

INVITATION TO BID

6067 Flooring Installation Services (Federal)

PROJECT DESCRIPTION: The work under this contract includes but is not limited to flooring installation services on an on-call basis. More specifically, services shall encompass all phases of flooring installation services, including but not limited to, the demolition and removal of existing floor coverings, providing all necessary materials, the installation of new floor coverings, haul-away and disposal services of existing floor coverings, and any relevant services in the entire process.

Work will be done in SHA's residential units and common areas, including high-rise buildings, multifamily communities, and single/multifamily residences within the Seattle city limits. Work will be considered public works and be subject to applicable state or federal wage schedules and related regulations.

The work of this Contract will be set forth in the Detailed Scopes of Work referenced in the individual Work Orders. The Contractor is required to complete each Detailed Scope of Work for the Work Order Price within the Work Order Completion Time. All proposers are advised to carefully review ALL documents. Any questions, comments, concerns, or objections to the terms of any document(s) must be delivered in writing to SHA by close of business by the deadline for questions specified in this solicitation.

LOCATION: *Locations at multiple locations in Seattle.* Properties may be owned by SHA or a Limited Partnership of which SHA is managing general partner.

ESTIMATE: This project cost is estimated to be between \$600,000 and \$700,000 per calendar year.

The minimum contract value for the work under this contract is \$10,000. The Contractor is guaranteed to receive the opportunity to perform Orders totaling at least \$10,000 during the initial contract term. The estimated annual value is \$600,000 to \$700,000. The Contractor may be issued Work Orders up to or exceeding the estimated annual value. SHA has no obligation to issue Work Orders in excess of the minimum contract value.

BID SUBMITTAL: Sealed bids must be received for this project by the Seattle Housing Authority (SHA) at the purchasing@seattlehousing.org email, *no later than 10:00 AM, on Tuesday, October 28, 2025.* Bids received after 10:00 AM will not be accepted or read. Faxed and hand delivered bids will not be accepted.

The bidder is responsible for ensuring that its Bid is received prior to the deadline. Bids received after the deadline will not be considered. **Note on electronic submittals:** Email may pass through multiple servers before arriving at its destination. Please allow sufficient time for email delivery of submittals. Timely electronic delivery is at the risk of the supplier. Seattle Housing Authority will designate the time of receipt recorded by our email server as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Your submittal must be sent as an attachment, links to your electronic submittal will not be accepted.

Note on email attachments: Maximum email size, including attachments: 35 MB. Multiple emails may be sent for each submittal.

The subject of the email must be clearly labeled with the following information: "Bid Documents," name of project, date and time of opening, the bidder's business name, address, and telephone number.

BID OPENING: Will be held on Microsoft Teams at approximately *11:50 AM, on Tuesday, October 28, 2025*. Meeting information can be found in the solicitation posted on Builder's Exchange of Washington, Inc. Email purchasing@seattlehousing.org for an invitation to the Microsoft Teams meeting.

PRE-BID SITE VISIT: Two pre-bid meetings will be held on Microsoft Teams at the following dates and times:

- **Prebid Meeting #1: 3:00 PM, on Friday, October 3, 2025**
- **Prebid Meeting #2: 10:30 AM, on Friday, October 10, 2025**

Meeting information can be found in the solicitation posted on Builder's Exchange of Washington, Inc. Email purchasing@seattlehousing.org for an invitation to the Microsoft Teams meetings.

All prospective bidders are strongly encouraged to attend. Non-attendance on the part of the Bidder shall not relieve the bidder of any responsibility for adherence to any of the provisions of the bid documents or any Addenda.

OBTAINING BID DOCUMENTS: PLANS, SPECIFICATIONS, ADDENDA, AND PLANHOLDER'S LIST for this project will be available on-line through Builder's Exchange of Washington, Inc. at <http://www.bxwa.com>. Access to project bid documents is provided to Prime Bidders, Subcontractors, and Vendors by going to <http://www.bxwa.com> and clicking on "Posted Projects", "Public Works", "Seattle Housing Authority", and "Projects Bidding". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders "register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. For assistance with access or registration, contact Builders Exchange of Washington at (425) 258-1303.

PROJECT DOCUMENTS: Documents for this project will be available free on-line through Builder's Exchange of Washington, Inc., at <http://www.bxwa.com>. A copy of the Drawings and Project Manual may be viewed at the Seattle Housing Authority's office. If you wish to view documents at SHA's office, please email purchasing@seattlehousing.org at least (2) business days in advance to arrange.

TECHNICAL QUESTIONS: Technical questions (including Substitution Requests) regarding this project must be received in writing no later than *10:00 AM on Friday, October 17, 2025*, and addressed to:

E-mail: purchasing@seattlehousing.org

Please identify the Solicitation Number and Name in the Subject line of the e-mail.

BID GUARANTY: Each electronic bid must be accompanied by an electronic surety company bid bond, or a certified or cashier's check payable to the order of the Seattle Housing Authority for a sum not less than five percent (5%) of the total amount of the bid. No bidder may withdraw its bid within 60 days after the required bid submission date.

If the Bid Guarantee cannot be provided electronically, it is the Bidder's responsibility to arrange for an alternative delivery method wherein SHA will receive the Bid Guarantee by the Bid Due Date and Time.

PARTICIPATION BY SMALL BUSINESSES, SECTION 3 BUSINESSES, AND WOMEN AND MINORITY BUSINESSES: The Seattle Housing Authority strongly encourages Minority-Owned (MBEs) and Women-Owned Businesses (WBEs), socially and economically disadvantaged business enterprises, HUD Section 3 businesses, Veteran-owned and small businesses to submit bids, to participate as partners, or to participate in other business activities in response to this solicitation, refer to SHA General Conditions of the Contract for Construction, Part 12 for more details.

DIVERSITY: SHA is an Equal Employment Opportunity Employer, and strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit bids or to participate as subcontractors and suppliers on SHA contracts.

PREVAILING WAGES: The Bidder and all subcontractors will be required to pay prevailing wages as specified in the Bid Documents.

BIDDERS/SUBCONTRACTORS INFORMATION (for projects estimated over \$1 million): The Bidder is required to provide information for a Bidder/Subcontractors List. Failure to provide the information required on the completed form and submit it with the bid renders the bid void.

RIGHTS RESERVED: SHA reserves the right to cancel this invitation to bid, to waive as an informality any irregularities in bids, to reject any and all bids, and accept the lowest responsive bid from a qualified and responsible bidder.

Diana Peterson, Procurement and Contracts Manager