



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Project #AH-24-02

Competitive Proposal | Non-Federal Funding | Regular Services & Call Sheet

PEST CONTROL SERVICES

Request for Proposals

Pre-Proposal Site Conference: None for This Solicitation

Proposals Due: 5:00 PM
Friday, November 22, 2024.

ISSUE DATE: Friday, October 18, 2024

Project Team

PROJECT: PEST CONTROL SERVICES
Project #AH-24-02

OWNER: Pierce County Housing Authority
603 Polk St S,
Tacoma, WA, 98444

CONTACT: (Contract Administration)
Riley Guerrero
rguerrero@pchawa.org
253-620-5478

(Project Management)
Ebonique Moore
emmoore@pchawa.org
253-620-5471
253-405-1906

(On-Site Contact)
Multiple, to be provided to Top Respondent

(Emergency/After-Hours Contact)
253-509-7242

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REQUEST FOR PROPOSALS SUBMISSION INFORMATION

ISSUE DATE: Friday, October 18, 2024

PROJECT TITLE: AH-24-02, PEST CONTROL SERVICES

DELIVERY DUE DATE/TIME: 5:00 PM, Friday, November 22, 2024.

Proposals will be accepted until 5:00 PM, Friday, November 22, 2024. Proposals received after 5:00 PM, Friday, November 22, 2024, even if sent for submission earlier, may not be accepted. This is a Request for Proposals solicitation. Proposals may be submitted in hard copy form either by hand or ground mail, at the following address:

Ground Mail or Hand-Delivery:

Pierce County Housing Authority

ATTN: Contract Administrator, Project #AH-24-02

603 Polk St S,

Tacoma, WA, 98444

Proposals may be submitted electronically at the following email address:

rguerrero@pchawa.org

Attention is directed to the enclosed instructions and specifications that are made a part of this document. A copy of the entire RFP is also available at the Pierce County Housing Authority Web Page www.pchawa.org under the "Business" tab.

All requests for additional information should be put into writing and directed to Riley Guerrero, Policy, Planning, and Community Engagement Manager, Pierce County Housing Authority by email at: rguerrero@pchawa.org and copied to Ebonique Moore, Senior Property Manager at emmoore@pchawa.org and Christina McLeod, Director of Operations at clmcleod@pchawa.org. By submitting a proposal, each offeror is affirming their commitment to comply with the Laws of the State of Washington, governing Fair Employment Practices and with all rules and regulations of the U.S. Department of Housing and Urban Development (HUD), governing Equal Employment Opportunities and Non-discriminatory Practices. PCHA reserves the right to reject any and all proposals or to waive any informality in the selection process.

PCHA RESERVATION OF RIGHTS

In responding to this solicitation, the respondent acknowledges that PCHA reserves the following rights:

- The purpose of this solicitation is to select companies that, in PCHA's sole judgment, appears to be the best qualified for this project. PCHA does not guarantee that any work to any company will result from this solicitation.
- PCHA expressly reserves the right, during the original term and all renewal terms of the contract(s) resulting from this RFP, to solicit similar or related services from other providers. PCHA may award contracts to other vendors or use other contractors or consultants to perform similar or related work in this time period.
- PCHA reserves the right to reject any or all proposals;

- PCHA reserves the right to waive any informality in the RFP process;
- PCHA reserves the right to terminate the RFP process at any time, if deemed by the HA to be in its best interests;
- PCHA reserves the right not to award a contract pursuant to this RFP.
- PCHA reserves the right to award more than one contract for services.
- PCHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s);
- PCHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- PCHA will reject the proposal of any Offeror who is debarred by the U.S. Department of Housing and Urban Development (HUD), or Washington State Department of Labor and Industries from providing services to public housing agencies and reserves the right to reject the proposal of any Offeror who has previously failed to perform any contract properly for the HA.

RISK TO CHILDREN AND VULNERBALE ADULTS

If the work pursuant to this contact requires or may result in contact with children or vulnerable adults, the Vendor shall not use any employee, volunteer, intern or agent for this contract who (i) it has reason to believe may impose a risk to such children or vulnerable adults, or (ii) who have been convicted of a crime against children or vulnerable adults. Before using any employee, volunteer, intern or agent for this contract, Vendor will procure and examine criminal conviction records and exclude any person not meeting this contract requirement.

EQUAL EMPLOYMENT OPPORTUNITY

Contractor will not discriminate against any employee or applicant because of race, color, religion, sex or national origin, or any other protected classes under local, state, or federal employment laws. Contractor agrees to post notices setting forth the provisions of this Equal Opportunity Clause. Contractor shall make the Equal Opportunity Statement in all advertisements for employees. Contractor to send notice to each labor union he has an agreement with, a notice of his commitment to the Equal Opportunity Statement. During the course of the performance of this contract, the contractor and its subcontractors will be required to solicit qualified job applicants from the residents of the housing authority, whenever a job opening occurs.

Reference:

- Equal Employment Opportunity-Executive Order 11246, As Amended by Executive Order 11375. Copy available upon request to rguerrero@pchawa.org

The Pierce County Housing Authority (PCHA) is a public body corporate and politic, created by Pierce County's Board of Supervisors (now County Council) in 1978 pursuant to State statute (RCW35.82). The mission of the Pierce County Housing Authority (the Authority) is to provide safe, decent, affordable housing and economic opportunity, free from discrimination.

The governing body of the Housing Authority is the Board of Commissioners. The Commissioners elect from among themselves a chair and a vice chair. The Authority Board regular meetings occur the last Wednesday of each month, currently at 3:30 PM PST. The Board is responsible for hiring an Executive Director, who also serves as Secretary to the Board. The Executive Director administers the operations of the Authority and implements the policies established by the Board.

PCHA currently operates 124 Low-Income Public Housing (LIPH) units; 20 Units of USDA/RD Housing, administers approximately 2,946 Section 8/HCV program vouchers, and operates an Enterprise Portfolio consisting of approximately 670 units. Additional grants are received periodically for the Renovation and Modernization of existing facilities and in support of our Family Self Sufficiency Programs. Currently, the Pierce County Housing Authority employs 51 individuals.

This RFP seeks to establish a call sheet for pest control vendors to perform work on both a scheduled and an as-needed basis for PCHA's 670 units, in dispersed through nine separate apartment communities.

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PCHA requires regular pest control services for its multifamily housing complexes and seeks to establish a call sheet of vendors to provide such services. The desired services include, but are not limited to:

REGULAR MAINTENANCE

- Bait boxes for rodents with service/checking every other week
- Inspections for pests on a every other week or in accordance with an Integrated Pest Management plan (IPMP)
 - Regular mitigation consistent with inspection findings or the IPMP

EMERGENCY PEST CONTROL

- Pest control solutions in one-, two-, and three- bedroom units on an as-needed basis for infestations of:
 - Cockroaches
 - Ants
 - Bedbugs
 - Fleas
 - Rodents

STIPULATIONS

- Contractor shall ensure that all work is performed by skilled professionals and executed in a workmanlike manner in accordance with best standards and practices of the trade. Contractor's staff shall consist only of qualified persons who are familiar with the products and equipment they use. The Contracting Officer may require Contractor to dismiss such employees is deemed incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security.
- Contractor shall complete all work and provide all materials, tools, equipment, and safety devices necessary to perform work in the proper manner within the time specified. Contractor shall complete the entire work to the satisfaction of the PCHA and in accordance with the specifications herein described, at the price agreed upon. All work, labor, and equipment shall be completed and provided in conformity with, the specifications described herein and any directions of the PCHA representatives as given during the progress of the work.
- Contractor shall perform the work in such a manner as to minimize inconvenience to building occupants. Contractor shall be in communication with PCHA staff to determining the PCHA normal working conditions and activities in progress and conduct the work in the least disruptive manner.
- Contractor shall, at its own expense, provide safety devices and take such other precautions as may be necessary to protect life and property.
- Contractor shall bear all losses resulting to it or to the PCHA due to any inadequacy in the quality of work performed or due to any error on the part of Contractor in its estimation or expectation of project requirements.

- In the event that the PCHA approves the use of subcontractors, Contractor is responsible for the actions of the subcontractor and is not relieved of its obligation to meet all the requirements of this agreement.
- The PCHA shall require correction of defective work or damages to any part of the building or its appurtenances when caused by Contractor's employees, approved subcontractors, equipment or supplies. Contractor shall correct all defective work and repair damages incurred. Upon failure of Contractor to proceed promptly with the necessary corrections, the NHLC may withhold any amount necessary to correct all defective work or repair damages from payments to Contractor.

THRESHOLD REQUIREMENTS

- W9 Form
- Proof of Insurance
 - Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and each employee against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (B) below. If the Contractor has a “claims-made” policy, then the following additional requirements apply: the policy must provide a “retroactive date” which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.
 - Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.00 per occurrence.
 - Workers’ Compensation, in accordance with state or Territorial Workers’ Compensation laws.
- Proof of Certification/License
 - A business license to operate in Washington State
 - Proof of a Commercial Applicator’s License for the application of pesticides through the Washington Department of Agriculture
- Rate of Services sheet
- Services Description sheet
- Required Submission Documents
 - Organization Profile
 - Non-Collusion Affidavit
 - Anti-Kickback Affidavit
 - Disclosure of Conflict of Interest
 - PCHA Procedures
 - Declaration of Accuracy

Failure to include the above documents will disqualify the proposal and it will not be scored.

The Contractor must not be debarred or suspended from doing business by the US Department of Housing and Urban Development, or the Washington State Department of Labor & Industries, to be verified by the Contract Administrator. Debarred and suspended contractors will be disqualified from the selection process.

SCORED CRITERIA

1. Statement of Bidder Qualifications

- Please fill out the provided Statement of Bidder Qualifications form attached to this packet.

2. Previous Work Experience

- Please provide a list of at least 5 previous similar service projects the firm has served as contractor for on the forms provided in the Statement of Bidder Qualifications attachment.

THRESHOLD REQUIREMENTS				
Organizations that do not meet the following requirements will be eliminated and will not be scored				
W9 Provided	Verification of Insurance	Verification of Certification/License	Rate of Services Provided	Required Submission Documents Signed and Notarized where applicable

SCORED CRITERIA			
Topic	Criteria	Weight	Description
Statement of Bidder Qualifications	Past Performance, Financial Resources & Project Capacity	10	Scored on applicability and content.
	Full List of Staff and Equipment	10	Scored on breadth of equipment, personnel, and experience.
	References	0	References will not be individually scored but will inform scores in other categories.
Specific Work Experience	List of 5 Previous Service Projects	20	Scored based on applicability and reasonability.
Price	Rate of Services & Service Description	60	Scored on best price for the value of the services offered.
TOTAL POSSIBLE POINTS:		100	

In the event that multiple proposals score within a competitive range, PCHA may negotiate best and final offers with respondents in that range. As stated above, PCHA reserves the right to select multiple contractors for this project, and establish a priority call sheet.

The final determinations will select based on highest score. In the event that PCHA establishes a call sheet, that call sheet will be ranked by score, with the highest-scored respondent receiving first notification of potential work, and that vendor being given an opportunity to respond to the work request before PCHA will contact the next vendor on the list, as determined by business need.



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

ATTACHMENT A:
REQUIRED SUBMISSION DOCUMENTS
FOR A
REQUEST FOR PROPOSALS SOLICITATION
RESPONSE



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

W9 Form Requirement

Project #AH-24-02

Issued: Friday, October 18, 2024

Please insert your most recent W9 form in place of this page.



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Contractor License/Permit

Project #AH-24-02

Issued: Friday, October 18, 2024

Please insert your Contractor License in place of this page.

This contract requires:

- A business license to operate in Washington State
- Proof of a Commercial Applicator's License for the application of pesticides through the Washington Department of Agriculture



PIERCE COUNTY HOUSING AUTHORITY

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Contractor Insurance

Project #AH-24-02

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Please submit your proof of insurance in place of this page.

This Contract requires:

- Insurance for general liability totaling \$1,000,000 per occurrence,.
- Automobile insurance for vehicular damage for all vehicles to be used on this project not less than \$500,000 per occurrence.
- Workers Compensation in accordance with state law.



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Rate of Services

Project #AH-24-02

Issued: Friday, October 18, 2024

Service Costs	\$ Cost	Frequency of Charge (total, per occurrence, per hour, per lb, per unit, one time, etc)
Every-Other-Week Regular Service: Rodent Bait Box Check/Replenishment		Please price Per Box Per Check
Every-Other-Week Regular Service: Roach, Ant, Bedbug Deterrence/Exclusion		<input type="checkbox"/> Per building or <input type="checkbox"/> Per Property
Every-Other-Week Regular Service: Property-Wide Pest Inspection		<input type="checkbox"/> Per building or <input type="checkbox"/> Per Property
Emergent One-Bedroom Infestation Control: Cockroaches		
Emergent One-Bedroom Infestation Control: Bedbugs		
Emergent One-Bedroom Infestation Control: Rodent		
Emergent One-Bedroom Infestation Control: Ants		
Emergent Two-Bedroom Infestation Control: Cockroaches		
Emergent Two-Bedroom Infestation Control: Bedbugs		
Emergent Two-Bedroom Infestation Control: Rodent		
Emergent Two-Bedroom Infestation Control: Ants		
Emergent Three-Bedroom Infestation Control: Cockroaches		
Emergent Three-Bedroom Infestation Control: Bedbugs		
Emergent Three-Bedroom Infestation Control: Rodent		
Emergent Three-Bedroom Infestation Control: Ants		
Other (Describe):		
Other (Describe):		
Other (Describe):		
Other (Describe):		
Other (Describe):		

* When bidding on this section, please remember that this is a Prevailing Wage project and that all employees must be paid their Prevailing Wage rate and have that rate confirmed via certified payroll to receive payment in full for the project. Failure to factor in this requirement is at the contractor's risk. Please see Attachment B for applicable rates.

The undersigned, having examined the specifications, and being familiar with all of the conditions surrounding services of the proposed project; hereby proposes to furnish all labor, material, equipment, machinery, tools, supplies, permits and certificates, as listed below, to perform all work required, in strict accordance with PCHA specifications and contract requirements. Any additional costs or alterations to this bid form will not be accepted. Project will be awarded to the contractor(s) with the highest score(s) on the AH-24-02 Evaluation Rubric. Where there is a discrepancy between words and figures, WORDS WILL GOVERN.

Signature

Date

on Behalf of _____
Organization/Bidder

Printed Name

Title



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Services Description

Project #AH-24-02

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Please fill in or attach service information on the following items:

- What type of services do you provide for emergent cockroach infestation mitigation? Please describe what is and isn't included in the quote above.

- What type of services do you provide for emergent bedbug infestation mitigation? Please describe what is and isn't included in the quote above.

- What type of services do you provide for emergent ant infestation mitigation? Please describe what is and isn't included in the quote above.

- What type of services do you provide for emergent rodent infestation? Please describe what is and isn't included in the quote above.

_____	_____	on Behalf of	_____
Signature	Date		Organization/Bidder
_____			_____
Printed Name			Title

- Do you offer any environmentally friendly pest control options? Are these included in the quotes above? If not, how much would those cost per service?

- Do you offer Integrated Pest Management (IPM) strategies tailored to the property? What is the cost affiliated with these services, and are they dependent on property size/layout?

- Please describe any exclusion techniques you offer as part of your regularly scheduled deterrence activities. How do you prevent pests from entering the building?

- Do you offer tenant education materials on pest prevention or reporting?

- ON A SEPARATE SHEET OF PAPER, PLEASE PROVIDE A LIST OF YOUR EMPLOYEES AND THE LENGTH OF THEIR TENURE IN MONTHS.

_____	_____	on Behalf of	_____
Signature	Date		Organization/Bidder
_____			_____
Printed Name			Title



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Organization Profile

Project #AH-24-02

Issued: Friday, October 18, 2024

All organizations, both primary contractors and subcontractors, who intend to do work in response to this solicitation must submit the following Organizational Profile. Only Prime Contractors must submit at the time of proposal, Subcontractors after award.

I am submitting this profile as the:

Prime Contractor

Subcontractor

1. Full Legal Name of Bidder/Firm _____
2. Mailing Address: _____

3. Please select the appropriate box below:
 Individual/Sole Proprietor
 Corporation
 Limited Liability Corporation (LLC) Tax Classification: ____ (D=Disregarded Entity, C=Corporation, P=Partnership)
 Other (Specify) _____
4. Street Address: _____
(if different) _____
5. Primary Contact/Title: _____
6. Email Address: _____
7. Telephone Number: _____
8. Entity Federal Tax ID #: _____
9. UBI #: _____
10. DUNS #: _____
11. WA State License Type: _____ WA License #: _____
12. Year Firm Established: _____ Number of Employees: _____
13. Former Name or Parent Company/Companies, if Applicable: _____
14. Identify the Principals/Partners in the Firm:

Name	Title	% Ownership

15. Identify the individual(s) who will act as the contact for this project:

Name	Title	Email	Phone #

16. Proposer Diversity Statement: Please check all that apply and give the percentage of each category.

<input type="checkbox"/> Public-Held Corporation	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Resident-Owned _____ %	<input type="checkbox"/> Hasidic Jew-Owned _____ %	<input type="checkbox"/> Black-Owned _____ %
<input type="checkbox"/> Woman Owned (Non-MBE) _____ %	<input type="checkbox"/> Woman-Owned (MBE) _____ %	<input type="checkbox"/> Disabled Veteran Owned _____ %
		<input type="checkbox"/> Hispanic/Latino-Owned _____ %
		<input type="checkbox"/> Asian/Pacific Islander-Owned _____ %
		<input type="checkbox"/> Native American-Owned _____ %
		<input type="checkbox"/> Non-W/MBE Ownership _____ %
		<input type="checkbox"/> Other (Specify): _____ _____ %

W/MBE Certification #: _____
 Certified By: _____
 Note: W/MBE certification is not a requirement of submitting a proposal. Only enter if available.

18. Worker's Compensation Insurance Carrier: _____

Policy #: _____ Expiration Date: MM/DD/YYYY _____

19. General Liability Insurance Carrier: _____

Policy #: _____ Expiration Date: MM/DD/YYYY _____

20. Professional Liability Insurance Carrier: _____

Policy #: _____ Expiration Date: MM/DD/YYYY _____

21. Has this firm or any principals ever been debarred from providing any services by the federal government, state government, the State of Washington, or any local government agency within or out of the State of Washington?

Yes No

If Yes, please attach a full detailed explanation, including dates, circumstances, and current status.

22. Are there any judgements, claims, arbitration proceedings, or suits pending or outstanding against the bidder and/or its officers?

Yes No

If Yes, please attach a full detailed explanation, including dates, circumstances, and current status.

23. Can this firm conduct virtual appearances, including reports, meetings, conferences, briefings, etc. using software that allows for screen sharing, as well as video and audio conferencing, and securely sign and transmit documents electronically?

Yes No

24. The undersigned proposer hereby states that by completing and submitting this form they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and agrees that if PCHA discovers any information entered herein is false, that shall entitle PCHA to withdraw from consideration, not make an award to, or to cancel any award with the undersigned party.

_____	_____	on Behalf of	_____
Signature	Date		Organization/Bidder
_____			_____
Printed Name			Title



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Non-Collusion Affidavit
Project #AH-24-02
Issued: Friday, October 18, 2024

STATE OF WASHINGTON

COUNTY OF _____

I, the undersigned, being first duly sworn on oath, say that the proposal herewith submitted is a genuine and not a sham or collusive proposal, or made in the interest or on behalf of any person not therein named; and (s)he further says that the said proposer has not directly or indirectly induced or solicited any other submitting party on the above work or supplies to put in a sham proposal, or any other person or corporation to refrain from submitting a proposal, and that said proposer has not in any manner sought by collusion to secure him/herself an advantage over any other submitting party or parties.

Notarized:

Subscribed and sworn to before me this _____ day of _____, in the year _____

Notary Public in and for the State of
Washington

Official Stamp:

_____	_____	on Behalf of	_____
Signature	Date		Organization/Bidder
_____			_____
Printed Name			Title



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Anti-Kickback Affidavit
Project #AH-24-02
Issued: Friday, October 18, 2024

STATE OF WASHINGTON

COUNTY OF _____

I, the undersigned, being first duly sworn on oath, depose and say that no portion of the sum herein submitted as will be paid to any employees or commissioners of Pierce County Housing Authority, directly or by means of accomplices, by me or any other member or officer of the firm represented below.

Notarized:

Subscribed and sworn to before me this _____ day of _____, in the year _____

Notary Public in and for the State of Washington

Official Notary Seal Stamp:

_____ Signature	_____ Date	on Behalf of	_____ Organization/Bidder
_____ Printed Name			_____ Title



PIERCE COUNTY HOUSING AUTHORITY

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Disclosure of Conflict of Interest

Project #AH-24-02

Issued: Friday, October 18, 2024

Please disclose any conflict of interest, or appearance of conflict of interest, in the form below. A conflict of interest includes:

- Immediate or extended family on the Pierce County Housing Authority Board of Commissioners
- Immediate or extended family on staff at PCHA in policy-making or procurement roles
- Any notable close relationship between members of the organization and PCHA staff or Commissioners
- Business ownership or financial interests that are shared by member(s) of the PCHA Board of Commissioners or staff
- Any situation in which award of the contract may result in an unfair competitive advantage
- Any situation in which the Contractor's objectivity in performing the contract work may be impaired

Conflict Type	Organization's Individual with Conflict	Individual's Title	PCHA's Individual with Conflict	Individual's Title	Conflict Explanation (if necessary) and Steps to Resolve

I, the Undersigned, declare that all known potential conflicts of interest have been disclosed above. If, at any time, a new conflict of interest comes to my attention, it will be immediately disclosed to PCHA for further review. I understand that if an undisclosed conflict of interest is discovered, the organization listed below is at risk of termination of award (if selected), and potentially debarment from future Federal contracts.

_____ on Behalf of _____
 Signature Date Organization/Bidder

 Printed Name Title



PIERCE COUNTY HOUSING AUTHORITY

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Declaration of Accuracy

Project: AH-24-02

Issued: Friday, October 18, 2024

I, the Undersigned, do declare that:

1. I am authorized to submit this proposal on behalf of the organization below named;
2. I have read the included documents, and the organization represented below understands and agrees to adhere the terms therein described;
3. All information provided in this proposal and its written attachments is accurate, to the best of my knowledge;
4. I have received and understood the following Amendments to the Request for Proposals (if any were given), and this proposal reflects their conditions;

(Please write the code of any amendment received in the space below)

_____	_____
_____	_____
_____	_____

5. If selected, the below organization will adhere to the representations made in the proposal submitted, unless a mutually-agreed-upon alteration is reached with Pierce County Housing Authority.

_____	_____	on Behalf of	_____
Signature	Date		Organization
_____			_____
Printed Name			Title



PIERCE COUNTY HOUSING AUTHORITY

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STATEMENT OF BIDDER QUALIFICATIONS FOR AH-24-02



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

Statement of Bidder Qualifications (Construction/Maintenance)

Project: AH-24-02

Issued: Friday, October 18, 2024

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EXCERPTS from HUD 7460.8 REV-1 SECTION 10.2.A, 10.2.E

10.2.A: General Requirements and Definition

“PHA’s shall not award any contract until the prospective contractor, i.e., low responsive bidder or successful low offeror, has been determined to be responsible. A responsible bidder must:

1. *Have adequate financial resources to perform the contract, or the ability to obtain them;*
2. *Have the necessary organization experience, accounting and operational controls, and technical skills, or the ability to obtain them;*
3. *Be able to comply with the required or proposed delivery or performance schedule, taking into consideration the bidder’s offeror’s existing commercial and government business commitments;*
4. *Have a satisfactory Performance Record;*
5. *Have a satisfactory record of integrity and business ethics; and*
6. *Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including the fact that the bidder is not suspended, debarred, or under a HUD-imposed Limited Denial of Participation.*

10.2.E: Determination of No-Responsibility

“With the exception of finding that a bidder/offeror is suspended, debarred, or under a HUD LDP, a determination of non-responsibility will be a matter of judgement on the part of the PHA, given the preponderance of evidence. If the facts indicate that the bidder/offeror fails to meet the requirements for responsibility, the Contracting Officer shall document the findings of fact that led him/her to make the determination.”

PAST PERFORMANCE

1. Has the Bidder ever previously done work on Public Work projects or was subject to Prevailing Wage requirements?
 Yes No

2. Has the Bidder ever failed to complete any work awarded to it?
 Yes No
 If Yes, please attach a full detailed explanation.

3. Within the last five years, has any officer or principal of the Bidder ever been an officer or principal of another organization when it failed to complete a construction contract?
 Yes No
 If Yes, please attach a full detailed explanation.

Please list the ten largest projects by Contract Amount the bidder has completed in the last five years.

	PROJECT NAME	Owner	Architect	Contract Amount	Percent of Total Work	Date of Completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

TECHNICAL RESOURCES & MAJOR EQUIPMENT

Please list all jurisdictions in Washington in which the Bidder is legally qualified and indicate registration and license numbers, if applicable.

Trade/ Type of Work	Jurisdiction(s)Licensed	% of Projects In Which Trade Performed	% of Total Work Performed by Bidder	License/Registration # (If Applicable)

LIST OF PROPOSED SUBCONTRACTORS

Please report all subcontractors that will do business on this project. Changes to the subcontractor list must be reported before any new subcontractors do work on the project. Debarred or suspended subcontractors will render a bidder ineligible to receive an award. Check subcontractor status on SAM.gov and Ini.wa.gov prior to submission.

Use additional sheets as needed.

SUBCONTRACTOR #1			
Subcontractor Name:			
Address:			
UBI #:			
Trade/Specialty:			
Is This Entity Currently Under Contract/Retainer with the Bidder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Minority-Owned Business Enterprise (MBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Woman-Owned Business Enterprise (WBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Small Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Section 3 Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
SUBCONTRACTOR #2			
Subcontractor Name:			
Address:			
UBI #:			
Trade/Specialty:			
Is This Entity Currently Under Contract/Retainer with the Bidder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Minority-Owned Business Enterprise (MBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Woman-Owned Business Enterprise (WBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Small Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Section 3 Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
SUBCONTRACTOR #3			
Subcontractor Name:			
Address:			
UBI #:			
Trade/Specialty:			
Is This Entity Currently Under Contract/Retainer with the Bidder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Minority-Owned Business Enterprise (MBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Woman-Owned Business Enterprise (WBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Small Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Section 3 Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
SUBCONTRACTOR #4			
Subcontractor Name:			
Address:			
UBI #:			
Trade/Specialty:			
Is This Entity Currently Under Contract/Retainer with the Bidder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Minority-Owned Business Enterprise (MBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is This Entity Registered as a Woman-Owned Business Enterprise (WBE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Small Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does This Entity Meet the Criterion to Qualify as a Section 3 Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

PREVIOUS RELATED EXPERIENCE #1

The Bidder shall list a total of five (5) firms, governmental units, or person for whom the bidder has previously performed and completed work of substantially similar nature to the that requested under this IFB.

REFERENCE #1	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Projected Completion Date:	
Actual Completion Date:	

CONTACT NAME:	
Contact Telephone #:	
Contact Email:	

Services Contracted			
#	Service Provided	Service Frequency	Total \$ Value per Service
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Final/To Date Amount Paid to Bidder:	
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PREVIOUS RELATED EXPERIENCE #2

The Bidder shall list a total of five (5) firms, governmental units, or person for whom the bidder has previously performed and completed work of substantially similar nature to the that requested under this IFB.

REFERENCE #2	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Projected Completion Date:	
Actual Completion Date:	

CONTACT NAME:	
Contact Telephone #:	
Contact Email:	

Services Contracted			
#	Service Provided	Service Frequency	Total \$ Value per Service
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Final/To Date Amount Paid to Bidder:	
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PREVIOUS RELATED EXPERIENCE #3

The Bidder shall list a total of five (5) firms, governmental units, or person for whom the bidder has previously performed and completed work of substantially similar nature to the that requested under this IFB.

REFERENCE #3	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Projected Completion Date:	
Actual Completion Date:	

CONTACT NAME:	
Contact Telephone #:	
Contact Email:	

Services Contracted			
#	Service Provided	Service Frequency	Total \$ Value per Service
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			

Final/To Date Amount Paid to Bidder:	
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PREVIOUS RELATED EXPERIENCE #4

The Bidder shall list a total of five (5) firms, governmental units, or person for whom the bidder has previously performed and completed work of substantially similar nature to the that requested under this IFB.

REFERENCE #3	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Projected Completion Date:	
Actual Completion Date:	

CONTACT NAME:	
Contact Telephone #:	
Contact Email:	

Services Contracted			
#	Service Provided	Service Frequency	Total \$ Value per Service
46.			
47.			
48.			
49.			
50.			
51.			
52.			
53.			
54.			
55.			
56.			
57.			
58.			
59.			
60.			

Final/To Date Amount Paid to Bidder:	
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PREVIOUS RELATED EXPERIENCE #5

The Bidder shall list a total of five (5) firms, governmental units, or person for whom the bidder has previously performed and completed work of substantially similar nature to the that requested under this IFB.

REFERENCE #3	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Projected Completion Date:	
Actual Completion Date:	

CONTACT NAME:	
Contact Telephone #:	
Contact Email:	

Services Contracted			
#	Service Provided	Service Frequency	Total \$ Value per Service
61.			
62.			
63.			
64.			
65.			
66.			
67.			
68.			
69.			
70.			
71.			
72.			
73.			
74.			
75.			

Final/To Date Amount Paid to Bidder:	
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PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

ATTACHMENT B: SAMPLE CONTRACT FOR AH-24-02

CONTRACT FOR SERVICES

THIS AGREEMENT is made this _____, _____ by and between the PIERCE COUNTY HOUSING AUTHORITY [the "Owner"] and _____ [the "Contractor."]

IN CONSIDERATION of the payments and agreements herein identified, the Contractor hereby agrees to commence and complete for the Owner the services described below:

1. Project: _____
2. Price: For the above mentioned services, hereinafter called the "Project", the Owner agrees to pay the Contractor an amount not to exceed the sum of _____ **and dollars (\$ _____)**, inclusive of all taxes, fees, and costs of doing business used by contractor to arrive at the proposal amount. Payment shall be made in accordance with and pursuant to all the terms and conditions of any Project Advertisement for Bids or Requests for Proposals and the Contract Documents, copies of which are hereby declared and accepted as parts of this Agreement as fully as if set forth herein. The Contractor's bid or proposal is accepted as part of this Agreement as fully as if set forth herein. The Owner shall not be liable for any increased cost or price unless an authorized, signed Change Order has been executed prior to any work being performed.
3. Indemnity: The Contractor agrees to indemnify, defend, protect and hold harmless the Owner and its agents and employees from all claims, suits, actions, liabilities, losses, demands, damages, expenses, including legal expenses, bodily injury, or property damage arising from any and all defects appearing or developing in the workmanship or material performed or furnished under this Agreement.
4. Payment Terms: The Contractor agrees to accept as full payment hereunder that amount specified in the Price above. Owner agrees to make application payments on the basis of a duly certified and approved statement of the work performed under this Contract in accordance with the contractor's approved schedule of values for the project. Owner will make payment within 30 days of acceptance of the work and approval of Invoice by the Owner's Project Administrator.
5. Schedule and Liquidated Damages: Service shall commence within _____ () Calendar days following receipt of Owner's approval of the contract documents taken from the written notice to proceed. Services shall be completed within _____ () **Calendar Days** from the date of the written Notice to Proceed. The Owner and Contractor agree that in the event this project is not completed on time, the Owner's damages are difficult to calculate. As a result, the Owner and Contractor agree that if the project is not completed by the completion date, the Contractor shall be liable to Owner for liquidated damages in the amount of \$100.00/Per Calendar Day.
6. Compliance with Laws The Contractor in the performance of this Agreement shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services.
The Contractor specifically agrees to pay any applicable business license fees and taxes which may be due on account of this Agreement
7. Nondiscrimination The Contracting Agency is an equal opportunity employer.
 - A. In the performance of this Agreement, the Contractor will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The Contractor shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The Contractor shall take such action with respect to this Agreement as may be required to ensure full compliance with Chapter 49.60 Revised Code of Washington, Law Against Discrimination.

- B. The Contractor will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
- C. If any assignment and/or subcontracting has been authorized by the Contracting Agency, said assignment or subcontract shall include appropriate safeguards against discrimination. The Contractor shall take such action as may be required to ensure full compliance with the provision in the immediately preceding paragraphs herein.
8. Non-Assignability: The Contractor may not assign, subcontract or delegate duties under this Contract without the prior written consent of Owner.
9. Enforcement: Any dispute as to the enforcement or interpretation of this Contract shall/may be determined by arbitration. The prevailing party in any suit or arbitration arising under this Contract shall be entitled to reasonable attorneys and expert witness fees and costs. Washington law will govern the interpretation and enforcement of this Contract. Venue shall only be in Pierce County, Washington.
10. Integration: The following documents are included as part of this Agreement:
- (a) Request for Proposal / Quotation;
 - (b) Contractor's Proposal;
 - (c) Specifications, technical specifications and supplementary conditions

This written contract represents the entire agreement between the parties. All prior representations, promises or statements merge with this written contract.

11. Amendment: Any amendment to the contract must be in writing signed by both parties.
12. Severability: If one or more of the contract clauses are found to be unenforceable, illegal or contrary to public policy, the contract will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.
13. Termination: Performance of the work under this Agreement may be terminated, suspended or abandoned for any cause deemed sufficient by the Owner, in whole or in part at any time by the Owner by giving the Contractor written notice of such termination, specifying the extent and effective date of termination, suspension or abandonment. After receipt of any such notice, the Contractor shall stop work hereunder to the extent and to the date specified in the notice, terminate all subcontracts or other commitments to the extent those contracts relate to the work terminated, and deliver to the Owner all reports, computations, drawings, specifications and other material and information prepared and developed hereunder in connection with the work terminated. Except as provided in this clause, any such termination shall not alter or affect the rights and obligations of the parties under this Agreement.
14. Notices: Any and all notices affecting or relative to this Contract shall be effective if in writing and delivered or mailed, postage and fees prepaid, or sent by facsimile or similar electronic communication with a hard copy mailed to the respective party being notified at the address or facsimile number listed with the party's respective signature. Such notice to Owner shall be in duplicate, one each directed to the Project Administrator and the Executive Director. The parties' addresses may be changed by the same method of notice.
15. Indemnification and Insurance. The Contractor shall indemnify and hold harmless PCHA, its officials, officers, agents, employees, volunteers, and representatives, from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs arising out of or occasioned by the performance, acts, and/or omissions by the Contractor, its employees, agents, representatives or volunteers relative to any activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, the Contractor shall pay any judgment or lien arising therefrom, including any and all costs as part thereof. The Contractor shall, prior to commencing work under this Agreement, provide to PCHA certificates of insurance evidencing the following insurance coverages and limits.
- A) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the

site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

- B) Automobile liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than **\$500,000.00** per occurrence.
 - C) Workers' Compensation, in accordance with state or Territorial Workers' Compensation
 - D) Said insurance policies shall name **PCHA, its Agents, representatives and employees 1525 – 108th St S Tacoma WA 98444** as an additional insured thereunder as respects any operations of the Independent Contractor in connection with this Agreement.
 - E) It is agreed that these insurance policies are primary over any insurance that may be carried by PCHA and it is agreed that PCHA will be given not less than thirty- (30) days advance written notice of any termination of this policy.
16. Independent Contractor Relationship: The parties intend that the relationship of an Independent Contractor between the Contractor and the Contracting Agency will be created by this agreement. The Contracting Agency is interested primarily in the results to be achieved. The implementation of services will lie solely with the Contractor. The Contractor will be solely and entirely responsible for its own acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.
17. Continuation of Performance: In the event that any dispute or conflict arises between the parties while this Contract is in effect, the Contractor agrees that, notwithstanding such dispute or conflict, the Contractor shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities.
18. Contract Administration: This Contract shall be administered by the _____ on behalf of the Contractor and by the Director of the Pierce County Housing Authority on behalf of the Contracting Agency. Any written notices required by terms of the Contract shall be served or mailed to the following address (es):

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year first written above.

Pierce County Housing Authority,
a municipal corporation

CONTRACTOR

James Stretz, Executive Director
Pierce County Housing Authority
603 Polk St S, Tacoma WA 98444

By _____
(Signature)

(Name) (Printed)

(Address)

(City, State, Zip)

(Phone): _____

L & I Acct. No.: _____

UBI No.: _____

RFP/RFQ No.: _____

Copy 1: Contractor
Copy 2: Project File

(Original)
(Original)