

Solicitation #5741

New/Used Light-Duty Vehicles

The Seattle Housing Authority (SHA) is requesting bids for the purchase of up to twenty-one light-duty vehicles to fulfill the agency's needs. SHA's intent is to purchase the following vehicles or its equivalent: ten Ford Transit Connect Mini-Cargo vans, seven Ford Transit Full-Size Cargo vans, one Ford F150, and three Ford F250 pickups (two with standard cab, one with crew cab).

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

Minimum Standards

1. Ford Transit Connect Mini-Cargo van or equivalent vehicle type.
 - a. Vehicle must be less than 8 years old from the new car in-service date;
 - b. Have less than 80,000 miles on the odometer;
 - c. Have a clean, non-branded title
 - d. The vehicle will also have a CARFAX Vehicle History Report available for inspection prior to purchase.

2. Ford Transit Full-size Cargo van or equivalent vehicle type.
 - a. Vehicle must be less than 8 years old from the new car in-service date;
 - b. Have less than 80,000 miles on the odometer;
 - c. Have a clean, non-branded title
 - d. The vehicle will also have a CARFAX Vehicle History Report available for inspection prior to purchase.

3. Ford F150/F250 pickup or equivalent vehicle type.
 - a. Vehicle must be less than 8 years old from the new car in-service date;
 - b. Have less than 80,000 miles on the odometer;
 - c. Have a clean, non-branded title
 - d. The vehicle will also have a CARFAX Vehicle History Report available for inspection prior to purchase.

Selection Criteria

After the minimum standards have been met, the remaining vehicles will be scored based on the following characteristics. The scores associated with each characteristic are weighted according to their relevance to the vehicle's use case and SHA's goal to right-size vehicles to meet the agency's business needs.

1. Price
 - a. Meet the needs of the agency in the most cost-effective way possible.
2. Mileage
 - a. Vehicles with lower mileage would last longer should there be a significant increase in vehicle utilization rates or should any manufacturing issues arise. Vehicles will be ranked in order with the lowest mileage vehicle receiving the most points and the highest mileage vehicle receiving the fewest points.
3. Vehicle Age
 - a. Vehicles less than 8 years old from the new car in-service date will still support the agency's vehicle needs and allow for enough usage until it's due for replacement.
4. Wheelbase Length (*if applicable*)
 - a. Our optimum vehicle is a long-wheelbase and will be ranked higher receiving the most points compared to short wheelbases which will receive the fewest points.
5. Side-Door Type (*if applicable*)
 - a. Our optimum vehicle has sliding side-doors allowing for getting in or out of tight spaces. Sliding side-doors will be ranked higher receiving the most points compared to hinged side-doors which will receive the fewest points.
6. Roof Height (*if applicable*)
 - a. Roof height categories are defined to match Ford Transit standards, or similar height, for all low, medium, and high roofs.
 - b. Our optimum vehicle has a low roof and will be ranked higher receiving the most points, followed by medium roofs, and then high roofs receiving the fewest points.
7. Bed Size (*pickups only*)
 - a. Our preference for bed size would be 8 feet.
8. Cab Type (*pickups only*)
 - a. Our preference is two pickups with a standard cab and one with a crew cab.

Weighted Scoring Model

Selection Criteria	Weight		
	Full-Size Transit (or equivalent)	Transit Connect (or equivalent)	Pickups
Price	40%	40%	40%
Mileage	20%	20%	20%
Age	15%	15%	15%
Wheelbase	10%	15%	N/A
Sliding Side-Door	10%	10%	N/A
Roof Height	5%	N/A	N/A
Bed Size	N/A	N/A	15%
Cab	N/A	N/A	10%
Total	100%	100%	100%

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

Questions regarding this solicitation are due no later than **Thursday, 01/12/2023** by **2:00 PM**. Solicitation due date is **Thursday, 01/19/2023** by **2:00 PM**. Bids must be emailed to Purchasing@seattlehousing.org.

All executed purchases are subject to SHA Terms and Conditions which can be found online at <https://www.seattlehousing.org/do-business-with-us/forms-and-policies> and made by SHA purchase orders. All invoices must reference the executed purchase order number.

Solicitation 5741 Bid Sheet
New/Used Light-Duty Vans

Vehicle Make, Model, Year _____

Bid Price _____
(including all fees and costs)

Cost of 3rd Key (optional) _____

Mileage _____

Vehicle Identification # (VIN) _____

Wheelbase Length _____

Side-Door Type SLIDING HINGED

Roof Height *(if applicable)* LOW MEDIUM HIGH

Circle the appropriate answer Side-Door Type and Roof-Height (if applicable)

Vehicles must come equipped with 2 keys/fobs.

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

All bids are due **Thursday, 01/19/2023** by **2:00 PM**. **One bid sheet per vehicle submitted.**

Deadline for questions is **Thursday, 01/12/2023** by **2:00 PM**.

If vehicle is selected, vendor must submit an invoice referencing the SHA purchase order to AP@seattlehousing.org including the Vehicle Identification Number (VIN).

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

Name of vendor submitting bid _____

Signature of authorized representative _____

Solicitation 5741 Bid Sheet
New/Used Light-Duty Pickups

Vehicle Make, Model, Year _____

Bid Price _____
(including all fees and costs)

Cost of 3rd Key (optional) _____

Mileage _____

Vehicle Identification # (VIN) _____

Bed Size _____

Cab Type STANDARD CAB CREW CAB

Circle the appropriate answer for Cab Type.

Vehicles must come equipped with 2 keys/fobs.

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

All bids are due **Thursday, 01/19/2023** by **2:00 PM**. **One bid sheet per vehicle submitted.**

Deadline for questions is **Thursday, 01/12/2023** by **2:00 PM**.

If vehicle is selected, vendor must submit an invoice referencing the SHA purchase order to AP@seattlehousing.org including the Vehicle Identification Number (VIN).

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

Name of vendor submitting bid _____

Signature of authorized representative _____



VENDOR FACT SHEET

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

General Business Information:		For SHA Use Only:	
Name of Business, Organization, or Name of Person (if payment is to an individual):		JDE Vendor No.	Purchasing contracts <input type="checkbox"/>
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 <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>
Governmental Agency <input type="checkbox"/>	Other _____ <input type="checkbox"/>		
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 HERE →	Signature of U.S. Person	Date
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Ownership Status (check all that apply):	Racial/Ethnic Status (check one):
<input type="checkbox"/> MBE (Minority-Owned Business Enterprise) <input type="checkbox"/> WBE (Women-Owned Business Enterprise) <input type="checkbox"/> MWBE (Minority / Women-Owned Business Enterprise) <input type="checkbox"/> CBE (Combination Business Enterprise) <input type="checkbox"/> Small Business <input type="checkbox"/> HUD Section 3 Business <input type="checkbox"/> Certified by OMWBE (Washington State Office of Minority and Women's Business Enterprises) <input type="checkbox"/> Self-Identified (SHA may request a signed statement re: self-certification)	<input type="checkbox"/> Caucasian (1) <input type="checkbox"/> African American (2) <input type="checkbox"/> Native American (3) <input type="checkbox"/> Hispanic American (4) <input type="checkbox"/> Asian/Pacific American (5) <input type="checkbox"/> 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:
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By signing immediately above, the Vendor hereby represents the following:

a) The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;

b) The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders, if the Vendor will be supplying goods and/or services through an SHA Purchase Order. To obtain a copy of the General Terms and Conditions, call (206) 615-3379 or visit our Web site at https://www.seattlehousing.org/sites/default/files/Purchase_Orders_Terms_Conditions.pdf

Vendor Fact Sheet Instructions

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

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

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

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

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

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

Contract Payments: Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America e-payables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click here or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors. For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Tran Wong, SHA's Accounts Payable Manager, at 206-615-3483 or twong@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.