

## INFORMAL SOLICITATION

### New Holly Dryer Vent Cleaning Solicitation No. 5193

ADDENDUM NO. 03  
Issue Date: **12/11/2019**

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Bidders/Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

This Addendum extends the bid due date (see Item 1 below), answers questions received (see Item 2 below), and changes the bid documents (see Item 3 below).

**Item 1.** The Due Date for this solicitation is extended to **Friday, December 20, 2019 at 2:00 PM.**

**Item 2.** The following is a list of question(s) received and SHA's responses to those questions:

Q1: What incentives are there, if any, for prime contractors to work with minority subcontractors on this particular bid?

A1: There are no incentives in this solicitation. The community participation plan is included in all solicitations over 1 million.

Q2: If there is no minority or DBE participation required, when there are minority firms such as mine that want to bid, how is the absence of such justified in light of federal dollars being spent?

A2: HUD has a Section 3 bid preference of 10% which will be applied during the award of the solicitation. However, HUD does not provide for a bid preference for WMBE firms, but has aspirational goals for utilization. In addition, Washington State law expressly prohibits public bid preference on the basis of race.

Q3: Will you provide a layout print to identify phases, types of bldg. (Single, duplex, multi units etc.

A3: Please contact [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org) to access drawings via SharFile.

Q4: Which dryers will come out of the roof, and will they show on a layout print?

A4: Please contact [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org) to access drawings via SharFile.

Q5: Can you clarify as to exactly how many units get cleaned? New Holly, Othello and MLK

A5: New Holly has 305 units (Solicitation #5193), Othello has 96 units (Solicitation #5311) and MLK has 195 units (Solicitation #5311)

- Q6: Is a builder, or appliance repair permit or contractor's license required?  
A6: We anticipate some minor repairs which will require a contractor's license.
- Q7: What do you do when you find a vent that's improperly installed?  
A7: Notify the Property Manager and provide pricing to repair improperly installed vent.
- Q8: Are booster fan present or needed for runs 35" or more?  
A8: We do not think it is necessary to install in all the dryers with the exception of Othello Building where we have Dryer Boosters already connected, in that case if one does not work properly it must be replaced by a new one, only reinforcement fans or boosters should be added in the dryer duct when the length of the duct exceeds 25 feet without curves, 20 feet with a curve or 15 feet with 2 curves.
- Q9: What steps should be taken if the vent terminates in the attic?  
A9: Notify the Property Manager.
- Q10: Is there a minimum skill level needed to qualify to contract?  
A10: Contractor is required to maintain a contractor's license.
- Q11: Please specify the Washington State Prevailing Wages "Job Classification" that will be used for calculating the prevailing wages for this project. Under which classification would labor pay grade be established?  
A11: The vent cleaning does not require WA State Prevailing Wages. Any minor repairs other than the ones stated in the solicitation may be subject to WA State Prevailing Wages. If this is the case the scope of work performed on-site will determine what work classification would be utilized.
- Q12: What is the protocol if a tenant misses a scheduled appointment?  
A12: A list will be generated and the contractor must return the same day.
- Q13: Can the vendor determine work schedule within SHA guidelines i.e., which Units first etc.?  
A13: SHA will determine the work schedule, but is open to recommendations.
- Q14: Please describe each unit type, i.e., 1st floor, two story, three story, any known information about the vent per unit type, etc. What do the unit numbers tell us about each unit? Unit Type Unit Type h3d2, p1t2, p2d2, p2s2, p2t2, p3d2, p3t2, p4d2, p4s2, p4t2, p5d2, t1t2, t2d2, t2s2, t2t2, t3t2, t4t2, t5d2, t3d2, t5s2?  
A14: 1st letter not relevant to this solicitation.  
2nd number is bedrooms in the unit.  
3rd letter is the unit type, t=townhome, d=duplex, s=single family, e=elevator bldg./apt.,  
4th number is not relevant to this solicitation.
- Q15: Please include any and all other unit types. We may have missed.  
A15: All applicable unit types have been noted in this solicitation.

- Q16: Please specify when liquidated damages could be evoked?  
A16: Not completing the project in the time specified in the solicitation may evoke liquidated damages.
- Q17: Please confirm that a member of SHA's staff will be available at each unit, each scheduled work day, to ensure entry into the unit and clear access to the appliance and general service area needed to perform the contracted work.  
A17: Assigned personnel from New Holly will assist to help with opening and closing the units.
- Q18: Please clarify as to the extent of the contractor responsibility to disconnect, re-connect and make repairs or replacement of the flex ducting connecting from the wall outlet duct to appliance connections.  
A18: It is the vendor's responsibility to disconnect and clean the dryer duct from the inside, as well as from the outside of the apartments (clean ventilation of both ends with pneumatic stirrers). Clean the fluff from under and behind the dryer (side by side, washer / dryer) \*\*\*\*Only, stackable closet units cannot be moved\*\*\*\*Replace the flexible duct if necessary, reconnect vent and move the dryer back.
- Q19: What are the retainage requirements for this bid?  
A19: There is no retainage requirements for this solicitation.
- Q20: Clarification needed – Tax Exempt Status of SHA – Attachment A, page #2. Should the contractor include, and list separately, the local Washington State Sales Tax on the bid form for labor and materials for this project?  
A20: Yes.
- Q21: Please provide floor plans per building type listed in solicitation. A. or provide a count of each dry vent termination locations, IE: roof termination, 2<sup>nd</sup> story plat termination, OR ground floor plate termination.  
A21: Please contact [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org) to access drawings via SharFile.
- Q22: Clarification needed – Attachment E – unit count listed as 305 and 350. Which is the correct number of units in this solicitation?  
A22: The correct unit count is 305 units. A corrected bid form is attached as Appendix B.
- Item 3.** This addendum changes Attachment E – Bid Price Form. Delete Attachment E – Bid Price Form, and replace with corrected bid form (Appendix B – Corrected Bid Price Form - Attachment E), attached to this

addendum and posted on our website.

Project Identification: **New Holly Dryer Vent Cleaning**

Pursuant to, and in compliance with the Request for Bids and other documents relating thereto, and subject to all conditions thereof, the undersigned hereby proposes and agrees to furnish all labor, materials, equipment and testing necessary to perform and furnish the Work as indicated in the Contract Documents, and in accordance with the terms and conditions of the Contract Documents.

In submitting this Bid, the Bidder represents that:

- A. This Bid will remain subject to acceptance for 60 days after the day of opening.
- B. The Owner has a right to reject this Bid.
- C. Bidder will sign and submit the Agreement with Bonds, Insurance, and other documents required by the bid documents within 7 calendar days after the date of Owner's Notice of Award.
- D. Bidder has examined all bidding documents, and has visited the site and become familiar with the general, local and site conditions.
- E. Bidder will ensure equal opportunity for employment and to engage in Affirmative Efforts in the solicitation of women and minorities, Section 3 residents, WMBE and Section 3 firms for participation on this Contract.
- F. Bidder accepts the provisions of and represents that Bid is in accordance with the Contract Documents.

Bidder will complete the Work in accordance with the Contract Documents for the following price.

Item #	Quantity	Description	Unit Bid Price	Extended Price
1	305	Complete dryer duct cleaning as described in attachment B - Scope of Work for a total of 305 units.	\$	\$
Any required repairs revealed during inspection and cleaning of dryer vents will be based on an hourly rate provided for a Not To Exceed amount of \$1,000.00 per repair to include any reimbursable materials needed for such repair. The hourly quantities shown below are an estimate only and SHA does not guarantee that the work actually performed will be equal to the estimated quantity given below.				
Item #	Estimated Quantity	Description	Hourly Rate	Extended Price
2	100 Hours	Hourly billing rate for minor repairs. This may include but is not limited to: reconnecting vent hose and ducting that has come lose, replacing damaged or missing outside vent and replacing damaged vent hose and / or ducting.	\$	\$
<b>BASE BID PRICE (WITHOUT WA STATE SALES TAX):</b>				<b>\$</b>
<b>WA STATE SALES TAX ON MATERIALS AND LABOR:</b>				<b>\$</b>

TOTAL BID PRICE INCLUDING WA STATE SALES TAX: \$
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End of Bid Price Form

END OF ADDENDUM NO. 03