

REQUEST FOR BIDS

LED Lighting Upgrades, Phase III Solicitation No. 5961

ADDENDUM NO. 4
Issue Date September 18, 2025

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Bidders/Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

This Addendum lists questions received and SHA's responses (see Item 1 below), extends the Bid Due Date (see Item 2 below), and replaces Attachment E.2 (see Item 3 below).

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1. For building 2850- Steve counted 5 wallpacks instead of the listed 4 and he also saw 1 floodlight on the west side of the exterior. We want to verify that all 5 wallpacks will be replaced as well as the floodlight.

Response: *Contractors should bid the advertised lighting schedule titled Telemark Apartments, 2850 NW 56th St.*

Question 2. For Build 3290 The Garage strip light are recessed. Do we want to maintain recessed profile or surface mount?

Response: *There currently is no lighting schedule for an SHA building with an address 3290. However, we are assuming this question is intended for the advertised lighting schedule title Michaelson Manor, 320 W Roy St. Contractors should bid the advertised lighting schedule titled Michaelson Manor, 320 W Roy St.*

Question 3. Is there an obligation to touch up any paint?.

Response: *Attachment B.1, Volume 2, General Requirements and Technical Specifications states, repair and patch-back of wall, ceiling, siding, and other surfaces that are impacted by the contractor while performing this work.*

Question 4. Can you please confirm when the bid opening is and send the Microsoft link?

Response: *This project is small works, so doesn't require a public bid opening. As information is available, it will be posted to the project's solicitation website: [LED Lighting Upgrades, Phase III | Seattle Housing Authority](#).*

Item 2 The **BID DUE DATE AND TIME** is extended to **11:00 AM, Thursday, September 25, 2025.**

Item 3 REMOVE Attachment E.2 issued with the solicitation and **REPLACE** with Attachment E.2 included with this addendum.

END OF ADDENDUM NO. 4

SEATTLE HOUSING AUTHORITY

Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business _____

Address of Business _____

Name of Business Owner _____

Phone Number of Business Owner _____

Email Address of Business Owner _____

Preferred Contact Information

☐ Same as above

Name of Preferred Contact _____

Phone Number of Preferred Contact _____

Type of Business (select from the following options):

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☐ Limited Liability Company ☐ Other (*please specify*) _____

Select from *ONE* of the following three options below that applies:

- ☐ At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 3).
- ☐ At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- ☐ Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 3).

Business Concern Affirmation

I affirm that the above statements (on page 1 of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to the Housing Authority of the City of Seattle may have their contracts terminated for default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

*Certification expires within six months of the date of signature
Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

FOR ADMINISTRATIVE USE ONLY

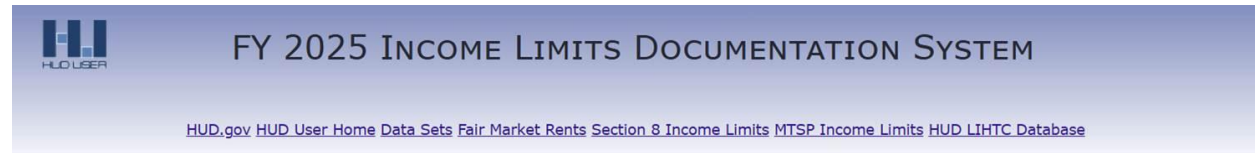
Is the business a Section 3 business concern based upon their certification?

☐ YES ☐ NO

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

The Housing Authority of the City of Seattle Section 3 Income Limits Eligibility Guidelines

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.



FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Seattle-Bellevue, WA HUD Metro FMR Area	\$157,100	Very Low (50%) Income Limits (\$) Click for More Detail	55,000	62,850	70,700	78,550	84,850	91,150	97,450	103,700
		Extremely Low Income Limits (\$)* Click for More Detail	33,050	37,750	42,450	47,150	50,950	54,700	58,500	62,250
		Low (80%) Income Limits (\$) Click for More Detail	84,850	96,950	109,050	121,150	130,850	140,550	150,250	159,950

NOTE: **King County** is part of the **Seattle-Bellevue, WA HUD Metro FMR Area**, so all information presented here applies to all of the Seattle-Bellevue, WA HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Seattle-Bellevue, WA HUD Metro FMR Area.

Table above is for reference only. Check <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern; or
- Currently fits at least one of the following categories as documented within the past five years:
 - o A resident of Seattle Housing Authority public housing or Section 8-assisted housing;

- o A resident of other public housing projects or Section 8-assisted housing managed by the public housing authority that is providing the assistance; or
- o A YouthBuild participant.

ATTACHMENT D
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
24 CFR Part 75

Section 3 Benchmarks for Creating Economic Opportunities for Low- and Very Low-Income Persons and Eligible Businesses

Background: As a condition to receiving financial assistance from HUD, the Seattle Housing Authority (SHA) is required to report to HUD the number of hours worked by Section 3 workers and Targeted Section 3 workers on SHA's contracts. To gather that information, SHA is requiring all firms contracting with SHA to track their Section 3 hours and to submit to SHA a quarterly report. SHA created a form (see the back of this page) for all contractors and consultants to use for this quarterly report.

HUD requires SHA and its contractors to use their best efforts to achieve the following Section 3 benchmarks:

For Section 3 Workers - 25 percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance for SHA's fiscal year.

For Targeted Section 3 Workers - 5 percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance for SHA's fiscal year.

Definitions:

Section 3 worker. A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD;
2. The worker is employed by a Section 3 business concern; or
3. The worker is a YouthBuild participant.

Targeted Section 3 worker: A Targeted Section 3 Worker is a Section 3 worker who:

1. Is employed by a Section 3 business concern; or
2. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. A resident of public housing or Section 8-assisted housing;
 - b. A resident of other public housing projects or Section 8-assisted housing managed by SHA; or A YouthBuild participant

Section 3 Business Concern: A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

1. At least 51 percent owned and controlled by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
3. A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

ATTACHMENT D – cont.
Section 3 Quarterly Reporting Form
For SHA Projects

This form must be completed and submitted quarterly*.

SHA Contract No.		Contract Title	
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This Report is for the following dates:

Start Date:		End Date:	
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The following hours are for the dates and Contract identified above:

Total Hours Worked for all workers: <i>In calculating total hours worked for all workers, do <u>NOT</u> include hours worked with respect to any "professional services" as defined in 24 CFR 75.5</i>	
Total Hours Worked for Section 3 workers: <i>In calculating total hours worked for Section 3 Workers, <u>DO</u> include hours worked with respect to any "professional services" as defined in 24 CFR 75.5</i>	
Total Hours Worked for Targeted Section 3 workers: <i>In calculating total hours worked for Targeted Section 3 Workers, <u>DO</u> include hours worked with respect to any "professional services" as defined in 24 CFR 75.5</i>	

By submitting this form, the undersigned certifies to SHA (i) it has the full right, title, authority and capacity to execute this document on behalf of the Consultant, (ii) all of the documentation and information submitted with this reporting form is true and correct in all material respects, and (iii) that it maintains, and will provide to SHA upon request, documentation in form and substance required by 24 CFR 75.31 sufficient to ensure that applicable workers meet the definition of a Section 3 worker or Targeted Section 3 worker. The undersigned acknowledges and agrees that a breach of any of certifications (i) – (iii) above will be considered a default under the Contract.

Submitted By:

_____	_____	_____
Name	Title	Date

*For the purpose of the reporting period, a "Quarterly Period" shall mean the last day of March, June, September and December.