



Guide To Contracting with the Seattle Housing Authority

Purchasing Division
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www.seattlehousing.org
Click on "Business"

Seattle Housing Authority Background

SHA is a public body corporate and politic that provides affordable housing to about 34,000 low-income people in Seattle. SHA operates according to the following Mission and Values:

Our Mission

Our mission 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-income.

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 approximately 6,040 conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), including over 1,029 units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and about 1,887 low- and mixed-income units developed and acquired primarily through the use of debt financing. SHA also administers about 10,448 Housing Choice Vouchers and 684 Moderate Rehab units. Approximately 9,286 SHA residents are children and approximately 8,415 SHA residents are elderly or disabled.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the Mayor of Seattle and confirmed by the Seattle City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction.

SHA has approximately 563 employees and a total budget of \$223 million for Calendar Year 2016. In addition to the housing SHA owns, it serves as General and Managing Partner for several Low Income Housing Tax Credit limited partnerships.

Purchasing Guidelines

The Purchasing Division is responsible for all procurement activities of the Seattle Housing Authority. The division implements SHA procurement guidelines, solicits bids, initiates requests for proposals, issues purchase orders, and establishes contracts for construction, professional services, and the purchase of goods and other services.

As a public housing authority, SHA is bound by Washington State laws, HUD guidelines, and other local regulations. Thus, the Purchasing Division operates in accordance with purchasing rules, laws, and regulations of federal, state, and local governments. For additional detailed information, please refer the Procurement Policies on our website http://www.seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf. As a general rule, Purchasing follows these guidelines:

Small Purchases Contracts for small construction roster services estimated \$2,000 or less for federally funded jobs or \$10,000 or less for non-federally funded projects require one bid.

The acquisition of professional services with the aggregate dollar amount estimated \$3,000 or less for federally funded jobs or \$25,000 or less for non-federally funded projects requires one proposal.

Purchases of goods and supplies estimated \$3,000 or less for federal funding or \$10,000 or less for non-federal funding require one quote.

Informal Solicitations For most purchases estimated to be between \$2,000 and \$150,000 for construction, between \$3,000 and \$150,000 for goods and supplies, and between \$3,000 and \$150,000 for professional services, SHA will issue a request for verbal or written quotations. Verbal quotations may be given over the telephone or may be requested and replied to via fax or e-mail. Written quotations will be received until the specified day and time indicated on the written request.

Please note that for contract opportunities estimated \$150,000 or less, SHA is not required to advertise or publish the opportunity on its website. For contracts estimated \$150,000 or less, SHA solicits bids/quotes/proposals using SHA's small works roster, consultant roster, or other informal solicitation process. Vendors not currently on SHA's rosters are encouraged to apply so they have an opportunity to participate in the roster informal solicitations. If you have questions regarding whether there are upcoming opportunities for the type of goods/services your firm may provide, please feel free to e-mail purchasing at purchasing@seattlehousing.org and we will assist you in identifying the appropriate person to contact within SHA.

Formal Solicitations An Invitation To Bid (ITB), Request for Competitive Proposal (RFCP), or a Request for Proposals (RFP) is used for purchases of goods and services estimated more than \$150,000. As a general rule, an ITB or an RFCP is used for construction projects estimated more than \$150,000. All formal competitive solicitations are advertised in the *Seattle Daily Journal of Commerce*. In addition, ITBs and RFCPs are

available and posted on Builder's Exchange of Washington's website at www.bxwa.com and on SHA's website at www.seattlehousing.org/business/construction.

Anyone interested in obtaining an ITB or RFCP should go to the posting at <http://www.seattlehousing.org/Business.htm> and click on the link for more information. Sealed bids/proposals must be received and time stamped by the Purchasing Division prior to the submittal deadline. All late bids/proposals are returned to the vendor/offeror without being opened. Public bid openings are held in SHA's Central Office at the specific time and date stated in the ITB. During the bid opening, only the name of the vendor and total amount is read aloud. Vendors are welcome to attend the bid openings.

Small Works Roster The Seattle Housing Authority uses the Small Public Works Roster maintained by the Municipal Research and Services Center (MRSC). To be considered for Small Public Works Roster opportunities, you must register with MRSC.

Consultant Roster Program SHA will use the MRSC Consultant Roster and the City of Seattle Consultant Roster to solicit qualifications or proposals from consultants for projects estimated \$150,000 or less.

Seattle Housing Authority will not take applications. Register for FREE at www.mrscrosters.org and select Seattle Housing Authority in your account. All companies on the roster must meet the agency's minimum qualifications of licensing, bonding, and insurance and not be on any state or federal debarment lists. Please direct registration questions to MRSC Rosters at mrscrosters@mrsc.org or (206) 625-1300.

To register for the City of Seattle consultant roster, go to <https://web6.seattle.gov/FAS/OBD/Logon/logon.aspx>. For registration questions, call 206-684-0444.

Interlocal Agreements SHA enters into cooperative purchasing agreements with various local agencies and non-profit public purchasing cooperatives to promote government cooperation and to maximize the efficiency and effectiveness of shared public bid and contract processes.

Tax Exemption & Business Licenses

With few exceptions, SHA is exempt from all taxes and special assessments of the City, the County, the State of Washington or any other political subdivision of the State in accordance with RCW 35.82.210. Provision for SHA's retail sales tax exemption is also stated in Title 458 of the Washington State Department of Revenue Administrative Code, WAC Section 458-20-189, Paragraph 6.

Business Outreach and Development: Minority and Women Business Enterprises /Section 3 Businesses/Small Businesses

SHA encourages the participation of Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), Section 3 Businesses, or other small businesses on its projects. Participation may be through direct activity by a WMBE or Section 3 firm, by sub-contracting, or a business partnership agreement. Small Businesses as defined by the U.S. Small Business Administration are also encouraged to participate in SHA's purchasing and contracting activities.

For more information regarding SHA's business outreach programs, please e-mail Purchasing at purchasing@seattlehousing.org. For information regarding being certified as a Section 3 firm, please contact Samuel Pierce, SHA's Section 3 Employment Coordinator, at (206) 913-9927.

Vendor Drop-In Days

Seattle Housing Authority hosts **Last Wednesday Vendor Drop-In Days** to provide information to vendors interested in doing business with SHA. Visit our website at www.seattlehousing.org for more information on these sessions.

Points to Assist Vendors

- SHA does not maintain a bidders list.
- SHA advertises its formal solicitations in the *Seattle Daily Journal of Commerce* and posts these opportunities on its webpage: www.seattlehousing.org.
- Contractors and vendors may check SHA's website at <http://www.seattlehousing.org> for information on current formal contracting and purchasing opportunities.
- Vendors should allow sufficient time for mailing bids or proposals. Faxed proposals/bids are not accepted for formal solicitations. Hand delivery by the vendor or messenger is the preferred method. Vendors are advised that bids or proposals received after the deadline will be returned to them unopened.
- Samples of items, when called for in a solicitation, must be furnished at no expense to SHA.
- SHA reserves the right to determine the low bidder, either on the basis of the individual items, a group of items, or all items, and to make an award, either in whole or in part, unless otherwise provided in the solicitation.
- SHA may cancel or withdraw a solicitation in whole or in part and reject any and all bids or proposals at any time prior to an award.
- Before entering into a contract with SHA, vendors must complete a Vendor Fact Sheet. This form will be provided to a Vendor under consideration of award.
- Vendors shall not accept orders without an authorized purchase order or contract number from the Purchasing Division. To do so otherwise is at its own risk.
- Vendors must indicate the purchase order or contract number on all invoices, correspondence, and any related documents regarding a contract or purchase order.
- Vendors must address all shipments according to the "Delivery Instructions" on the purchase order, or as instructed.
- Vendors may ship partial orders and submit partial invoices, unless the purchase order or contract directs otherwise.
- Vendors and contractors must address all invoices to the Seattle Housing Authority, 190 Queen Anne Avenue N., P.O. Box 19028, Seattle, WA 98109-1028, or as indicated in the contract/purchase order, or as otherwise instructed. An incorrect billing address may cause a delay in payment.
- Vendors are requested to keep the Purchasing Division informed of technological advances, and improvements in services and supplies with current catalogs and price lists.

- Vendors must deal directly with the Buyer/Contract Administrator who purchases the commodity sold or the services provided by their company.
- SHA generally pays for goods and services received within 30 days of its review and approval of an invoice.
- Vendors shall not offer any gift or gratuity to any SHA employee.

Hours and Location

Hours: The Purchasing Division's office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. Vendors are requested to make an appointment prior to visiting the Purchasing staff.

Location: The Purchasing Division is located at 190 Queen Anne Avenue North, Seattle, WA 98109-1028. If you have an appointment to meet with any Purchasing staff, please check in with the receptionist located on the fifth floor and the receptionist will call the appropriate Purchasing person to come meet with you.

Purchasing Staff

General Information (206) 615-3379
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