

CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Patti Armstrong, Sr. Contract Administrator, at patti.armstrong@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 6122

On-Call Brokerage Services

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS
(SOLICITATION NO. 6122)
for
On-Call Brokerage Services

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ATTACHMENTS:

A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

B. INFORMATIONAL EXHIBITS:

- HUD Section 3 Information and Section 3 Forms

RFP Issued On:	Proposal Due:
Thursday, October 23, 2025	Wednesday, November 19, 2025 by 1:00 PM PT

Seattle Housing Authority
Request for Proposals (Solicitation No. 6122)
On-Call Brokerage Services

A. INTRODUCTION

1. **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm to provide Real Estate Brokerage Services for the sale of real property for the Seattle Housing Authority (SHA).
- 2) **Seattle Housing Authority Background:** SHA is an independent public corporation providing long-term, low-income rental housing and rental assistance to more than 38,000 people in the city of Seattle. We believe in providing more than housing for our tenants, and we partner with many organizations to offer an array of services and community activities to help those we serve improve their lives. The majority of SHA's funding is federal, through the U.S Department of Housing and Urban Development (HUD). Other income includes rent revenue and non-HUD public and private grants. SHA operates according to the following Mission and Values:

Our Mission

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 increase self-sufficiency for people with low incomes.

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.

SHA owns and operates more than 8,500 housing units at nearly 400 sites throughout the city. SHA also administers approximately 12,000 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 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) **[Reserved.]**
- 5) **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
Pre-Submittal Meeting	If you have MS Teams and would like to join the meeting virtually, please e-mail Patti Armstrong, Contract Administrator, at patti.armstrong@seattlehousing.org and you will be sent an invitation to join.	Wednesday	10/29/25	10:00-11:00 AM PT
Deadline for Questions	By email	Friday	10/31/25	1:00 PM PT
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: patti.armstrong@seattlehousing.org		Wednesday	11/19/25	1:00 PM PT

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Patti Armstrong, Sr. Contract Administrator, at patti.armstrong@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 [Do business with us | Seattle Housing Authority](#). 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, Patti Armstrong at patti.armstrong@seattlehousing.org to have a copy of the addenda mailed or e-mailed to you.

Pre-Submittal Meeting: Proposers are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

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 unopened.

All proposals should be clearly marked when delivered or mailed 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. *NOTE: A faxed or e-mailed proposal is not acceptable.*

Upon receipt of each proposal, SHA's staff will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the Proposer with an acknowledgment of receipt. All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

Submittal: The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline.

All proposals should be clearly marked when e-mailed 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. *NOTE: A faxed or hand delivered proposal is not acceptable.*

All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

Proposals should be limited to a maximum of 6 pages single sided, or 3 pages double sided in no smaller than 12 point font on 8½" by 11" sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, and the Suspension and Debarment Certificates. 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) **Required number of copies:** Proposers responding to this RFP shall submit their proposal to the e-mail address indicated above. **The following items/forms are to be submitted as a separate file and not included in your Proposal.** Do not include these items/forms in the proposal.

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

2) **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 <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>). 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.

- 3) **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 including, but not limited to, costs incurred in connection with the Proposer’s participation in demonstrations and the pre-proposal conference.
- 4) **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 selected Consultant shall be asked to perform the following tasks:

1. Provide Real Estate Brokerage Services for the sale of real property for the Seattle Housing Authority (SHA).
2. Properties for sale will include projects up to 250 total units; most transactions are anticipated to primarily range from single-family homes to mid-size multi-family buildings of 100 units or less. Properties may also include vacant land.
3. Must be a professionally licensed real estate brokerage firm in good standing with the Department Of Licensing.
4. Shall comply with all federal, state, and local laws governing real estate agencies and fair housing practices as well as any additional requirements as directed by the HUD disposition process.
5. SHA shall not be responsible for the nonperformance of any such rules, regulations or policies by any other vendor, contractors, consultants or other third parties.
6. SHA seeks to award multiple contracts to brokerages that specialize in the sale of multifamily assets across that size range.

Category 1 – Real Estate Marketing & Analysis:

- a) In consultation with SHA staff and outside consultants conceive, develop and implement a plan to market properties for sale to developers and/or other potential buyers consistent with SHA's financial and policy objectives.
- b) Provide SHA staff with market analysis as appropriate.
- c) In consultation with SHA staff, develop evaluation criteria to help assess purchase offers, including but not limited to the following:
 - Demonstrated commitment to responsible asset stewardship and community engagement, and the preservation or expansion of affordable housing.
 - Demonstrated track record and financial capacity to complete transactions on time and in accordance with SHA's requirements.

Category 2 – Brokerage Services:

- a) Serve as the communication liaison between SHA, the Purchaser and the Purchaser's agent.
- b) Analyze and present to SHA all offers from qualified buyers that reasonably respond to SHA's goals, including written reports and recommendations.

Be responsible for, but not limited to the following:

- Effectively communicate with potential buyers of goals, objectives and requirements for redevelopment if applicable.
- Shall market property for sale using industry-standard marketing platforms as well as direct marketing to brokerage clients, potential clients and other brokerages.
- Email a weekly report or summary to SHA's asset managers detailing advertising performance and summarizing any calls, showings or other client interaction from the week.
- Make appropriate adjustments in strategy when reviewing and responding to inquiries.
- Assist in the negotiation of purchase offers.
- Prepare and present on SHA's behalf, any counter offers or ancillary documents to the Purchase and Sale agreement.
- In conjunction with SHA staff, provide information and documents relating to the transaction or negotiations necessary to prepare for Escrow closing.

Reporting Requirements

Prepare regular reports for the purpose of updating, summarizing and tracking market activity.

- Reports shall be on a weekly basis or as requested during the listing and escrow phases.
- Provide updates on the status of SHA's real estate transactions on a monthly basis.
- Market activity reports for real estate sales and leasing in the greater Seattle area as requested.

- Monthly market snapshot reports if no properties are currently listed.
- Comparative market analysis/broker price opinion reports for potential listings as requested.
- Individual performance reports for every active listing that detail online ad traffic as requested.

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:

1) Cover Letter

2) Address each of the evaluation criteria below:

Relating to Criterion 1: Qualifications and Expertise of Firm: State the legal status of the proposer (sole proprietorship, partnership, corporation, etc) and the date (year) the entity was organized to do business in the State of Washington. Provide a brief overview of the management structure of the firm, listing the general responsibilities of all levels of management, including the names and titles of the key personnel who would be assigned to provide these services. You may also include an organizational chart for clarification. Identify staff to be assigned to this potential contract, indicating the responsibilities and qualifications of each. You may provide a curriculum vitae for such personnel.

Relating to Criterion 2: [Reserved.]

Relating to Criterion 3: Firm's Experience as Relates to this RFP: Indicate your experience in the current Seattle Real Estate commercial lease market. If applicable, provide at least three (3) transactions in which you have participated during the last five (5) years. Please provide the locations, buildings square footage, building owner and an overview of the lease terms that were achieved. Please state the timeline of achieving a deal. For purchase and sale transactions, identify and describe at least three (3) completed relevant transactions that your firm has performed in the past five (5) years, including the locations, acreage, and buildings' square footage. Please describe your firm's role(s) in these transactions. Please indicate whether or not a final deal was achieved and state the timeline of achieving a deal.

Relating to Criterion 4: Brokerage Services: Provide at least three (3) examples of a successful lease negotiation in which you represented a tenant in the last five (5) years. If you indicate that your firm provides services in the areas of reducing occupancy costs, please provide at least (3) examples of a proposal you have made to a client which indicate the methods you used for reducing occupancy costs. Generally, what you would consider to be a successful reduction of occupancy costs. Please provide information relevant to your expertise in drafting and editing of lease on behalf of SHA. Provide a sample of market comparables. Please provide information relevant to your expertise in drafting and editing of a purchase and sale agreement on behalf of SHA. Provide a sample of market comparables.

Relating to Criterion 5: Broker's Commission Schedule: Provide a detailed proposed commission schedule for the performance of the services requested in the Scope of Work above. The proposed schedule should include a detailed statement regarding extra charges for additional services. The proposed

schedule should include a detailed statement regarding the charges for marketing and negotiating the terms of a lease agreement on behalf of SHA. SHA generally understands that the charges are dependent on various factors that are negotiated in the lease, including such things as the amount of square footage being leased, the term of the lease and other factors. Please make a specific statement regarding whether or not the Proposer is using a straight percentage-based commission. Please include a statement regarding additional fees that may be charged by outside brokers. With respect to a potential building purchase, please make a specific statement regarding the percentage-based commission, based on the final sales price. Please include a statement regarding additional fees that may be charged by outside brokers.

- 3) Provide resumes for the key personnel named in your response.
- 4) 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 eighty (80) points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria – Qualifications		Weighting (Max. Points)
1	Qualifications and Expertise of Firm (See Section D above for a complete description of this Criterion.)	10
2	[Reserved.]	
3	Firm's Experience as Relates to this RFP (See Section D above for a complete description of this Criterion.)	40

4	Brokerage Services (See Section D above for a complete description of this Criterion.)	20
5	Broker's Commission Schedule (See Section D above for a complete description of this Criterion.)	10
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		80

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 Policy](#) and [Procurement Procedures](#), which may be reviewed on SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

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 and the selected consultant will negotiate a general Scope of work to be included in the Contract. The Contract will not include any funds. Any work assigned under the Contract will be assigned by Work Order(s) to the Contract. Each Work Order will stand alone and have a Scope of Work, schedule and Cost proposal. Invoices will be required to identify the Work Order it is for.

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.
- 2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter “Section 3 Laws”) 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.

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:

- a. The work to be performed under this contract is subject to the requirements of the Section 3 Laws. The purpose of the Section 3 Laws is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by the Section 3 Laws, 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.
- b. The parties to this contract agree to comply with the Section 3 Laws. Without limiting the generality of the foregoing, Consultant shall comply, and shall require its subcontractors and subconsultants to comply, with the requirements of 24 CFR 75.9. 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 Section 3 Laws.
- c. The Consultant agrees to include this Section 3 clause in every subcontract, and to otherwise take all necessary steps to ensure compliance with the Section 3 Laws by its subcontractors and subconsultants. The Consultant agrees to take appropriate action, as provided in an applicable provision of the subcontract in this Section 3 clause, upon a finding that the subcontractor or subconsultant is in violation of the Section 3 Laws. The Consultant will not subcontract with any subcontractor or subconsultant where the Consultant has notice or knowledge that the subcontractor or subconsultant has been found in violation of the Section 3 Laws.
- d. The Consultant will provide certifications in form and substance required by Owner at such times as Owner may request, certifying (i) its compliance with the Section 3 Laws, and (ii) as to such facts and circumstances pertaining to the Section 3 Laws as Owner may require or request, including, without limitation, certification with respect to total number of labor hours worked under this Agreement, labor hours worked by Section 3 Workers (as defined in the Section 3 Laws), and labor hours worked by Targeted Section 3 Workers (as defined in the Section 3 Laws).

- e. Noncompliance with the Section 3 Laws may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- f. Each party agrees to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions and intent of this Section or otherwise to ensure performance in compliance with the Section 3 Laws.

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 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 form attached to this RFP of Proposer's sub-contractors' and/or sub-consultants' (if applicable) eligibility.
- c. [Reserved.]

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 construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. 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) **[Reserved.]**

10) **Insurance And Other 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 SHA's website, under FORMS AND POLICIES of the Do Business With Us page, "Consultant Professional Services Contract".

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.

In addition to any SHA-owned properties that may be included in the scope of work of this solicitation, there may be other properties for which SHA serves as General Manager and/or Managing Partner. These properties are Low-Income-Housing Tax Credit limited partnerships. If any of these Limited Partnership (LP) properties are included in the scope of work under this solicitation, the selected firm must also name those LP's as additional insureds to their policy under the required insurance coverages described under applicable sections in a service contract entered into under this solicitation. The Contract(s) resulting from this solicitation must also be entered into by SHA, the selected firm, and all legal entities, including the LPs if applicable.

SHA may also be acting as an agent to Condominium or other Associations that are associated with the SHA or LP properties included in the scope of work for this solicitation. If so, the contract(s) resulting from this solicitation will be between the selected firm and the applicable Association.

Attachment A

FORMS

The forms attached hereto are to be completed and submitted as a separate document when you submit your proposal.



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: Patti Armstrong, Sr. Contracts Administrator
101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

General Business Information:

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

Mailing Address for Payments:

City:	State:	Zip Code:	E-Mail Address:
Telephone No.:	Fax No.:	DUNS No.:	UEI (if applicable):
Washington UBI No.:	City of Seattle Business License No.:	Washington Contractor's License No.:	
Employee Tax ID No. (TIN) or Social Security No. (if Individual):			
President/General Manager:		Principal products and/or services offered:	

Type of Organization (check one):

Individual ☐	Sole Proprietor ☐	Partnership ☐	Corporation ☐	Governmental Agency ☐	Other ☐
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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):

☐ 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:
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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 (available at SHA website <https://www.seattlehousing.org/>, DO BUSINESS WITH US page, under FORMS AND POLICIES), if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

Vendor Fact Sheet Instructions

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 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. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

UEI (Unique Enterprise Identifier): UEI is the primary means of entity identification for federal awards. It is required in accordance with [2 CFR Part 25](#). If you are currently registered in The System for Award Management (SAM.gov), you have already been assigned a UEI. Otherwise, get a UEI by visiting [SAM.gov](#) --- obtaining an UEI is free and validates your legal business name and address.

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.

Use the websites of the [General Services Administration](#) and the [U.S. Department of Housing and Urban Development](#) to verify eligibility of the firm and its principals. 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. For more details, please visit [www.bankofamerica.com/epayablesvendors](#). For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions, 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 section 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. For self-identification as WMBE, refer to [Minority/Women Owned Business Enterprise Self-Identification Form for Work Performed on Seattle Housing Authority Projects](#)
- **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 meets at least one of the following criteria, documented within the last six-month period: (1) at least 51% owned and controlled by low- or very low-income persons; (2) over 75% 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% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. More detailed information available at the website of [the U.S. Department of Housing and Urban Development](#).

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE

By signing below, the Participant 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.

Participant's Firm Name: _____

Address: _____

City, State, Zip: _____

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

Participant's Signature	Printed Name	Title	Date

NOTE: This requirement applies to the Participant'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 participant 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://sam.gov/content/exclusions> and [Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions list | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

**SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE
FOR
SUB-CONTRACTOR/SUB-CONSULTANT**

The Prime Participant (the "Prime") may use this form if the Prime can verify that its Sub-Contractor and/or Sub-Consultant (the "Lower Tier Participant") 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 form to each Lower Tier Participant to be completed and returned.

Prime Participant's Name: _____ certifies that neither any of the Lower Tier Participant 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 Lower Tier Participant hired after submission of this certification.
- A renewal certification for every Lower Tier Participant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

(Note: In lieu of this certification, the Prime may elect to submit a separate certification signed by each Lower Tier Participant to SHA as evidence of Lower Tier Participant's eligibility. It is the Prime's responsibility to initiate, obtain, and provide all such individual Lower Tier Participant certifications to SHA.)

Prime Participant's Signature	Printed Name	Title	Date

Lower Tier Participant Listing: (Enter NONE if no Lower Tier Participant)

If additional pages are necessary, copy this form to ensure signed statement precedes any listing of Lower Tier Participant. Please contact Patti Armstrong at 206-615-3379 or by e-mail at patti.armstrong@seattlehousing.org if you have any questions regarding compliance with this requirement.
