



Guide To Contracting with the Seattle Housing Authority

Purchasing Division
190 Queen Anne Avenue North
P.O. Box 19028
Seattle, WA 98109-1028

(206) 615-3379
FAX (206) 615-3410
www.seattlehousing.org

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.

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 self-sufficiency for people with low incomes. SHA provides long-term, low-income rental housing and rental assistance to more than 34,000 people in Seattle. SHA owns and operates approximately 8,000 units at nearly 400 sites throughout the city. SHA also administers more than 10,000 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 www.seattlehousing.org.

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
shapurchasing@seattlehousing.org
FAX (206) 615-3410

Jena Richmond, Contracts & Procurement
Manager
(206) 615-3473
jena.richmond@seattlehousing.org

Patti Armstrong, Executive Assistant
(206) 615-3379
patti.armstrong@seattlehousing.org

Alan Hoffer, Contract Admin/Buyer 2
(206) 615-3381
al.hoffer@seattlehousing.org

Don Tucker, Sr. Contract Administrator
(206) 615-3475
don.tucker@seattlehousing.org

Louise Lauff, Sr. Contract Administrator
(206) 615-3376
louise.lauff@seattlehousing.org

Gregory Antoine, Sr. Contract Administrator
(206) 615-3394
gregory.antoine@seattlehousing.org

Melissa Henley, Sr. Contract Administrator
(206) 615-3472
Melissa.Henley@seattlehousing.org

Diana Peterson, Sr. Contract Administrator
(206) 615-3470
diana.peterson@seattlehousing.org

Lee Willeman, Labor Compliance Officer
(206) 615-3374
lee.willeman@seattlehousing.org

Abdul Bowwe, Program Analyst
(206) 615-3319
abdusselam.bowwe@seattlehousing.org

Habtu Demeke, Program Analyst
(206) 615-3318
habtu.demeke@seattlehousing.org

Accounts Payable Staff

FAX (206) 615-3425

Brenda Mix, AP Supervisor
(206) 615-3421
bmix@seattlehousing.org

Tran Wong, Accounting Technician
(206) 615-3483
twong@seattlehousing.org

Melissa Wong, Accounting Technician
(206) 615-3460
mwong@seattlehousing.org