

VENDOR REGISTRATION FORM

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

SEATTLE HOUSING AUTHORITY
RFP No: 6190
Laundry Equipment and Maintenance of Laundry Facility Services

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone No.: _____

E-Mail: _____



REQUEST FOR PROPOSALS

SOLICITATION NO. 6190

for

Laundry Equipment and Maintenance of Laundry Facility Services

TABLE OF CONTENTS

A. INTRODUCTION.....	1
B. SUBMITTAL REQUIREMENTS.....	2
C. SCOPE OF WORK	4
D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL	9
E. CONSULTANT EVALUATION CRITERIA	11
F. SELECTION PROCESS	12
G. CONTRACT NEGOTIATIONS.....	13
H. ADMINISTRATIVE INFORMATION	13

ATTACHMENTS:

A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

B. INFORMATIONAL EXHIBITS:

- Exhibit 1 – Laundry Services
- Exhibit 2 – Equipment Specifications
- Exhibit 3 – Commission
- Exhibit 4 – HUD Section 3 Information and Section 3 Forms

RFP Issued On:	Proposal Due:
Wednesday, September 16 th , 2026	12:00PM, Wednesday, October 14 th , 2026

Seattle Housing Authority

Request for Proposals Solicitation No. 6190

Laundry Equipment and Maintenance of Laundry Facility Services

A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm to provide laundry machine services, that include, but not limited to, installation, maintenance, and removal of the washing machines and dryers. The washing machines and dryers shall be efficient, reliable, water- and energy-saving, with primarily coin-payment and/or, as specified herein, coinless payment, within the properties listed in Exhibit 1 – List of Properties.
- 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) **[Reserved.]**

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	This meeting will be held virtually via Teams using the following link: 6190 Pre-Submittal Meeting Link Meeting ID: 294 901 822 474 623 Passcode: nK9Yu7Ux Dial in by phone option (audio only): 1-206-257-3799 Conference ID: 202 772 497#	Monday	09/28/26	10:00am
Deadline for Questions		Wednesday	09/30/26	12:00pm
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: purchasing@seattlehousing.org		Wednesday	10/14/26	12:00pm

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Seth Ryan at seth.ryan@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 Contract Administrator, Seth Ryan at seth.ryan@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.

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 ten (10) pages. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, the Suspension and Debarment Certificate, and any applicable Section 3 form(s). 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.

- Price / Rates
- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate
- Any applicable Section 3 Form(s)

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) Background

- a) Seattle Housing Authority (SHA) is seeking a Service Provider to provide laundry machine services, that include, but not limited to, installation, maintenance, and removal of the washing machines and dryers. The washing machines and dryers shall be efficient, reliable, water- and energy-saving, with primarily coin-payment and/or, as specified herein, coinless payment, within the properties listed in Exhibit 1 – List of Properties.

2) General Guidelines

- a) The Service Provider shall install and maintain efficient, reliable, water- and energy-saving washing machines and dryers for SHA residents. The Service Provider shall provide options of both card-operated or coin-operated laundry equipment.
 - i) All washing machines and clothes dryers must be ENERGY STAR-rated or pre-approved by SHA.
- b) The Service Provider shall coordinate removal and replacement of the existing equipment and install all new dryers and ENERGY STAR-rated washers, all at the Service Provider's expense. Washers and dryers shall have varied cycles and be ADA accessible. Such equipment shall be connected to existing electric, water and sewer lines serving the community laundry facilities/rooms in which the equipment is to be placed. The Service Provider shall pay SHA and agree upon commission of the gross income from the operations of said equipment.
- c) The Service Provider shall comply with, but not limited to, the following statutes, codes, and/or guidelines:
 - i) 28 CFR part 35.151
 - ii) 2004 ADAAG (American Disability Act Accessibility Guidelines)

- (1) 214.1 General
- (2) 214.2 Washing Machines
- (3) 214.3 Clothes Dryers
- iii) RCW 19.260.060 (2) Department-Authority to adopt rules that reference federal standards – Recommend updates to standards.
- iv) U.S. Access Board Chapter 6: Washing Machines and Clothes Dryers
 - (1) Clear Floor Space (§611.2)
 - (a) Clear floor space must be centered on the appliance and positioned for a parallel approach. Enclosures, including doors when open, cannot overlap or obstruct the clear floor space. Where clear floor space is recessed in alcoves and confined on three sides, additional maneuvering clearance is required.
 - (2) Height (§611.4)
 - (a) Height of top-loading machines must be 36" maximum above the finish floor. For front-loading machines, the height of the bottom of the opening of the door must be between 15" and 36" above the finish floor.
 - (3) Operable Parts (§611.3)
 - (a) Operable parts of machines, including controls, doors, detergent and bleach compartments, and lint screens must comply. They also must be within accessible reach range and usable with one hand and without tight grasping, pinching, twisting of the wrist, or more than five (5) pounds of force.
 - (b) Coin slides or payment units need to comply with operable parts requirements. Change machines and vending machines also must comply (§228.1)
 - (4) Obstructed Side Reach and Unit Height (§308)
 - (a) Although top-loading washing machines create an obstruction for users with side reach to operable parts, washing machines and clothes dryers are permitted to be 36" maximum in height above the finish floor (§308.3.2, Ex. 1). The side reach for parallel approach is 24" maximum depth.
- d) As part of the Contract, SHA is applying for rebates with Seattle Public Utilities for installing Energy-Star equipment. Any such rebates shall be given to SHA. The Service Provider shall be required to provide requisite receipts or documentation for these machines to assist SHA in completing the rebate application(s).

3) Background

- a) Seattle Housing Authority currently requires 300 washers, 284 dryers, 22 stacked dryers and one (1) stack combo washer/dryer in the 95 buildings listed on Exhibit 1 – List of Properties. The Service Provider shall service and maintain the current number of machines at the locations described on Exhibit 1. Machine counts and locations may be changed by written Change Order at future times under this Contract. The number of machines per building may be reviewed and changes made every six months during the Contract timeline. Any change to the number of machines must be approved by Seattle Housing Authority.

4) Specific

The Service Provider shall provide, but not necessarily be limited to, the tasks for each of the categories below:

a) Equipment:

- i) The Service Provider shall supply and install the corresponding number of washers and dryers specified at each of the locations outlined in Exhibit 1

hereto. SHA may subsequently request that additional equipment be installed at new properties or in existing laundry rooms. SHA reserves the right to request that the Service Provider perform an evaluation of usage levels prior to installation to ensure industry standards are met. No machines may be added or removed from the SHA properties without the prior written approval of SHA through an executed Change Order to this Contract.

- ii) All washers and dryers shall be new, unused, heavy duty, "commercial"-type coin-operated and/or coinless machines, and in the quantity specified on Exhibit 1 hereto.
- iii) The washing machines shall have variable settings, and be high efficiency, commercial or equivalent machines. All equipment shall meet washing and drying recommendations of current clothing manufacturers regarding wash and wear, permanent press and regular articles of clothing.
- iv) Install a minimum of one washer and one dryer that is ADA accessible in each laundry room. This equipment shall be positioned to provide the maximum allowable floor space in front of the machine. The machine buttons must be operable with a closed fist, without the need to pinch, twist, or grasp.
- v) Equip each machine with an electronic, non-resettable digital counter that provides verification of information, including but not limited to, cycle counts.
- vi) Install coin mechanisms that are of heavy duty, tamper-proof construction. Each machine shall be convertible to debit-card or coinless card activation upon SHA's request.
- vii) Install and vent each machine in accordance with the manufacturer's recommendations.
- viii) Affix a permanent label, decal or sign to each machine clearly outlining the machine's operating instructions. Braille and other language translations shall be available upon SHA's request.
- ix) Provide an option for coinless card equipment for which the residents will prepay or add credit to their laundry card at the Management Offices upon SHA's request.
- x) All equipment shall be connected to existing electric, water and sewer lines serving the community laundry facilities/rooms in which the equipment is to be placed, except as otherwise specified herein.
- xi) Equip all laundry machines with non-resettable counters. The monthly remittance will be based on the actual physical coin or cash amount collected in that time period. Collections may be audited by request.

b) Maintenance of the Equipment and Laundry Rooms:

- i) Service, maintain, and ensure that all machines operate in accordance with the manufacturer's recommended performance standards.
 - (1) SHA reserves the right to request testing of the machines to ensure the standards are met.
- ii) Maintain the equipment and be responsible for cleaning the vent lines and lint filters in accordance with the manufacturer's recommendations. Maintenance services will be at the expense of the Service Provider. The Service Provider shall provide, but is not limited to, the following services:
 - (1) Clean all lint filters at least once a month, on a scheduled basis, to prevent accumulation of lint and other foreign matter.
 - (2) Clean all dryer vents from the dryers to the termination of the vents outside the building. The vent lines shall be inspected annually and reported to the

Project Manager. All vent lines shall be cleaned, at minimum of one (1) time per year, to allow the equipment to operate within the manufacturer's recommended performance standards at the Service Provider's expense.

- (3) Keep the areas behind the machines and the machines themselves clear and free from accumulations of dust, lint, or other foreign matter.
- (4) Clean dryer vents and areas behind the machines after the removal of the old equipment and left free of lint and other foreign matter prior to the installation of the new equipment.
- iii) Provide service for the equipment twenty-four (24) hours per day and seven (7) days per week. All equipment shall be serviced or replaced within seventy-two (72) hours of notification by either SHA or a tenant.
- iv) Make a refund to any tenant losing money in a malfunctioning machine and/or card reader within ten (10) business days of the tenant's initial request for it.
- v) Promptly attach to any malfunctioning machine an "Out of Order" sign that blocks the coin slots.
- vi) Maintain in prominent view in each laundry room a permanent sign clearly stating the name and address of the Service Provider, direct phone numbers and/or persons to contact for services and for refunds.
- vii) Modifications of the laundry rooms are not permitted without SHA's written approval. Any modifications required to accommodate the Service Provider's equipment will be made at the Service Provider's expense.

c) Utilities

- i) SHA will provide, pay for, and maintain the necessary utility services, including hot and cold water, electricity, heat and gas; provided, however, that the temporary failure of any of the above utilities from any cause whatsoever shall not be a breach of the Contract, nor shall it render SHA liable to the Service Provider for loss of revenue or consequential damage to its machinery.

d) Revenue Payments

- i) Pay SHA a commission, a sum equivalent to the negotiated percentage of the Service Provider's gross income from business operations conducted. Such payments shall be based on monthly statements of gross income prepared by the Service Provider and submitted on a monthly basis. The Service Provider is responsible for verifying the accuracy of the collections and statements.
- ii) The revenue checks and statements must be submitted to SHA's Project Manager on a monthly basis by the 25th of the following month (i.e., January report and revenue check must be received by February 25th. February report must be received by March 25th, etc.). Commission payments to SHA shall be based upon the counter readings for each location and the monetary value associated with each location. The counter readings must be included on the monthly payments and should include both the beginning and ending readings for the payment period for each location.
- iii) The Service Provider shall maintain an accurate and complete account of all receipts and supply any records associated with this account within five (5) business days of SHA's written request.

e) Schedules

- i) Replacement Schedule:

- (1) The Service Provider shall coordinate with the previous Service Provider, the owner of the existing equipment, and SHA's Project Manager for the removal of the existing equipment from the locations listed on Exhibit 1 hereto, and with the installation of the Service Provider's new equipment. The Service Provider shall provide a schedule for equipment replacement for all the locations to SHA's Project Manager two (2) days after the execution of the Contract. SHA must approve the moving and installation schedule before any equipment may be moved or installed.
- (2) The Service Provider shall ensure the installation of the new equipment at all the sites listed on Exhibit 1 must be completed within 45 days of the agreed-upon schedule.
- (3) The Service Provider shall coordinate the equipment changes for all buildings listed in Exhibit 1. The Service Provider shall allow no more than two (2) days between the removal of the old equipment and the installation of the new equipment.
- ii) Dryer Vent Cleaning Schedule:
 - (1) The Service Provider shall coordinate with SHA's Project Manager to schedule dryer vent cleaning, on an annual basis at minimum, at all properties in Exhibit 1.
- iii) All work to be performed under this Contract shall be performed at the following times:
 - (1) During normal business hours (8:00AM to 5:00PM, Monday through Friday).
 - (2) No work shall be performed on weekends or holidays unless previously approved by SHA.
- iv) No equipment shall be removed from a building without a minimum of three (3) days prior to notifying SHA.
- v) Every six months of this Contract period, the Service Provider shall comply with the negotiated schedule to remove its machines. This schedule shall be negotiated among itself, SHA's Project Manager, and the newly selected Service Provider.

f) Deliverables

The Service Provider shall provide, but not limited to, the following deliverables:

- i) Maintenance Reports
 - (1) Provide a maintenance report for each completed service request that includes:
 - (a) Reported issue
 - (b) Description of the method of repair and/or maintenance
 - (2) The report must be submitted to Seattle Housing Authority no later than the five (5) days following the completed work order.
- ii) Dryer Vent Cleaning Reports
 - (1) Provide a comprehensive report for each completed dryer vent cleaning service request and scheduled dryer vent appointment that includes:
 - (a) Summary of work completed
 - (b) Date of work completed
 - (2) The report must be submitted to Seattle Housing Authority no later than the five (5) days following the scheduled appointment.
- iii) Monthly Revenue Reports

- (1) Provide a revenue report, on a monthly basis, that includes the following per location:
 - (a) Gross revenues
 - (b) Machine count per property
 - (c) Total Withholdings
 - (d) Deductions
 - (e) Gross Adjusted Income
 - (f) Total Income after Commission Split
 - (g) Total Check Amount
- (2) The report must be submitted to Seattle Housing Authority no later than the 25th of the following service month.

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: Customer Service**

- Provide a detailed summary of your best customer service practices and the successful results and/or narratives from the practices.
- Indicate average response times to service incidents, including but not limited to equipment malfunctions, payment system failures, leaks, or safety related issues.
- Describe the methods available for reporting service incidents.
- Explain how customer service practice accommodates those with disabilities, limited English proficiency, seniors, or other vulnerable populations.
- Indicate the times when service and repair personnel are available. Include tracking methods in terms of service requests.
- Provide your method of providing refunds in the event of a machine malfunction. Provide the text of your instructions to residents, staff and the public, and the mechanism for them to submit for and receive the refund.

- **Relating to Criterion 2: Firm Experiences and Qualifications**

- Indicate total number of washers (top load and front load), dryers (top load and front load), stackable machines (combination of dryer and washer), and all ADA-accessible washers and dryers defined by federal ADA standards.
- Indicate the names and the size (number of units) of multi-family developments that your company services and in which locations, as well as those your company has served over the past five (5) years.
- State the names and phone numbers of all public housing authorities and/or low-income/affordable housing agencies your company currently services, as well as those your company has serviced over the past five (5) years. Please also include the following:
 - Demographics per example (e.g. seniors, families, etc.)
 - Communication methods for residents along with average response times to service calls.

- Provide a brief overview of your company's background, qualifications, and ability to provide the services described in the Scope of Work.
 - Indicate the number of years the Proposer has been providing laundry equipment and laundry facility maintenance services as described in the RFP.
 - Indicate the number of employees who will be working on this Contract should your company be awarded the Contract.
 - Based on previous services you have performed for other clients, demonstrate your firm's ability to provide the services below as requested under the Scope of Work:
 - Describe your company's proven ability to provide accurate reporting, to collect monthly revenue from machines, and to provide monthly reports. Include the timeframes requested as described in the Scope of Work.
 - Describe your company's ability to meet each of the service expectations, as described in the Scope of Work. Also address your company's ability to meet response times for all items.
 - Include all available payment methods for machine use (e.g. card payment, coin payment, app payment, etc.)
 - Provide a listing of the key personnel and their position within the Company who will be assigned to this Contract should your company be awarded the Contract. Describe the key personnel(s) experience, and the level of expertise and qualifications of the representative/manager and of those individuals who will directly support and be involved in meeting the day-to-day requirements of SHA.
 - If you plan to subcontract work, you must provide the name and address of each subcontractor firm and the type of work or tasks they will perform.
- **Relating to Criterion 3: Equipment Specifications**
- See Exhibit 2 – Equipment Specifications at the end of this RFP for a complete description of this criterion
- **Relating to Criterion 4: Organizational Plan**
- Describe in detail how your company will maintain and repair machines (list step-by-step procedures)
 - The number of service technicians and trucks you have currently serving the Seattle/King County area.
 - Location and size of shop facilities.
 - Your procedure for repairing/replacing machines when a malfunction is reported. Include turnaround times in which SHA can expect the malfunction to be repaired.
 - Explain how you will handle the maintenance of the laundry rooms/facilities.
 - Explain how you handle refunds and how soon a resident may expect to receive the refund.
 - Explain your collection system:
 - Indicate how you make collections
 - Are collection routes rotated? If so, how often?
 - What safeguards do you have to ensure accurate meter readings and coin collection?
 - How often are collections made?

- Explain your credit/debit/laundry card systems. Please explain what you currently offer and whether you have the capability to provide the equipment described below:
 - SHA residents at several buildings will need to be provided with cards that can be loaded with specific amounts of money. The equipment to load the cards would be located in the Property Management office of each facility and provided by the Service Provider. The preference would be a kiosk or terminal that can be installed on an existing wall.
- **Relating to Criterion 5: Price / Rates: Commission**
- See Exhibit 3 – Commission at the end of this RFP for a complete description of this criterion.

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 one hundred (*must match the Total Maximum Points for Qualifications in table below*) points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria – Qualifications		Weighting (Max. Points)
1	Customer Service (See Section D above for a complete description of this Criterion.)	20
2	Firm Experience and Qualifications (See Section D above for a complete description of this Criterion.)	30

3	Equipment Specifications (See Exhibit 2 – Equipment Specifications below for a complete description of this Criterion.)	20
4	Organizational Plan (See Section D above for a complete description of this Criterion.)	20
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		90

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		
5	Commission (See Exhibit 3 – Commission for a complete description of this Criterion.)	10
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS AND PRICE/RATES		100

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 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. The Contract shall not exceed five-years.

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 subcontractor 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 can be submitted with your proposal or as separate documents.



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: _____
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):

For SHA Use Only:

JDE Vendor
No. _____

Purchasing
contracts
☐

Mailing Address for Payments:

City:

State:

Zip Code:

E-Mail Address:

Telephone No.:

Fax No.:

DUNS No.:

UEI:

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 _____
☐

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

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)
☐ **Veteran-owned Business**
☐ **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 (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

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.

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. 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. 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 Seth Ryan by e-mail at seth.ryan@seattlehousing.org if you have any questions regarding compliance with this requirement.

Attachment B

INFORMATIONAL EXHIBITS

- **Exhibit 1 – Laundry Services**
- **Exhibit 2 – Equipment Specifications**
- **Exhibit 3 – Commission**
- **Exhibit 4 – HUD Section 3 Information and Section 3 Forms**

6190 Exhibit 1 - Laundry Services

Property	Washer (sum of # of pockets)	Washer Record Count	Dryer (sum of # of pockets)	Dryer Record Count	Stacked Unit (sum of # of pockets)	Stacked Unit Record Count	Total Pocket Count	Total Machine Count
11308 3rd Ave NE	1	1	1	1	0	0	2	2
12701 Greenwood Ave N	1	1	1	1	1	1	3	3
1803 13th Ave S	2	2	2	2	0	0	4	4
1828 10th Ave W	1	1	1	1	0	0	2	2
2311 42nd Ave SW	1	1	1	1	0	0	2	2
301 22nd Ave	1	1	1	1	0	0	2	2
3041 60th Ave SW	1	1	1	1	0	0	2	2
3614 NE 73rd Pl	1	1	1	1	0	0	2	2
3620 NE 73rd Pl	1	1	1	1	0	0	2	2
4038 Linden Ave N	1	1	1	1	0	0	2	2
4240 34th Ave W	1	1	1	1	0	0	2	2
4818 Delridge Way SW	1	1	1	1	0	0	2	2
4822 Delridge Way SW	1	1	1	1	1	1	3	3
909 18th Ave	1	1	1	1	1	1	3	3
9221 Woodlawn Ave N	1	1	1	1	0	0	2	2
924 MLK Jr Way S	2	2	2	2	0	0	4	4
Baldwin Apartments	2	2	2	1	0	0	4	3
Ballard House	3	3	3	3	0	0	6	6
Barton Place	3	3	3	3	0	0	6	6
Bayview Tower	3	3	5	4	3	2	11	9
Beacon ACRS	1	1	1	1	0	0	2	2
Beacon Tower	3	3	3	3	0	0	6	6
Bell Tower	4	4	4	4	0	0	8	8
Bitter Lake Manor	3	3	3	3	0	0	6	6
Blakeley Manor	3	3	3	3	1	1	7	7
Blue Topaz	3	3	3	2	0	0	6	5
Cal-Mor Circle	3	3	3	3	1	1	7	7
Capitol Park	4	4	4	4	0	0	8	8
Carroll Terrace	1	1	1	1	0	0	2	2
Cedarvale House	5	5	5	5	0	0	10	10
Center Park	2	2	2	2	2	1	6	5
Center West	4	4	4	4	0	0	8	8
Columbia Place	2	2	2	2	0	0	4	4
Denny Terrace	5	5	5	5	0	0	10	10
Fort Lawton Place	1	1	1	1	1	1	3	3
Fremont Place	1	1	1	1	1	1	3	3
Gideon-Mathews Gardens	2	2	2	2	0	0	4	4
Golden Sunset	4	4	4	4	0	0	8	8
Green Lake Plaza	5	5	6	3	0	0	11	8
Greenwood Ave Apts	1	1	1	1	1	1	3	3
Harvard Court	4	4	4	4	0	0	8	8
Hinoki	14	14	14	14	0	0	28	28
Holly Court (bldg 3)	3	3	3	3	0	0	6	6
Holly Court (bldg 6)	4	4	4	2	0	0	8	6
International Terrace	4	4	4	4	0	0	8	8
Island View	2	2	2	2	0	0	4	4
Jackson Park House	3	3	3	3	0	0	6	6
Jefferson Terrace	7	7	8	4	0	0	15	11
Juniper								
Lake City House	3	3	3	3	1	1	7	7
Leschi House	4	4	4	4	0	0	8	8
Lictonwood	3	3	4	2	0	0	7	5
Main Street	2	2	2	1	0	0	4	3
Marinan Manor Apts	1	1	1	1	0	0	2	2
Market Terrace	2	2	2	2	0	0	4	4
MLK Jr Way Apts	10	10	10	10	0	0	20	20
Michaelson Manor	2	2	2	2	0	0	4	4
Montridge Arms	3	3	3	3	0	0	6	6
Nelson Manor	2	2	2	2	0	0	4	4
Northgate View	1	1	1	1	0	0	2	2
Olive Ridge	4	4	4	2	1	1	9	7
Olmsted Manor	2	2	2	2	0	0	4	4
Olympic West	4	4	4	4	1	1	9	9
Phinney Terrace	3	3	3	3	0	0	6	6
Pinehurst Court	2	2	2	2	0	0	4	4
Pleasant Valley Plaza	2	2	2	2	1	1	5	5
Primeau Place	3	3	3	3	0	0	6	6
Queen Anne Heights	3	3	3	3	0	0	6	6
Ravenna School Apts	2	2	2	2	0	0	4	4

Red Cedar	13	13	12	12	0	0	25	25
Reunion House	1	1	1	1	1	1	3	3
Ritz Apts	2	2	2	1	0	0	4	3
Riviera West	2	2	2	2	0	0	4	4
Ross Manor	4	4	4	4	1	1	9	9
Salish Landing	8	8	8	8	0	0	16	16
Sawara	7	7	6	6	0	0	13	13
Schwabacher House	2	2	2	2	0	0	4	4
South Park Manor	2	2	2	1	0	0	4	3
South Shore Court (A)	2	2	2	2	0	0	4	4
South Shore Court (B)	4	4	4	4	0	0	8	8
Spring Lake Apts	8	8	8	8	0	0	16	16
Stewart Manor	3	3	3	3	0	0	6	6
Sunrise Manor	2	2	2	2	0	0	4	4
Telemark Apts	3	3	3	3	1	1	7	7
Tri-Court (718)	2	2	2	2	0	0	4	4
Tri-Court (722)	2	2	2	2	0	0	4	4
Tri-Court (724)	2	2	2	2	0	0	4	4
University House	3	3	3	3	1	1	7	7
University West	4	4	4	4	1	1	9	9
Wedgewood Estates	25	25	25	25	0	0	50	50
Weller Street Apts	2	2	3	3	0	0	5	5
West Town View	3	3	3	3	0	0	6	6
Westwood Heights	5	5	5	5	0	0	10	10
Wildwood Glen	2	2	2	1	0	0	4	3
Willis House	2	2	2	2	0	0	4	4
TOTAL	300	300	304	284	22	20	626	604

6190 Exhibit 2 – Equipment Specifications

Laundry Equipment and Laundry Facility Maintenance Services

Describe below the machines your company proposes to install if it is selected as the successful proposer under this Request for Proposals. Include the following:

MACHINES	WASHER	DRYER
Manufacturer		
Model Number		
Load Capacity		
Length of Cycles		
RPM of High-Spin Cycle		
Speed and Variable Settings		
Energy and Water Savings Rating		
Estimated Gallons of Water Used Per Washer Load		
Estimated Drying Time Per Average Load		
Description of Coin Mechanisms and Vault		
Please provide samples of brochures and specifications for Proposed Machines (attach to this sheet)		
Frequency of cleaning behind the equipment to remove lint and debris		
In what languages (including Braille) do you have the equipment operation signs translated and available for installation?		

6190 Exhibit 3 – Commission

Laundry Equipment and Laundry Facility Maintenance Services

NOTE: This attachment is only to be submitted with your one original proposal—not with any of the copies.

PERCENTAGE OF GROSS AMOUNT COLLECTED TO BE PAID TO THE SEATTLE HOUSING AUTHORITY

Please state on the line provided below the percentage of commission (percentage of the gross revenue collected from the operation of coin- and card-operated clothes-washing and -drying machines) that you propose paying to SHA in this contract.

1. With the cost to the users of \$1.25 per load for the washers and \$1.00 per load for the dryers, the proposer offers and agrees, if this proposal is accepted, to pay SHA:

_____ % (percent) of the gross income collected from each machine.

Exhibit 4 - HUD Section 3

Please review the attached “HUD Section 3 Information and Section 3 Forms”. If you identify as a Section 3 firm, please complete the “Section 3 Business Concern Certification for Contracting” and include it in the separate package submitted along with your Proposal.



101 Elliott Avenue W, Suite 100
PO Box 79015
Seattle, WA 98119

206-615-3300
Seattlehousing.org

HUD Section 3 Information and Section 3 Forms

To: Vendors/Contractors/Consultants of the Seattle Housing Authority

Re: Updates to HUD's Section 3 Regulations

As you are probably aware, Section 3 is a federally mandated program of the U.S. Department of Housing and Urban Development (HUD).

Under Section 3 of the HUD Act of 1968, federal funds invested in housing and community development shall provide contracts, employment, training, and other economic opportunities to low- and very low-income persons in the local jurisdiction, referred to as "Section 3 Workers," and to businesses that employ such persons, referred to as a "Section 3 Business Concern."

HUD's regulations implementing the requirements of Section 3 were updated in 2020 to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamline reporting requirements by aligning them with typical business practices, provide for program-specific oversight, and clarify the obligations of entities (including SHA) that are covered by Section 3. SHA complies with Section 3 within its own operations and ensures the compliance of its vendors, contractors and consultants.

The updated rule establishes these benchmarks:

1. Twenty-five (25) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the Public Housing Authority's or other recipient's fiscal year are Section 3 Workers;
2. Of which Five (5) percent or more are Targeted Section 3 Workers.

The updated rule includes the following definitions:

1. Section 3 Worker means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
 - a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD. HUD's income limits can be obtained from: [Income Limits | HUD USER](#);
 - b. The worker is employed by a Section 3 Business Concern; or
 - c. The worker is a YouthBuild participant.
2. For Section 3 projects, a Targeted Section 3 Worker means a Section 3 worker who:

- a. Is employed by a Section 3 Business Concern; or
 - b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - i. A resident of public housing or Section 8-assisted housing;
 - ii. A resident of other public housing projects or Section 8-assisted housing managed by the Public Housing Authority that is providing the assistance; or
 - iii. A YouthBuild participant.
3. Section 3 Business Concern means a business concern meeting at least one of the following criteria, documented within the last six-month period:
- a. It is at least 51 percent owned and controlled by low- or very low-income persons;
 - b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers; or
 - c. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

The following forms are to be used for reporting Section 3 compliance:

- Section 3 Business Concern Certification for Contracting form (*This form is for any business to use to self-certify, if applicable, as a Section 3 Business Concern.*)
- Section 3 Worker and Targeted Section 3 Worker Self-Certification form (*This form is for individuals to use to self-certify as a Section 3 or Targeted Section 3 Worker.*)
- Section 3 Quarterly Reporting Form for SHA Contracts (*This form is to be completed quarterly by the prime consultant / contractor and sent to purchasing@seattlehousing.org by not later than 30 days after end of the quarter. The form lists the total hours worked by all for that quarterly period for the contract and shows how many of those hours were by Section 3 or Targeted Section 3 Workers.*)

We have attached the forms mentioned above for your review. If any of these forms apply to your firm or any of your team members, please complete the applicable form(s) and submit with your one original Proposal document.

Please contact purchasing@seattlehousing.org if you have any questions.

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 & 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 Section 3 Income Limits Eligibility Guidelines).

☐ 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.

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. More info on 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 regardless of actual household size.

King and Snohomish Counties

FY 2026 Income Limits Summary

FY 2026 Income Limit Area	Median Family Income	FY 2026 Income Limit Category	1
Seattle-Bellevue, WA HUD Metro FMR Area	\$164,400	Very Low (50%) Income Limits (\$)	\$57,550
		Extremely Low Income Limits (\$)*	\$34,550
		Low (80%) Income Limits (\$)	\$81,700

Pierce County

FY 2026 Income Limits Summary

FY 2026 Income Limit Area	Median Family Income	FY 2026 Income Limit Category	1
Tacoma, WA HUD Metro FMR Area	\$127,300	Very Low (50%) Income Limits (\$)	44,600
		Extremely Low Income Limits (\$)*	26,750
		Low (80%) Income Limits (\$)	71,300

Tables above are for reference only. Check HUD website [2026 Income Limits Dataset | Summary](#) 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:
 - A resident of Seattle Housing Authority public housing or Section 8-assisted housing;
 - A resident of other public housing projects or Section 8-assisted housing managed by the public housing authority that is providing the assistance; or
 - A YouthBuild participant.

Section 3 Worker and Targeted Section 3 Worker

Self-Certification Form

The purpose of HUD’s Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

Instructions: Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

Employee Name: _____

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section 8)	☐ YES ☐ NO
2. Are you a YouthBuild participant?	☐ YES ☐ NO
3. Check the box for the county where you reside. ☐ King County ☐ Pierce County ☐ Snohomish County ☐ Other _____	
4. In the field below, select the amount of individual income you believe you earn on an annual basis.	

- ☐ Less than \$10,000
- ☐ \$10,001 - \$20,000
- ☐ \$20,001 - \$30,000
- ☐ \$30,000 - \$40,000
- ☐ \$40,001 - \$50,000
- ☐ \$50,001 - \$60,000
- ☐ More than \$60,000

Select from **ONE** of the following two options below:

I qualify as a:

- ☐ Section 3 Worker (as defined on the Section 3 Income Limits Eligibility Guideline)
- ☐ Targeted Section 3 Worker (as defined on the Section 3 Income Limits Eligibility Guideline)

Employee Affirmation

I affirm that the above statements (on the previous page) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: _____

Print Name: _____

Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY	
Is the employee a Section 3 worker based upon their self-certification?	☐ YES ☐ NO
Is the employee a Targeted Section 3 worker based upon their self-certification?	☐ YES ☐ NO
Was this an applicant who was hired as a result of the Section 3 project?	☐ YES ☐ NO
If YES, what was the name of the company? _____	
What was the date of hire? _____	
EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.	