

## **INVITATION TO BID**

5460 – Common Area Lighting Replacement Phase II  
Seattle Housing Authority Locations

**PROJECT DESCRIPTION:** This is a multi-site project to replace common area lighting fixtures in 9 public housing communities with energy efficient hardwired LED fixtures. The project seeks to maximize energy efficiency and reduce energy consumption as part of the Seattle City Light Multifamily Common Area Lighting Program. Common areas include, but are not limited to: stairwells, corridors, community rooms, exterior pathways, parking areas, and entry lighting. Approximately 1659 light fixtures are targeted for replacement, lamp retrofit, or removal.

**LOCATION:** The project is located at various Seattle Housing Authority Sites.

**ESTIMATE:** The estimate for this project is between \$260,000 and \$290,000

**BID SUBMITTAL:** Sealed bids will be received for this project by the Seattle Housing Authority (SHA) at its offices at 190 Queen Anne Avenue North, Seattle, Washington 98109, only up to **1:00 PM**, on **August 10, 2021** after which time bids will be publicly opened and read. Bids received after 1:00 PM will not be accepted or read.

Submittals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed bids will not be accepted.

If sent by U.S. Mail address to:

Seattle Housing Authority  
Purchasing Division  
Attention: Diana Peterson, Sr Contract Administrator  
190 Queen Anne Avenue North  
P.O. Box 19028  
Seattle, WA 98109-1028

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.

Bids that are properly submitted will be publicly opened and read aloud. The Public Bid Opening will be conducted via TEAMS meeting and / or telephone. No bidders will be allowed to attend (in person) the bid opening conducted at the Seattle Housing Authority Central Office.

To attend the Bid Opening via TEAMS meeting, approximately five minutes following the "Sealed Bid Time", follow the link specified in the bid documents

## **PRE-BID SITE VISIT:**

We will hold two separate pre-bid site visits. Each site-visit will take up to four hours and cover multiple different locations.

First pre-bid site visit will be at **10:00 AM**, on **July 7, 2021**

Second pre-bid site visit will be at **10:00 AM**, on **July 8, 2021**

Due to Covid-19 SHA will limit the attendance for each pre-bid site visit to a maximum of five people. Please reach out to [diana.peterson@seattlehousing.org](mailto:diana.peterson@seattlehousing.org) or call 206.615.3470 to register for one or both pre-bid site visits, and to obtain site locations and schedule. SHA will add additional pre-bid site visits if deemed necessary.

All prospective bidders are strongly encouraged to attend both pre-bid site visits since the locations are different for each pre-bid site visit. Non-attendance 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: PLANS, SPECIFICATIONS, ADDENDA, AND PLANHOLDER'S LIST** for this project will be available on-line through Builder's Exchange of Washington, Inc. at <http://www.bxwa.com>. Access to project bid documents is provided to Prime Bidders, Subcontractors, and Vendors by going to <http://www.bxwa.com> and clicking on "Posted Projects", "Public Works", "Seattle Housing Authority", and "Projects Bidding". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders "register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. For assistance with access or registration, contact Builders Exchange of Washington at (425) 258-1303.

**TECHNICAL QUESTIONS:** Technical questions regarding this project must be received in writing no later than **3:00 PM** on **July 27, 2021** and addressed to:

Diana Peterson  
Seattle Housing Authority  
190 Queen Anne Avenue North  
P.O. Box 19028  
Seattle, WA 98109-1028  
Email: [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org)

**BID GUARANTY:** Each bid must be accompanied by a surety company bid bond, or a certified or cashier's check payable to the order of the Seattle Housing Authority for a sum not less than five percent (5%) of the total amount of the bid. 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. This Contract includes 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 and all subcontractors will be required to pay prevailing wages as specified in the Bid Documents.

**BIDDERS/SUBCONTRACTORS INFORMATION (for projects estimated over \$1 million):** The Bidder is required to provide information for a Bidder/Subcontractors List. Failure to provide the information required on the completed form and submit it with the bid renders the bid void.

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

Jena Richmond  
Contracts and Procurements Manager