGES RECEIPT OF ADDENDA(S) NUMBER(S): _____			
BIDDER MUST COMPLETE THE INFORMATION BELOW. In addition, if bidder has never done business with SHA, it must submit a vendor fact sheet with its bid form. Bidder must also submit the required Section 3 forms with its bid form. <input checked="" type="checkbox"/> If checked, Bidder must complete the attached Detailed Bid Price Form and provide the total bid price below.			
Basic Bid Price (without Sales Tax) Per attached bid sheet(s)		Sales Tax on Materials and Labor Non Taxable	
Bidder's Business Name:		Telephone No.:	E-Mail Address:
Address:		City, State, Zip Code:	
Business Classification: <input type="checkbox"/> WBE <input type="checkbox"/> MBE <input type="checkbox"/> MWBE <input type="checkbox"/> Section 3		Contractor Registration No.:	
Signature:		Date:	Printed Name and Title of Person Signing Bid:
By signing above, the Bidder acknowledges receipt of Attachment A and any addenda issued for this project, and proposes to furnish all material and labor and to perform all work described herein for the Bid Price noted above. The Bidder also certifies the following: to have personally and carefully evaluated the Project Description / Scope of Work and Attachment A, and to have a clear understanding of the same, including the requirement to pay prevailing wages.			
SHADED AREA FOR USE BY SHA ONLY: Use this form only for projects estimated to cost less than \$150,000			
Required Number of Bids to Solicit for Federally Funded projects:			
Less than \$2,000: 1 bid			
\$2,001-\$150,000: 3 bids			
Required Number of Bids to Solicit for Non-Federally Funded projects:			
Less than \$10,000: 1 bid			
\$10,001-\$150,000: 5 bids			
See Purchasing policies for solicitation of projects \$150,000 and above.			

Solicitation #5303

Nissan Leaf and Chevrolet Bolt Electric Vehicles

The Seattle Housing Authority (SHA) is requesting bids for the purchase of up to 20 electric vehicles. SHA's intent is to purchase 16 to 18 Nissan Leaf and a minimum of 2 Chevrolet Bolts, with the option to select additional Chevrolet Bolts if needed to fulfill the agencies need.

All vehicles must meet the minimum standards set forth and will be ranked and selected based on the criteria outlined in the bid selection criteria.

Minimum Standards

1. Certified pre-owned: vehicles must meet the manufacturer's certified pre-owned standards in order to become certified.
 - a. A Nissan Leaf must meet Nissan's Certified Pre-owned Standards:
 - i. Be less than 6 years old from the new car in-service date;
 - ii. Have less than 80,000 miles on the odometer;
 - iii. Have a clean, non-branded title
 - iv. Pass a comprehensive 167 point Nissan Certified Pre-owned inspection;
 - v. The vehicle will also have a CARFAX Vehicle History Report available for inspection prior to purchase and include a 7 year/100,000 mile limited warranty.
 - b. A Chevrolet Bolt EV must meet Chevrolet's Certified Pre-owned Standards:
 - i. Be less than 6 model years old,
 - ii. Have fewer than 75,000 vehicle miles;
 - iii. Have a clean, non-branded title;
 - iv. Pass a comprehensive multi-point certified pre-owned Vehicle Inspection and Reconditioning Process.
 - v. Vehicles will come with two factory-backed auto warranties: 6-Year/100,000-Mile¹ Powertrain Limited Warranty and a 12-Month/12,000-Mile² Bumper-to-Bumper Limited Warranty, both with \$0 deductible.
2. DC fast charge port - this feature allows the vehicle to utilize DC fast chargers, which add 50-100 miles of range in 30 minutes (100-200 miles of range per hour).

Selection Criteria

After the minimum standards have been met, the remaining vehicles will be scored based on the following characteristics. The scores associated with each characteristic are weighted according to their relevance to the vehicle's use case & the project team's goal to make prudent use of the resources allocated to the revitalization project:

1. Price (45%)
2. Mileage (30%)
 - a. Under the 6-7 year/100,000 mile limited warranty, coverage for vehicles with lower mileage would last longer should there be a significant increase in vehicle utilization rates or should any manufacturing issues arise. Vehicles will be ranked in order with the lowest mileage vehicle receiving the most points and the highest mileage vehicle receiving the fewest points.
3. Range (10%)
 - a. *(N/A to Chevy Bolts)*
4. Backup camera (5%)
 - a. *(N/A to Chevy Bolts).*
5. 3.3 vs 6.6 kW onboard charger (5%)
 - a. An onboard charger affects the rate of kWh, which may reduce the duration of time spent charging at a level-two charger. *(N/A to Chevy Bolts).*
6. Range extending features (heated seats etc.) (5%)
 - a. Additional features that extend the range of a vehicle and conserve battery power. *(N/A to Chevy Bolts).*

SHA reserves the right to examine vehicles prior to evaluation and may hire a third party to evaluate the vehicle(s). Must be pre-owned certified and come with limited warranty. This is not an all or nothing bid process, vehicles will be ranked according the evaluation criteria outlined in solicitation package.

The expected delivery/pickup is the week of February 3, 2020.

Questions regarding this solicitation are due no later than January 9, 2020 2pm. Solicitation due date is January 16, 2020 2pm. Bids must be emailed to Purchasing@seattlehousing.org

All executed purchases are subject to SHA Terms and Conditions which can be found online at <https://www.seattlehousing.org/do-business-with-us/forms-and-policies>

Solicitation 5303 Bid Sheet

Nissan Leaf and Chevrolet Bolt

Electric Vehicles

Vehicle Make, Model, Year _____

Bid Price _____

Cost of 3rd Key (optional) _____

Mileage _____

Vehicle Range _____

Backup Camera YES NO _____

Onboard Charger 3.3kW 6.6kW _____

Range Extending Features _____

Vehicle Identification # _____

Vehicle range is based on a fully charged system.

Circle appropriate answer for Backup Camera and Onboard Charger.

Vehicles must come equipped with 2 keys/fobs.

Bid price includes vehicle delivery to a specified location within the City of Seattle.

All bids are due 1/22/2020 by 2:00 PM. **One bid sheet per vehicle submitted.**

Deadline for questions is Thursday 1/10/2020

If vehicle is selected vendor must submit an invoice no later than 1/30/2020 to Purchasing@seattlehousing.org referencing the Vehicle Identification #.

All vendors not currently listed as an SHA approved vendor must fill out and submit a Vendor Fact Sheet and submit with their bid.

Name of vendor submitting bid. _____

Signature of authorized representative. _____



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
 ATTN: Alan Hoffer
 190 Queen Anne Ave N, P.O Box 19028, Seattle WA 98109-1028

General Business Information:

Name of Business, Organization, or Name of Person (if payment is to an individual):

For SHA Use Only:

JDE Vendor No.

Purchasing contracts

Mailing Address for Payments:

City:

State:

Zip Code:

E-Mail Address:

Telephone No.:

Fax No.:

DUNS No.:

Washington UBI No.:

City of Seattle Business License No.:

Washington Contractor's License No.:

President/General Manager:

Principal products and/or services offered:

Type of Organization (check one):

Individual

Sole Proprietor

Partnership

Corporation

Governmental Agency

Other

Employee Tax ID No. (TIN) or Social Security No. (if Individual):

Substitute IRS Form W-9 Certification:

Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

SIGN

Signature of U.S. Person

Date

HERE →

Ownership Status (check all that apply):

- MBE (Minority-Owned Business Enterprise)
- WBE (Women-Owned Business Enterprise)
- MWBE (Minority / Women-Owned Business Enterprise)
- CBE (Combination Business Enterprise)
- Small Business HUD Section 3 Business

Certified by OMWBE (Washington State Office of Minority and Women's Business Enterprises)

Self-Identified (SHA may request a signed statement re: self-certification)

Racial/Ethnic Status (check one):

- Caucasian (1)
- African American (2)
- Native American (3)
- Hispanic American (4)
- Asian/Pacific American (5)
- Hasidic Jews (6)

Method of Contract Payments: As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

SIGN BELOW:

Signature of Authorized Representative of Vendor:

Date:

By signing immediately above, the Vendor hereby represents the following:

- a) The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;
- b) The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders, if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

To obtain a copy of the General Terms and Conditions, call (206) 615-3379 or visit our Web site at

<https://www.seattlehousing.org/sites/default/files/Purchase Orders Terms Conditions.pdf>

Vendor Fact Sheet Instructions

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

Substitute IRS Form W-9 Certification: In completing the Vendor Fact Sheet, you must sign the "Substitute IRS Form W-9 Certification" or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word "and" in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at www.irs.gov.

Certification of Eligibility: In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

The websites to verify eligibility of the firm and its principals are: <https://www.sam.gov/portal/SAM> and http://portal.hud.gov/hudportal/HUD?src=/topics/limited_denials_of_participation. By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

Contract Payments: Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America e-payables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click here or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors. For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Brenda Mix, SHA's Accounts Payable Manager, at 206-615-3421 or bmix@seattlehousing.org.

Small Businesses: The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by, the Washington State Office of Women's and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members.
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that is owned 51% or more by a Section 3 qualified person, or where 30% or more of the permanent, full-time employees of the business are Section 3 qualified persons, or where the business can provide evidence of a commitment to subcontract in excess of 25% of the amount of all subcontracts to other Section 3 certified businesses. A Section 3 qualified person must live in the metropolitan statistical areas identified on SHA's Section 3 form and whose income level meets or falls below the stated income limits.