

## **INVITATION TO BID**

Exterior Window Cleaning #4912 & 4964 (Federally- and Non-Federally Funded)

**PROJECT DESCRIPTION:** This project includes yearly Exterior Window Cleaning of windows, glazing, and glass doors for approximately sixty (60) apartment buildings and fifty-seven (57) scattered site or administrative Seattle Housing Authority (SHA) buildings, located at various sites within the Seattle city limits. This project is comprised Federally-funded and Non-Federally funded buildings. SHA will award two contracts to one responsive, responsible Contractor/Service Provider, based on the Invitation for Bid: one Contract for the Federally-funded project and one for the Non-Federally funded project. The Contract Time Period for Substantial Completion of all exterior window cleaning at all buildings included for both Contracts shall be approximately 100 consecutive calendar days, beginning with the date of the Notice to Proceed and ending no later than October 31, 2017. SHA may exercise its right to renew the Contract via Change Order(s) in subsequent years for 2018, 2019, 2020, and 2021, for a total Contract Period not to exceed five (5) total years. Potential renewals are subject to cost-cutting measures and budget availability. SHA plans for window cleaning work in subsequent years to begin earlier in the calendar year and conclude within approximately 120-150 consecutive calendar days (for example: March 15 through July 31). The successful Contractor/Service Provider will provide an approvable 2017 schedule within three (3) days of the Notice to Proceed and commence work within seven (7) days of the date of the Notice to Proceed.

**LOCATION:** Various Locations Noted on Solicitation Bid Form attachments.

**SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA:** Supplemental bidder responsibility criteria apply to this project. Refer to Section 00210 of Bid Documents. Bidders may request modifications to the stated supplemental bidder responsibility criteria by submitting a written request to the SHA Purchasing Division, Attention: Louise Lauff, Senior Contract Administrator at [louise.lauff@seattlehousing.org](mailto:louise.lauff@seattlehousing.org) or by fax at (206)615-3410 no later than 1:00 p.m. Pacific Time on Tuesday, June 27, 2017. Requests received after 1:00 p.m. will not be accepted.

**ESTIMATE:** The total estimate for this first year of work (for both the Federally- and Non-Federally funded Contracts) from this solicitation is between \$80,000 and \$85,000 for the 2017 services.

**BID SUBMITTAL:** Sealed bids will be received for this project by SHA at its offices at 190 Queen Anne Avenue North (5th Floor), Seattle, Washington 98109, only up to 1:00 p.m. on Wednesday, July 12, 2017 after which time bids will be publicly opened and read. Bids received after 1:00 p.m. will not be accepted or read.

The outside of all bid envelopes must be clearly labeled with the following information: "Bid Documents," name of project, date and time of opening, the bidder's business name, address, and telephone number.

**PRE-BID SITE VISIT:** There will be no Pre-Bid Meeting/Site Visit due to the number of sites for these contracts. It is the responsibility of potential bidders to familiarize themselves with the sites/buildings listed in order to provide accurate pricing on the Bid Form and detailed attachment(s).

All prospective bidders are strongly encouraged to research or visit the sites and buildings. All prospective bidders requiring access to roofs or building interiors are

responsible for contacting the project manager listed below to schedule a building visit, prior to the deadline for written questions on Tuesday, June 27, 2017. Failure to familiarize themselves with the sites/buildings on the part of the Bidder shall not relieve the bidder of any responsibility for adherence to any of the provisions of the bid documents or any Addenda.

**OBTAINING BID DOCUMENTS: SOLICITATION DOCUMENTS, FORMS, AND ADDENDA** for this project will be available on Seattle Housing Authority's webpage at: <http://seattlehousing.org/business/construction/bids/>. Access to project bid documents is provided by going to <https://www.seattlehousing.org/do-business-with-us/solicitations>.

**PROJECT DOCUMENTS:** A copy of the solicitation documents and forms is available on Seattle Housing Authority's webpage as noted above. There are no drawings or schematic plans, so the materials are not posted to Builders Exchange or with the Plan Centers, as is typical of standard construction projects from SHA.

**TECHNICAL QUESTIONS:** Technical questions regarding this project must be received in writing (fax acceptable) no later than 1:00 p.m. on Tuesday, June 27, 2017 and addressed to:

Sean Hardgrove  
Seattle Housing Authority, Construction Operations  
190 Queen Anne Avenue North  
P.O. Box 19028  
Seattle, WA 98109-1028  
Fax (206) 615-3484

**BID GUARANTY:** SHA will not require a bid guaranty or bid bond for these contracts. No bidder may withdraw its bid within 60 days after the required bid submission date.

**SOCIAL EQUITY CONTRACT REQUIREMENTS – Section 3, MWBE, EEO, and Apprenticeship:** The Seattle Housing Authority strongly encourages Minority-Owned (MBEs) and Women-Owned Businesses (WBEs), socially and economically disadvantaged business enterprises, HUD Section 3 businesses, Veteran-owned and small businesses to submit bids, to participate as partners, or to participate in other business activities in response to this solicitation. These Contracts include HUD Section 3 resident and business utilization goal requirements, WMBE utilization goal requirement, apprenticeship participation goal requirement, and an aspirational women and minority employment workforce goal.

**DIVERSITY:** SHA is an Equal Employment Opportunity Employer, and strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit bids or to participate as subcontractors and suppliers on SHA contracts.

**PREVAILING WAGES:** The contractor will be required to pay prevailing wages as specified in the Bid Documents.

**RIGHTS RESERVED:** SHA reserves the right to cancel this invitation to bid, to waive any irregularities in bids as an informality, to reject any and all bids, and accept the lowest responsive bid from a qualified and responsible bidder.

Jena Richmond, Contracts and Procurement Manager