

## REQUEST FOR PROPOSALS 5458

### Community Safety Partner Services

The Seattle Housing Authority (SHA) is seeking proposals from qualified professional security firms to provide intermittent security guard services, on-going guard services, patrol checks, lockout services, fire alarm responses and burglar alarm responses for SHA properties throughout the City of Seattle.

**Obtaining the RFP:** Visit our website at <https://www.seattlehousing.org/do-business-with-us/solicitations> 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 e-mail Don Tucker, Sr. Contract Administrator at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org).

**Questions:** Any questions or requests for further information must be submitted in writing no later than 2:00 pm on Monday, May 10, 2021 to the Sr. Contract Administrator noted above.

**Submission Deadline:** Proposals (one original and one copy must be received not later than 2:00 pm on Monday, May 24, 2021 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: Don Tucker, Sr. Contract Administrator  
190 Queen Anne 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, small businesses and veteran-owned 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.

Jena Richmond  
Contracts and Procurement Manager

## CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Don Tucker, Sr. Contract Administrator at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org) so that you can be contacted directly if necessary.

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### SEATTLE HOUSING AUTHORITY

**RFP Solicitation No. 5458**

#### **Community Safety Partner Services**

Name of Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

e-mail: \_\_\_\_\_

Thank you.



## REQUEST FOR PROPOSALS

(SOLICITATION NO. 5458)

for

### Community Safety Partner Services

#### TABLE OF CONTENTS

A. INTRODUCTION.....	1
B. SUBMITTAL REQUIREMENTS.....	2
C. SCOPE OF WORK .....	3
D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL .....	4
E. CONSULTANT EVALUATION CRITERIA .....	5
F. SELECTION PROCESS .....	6
G. CONTRACT NEGOTIATIONS.....	6
H. ADMINISTRATIVE INFORMATION .....	7

#### ATTACHMENTS:

- 1 Scope of Work
- 2 SHA Properties
- 3 Community Safety Partner Services - Procedures for SHA Properties
- 4 SHA Holiday Schedule 2021 - 2023
- 5 Cost Proposal
- 6 Vendor Fact Sheet
- 7 Section 3 Business Certification and Resident Employment Plan
- 8 Suspension and Debarment Compliance Certificate for Consultant
- 9 Suspension and Debarment Compliance Certificate for Sub-Consultants (if applicable)
- 10 Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C)
- 11 For-Profit Subgrantee and Contractor Certifications and Assurances Form

RFP Issued On:	Proposal Due:
Thursday, April 29, 2021	Monday, May 24, 2021

**Seattle Housing Authority**  
**Request for Proposals (Solicitation No. 5458)**  
**Community Safety Partner Services**

**A. INTRODUCTION**

- 1) **General:** The Seattle Housing Authority (SHA) is seeking proposals from qualified professional security firms to provide intermittent security guard services, on-going guard services, patrol checks, lockout services, fire alarm responses and burglar alarm responses for SHA properties throughout the City of Seattle.
- 2) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 34,000 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.

The mission of the Seattle Housing Authority 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. SHA provides long-term, low-income rental housing and rental assistance to more than 34,000 people in Seattle. SHA owns and operates approximately 8,000 units at nearly 400 sites throughout the city. SHA also administers more than 10,000 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).

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.
- 4) **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
Deadline for Questions	N/A	Monday	05/10/21	2:00 pm
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
<b>Mail To:</b> <b>Seattle Housing Authority</b> <b>Attn: Don Tucker, Sr.</b> <b>Contract Administrator</b> <b>P.O. Box 19028</b> <b>Seattle, WA 98109-1028</b>	<b>OR Hand Deliver To:</b> <b>Seattle Housing Authority</b> <b>Attn: Don Tucker, Sr.</b> <b>Contract Administrator</b> <b>190 Queen Anne Ave N</b> <b>Seattle, WA 98109</b>	<b>Monday</b>	<b>05/24/21</b>	<b>2:00 pm</b>

**Questions:** Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Don Tucker at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org).

**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 before submitting and downloading any addenda issued. If you are unable to download the addenda, you may e-mail the Sr. Contract Administrator noted above to have a copy of the addenda mailed or e-mailed to you.

**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.

All proposals should be clearly marked when mailed or delivered 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.

Upon receipt of each proposal, SHA's Purchasing Division will e-mail the Proposer with an acknowledgment of receipt. All proposals received will become the property of the Seattle Housing Authority.

**Proposals** should be limited to a maximum of 10 pages in no smaller than 11 point font on 8½" by 11" sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, your Cost Proposal, vendor fact sheet, resumes, Section 3 form, Certifications and Representations of Offerors – Non-Construction

Contract (form HUD-5369-C), and the Suspension and Debarment Certificate for Consultant. Your **cover letter** should express your interest in performing the work. 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) Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP become 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 RCW 42.56 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.

- 2) 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.
- 3) 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 Scope of Work is included as Attachment 1 hereto.

## **D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL**

**Response / Proposal Content:** To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

- Cover Letter
- Address each of the evaluation criteria below:

### **Relating to Criterion 1: Women and Minority Business (WMBE) Inclusion Plan**

Provide a detailed Inclusion Plan describing your good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Your Plan must also include, if applicable, pre-award commitments or agreements with your named WMBE and/or Project Team members' firm(s).

### **Relating to Criterion 2: Company Qualifications:**

- a. Describe your business as it relates to providing security services as a legal entity, which may include status as a corporation, partnership, or sole-proprietorship, and any permits or licenses held that are required by local, state and federal government.
- b. Provide resumes for the owners and key management personnel of the Security Company demonstrating their experiences in managing similar security services to those described in this RFP.
- c. Give at least one example of a project your firm has provided security services on that would be similar in size and scope as this project.
- d. Describe how your firm would be able to perform the required services throughout the entire city of Seattle.
- e. Describe how our firm will ensure continuity of Security Officers assigned and dedicated to work at SHA's facilities.

### **Relating to Criterion 3: Security Officers' Performance and Training:**

- a. Describe your company's internal security procedures for ensuring that Security Officers are hired in accordance with the requirements of State Law (RCW 18.170), including your understanding of the requirements of the law. Describe your recruitment procedures to ensure that Security Officers you would assign to this contract have the appropriate experience.
- b. Provide a copy of your company's Employee Handbook detailing the company's practices and procedures and expectations of Security Officers.
- c. Describe the training program provided for Security Officers employed by your company, specifying how the training program is in compliance with State Law (RCW 18.170). This must also include the name(s) and qualifications of those who will provide the training, plus a copy of the training program and materials your company uses to train its Security Officers in compliance with State Law.
- d. Describe the training provided to your Security Officers to ensure their sensitivity to working with diverse populations, to developing mediation and de-escalation skills, and communicating effectively with the community. Describe the qualifications of those individuals who provide or will provide this training to your Security Officers who would be assigned to this contract. Also describe the internal management and supervisory controls in place in your company that ensure that Security Officers assigned to this contract will interact with SHA residents in a manner that will promote a respect for property and a sense of safety for all residents.

### **Relating to Criterion 4. Cost Proposal:**

Provide a completed Cost Proposal (*you must use the form included herein as Attachment 5*) which shows a detailed list of the fees and rates charged for services and any special fees and rates that may be applicable.

- Provide resumes for the key personnel named in your response.
- Include a list of at least three references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

## **E. CONSULTANT EVALUATION CRITERIA**

Consultants' submittals will be evaluated based on the criteria listed in this section and further described in Section D above. In preparing the submittal to SHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Consultant, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. In submitting a proposal, the Consultant and any sub-consultants agree that any costs, prices, hourly rates proposed shall be valid for a minimum of 90 days from the proposal due date.

The following criteria with a point system of relative importance with an aggregate total of one hundred fifty points will be utilized to evaluate the qualifications of each proposer:

<b>Evaluation Criteria - Qualifications</b>		<b>Weighting (Max. Points)</b>
1	<u>Women and Minority Business Enterprise (WMBE) Inclusion Plan</u> (See Section D above for a complete description of this Criterion.)	15
2	<u>Company Qualifications</u> Companies that demonstrate the optimal capacity to meet SHA's needs will receive the most points. Points are based upon company's strengths and experiences. (See Section D above for a complete description of this Criterion.)	50
3	<u>Security Officers' Performance and Training</u> Companies that demonstrate effective hiring, training and internal policies and procedures most appropriate and applicable for performing the scope of work of this RFP shall receive the most points. (See Section D above for a complete description of this Criterion.)	50
<b>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS</b>		<b>115</b>

The following criterion with a point system of relative importance will be evaluated by using a Ratio of Cost process where the Proposer with the lowest price receives all the



possible points, and all other proposers receive a smaller number of points based on the ratio of their price to the lowest price proposal. Points for Price/Rates will then be added to the Points Assigned for Qualifications by each evaluator.

Evaluation Criterion – Price/Rates		
4	<u>Cost Proposal</u> (See Section D above for a complete description of this Criterion.)	35
<b><u>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS AND PRICE/RATES</u></b>		<b>150</b>

## **F. SELECTION PROCESS**

An evaluation panel will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

1. Make a recommendation to SHA's Executive Director and request authority to negotiate a Contract with one or more proposers; or
2. Request additional information from the proposer or proposers whose responses appear to have the greatest likelihood of success; and/or
3. Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA's Executive Director and request authority to negotiate a contract with one or more proposers.

SHA reserves the right to conduct reference checks at any time during the evaluation process. In the event that information obtained from the reference checks reveals concerns about any proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked Proposer whose reference checks validate the ability of the Proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

By submitting its proposal in response to this RFP, the consultant accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

[http://seattlehousing.org/business/guidelines/pdf/Procurement Policies.pdf](http://seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf)

## **G. CONTRACT NEGOTIATIONS**

SHA shall negotiate with the most qualified Proposer or Proposers, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach

agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

SHA expects to execute one or more Contracts for services for one year. At SHA's option, a Change Order may be executed extending the Contract(s) for up to four additional one-year periods, along with appropriate adjustments in the scope of work and compensation.

## **H. ADMINISTRATIVE INFORMATION**

1) **Small and/or Disadvantaged Business Enterprise Requirements:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP. As outlined in more detail in Section D, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.

2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each Proposer is required to submit with their one original proposal, the Section 3 Business Certification and Resident Employment Plan form.

A. **Section 3 Contract Language:** The following language regarding Section 3 will be included as part of the contract to be executed based on this RFP.

1. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractors commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both

employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

4. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontractor in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.
6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

**3) Basic Eligibility:** By submitting for this Solicitation:

- A. Proposer represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
- B. Proposer represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Proposer further represents that by submitting a Proposal and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Proposer understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS form attached to this RFP of Proposer's sub-contractors' (if applicable) eligibility.
- C. Certification and Representations of Offerors Form: The Consultant shall submit to SHA a completed and signed Certifications and Representations of Offerors form (HUD-5369-C) (attached hereto) for itself.

**4) Payment Requirements:** Proposers should be aware that SHA will only make payments on the contract issued under this RFP after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and SHA approved invoice from the Consultant. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made to the

Consultant, who must have the capacity to meet all project expenses in advance of payments by SHA.

- 5) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.
- 6) **Documents Produced:** All documents and products created by the Consultant and their sub-consultants shall become the exclusive property of SHA.
- 7) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.
- 8) **Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- 9) **For-Profit Subgrantee and Contractor Certifications and Assurances Form:** In the event that the Contract for these services includes any Federal Grant Funds, the Consultant must submit a completed and signed Certifications and Assurances Form (copy attached to this RFP) for itself and each sub-consultant, if known will be utilized on the Contract. Such form shall be submitted to SHA with the one original submittal for this RFP.
- 10) **Contract Requirements:** Proposers may review a sample of SHA's standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following link:

[https://seattlehousing.org/sites/default/files/Consultant\\_Professional\\_Services\\_Contract.pdf](https://seattlehousing.org/sites/default/files/Consultant_Professional_Services_Contract.pdf)

SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

- 11) **Insurance:** The following are the insurance requirements that will be included in the contract executed based on this RFP:

Within seven (7) days from the date of the Notice of Award, and prior to commencement of the Work, Consultant shall obtain all the insurance required by the Contract Documents and provide evidence satisfactory to Owner that such insurance has been procured. Review of the Consultant's insurance by Owner shall not relieve or decrease the liability of Consultant.

Failure of the Consultant to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of Owner, will be cause

for such action as may be available to Owner under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

A. General Insurance Requirements:

1. Prior to undertaking any work under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract, at no expense to Owner, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors (the term subcontractors as used in this Contract shall include sub-consultants). Review of the Consultant's insurance by Owner shall not relieve or decrease the liability of Consultant.
2. The Consultant's insurance shall be primary as respects Owner, and any other insurance maintained by Owner shall be excess and not contributing insurance with the Consultant's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Consultant's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
4. Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by Owner. Except for Professional Liability Insurance coverage, if applicable, each insurer must either be 1) authorized to do business in the State of Washington and maintain A.M. Best's ratings of "A VII" or higher, or 2) procured as surplus lines under the provisions of RCW Chapter 48.15 ("Unauthorized Insurers"), except as may be otherwise approved by the Owner. Insurers or reinsurers of Professional Liability (Errors and Omissions) Insurance must have a rating of "B+VII or higher."

B. Insurance Coverage and Terms: The following are the types and amounts of insurance coverage that must be maintained by the Consultant during the term of this Contract. The Consultant must provide acceptable evidence of such coverage prior to beginning work under this Contract. Consultant shall maintain the following insurance coverage for the duration of the contract and for one (1) year after final completion.

1. Commercial General Liability Insurance. Commercial General Liability (CGL) insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and

\$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Consultant's contact with minor children, and/or elderly,

disabled or vulnerable adults as defined in RCW 74.34.020, the Consultant shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by Owner's Risk Manager.

2. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident/disease

3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit (CSL) coverage

4. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

5. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work shown in the Contract, with the following minimum coverage:

\$1,000,000 each Claim

If the Professional Liability Insurance policy is written on a claims-made form, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three (3) years from the date of completion of the work authorized by the Contract. In the event that the Consultant is authorized to engage subconsultants, each subconsultant shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by Owner.

6. Commercial Crime Insurance/Employee Theft Insurance. When applicable, a policy of Commercial Crime Insurance/Employee Theft Insurance including third party coverage in favor of OWNER with the following minimum coverage:

\$1,000,000 per claim / aggregate

- C. Owner As Additional Insured: All liability policies except Professional Liability and Workers Compensation shall be endorsed to include Owner as additional insured on a primary and non-contributory basis for Work performed in accordance with the Contract documents, and all insurance certificates shall evidence the Owner as additional insured.
- D. Waiver of Subrogation: Consultant's policy shall provide waiver of subrogation by endorsement or otherwise.
- E. Deductibles or Self-Insured Retention: Any deductibles or self-insured retentions \$25,000 or higher must be declared to, and approved by the Owner. The deductible and/or self-insured retention of the policies shall not limit or apply to the Consultant's liability to the Owner. Payment of deductibles shall be the responsibility of the Consultant.
- F. No Limitation of Liability - The limits of liability specified herein are minimum limits only. Such minimum limits of liability requirements shall not be construed to limit the liability of the Consultant or of any of their respective insurers. The Consultant shall include the Owner as an additional insured for primary and non-contributory limits of liability for the full valid and collectible limits of liability maintained by the Consultant whether such limits are primary, excess, contingent or otherwise. This provision shall apply regardless of whether limits maintained by the Consultant are greater than the minimum limits required by this Contract, and regardless of whether the certification of insurance by the Consultant specifies lower minimum limits than those specified for or maintained by the Consultant.
- G. Proof of Insurance and Insurance Expiration:
1. The Consultant shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
  2. The Owner must be included as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability and Automobile Liability policies of the Consultant. As respects the CGL insurance such additional insured status shall be evidenced by an ISO endorsement form CG2010 or equivalent.
  3. As respects CGL insurance such Additional Insured status shall contain a "separation of insureds" provision.
  4. The Consultant shall include all subconsultants at any tier as insureds under its policies (except for Professional Liability insurance) and ensure that the Consultant's coverage of subconsultants under the Consultant's policies is not excluded by any policy provision or endorsement. Alternatively, the Consultant shall:

- a.) Obtain from each subconsultant not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
  - b.) Maintain such evidence on file for a period of one (1) year after the completion of this Contract and, upon request, submit such evidence to SHA for examination.
5. The Consultant's insurance shall not be reduced or canceled without forty-five (45) days prior written notice to Owner, except for cancellation for nonpayment of premium, which notice shall not be less than ten (10) days prior to such date, unless a longer period of written notice is required under the provisions of Revised Code of Washington (RCW 48.18.290). The Consultant shall not permit any required insurance coverage to expire during the term of this Contract.
6. Owner reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.
- H. Criminal Background Investigation: The Consultant shall conduct a criminal background investigation of all employees, volunteers, subcontractors and subconsultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal background investigation shall be performed for any person performing work under this Contract who is given use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or subconsultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or subconsultant has resided for the last 3 years. In the event a background check provides evidence of a felony conviction that information shall be provided to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the Consultant agrees to remove that person from performing any further work on the project unless and until SHA agrees in writing to allow the person to continue



## **ATTACHMENT 1 – SCOPE OF WORK**

**The Scope of Work is included in ATTACHMENT 3 - Community Safety Partner Services - Procedures for SHA Properties**

## ATTACHMENT 2 – LIST OF PROPERTIES

Property Name	Property #	Address	Zip	Units	Type	Phone
104th Street Townhomes	215	528 N 104th St	98133	3	Multi Family	6153357
Aki Kurose I	S72	11500 Stone Ave N	98133	12		615-3490
Aki Kurose II	S72	11506 Stone Ave N	98133	7		615-3490
Alder Crest Apartments	735	6520 35th Ave SW	98126	36	Multi Family	938-0180
Baldwin Apartments	591	1305 35 <sup>th</sup> Ave SW	98122	15		623-1089
Ballard House	020	2445 NW 57th St	98107	79	High Rise	782-1551
Barton Place	030	9201 Rainier Ave S	98188	91	High Rise	721-2998
Bayview Tower	127	2614 4th Ave	98121	100	High Rise	443-4351
Beacon House	242	1545 12 <sup>th</sup> Ave S	98144	6		615-1639
Beacon Tower	033	1311 S Massachusetts St	98144	108	High Rise	320-0056
Bell Tower	015	2215 1st Ave	98121	119	High Rise	443-4481
Bitter Lake Manor	308	620 N 130th St	98133	72	High Rise	361-0024
Blakeley Manor	307	2401 NE Blakeley St	98105	70	High Rise	527-5629
Cal-Mor Circle	012	6420 California Ave SW	98136	75	High Rise	932-0214
Capitol Park	027	525 14th Ave E	98112	125	High Rise	320-0552
Carroll Terrace	321	600 5th Ave W	98119	26	High Rise	281-8765
Cedarvale House	026	11050 8th Ave NE	98125	118	High Rise	361-0357
Cedarvale Village	F26	11219 Roosevelt Way NE	98125	24	Multi Family	361-0357
Center Park	010	2121 26th Ave S	98144	137	High Rise	320-0756
Center West	014	533 3rd Ave W	98119	91	High Rise	281-9195
Columbia Place	303	4628 S Holly St	98118	65	High Rise	721-2999
Delridge Triplexes -8136	237	8136 Delridge Way SW	98106	3	Triplex	615-3357
Delridge Triplexes -8144	237	8144 Delridge Way SW	98106	3	Triplex	315-3357
Denice Hunt Townhomes	S71	620 N 85th St	98103	10		615-3490
Denny Terrace	017	100 Melrose Ave E	98102	221	High Rise	320-1256
Epstein Opportunity Center (EOC)		120 8 <sup>th</sup> Ave N				
Fir Street Townhomes -2008	225	2008 E Fir St	98122	7	Duplex	615-3357
Fort Lawton Place	315	3401 W Government Way	98199	24	High Rise	281-9152
Fremont Place	305	4601 Phinney Ave N	98103	31	High Rise	782-2507
Gideon-Mathews Gardens	323	323 25th Ave S	98144	45	High Rise	320-7745
Green Lake Plaza	022	505 NE 70th St	98115	130	High Rise	527-6000
Greenwood Apartments	137	12701 Greenwood Ave N	98133	6	Manage Only Not owned by SHA	615-3357
Harvard Court	016	610 Harvard Ave E	98102	81	High Rise	320-7956
Hoa Mai	744	221 10 <sup>th</sup> Ave S	98104	111	Multi Family	623-5413
Holly Court	041	6922 38 <sup>th</sup> Ave S	98118	31		721-2997
Holly Court Apartments	041	3800 S Myrtle St	98118	37		721-2997
Holly Court Bldg 3	041	3728 S Myrtle St	98118	29		721-2997
Holly Court Bldg 6	041	3824 S Myrtle St	98118	97	High Rise	721-2997
International Terrace	036	202 6th Ave S	98104	100	High Rise	223-0252
Island View	311	3033 California Ave SW	98116	48	High Rise	932-8326
Jackson Park House	024	14396 30th Ave NE	98125	71	High Rise	361-1423
Jackson Park Village	F24	14378 30th Ave NE	98125	41	Multi Family	361-1423
Jefferson Terrace	009	800 Jefferson St	98104	299	High Rise	223-5357
Kebero Court	728	110 Boren Ave	98122	3		623-1089
Kebero Court	72	120 Boren Ave	98122	3		623-1089
Kebero Court	72	130 Boren Ave	98122	3		623-1089
Kebero Court	72	1105 E Fir St	98122	94		623-1089
Lake City Commons	214	12745 30th Ave NE	98125	15	Multi Family	615-3357
Lake City House	025	12546 33rd Ave NE	98125	115	High Rise	361-2115

## ATTACHMENT 2 – LIST OF PROPERTIES

Property Name	Property #	Address	Zip	Units	Type	Phone
Lake City Scattered Sites		3052 NE 137 <sup>th</sup> St				
Lam Bow Apartments	226	6935 Delridge Way SW	98106	51	Multi Family	767-4437
Leschi House	326	1011 S Weller St	98104	34	High Rise	320-8556
Lictonwood	028	9009 Greenwood Ave N	98103	81	High Rise	782-2717
Longfellow Court/Westwood Court	075	9405 27th Ave SW	98126	45	Multi Family	935-3181
Longfellow Creek Apartments	419	5915 Delridge Way SW	98106	84		615-3346
Main Street Apartments	232	2035 S Main St	98114	11	Multi Family	(402)594-5408
Main Street Place	231	308 22nd Ave S	98144	25	Multi Family	(425) 453-0089
Mary Avenue Townhomes -8548A	217	8548A Mary Ave NW	98117	8	Multi Family	615-3357
Meadowbrook View Apartments	078	11032 Lake City Way NE	98125	6		615-3357
Michaelson Manor	314	320 W Roy St	98119	57	High Rise	281-8765
MLK Jr Way 5-Plex	239	924 Martin Luther King Jr Way S	98144	5	Multi Family	650-8395
MLK Jr Way Townhomes -723	224	723 26th Ave S	98144	6	Duplex	615-3357
Montridge Arms	218	9000 20th Ave SW	98106	33	Multi Family	(402)594-5408
Navros - Ref 37	137	9241 20th Ave SW	98126	1	Single Family Residence	615-3357
Navros - Ref 37	137	9823 40th Ave SW	98126	2	Single Family Residence	615-3357
Nelson Manor	319	2200 NW 58th St	98107	32	High Rise	782-3537
Norman Street Townhomes -2801	223	2801 S Norman St	98144	15	Single Family Residence	615-3357
Northgate View Apartments	754	9818 5 <sup>th</sup> Ave NE	98125	4		363-4242
Olive Ridge	013	1700 17th Ave	98122	105	High Rise	320-8956
Olmsted Manor	318	501 NE Ravenna Blvd	98115	35	High Rise	527-8207
Olympic West	032	110 W Olympic Pl	98119	75	High Rise	281-9374
Phinney Terrace	317	6561 Phinney Ave N	98103	51	High Rise	782-5607
Pinehurst Court	309	12702 15th Ave NE	98125	73	High Rise	361-1880
Pleasant Valley Plaza	304	3801 34th Ave W	98199	41	High Rise	281-9152
Primeau Place	313	308 14th Ave E	98112	53	High Rise	320-0085
Queen Anne Heights	029	1212 Queen Anne Ave N	98109	53	High Rise	281-9416
Rainier Avenue Apartments	238	5983 Rainier Ave S	98118	12	Multi Family	722-1214
Raven Terrace	743	820 Yesler Way	98104	83		623-5771
Ravenna School Apartments	322	6545 Ravenna Ave NE	98115	39	High Rise	527-6008
Red Cedar	775	808 E Fir St	98104	108	Multi Family	239-1550
Reunion House	312	530 10th Ave E	98102	28	High Rise	320-0456
Ritz Apartments	729	1302 E Yesler Way	98122	30	Multi Family	650-8395
Ross Manor	046	1420 Western Ave	98101	100	High Rise	223-2326
Roxhill Court Apartments - 9400	227	9400 27th Ave SW	98126	8	Multi Family	933-9915
Roxhill Court Apartments - 9408	227	9408 27th Ave SW	98126	8	Multi Family	933-9915
Roxhill Court Apartments - 9414	227	9414 27th Ave SW	98126	8	Multi Family	933-9915
Roxhill Court Apartments - 9420	227	9420 27th Ave SW	98126	8	Multi Family	933-9915
Roxhill Court Apartments - 9426	227	9426 27th Ave SW	98126	8	Multi Family	933-9915
Roxhill Court Apartments - 9432	227	9432 27th Ave SW	98126	8	Multi Family	933-9915
Schwabacher House	316	1715 NW 59th St	98107	44	High Rise	782-3537
South Park Manor	302	520 S Cloverdale St	98108	27	High Rise	721-2979
South Shore Court Bldg A	734	4811 Henderson St Bldg A	98118	20		760-6191
South Shore Court Bldg B	734	4811 Henderson St Bldg B	98118	24		760-6191
Spruce Street Townhomes -1514	222	1514 E Spruce St	98122	10	Duplex	615-3357
Stewart Manor	011	6339 34th Ave SW	98126	74	High Rise	932-8107
Stone Avenue Townhomes	213	8514 Stone Ave N	98133	4	Multi Family	615-3357
Sunrise Manor	320	1530 NW 57th St	98107	32	High Rise	782-8041
Telemark Apartments	212	2850 NW 56th St	98107	24	Multi Family	(425) 453-0089
Tri-Court Bldg 718	031	720 N 143 <sup>rd</sup> St	9813	29		361-3779

## ATTACHMENT 2 – LIST OF PROPERTIES

Property Name	Property #	Address	Zip	Units	Type	Phone
Tri-Court Bldg 722	031	722 N 143 <sup>rd</sup> St	98133	29		361-3779
Tri-Court Bldg 724	031	724 N 143 <sup>rd</sup> St	98133	29		361-3779
University House	035	4700 12th Ave NE	98105	101	High Rise	527-6017
University West	034	4544 7th Ave NE	98105	113	High Rise	545-2452
Villa Park	211	9105 50 <sup>th</sup> Ave S	98118	6		722-1214
Villa Park	211	9109 50 <sup>th</sup> Ave S	98118	6		722-1214
Villa Park	211	9111 50 <sup>th</sup> Ave S	98118	6		722-1214
Villa Park	211	9113 50 <sup>th</sup> Ave S	98118	7		722-1214
Villa Park	211	9121 50 <sup>th</sup> Ave S	98178	43	Multi Family	722-1214
Wedgewood Estates	216	3716 NE 75th St	98115	203	Multi Family	615-3357
West Town View	040	1407 2nd Ave W	98119	59	High Rise	281-9858
Westwood Heights	023	9455 27th Ave SW	98126	130	High Rise	932-6942
Westwood Heights East	221	9440 27th Ave SW	98126	42	Multi Family	615-357
Wildwood Glen	301	4502 SW Wildwood Pl	98136	24	High Rise	932-7581
Willis House	306	6341 5th Ave NE	98115	42	High Rise	527-6013
Willow Street Apartments	236	3809 S Willow St	98118	0	Multi Family	
Wisteria Court	428	7544 24th Ave SW	98106	96		763-3076
Yesler Court	233	114 23rd Ave	98114	9	Multi Family	
Yesler Terrace	001	102 Broadway	98122	553	Multi Family	223-3758 EXT 12
Scattered Sites		Throughout the City Limits	Various	712	SF & Multi-Family	

## FACILITY PROPERTIES

Property/Property Address	Property Address	Office Phone	Burglary Alarm Response Required?
Central Offices (CO)	190 Queen Anne Avenue N. 98109	239-1028	No
Central (MLK) Maintenance Facility	810 Martin Luther King Jr Way South, 98144	770-6725	Yes
High Point Management	6558 35th Avenue Southwest, 98126	721-2980	Yes
High Point Job Connection	6558 35th Avenue Southwest, 98126	937-3292	No
Longfellow Creek Apts	5915 Delridge Way SW, 98106	763-3076	Yes
Operation Support Center (OSC)	1300 N 130th Street, 98133	770-6850	Yes
South Operations Facility	7500 Detroit Avenue South	992-6060	Yes

## TABLE OF CONTENT

<b>Overview of relationship between Community Safety Partner Service Provider and SHA</b>	<b><u>2</u></b>
<b>Description of Expectations - Community Safety Partner</b>	<b><u>2</u></b>
<b>Contractual Responsibility</b>	<b><u>2</u></b>
<b>Limits of Authority</b>	<b><u>2</u></b>
<b>Performance Metrics and Reporting</b>	<b><u>3</u></b>
The Incident Report	<u>3</u>
<b>Attachments</b>	
<b>Attachment A: General Description and Conduct</b>	<b><u>5</u></b>
General Job Description	<u>5</u>
Responsibilities of Community Safety	
Partner Service Provider and their Employees - Conduct	<u>5</u>
<b>Attachment B: Guidelines</b>	<b><u>7</u></b>
Communications Protocol	<u>7</u>
Appearance and Uniform	<u>7</u>
Patrol Equipment	<u>7</u>
Guidelines for Certain Situations	<u>7</u>
Identity Check	<u>8</u>
Security Breaches	<u>8</u>
Identifying Suspicious Activity	<u>9</u>
Safety Hazards	<u>9</u>
Illness and Injury	<u>10</u>
Fire Response	<u>10</u>
<b>Attachment C: Procedures</b>	<b><u>11</u></b>
Intermittent and On-Going Community Safety Officer Procedures	<u>11</u>
Communication with SHA's Residents, Visitors and Staff	<u>11</u>
Patrol Procedure	<u>12</u>
Lockout Service Procedure	<u>12</u>
Burglar Alarm Response Procedures	<u>13</u>
Fire Prevention Procedure	<u>13</u>
Fire Alarm Response Procedure	<u>14</u>
Community Safety Services Work Request	<u>14</u>

## **OVERVIEW OF RELATIONSHIP BETWEEN COMMUNITY SAFETY PARTNER SERVICE PROVIDER AND SHA**

The Community Safety Partner Service agreement is focused on respecting the rights of tenants and promoting the safety of tenants and staff while patrolling SHA owned and managed properties. Community Safety Partner Services is expected to act as an extension of SHA in resolving emergent tenant safety issues or needs and working with SHA staff to ensure resident, staff, and property safety.

## **DESCRIPTION OF EXPECTATIONS**

Employees of the Community Safety Partner Service provider are expected to be present, vigilant, and communicative with both tenants, staff, and other community partners. Community Safety Officers are expected to behave as members of the communities in which they provide service. Meet conduct and reporting requirements for all activities while on-site and in accordance with SHA organizational values and customer service standards.

## **CONTRACTUAL RESPONSIBILITY**

This document shall be incorporated by reference into the Community Safety Partner Services contract between SHA and the Community Safety Partner Services firm selected through this Solicitation/Selection Process.

## **LIMITS OF AUTHORITY**

- A. A Community Safety Officer does not have the authority of a police officer. A Community Safety Officer has no special authority and no more authority than a normal citizen. The Community Safety Officer's job is to actively observe, be alert and to report incidents – not to catch criminals.
- B. When faced with a clear and immediate threat of bodily harm, always try first to retreat with the people present to a secure position.
  - 1. Call the police for assistance as directed by your Property Procedures.
  - 2. Call SHA staff and your Site Supervisor.
  - 3. Record all incidents in the Logbook, an Incident Report and as directed by your Property Procedures.
- C. A Community Safety Officer is not authorized to make an arrest or search.

## PERFORMANCE METRICS AND REPORTING

### THE INCIDENT REPORT

The Incident Report is helpful for evidence should unusual events occur. Unusual events must be reported in the Logbook, an Incident Report and anywhere else as directed by your Property Procedures.

- A. The Community Safety Partner Service Provider shall provide a detailed Incident Report of any out-of-the-ordinary situation or occurrence that affects safety or security during a Community Safety Officer's shift.
- B. Incident Reports should at the minimum answer the following six basic questions:
  - 1. Who was involved?
  - 2. What happened?
  - 3. When did it happen?
  - 4. Where did it happen?
  - 5. Special Circumstances?
  - 6. Action Taken?
- C. SHA shall receive all Incident Reports via email to the SHA Contracts Coordinator.
- D. All Incident Reports must be submitted within one (1) business day of the given event.

- A. The Community Safety Partner Service Provider will provide regular reporting to support vendor performance evaluation.
  - a. Daily reporting requirements
    - i. The Community Safety Partner Service Provider shall provide a detailed Incident Report of any "out-of-the-ordinary" situation or occurrence that affects safety or security during a Community Safety Officer's shift.
      - 1. Incident Reports should include at minimum:
        - a. Date and time of incident
        - b. Location
        - c. Person(s )involved
        - d. Detailed incident description
        - e. Special circumstances pertaining to the incident
        - f. Officer action taken
        - g. Photos
  - b. Weekly reporting requirements
    - i. The Community Safety Partner Service Provider shall provide a detailed Summary Incidents Report spreadsheet of all "out-of-the-ordinary" situations or occurrences that affect safety or security during a 7-day period.
      - 1. Incidents Summary Report should include at minimum:
        - a. Date and time of incident
        - b. Location
        - c. Person(s) involved
        - d. Officer involved
        - e. High level incident description

## ATTACHMENT 3 – SECURITY SERVICES PROCEDURES FOR SHA PROPERTIES

- f. High level actions taken, if any
- c. Monthly reporting requirements
  - i. The Community Safety Partner Service Provider shall provide a summary report of officer hours spent on-site.
    - 1. Officer Hours Summary Report should include at minimum:
      - a. Date
      - b. Officer name
      - c. Location
      - d. Time in/out at location
  - ii. The Community Safety Partner Provider shall provide a summary report of lockouts.
    - 1. Monthly Lockouts Report should include at minimum:
      - a. Location
      - b. Address
      - c. Report Date
      - d. Time of call
      - e. Resident name
      - f. Unit number
      - g. Response time
      - h. Final result
  - iii. The Community Safety Partner Service Provider shall provide a summary report of fire alarms.
    - 1. Monthly Fire Alarm Report should include at minimum:
      - a. Location
      - b. Address
      - c. Alarm type
      - d. Report Date
      - e. Call time
      - f. Arrival Time
      - g. Response time
      - h. Final result



**ATTACHMENT A:  
GENERAL DUTIES AND RESPONSIBILITIES OF COMMUNITY  
SAFETY PARTNER/SAFETY OFFICERS**

The following outlines the general duties of the community safety officer while on SHA properties.

**COMMUNITY SAFETY OFFICERS GENERAL JOB DESCRIPTION**

- A. The primary job of the Community Safety Officers is to detect, deter and report threats or possible threats to SHA's property and assets. Community Safety Officers are not a police officer and shall only respond to events as a normal citizen and as described in the Community Safety Partner Service Employee Handbook.
- B. Community Safety Officers must have the ability to reason and to make judgments and the ability to set priorities. Report writing and oral communication skills are important to this position. The Community Safety Officers must be able to respond in a responsible, safe, and reliable manner to all types of emergency situations. The Community Safety Officers must be able to deal effectively with people, this could include mental health instances, transients, Race and Social Justice issues as well as de-escalating potential harmful situations to oneself and others, and should be able to work with minimum supervision.
- C. Community Safety Officers must actively observe and be alert to his/her surroundings for the usual and the unusual, while on SHA properties.
- D. Community Safety Officers must make aware and report in writing all potential security problems to SHA's Contracts Coordinator and the Community Safety Partner Service Site Supervisor.
- E. Dialogue with SHA around turnover of officer (e.g., "meeting your Community Safety Officer" bulletin board, meet and greets with staff)
- F. Community Safety Officers must be visible, by patrolling the interior and or exterior of the worksite to prevent unwelcome events from happening.
- G. Walk, stand, climb stairs, do repetitive motions, and work inside and outside.
- H. Normal duties may involve bending, sitting standing or walking for varied or extended periods of time.

**RESPONSIBILITIES OF COMMUNITY SAFETY PARTNER SERVICE  
PROVIDER & THEIR EMPLOYEES**

**CONDUCT**

- A. Community Safety Officers will not detain or attempt to detain any person on SHA property. Corrective actions involving detention of individuals shall be accomplished only through calling 911. This directive does not exclude a Community Safety Officer from coming to the immediate assistance of a citizen, resident, guest, or SHA staff member, who is under duress, nor does it deprive the Community Safety Officer of their legal right to self-defense, should there be a threat of imminent harm or actual physical violence.

### ATTACHMENT 3 – SECURITY SERVICES PROCEDURES FOR SHA PROPERTIES

- B.** Community Safety Officers will under no circumstances enter a resident's apartment, even when invited, unless performing their assigned duties and accompanied by SHA Staff.
- C.** Community Safety Officers will not smoke inside any SHA property.
- D.** Community Safety Officers will not use SHA telephones for any non-business-related purpose.
- E.** Community Safety Officers will respect the privacy of all residents by observing strict confidentiality over any resident information which may become known to them, including addresses, telephone numbers, and written information in resident files stored on site.
- F.** Community Safety Partner Service Providers will ensure that all Community Safety Officers read, understand and follow the Seattle Housing Authority's Procedures for Community Safety Partner Services in Residential Communities. Further, Community Safety Partner Service Providers will maintain a record of each Community Safety Officer's training and instructions regarding this directive.

## **ATTACHMENT B: GUIDELINES**

The community safety officer will use the following guidelines when on SHA property and engaging with SHA residents and staff.

### **COMMUNICATIONS PROTOCOL**

- A. The Community Safety Partner Service Provider and SHA designated representatives will meet quarterly to discuss the partnership, this contract, hot spots, Community Safety Officer strategies, etc. These quarterly meetings may be increased or decreased upon mutual agreement.
  - 1. The Community Safety Partner Service Provider shall attend Two (2) Housing Operations Management Meetings annually.
- B. In emergent situations, the Community Safety Partner Service Provider shall reach out to SHA Property Management staff to advise and discuss the situation at hand and work together to resolve the issue(s). This is expected to happen within a 24 hour timeframe.
- C. Discuss activities at the properties with property management staff as needed; Consult, investigate and follow-up on issues raised by property management or residents regarding potential issues.

### **APPEARANCE AND UNIFORM**

The uniform is the Community Safety Officer's number one tool. It assists the officer in commanding respect and maintaining control at his/her property. The uniform also serves as the officer's main deterrent to criminal activity.

- A. Each Community Safety Officer must have the appropriate security uniform attire on when providing security services for SHA's properties.
- B. It is the Community Safety Officer's responsibility to make sure the uniform is clean and in general good appearance.

### **PATROL EQUIPMENT**

To effectively patrol, the Community Safety Officer must know and be able to use the equipment available.

- A. Community Safety Officers should carry a pen and pocket size notebook and cell phone with working camera to make notes or take photos on anything unusual that might be encountered on patrol.
- B. A cell phone with working camera should be carried in the event an emergency call needs to be placed. The camera will be used to capture anything unusual that might be encountered on patrol.
- C. A Community Safety Officer should also carry a flashlight. A flashlight helps an officer avoid surprising an intruder and getting hurt.

### **GUIDELINES FOR SPECIFIC CIRCUMSTANCES:**

As a professional Community Safety Officer, detection of safety hazards is part of your responsibility while on patrol or at your stationary property. The following are suggestions for increasing your safety awareness.

## IDENTIFICATION CHECK

Failure to enforce access control procedures increases the risk of theft, vandalism and personal attack.

- A. An ID check reduces the risk of theft, vandalism or personal attack.
- B. Specific ID check procedures are explained in your Property Procedures.
- C. If photos are used on badges or ID cards, be certain the individual is the one on the picture. Don't allow people to flash their ID cards at you.
- D. If the Property Procedures require you to examine each card, have the person remove his ID card from his wallet and hand you the card.
- E. Take the following action when someone does not want to follow the identification procedures required by your Property Procedures.
  - 1. Explain the security policy: "The security policy here requires..."
  - 2. Try to help, consistent with your Property Procedures: "Let me see if I can help."
  - 3. Call for assistance, if necessary, as directed by your Property Procedures. Call police if there is a clear and immediate threat of bodily harm.
  - 4. Report in the Logbook, an Incident Report and as directed by your Property Procedures.

## SECURITY BREACHES

- A. Security breaches include:
  - 1. Broken alarms
  - 2. Inoperative locks
  - 3. Lost keys
  - 4. Broken fences
  - 5. Unauthorized entry
- B. Unless directed otherwise by your Property Procedures, check on employees working after hours and or persons not registered at the security desk.
  - 1. Identify yourself as the Community Safety Officer on duty and give your name.
  - 2. Ask the person for identification.
  - 3. If the person has proper identification:
    - a. Ask why the person is there.
    - b. If the person provides a good reason, document the reason in the Logbook and or an Incident Report.
    - c. If there is no good reason for the person to be on SHA's property:
      - Request that the person accompany you to the nearest exit to leave the site.
      - If the person refuses to accompany you, get a physical description and call SHA's resident manager or after-hour number and/or the police immediately. Do not use force except to protect yourself from clear and immediate bodily harm.
    - d. Report all instances of improper identification in the Logbook, an Incident Report and as directed by your Property Procedures.

## **IDENTIFYING SUSPICIOUS ACTIVITY**

- A.** Any person or persons loitering on or near the premises.
- B.** Any vehicles parked on SHA properties that do not belong to employees, residents, or guests of residents.
- C.** Suspicious activities may include but are not limited to the following:
  - a.** Transfer of small objects from hand to hand in return for money.
  - b.** Individuals loitering (hanging out), consuming alcohol or other drugs, with discreet exchanges of small items between individuals.
  - c.** Individuals with known gang affiliations loitering inside or outside the premises.
  - d.** Persons attempting to gain entry under false pretenses.
- D.** Persons wandering the halls, common spaces, or loitering where other persons pass or legitimately congregate.
- E.** Persons observed “trying” doors, in search of unlocked entries.
- F.** Abandoned vehicles or wrecked/totaled and non-running vehicles.
- G.** Heavy flow of vehicles to SHA parking lots while vehicle occupants remain in their cars and are met by others.
- H.** Frequent visitors to specific apartments who stay for short duration.
- I.** Non-residents coming and going on a regular basis who have keys or access cards to the building.
- J.** Persons known to be non-residents who are observed over a period of time frequenting specific units which may indicate they are lodgers.
- K.** Uncivil behavior on the part of residents or visitors, which may include the disturbance or harassment of other residents or guests, or which may be the result of intoxication or drug abuse.

## **SAFETY HAZARDS**

- A.** While conducting inspections or patrolling the premises, Community Safety Officers will ensure that all fire doors are closed and not propped open.
- B.** Community Safety Officers will inspect for flammable items left outside the building, especially against the building, and notify SHA Property Management staff on-site, if available, and include on the Incident Report of any flammables found.
- C.** While conducting inspections or patrolling the premises, Community Safety Officers will note any volatile chemicals improperly stored or placed inside or outside the premises, taking appropriate action to report the find according to the level of danger perceived. No Community Safety Officer, resident, or unqualified SHA employee should intervene in the collection or disposal of any chemicals.
- D.** Protocol for responding to fire alarms will be posted on site, and Community Safety Officers will familiarize themselves with the fire alarm system of the facility in which they are working.
- E.** While conducting inspections or patrolling the premises, Community Safety Officers will note and report any potential tripping hazards or other dangers posed by items found in hallways or common areas.
- F.** Dangerous weapons and tools should be secured by the Community Safety Officer if that action poses no threat to the Officer or to others.

## ATTACHMENT 3 – SECURITY SERVICES PROCEDURES FOR SHA PROPERTIES

- G.** Syringes found in common areas should be placed in the building's sharps container by the Community Safety Officers if he/she has been given that training by the Community Safety Partner Service Provider. Otherwise, the finding of syringes should be reported to the SHA Property Manager on-site or by dialing the SHA answering service at 800-279-0809, which will invoke an emergency notification protocol.
- H.** Biological hazards should be dealt with by the Community Safety Officer only to the extent of his/her training. Otherwise, biological hazards should be reported to SHA maintenance staff, or to 911, according to the perceived level of danger.
- I.** If a Community Safety officer receives a threat involving a bomb or other explosive device, the Community Safety Officer shall notify 911 immediately; then notify SHA management either on site, or by calling the SHA answering service at 800-279-0809, which will invoke an emergency notification protocol.

### ILLNESS AND INJURY

- A.** Call for assistance if a person becomes injured or is taken ill.
- B.** When you call for assistance, describe the injury or illness as closely as you can.
- C.** Speak calmly and reassuringly to the individual.
- D.** If you become ill or are injured and need assistance, call your Site Supervisor.
- E.** Make the individual comfortable; but do not treat an individual unless you have received special training to do so.
- F.** Report all injuries and illnesses in the Logbook an Incident Report and as directed by your Property Procedures.

### FIRE RESPONSE

- A.** If you believe there is a fire within a closed area, feel the door, window or walls to see if they are warm.
- B.** If the walls of a closed room feel warm, do not open a door or window, as fresh air will feed a fire.
- C.** If you determine that a fire is present or may be present, call the fire department at once. Fire spreads at a rapid rate.
- D.** Firemen would rather respond to a fire that has been put out than to one that is well underway.
- E.** To properly warn people in a fire area, you must:
  - 1. Notify others in the area and explain what action they should take.
  - 2. If signing prior to entry of the site is required, check to see if anyone who signed in must be notified.
  - 3. You will take charge at a fire emergency if responsibility has not been assigned to others.
  - 4. The fire chief is always responsible for fighting fires.

**ATTACHMENT C: PROCEDURES**

The following attachment describes procedural steps for the community safety officer while on SHA properties.

**INTERMITTENT AND ON-GOING COMMUNITY SAFETY PARTNER SERVICES BUILDING PROCEDURES**

Community Safety Officers can be a major deterrent to criminal activity. The Property Procedures are the Community Safety Officers number one resource. They state how security procedures will be performed. They also contain SHA's staff contact numbers and specific emergency procedures.

- A. Community Safety Officers must always arrive at their assigned buildings on time and ready to work.
- B. When arriving for duty, the Community Safety Officer will report to the Property Assistant or designated SHA staff on-site if applicable, who is the Officer's On-site Supervisor. The Community Safety Officer will log in, receive any special instructions, and conduct an inspection of the property inside and outside to ensure that it is secure.
- C. During the initial inspection and while on duty, the Community Safety Officer shall give special attention to the security of building entrances, suspicious persons and vehicles on the property and to safety and fire hazards.
- D. Community Safety Officers must be alert every moment they are on SHA properties.
- E. The Property should be kept clean and well organized. It should only contain items needed for the job.
- F. Community Safety Officers will keep a written log which represents a record of service during his/her shift, and which records all incidents, both routine and non-routine. This record will include arrival and departure times, actions taken, incidents observed, photos if possible and notes on all suspicious activities.
- G. If included in site instructions, Community Safety Officers will request identification from all entrants, whether they are residents or guests, and allow entry only to bona fide residents and to guests who are accompanied by residents using the Resident List report provided by SHA.
- H. While the Community Safety Officers are on-duty, there shall be no personal visitors.
- I. Community Safety Officers will follow all site-specific instructions developed by the SHA Property Manager and/or the Community Safety Partner Service Provider's Site Supervisor.
- J. The Community Safety Officers will abide by all operating rules and procedures adopted by the Community Safety Partner Services provider by whom he/she is employed.
- K. After logging off shift, the Community Safety Officers will provide a copy of his/her shift log and or Incident Report (see section on Incident Reporting) to SHA Contracts Coordinator, for review.
- L. Upon leaving their assigned buildings at shift's end, the Community Safety Officers will secure all entries, and return any keys/Access Control and Monitoring (ACAM) Cards or SHA equipment to the custody of SHA staff on-site or to Community Safety Partner Service Provider's Site Supervisor.

**COMMUNICATION WITH SHA'S RESIDENTS, VISITORS AND STAFF**

## ATTACHMENT 3 – SECURITY SERVICES PROCEDURES FOR SHA PROPERTIES

- A. Community Safety Officers will treat all residents, guests, and SHA staff with due courtesy and respect.
- B. Community Safety Officers must present him/herself as a concerned and helpful representative.
- C. Community Safety Officers shall provide assistance within the limits of the SHA guidelines.

### COMMUNITY SAFETY OFFICER PATROL PROCEDURE

- A. Community Safety Officer Patrol Procedure:
  - 1. Detect conditions which may cause injury or loss, such as fire hazards, safety hazards or breaches in security.
  - 2. Know your rounds:
    - a. Check point locations.
    - b. Routes of rounds.
    - c. Frequency of rounds.
    - d. Duration of each round.
  - 3. Actively observe and be proactive in taking corrective action consistent with SHA property procedures.
  - 4. Report any unusual or potentially dangerous situations in the onsite Logbook and on an Incident Report that is sent to the Contracts Coordinator. If an emergency, call 911 first and then report to your supervisor and after hours answering for follow-up from SHA staff.

### LOCKOUT SERVICE PROCEDURE

- A. SHA's after hour answering service will relay the address, community and name of the resident requesting lockout service, to the Community Safety Partner Service Provider dispatcher. These referrals may include residents of any SHA community within the city.
- B. The dispatcher will locate the community and address in the directory and dispatch the lockout Community Safety Officer to the site with master keys and or an access control card.
- C. SHA requires the Community Safety Officer to meet locked out residents within one hour from receipt of the call from SHA's answering service.
- D. The Community Safety Officer will meet the resident at the lockout address, then:
  - a. Request the resident to state his/her birth date and the birth date of one other member of the household, if applicable.
  - b. Obtain photo identification (in that order). The Community Safety Officer will verify the information given with the dispatcher via cellular phone, and if satisfactory, let the resident into the unit. NOTE: Entry is authorized only to the tenants listed on the dwelling lease (refer to the Resident's Listing or Supplemental Reports for Head of Household and Dependents).
- E. If the unit is occupied by only one resident, only one birth date need be given. If the birth date information given is accurate but the resident has left their photo ID inside the unit, it may be shown and verified after the entry.



## ATTACHMENT 3 – SECURITY SERVICES PROCEDURES FOR SHA PROPERTIES

- F.** The Community Safety Officer must record each Lockout Service Call on an Incident Report, obtaining the signature of the locked-out resident, and logging the time as indicated.

### **BURGLAR ALARM RESPONSE PROCEDURES**

- A.** SHA's buildings' security systems are monitored by a 24-hour monitoring service. When a Burglar Alarm is activated, the Monitoring Company will communicate this information to SHA's 24 hour answering service.
- B.** The answering service will then initiate a call to the Community Safety Partner Service provider, providing them with the details of the Alarm event. A Community Safety Officer must report to the scene within 30 minutes of the call from the answering service.
- C.** False Alarms: In case of a false alarm, the following actions shall take place:
  - a. A Community Safety Officer shall patrol the interior, and exterior of the building to make sure all areas around the building are cleared.
  - b. The Community Safety Officer shall reset the alarm(s). The Community Safety Partner Service Provider will be given a list of alarm codes.
- D.** Damage(s): If damages are found, the Community Safety Officer must contact the following parties and proceed with the procedures as indicated below:
  - a. SHA's 24 hour answering service, at 800-279-0809.
  - b. Building Managers to report damage condition at his/her building.
  - c. The Community Safety Officer shall continue to stay at the scene until the arrival of SHA staff or other arrangements are made.
- E.** Break-in Crime: In the event of a break-in or a crime, the Community Safety Officer shall:
  - a. Call 911 – Seattle Police Department.
  - b. Contact SHA's Building Manager.
  - c. Assist the law enforcement officer(s) if necessary and wait until the arrival or instruction of relief by SHA staff.
- F.** The responding Community Safety Officer must prepare a detailed incident report for all alarm responses describing the activities at the location. The incident report shall be submitted to SHA within one (1) business day of the occurrence of each alarm response.

### **FIRE PREVENTION PROCEDURE**

If you detect a fire hazard that could break into a fire at any minute, call the fire department immediately.

- A.** Look for fire hazards which may consist of:
  - a. A stack of empty cartons
  - b. A pile of oily rags
  - c. Uncapped or leaking containers
  - d. Faulty electrical wiring
  - e. Overloaded electrical fixtures
  - f. Smoldering cigarettes in wastebaskets and ashtrays
  - g. Empty or improperly maintained fire extinguishers
  - h. Improperly maintained fire hoses or fire hoses without nozzles

## ATTACHMENT 3 – SECURITY SERVICES PROCEDURES FOR SHA PROPERTIES

- B.** Use all your senses to detect smoke or heat that might be the start of a fire.
- C.** Report in the Logbook, an Incident Report and as directed by your Property Procedures any condition that could develop into a fire.

### **FIRE ALARM RESPONSE PROCEDURE**

- A.** A SHA's answering service will communicate with the Community Safety Partner Service Provider when any of the monitored Fire Alarm Panels have been activated (have registered a Fire Alarm Signal) and the Seattle Fire Department has been dispatched.
- B.** B The Community Safety Partner Service Provider shall dispatch a Community Safety Officer to the referenced site within 30 minutes of receiving the initial call from SHA's answering service. Upon arrival to the referenced site, the Community Safety Officer shall perform any of , but not limited to, the following services:

(1) Non-Fire Incident, Patrol the site to determine the building status.

- a) No Fire, Incident cleared by the Fire Department, Fire Alarm Panel in Normal condition. Report Status back to SHA's answering service.
- b) No Fire, Fire Alarm Panel cannot be reset. Place call to SHA's answering service to have the On-Call Electrician paged. Perform Fire Watch until SHA Representative arrives at the building, follow their direction.

(2) Fire Incident. If there is a "Severe Fire Event", the Community Safety Officer will place a call to SHA's 24 hour answering service and will remain on site until an SHA Representative is present. A "Severe Fire Event" is defined as one or more of the following conditions taking place when the Community Safety Officer arrives:

- a.) Multiple Fire Trucks are on site putting out an actual fire.
- b.) Residents are being evacuated from the building.
- c.) There is property damage
- d.) There is a fatality

In each scenario / event above, the responding Community Safety Officer shall contact SHA's answering service with the fire alarm / building status, leave a incident report at the site and email the report to the SHA Contracts Coordinator.

### **COMMUNITY SAFETY PARTNER SERVICE WORK REQUEST**

- A.** SHA's designated staff will initiate all Community Safety Partner Service work requests.
  - 1. During SHA business hours, SHA's Contracts Coordinator shall be the primary person to request Community Safety Partner Service work.
  - 2. The SHA's Contracts Coordinator shall also be contacted for, procedure, reports, contract, and billing questions.
  - 3. After SHA's business hours, SHA's Senior Property Managers and Property Managers are authorized to place Community Safety Partner Service work requests.

### ATTACHMENT 3 – SECURITY SERVICES PROCEDURES FOR SHA PROPERTIES

- B.** The Community Safety Partner Service Provider shall provide a dedicated dispatch number to call in work requests.
- C.** Community Safety Partner Service work requests must be honored within 24 hours of initial call from SHA's Contract Coordinator or other authorizing SHA staff.
- D.** Declined Work requests due to the unavailability of guards using the dispatch number is unacceptable.
- E.** Declined work requests from the dispatcher must be transferred to the Community Safety Partner Service Provider's Account Representative in whom will initiate access to the security services emergency backup guards.
- F.** If the Community Safety Partner Service Provider fails to meet the terms of the Contract to provide requested Intermittent Guard Services within a 24-hour period:
  - 1. The Community Safety Partner Service Provider shall provide SHA with an official notice to SHA's Contact Coordinator explaining the failure to provide security service.
  - 2. SHA will contact an alternate Community Safety Partner Service Provider.
  - 3. The Community Safety Partner Service Provider shall reduce the Community Safety Partner Service Provider's monthly invoice to SHA for the month following the Community Safety Partner Service Provider's failure to provide the Intermittent Community Safety Officer Services in a timely manner.
  - 4. The reduction shall be 10% and apply to the amount due for Intermittent Community Safety Officer and Ongoing Community Safety Officer Services, and the reduction shall be noted on the Community Safety Partner Service Provider's invoice to SHA. In the event the Community Safety Partner Service Provider fails to reduce the invoice amount as noted, SHA will deduct the 10% and make payment of the reduced amount.
  - 5. Invoice reduction does not apply to the Community Safety Partner Service Provider's Ongoing Patrol Checks, Lockout Service or Burglar Alarm Response. The invoice reduction would be waived for Intermittent or Ongoing Community Safety Officer Service in the event of natural disasters or multi-location incidents or emergencies; including, but not limited to earthquakes or civil disturbances (e.g., WTO, riots, etc.).
- G.** SHA will document all instances of the Community Safety Partner Service Provider's failure to provide the required services within the 24-hour notice period.
- H.** If the Community Safety Partner Service Provider fails to provide the required services within the 24-hour notice period more than three times during the term of the Contract, SHA may exercise its options to terminate the Contract for default and failure to perform.

### Attachment 4 – SHA Holiday Schedule 2021 - 2023

<b>HOLIDAY</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>New Year's Day</b> (Observed January 1, <i>or closest weekday</i> )	Friday, 01/01/21	Friday, 12/31/21	Monday, 01/02/23
<b>Martin Luther King, Jr.'s Birthday</b> (Observed third Monday in January)	Monday, 01/18/21	Monday, 01/17/22	Monday, 01/16/23
<b>President's Day</b> (Observed third Monday in February)	Monday, 02/15/21	Monday, 02/21/22	February 02/20/23
<b>Memorial Day</b> (Observed last Monday in May)	Monday, 05/31/21	Monday, 05/30/22	Monday, 05/29/23
<b>Independence Day</b> (Observed July 4, <i>or closest weekday</i> )	Monday, 07/05/21	Monday, 07/04/22	Tuesday, 07/04/23
<b>Labor Day</b> (Observed first Monday in September)	Monday, 09/06/21	Monday, 09/05/22	Monday, 09/04/23
<b>Thanksgiving Day</b> (Fourth Thursday in November)	Thursday, 11/25/21	Thursday, 11/24/22	Thursday, 11/23/23
<b>Day following Thanksgiving Day</b> (Fourth Friday in November)	Friday, 11/26/21	Friday, 11/25/22	Friday, 11/24/23
<b>Christmas Day</b> (Observed December 25, <i>or closest weekday</i> )	Friday, 12/24/21	Monday, 12/26/22	Monday, 12/25/23

## Attachment 5 – Cost Proposal

Service		* All-Inclusive Rate		Unit of Measure		** Estimated Number of Hours/Visits Per Month		Estimated Cost Per Month		Additional Cost Per Service (If Applicable)		
										Holiday Rate		Overtime Rate
Intermittent Security Guard Services		\$_____	Per	Hour	x	341 Hours	=	\$_____		\$_____		\$_____
Patrol Checks (5-10 minute check)		\$_____	Per	Each Visit	x	342 Visits	=	\$_____		\$_____		\$_____
On-Going Security Guard Services – Jefferson Terrace		\$_____	Per	Hour	x	515 Hours	=	\$_____		\$_____		\$_____
Lockout Service		\$_____	Per	Each Visit	x	72 Visits	=	\$_____		\$_____		\$_____
Burglar Alarm Response (Estimated 1 hour per visit)		\$_____	Per	Each Visit	x	4 Visit	=	\$_____		\$_____		\$_____
Fire Alarm Response (Estimated 1 hour per visit)		\$_____	Per	Each Visit	x	15 Visits	=	\$_____		\$_____		\$_____
<b>TOTAL ESTIMATED COST PER MONTH =</b> (To be used for comparison only)								\$_____				

\* All-Inclusive Hourly Rate includes base salary, overhead, fringe benefits and profit.

\*\* The number of Hours and Visits indicated are estimates only and are derived from average number of hours from previous years. Future hours may vary.



# VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,  
ATTN: Don Tucker, Sr. Contract Administrator  
190 Queen Anne Ave N, P.O Box 19028, Seattle WA 98109-1028

## General Business Information:

For SHA Use Only:

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

JDE Vendor No.

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:

- 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;
- 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](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](http://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](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 epayables 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](http://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](mailto: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.

# Seattle Housing Authority

## Section 3 Business Certification

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

For more information regarding the Section 3 requirements for Consulting Contracts and to view the full contract provisions, see Section 7 of the standard contract at:

[https://seattlehousing.org/sites/default/files/Consultant\\_Professional\\_Services\\_Contract.pdf](https://seattlehousing.org/sites/default/files/Consultant_Professional_Services_Contract.pdf)

**Section 3 Business Criteria:** Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below) A completed and signed Individual Certification form for each Section 3 qualified person or persons is required to be submitted.
2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons. (When seeking certification under this criteria, please submit a listing of all current, permanent, full-time employees, as well as a completed and signed Individual Certification form for each Section 3 qualified employee.)
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses. (When seeking certification under these criteria, please consult with the Section 3 Coordinator regarding the documentation to be submitted.)

**Section 3 Person Criteria:** A Section 3 qualified person must:

- 1) Be a City of Seattle Housing Authority public housing resident; or
- 2) Live in the metropolitan statistical area (MSA) covering King, Snohomish, and Pierce counties, and,
- 3) Earn no more than the following amounts for the respective MSA area:

Region/Area	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
King and Snohomish Counties	\$ 66,700	\$76,200	\$ 85,750	\$ 95,250	\$ 102,900	\$ 110,500	\$ 118,150	\$ 125,750
Pierce County	\$ 48,450	\$ 55,400	\$ 62,300	\$ 69,200	\$ 74,750	\$ 80,300	\$85,850	\$ 91,350



**Section 3 Statement:** Please check the appropriate box below.

- ☐ My business is eligible to be certified as a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- ☐ My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

Note: If you certify above that your business is a Section 3 business, SHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.

### **Section 3 Resident Employment Plan**

Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA, to the greatest extent feasible, to provide employment opportunities to "Section 3 residents." Section 3 residents include residents of SHA communities and other low income residents of the metropolitan statistical area (hereinafter "MSA") covering King, Snohomish, and Pierce counties. SHA residents, preferably residents of the SHA community in which the work is to be done, are favored over other low-income residents of the MSA.

#### **For construction contracts only:**

- Each bidder is required to submit with their bid package a plan which will result in the hiring of Section 3 residents to perform the work contemplated by the bid. SHA has established a goal that 100% of all new hires be Section 3 Residents to the greatest extent feasible.
- At a minimum, the Contractor and its subcontractors shall advertise new positions created in order to perform the work called for herein and will post notices to the Contractor's commitments under Section 3 in conspicuous places at the work site. In addition, the Contractor must notify each labor organization with whom it or its subcontractors have a collective bargaining agreement or other understanding of these Section 3 commitments.

#### **For consulting contracts only:**

- Firms are required to include this Section 3 Resident Employment Plan (hereinafter "Plan") in their submittal showing, if applicable, the hiring of Section 3 residents to perform the work contemplated by the submittal.

In order to fulfill its Section 3 obligations, the Contractor/ Consultant may work with service providers on site at various SHA communities including, but not limited to, Neighborhood House

and the Employment Opportunities Center. The plan should specify the number of positions the Contractor/ Consultant expects will be created and what minimum qualifications and skills will be required in order to perform the positions. The plan, if applicable, should also address the Contractor/ Consultant's strategy for recruiting SHA residents for the available positions, which should include consultation with SHA's Section 3 Coordinator.

1. How many new positions do you expect this contract will require you to create?

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2. Describe each position and provide the name and provide the location of the person(s) taking applications for each such position.

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3. What minimum skills will be required for each position?

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4. Please describe any training opportunities which the contract may create and any agreements concerning training you have.

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5. How will you advertise these positions to SHA residents?

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If you have any questions about this form, please call Cary Calkins at (206) 588-4314.

## SEATTLE HOUSING AUTHORITY

### SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

**Consultant's Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Consultant's Signature	Printed Name	Title	Date

**NOTE:** This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
  - a) Is in a position to handle Federal funds;
  - b) Is in a position to influence or control the use of those funds; or,
  - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include: <https://www.sam.gov/portal/public/SAM/> and [http://portal.hud.gov/hudportal/HUD?src=/topics/limited\\_denials\\_of\\_participation](http://portal.hud.gov/hudportal/HUD?src=/topics/limited_denials_of_participation).

## SEATTLE HOUSING AUTHORITY

### SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS

*The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form to each sub- consultant to be completed and returned.*

**Prime Consultant's Name:** \_\_\_\_\_

\_\_\_\_\_ certifies that neither any of the sub- consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub- consultant hired after submission of this certification.
- A renewal certification for every sub- consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

**(Note:** In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub- consulting firm to SHA as evidence of sub- consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub- consultant certifications to SHA.)

Prime Consultant's Signature	Printed Name	Title	Date

**Sub- Consultant Firm Listing:** (If sub- consultants are not involved in the project, please enter **NONE.**)


If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub- consultants.

Please contact Don Tucker, Sr. Contract Administrator by e-mail at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org) if you have any questions regarding compliance with this requirement.

# Certifications and Representations Of Offerors

## Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding / offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/Offerors to certify to the Has Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/ offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and
- (2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 2. Small, Minority, Women-Owned Business Concern Rep-representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:  
(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### **4. Organizational Conflicts of Interest Certification**

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### **5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### **6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### **7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

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**Signature & Date:**

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**Typed or Printed Name:**

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**Title:**

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## **For-Profit Subgrantee and Contractor Certifications and Assurances**

The Department of Housing and Urban Development (HUD) requires that all for-profit Subgrantees and Contractors on HOPE VI projects sign this "Certifications and Assurances" form certifying that they will comply with the specific federal requirements described below. The parties who must sign a "Certifications and Assurances" form are defined below:

- **Subgrantees:** These are for-profit organizations to which the Housing Authority (Housing Authority or Grantee) has awarded a grant from the HOPE VI grant that the Housing Authority received from HUD. The subgrantee is accountable to the Housing Authority for the use of the funds provided, but the Housing Authority is ultimately accountable to HUD.
- **Contractors:** This includes any for-profit contractor, consultant, service provider, or supplier that the Housing Authority contracts with for goods or services on any HOPE VI project.

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**Certification and Assurance:** The subgrantee or contractor executing this certification hereby assures and certifies that it will comply with all of the applicable requirements of the following, as the same may be amended from time to time, including adding appropriate provisions to all contracts between Grantee and for-profit Subgrantees or Contractors:

- (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)
- (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
- (3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)
- (4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)
- (5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)
- (6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

- (7) Notice of awarding agency requirements and regulations pertaining to reporting.
- (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.
- (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000).
- (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

The information contained in this certification is true and accurate, to the best of my knowledge.

Name of Subgrantee or Contractor	Name and Contract Number:	
Signature of Authorized Certifying Official:	Title:	Date:

**WARNING:** Section 1001 of the Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat.967) applies to this certification. 18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing knowing the same to contain any false, fictitious or fraudulent statement or entry, in any matter within jurisdiction of any department or agency of the United States, shall be fined no more than \$10,000 or imprisoned for not more than five years, or both.

Return this form to:

Seattle Housing Authority  
Attn: Don Tucker, Purchasing  
P.O. Box 19028  
Seattle, WA 98109-1028