

Request for Proposals: 2026-IFB-GUT-1

Gutter Cleaning & Maintenance

ADDENDUM No. 2 – 10/16/2026

****Please Note: Per the IFB, Questions had a Deadline of Friday, Oct. 16 at 10:00am.****

1. **REMINDER -- PUBLIC BID OPENING:** The Public Bid opening time has changed. All bids will be unsealed and read aloud on Tuesday, October 27, 2026 at **12:00pm (noon)** at:
Housing Kitsap
2244 NW Bucklin Hill Road
Silverdale, WA 98383

2. **QUESTION –**

How many complete cleaning cycles must the initial annual price cover if the contract starts late in 2026 and continues into 2027? Please clarify how an additional agency-directed cleaning cycle would be ordered and priced.

ANSWER –

The contract is for 1 cleaning per property site annually. Any additional cleanings within the calendar year would be handled on an individual basis at the price provided in your bid.

3. **QUESTION –**

What number of working days or final completion date will replace the draft's "NUMBER OF DAYS" placeholders for the first cleaning cycle and closeout? Is completion before December 31, 2026 required? Please identify property priorities, permitted daily and weekend work windows, and the process for adjusting the schedule when weather or agency-controlled access prevents safe work.

ANSWER –

This is a one-year contract for each property to receive one cleaning. Each cleaning will be billed at the individual property bid price in your proposal. The contract will be complete 1 year from the signed contract, or sooner, with the possibility of extension. Our team will outline with the successful bidder a calendar for cleaning that will take weather into consideration.

Please note: This contract will begin immediately with as many locations as possible completed before year end.

4. **QUESTION –**

Please confirm the complete list of properties and buildings covered by the base bid, including:

(a) Nordic Cottages: building count, maximum stories, included ancillary structures, and tax status – *Nordic Cottages consists of 2-2 story buildings. Tax Exempt*

(b) Time Square: whether the separate entries cover one one-story exempt building and two two-story taxable buildings, and which buildings belong to each entry; *Time Square is 1-1 story building. Tax Exempt.*

(c) Orchard Bluff: the identity of the two listed structures and whether any individual mobile homes or other structures are included; *There are 2 common use buildings that are part of this contract. No mobile homes.*

(d) Madrona Manor and Port Orchard Vista: the correct service addresses/cities, because Attachments B and C differ; *Attachment B has the correct address.*

(e) Fjord Vista II and Golden Tides 3: the actual service addresses rather than the management-office addresses;

Fjord Vista II:

19495 1st Avenue NE – A Bldg
19467 1st Avenue NE – B Bldg
19465 1st Avenue NE – C Bldg
19469 1st Avenue NE - D Bldg
19499 1st Avenue NE – E Bldg

Golden Tides III

9225 Bayshore Drive NW Silverdale, WA 98383

(f) any Mason County properties, because the scope references Kitsap and Mason Counties but the provided addresses appear to be in Kitsap County. *Properties constructed in Mason are part of Housing Kitsap's self help program and are not included in this IFB.*

e) A corrected Attachment C or written building schedule would be helpful. *Please see attached.*

5. QUESTION –

Please advise how our field lead, Alvin Lenford, should arrange authorized pre-bid property visits through your office without contacting other Housing Kitsap personnel, contrary to Section 1.4. Are existing gutter measurements, building plans, downspout counts, recent condition reports, or known access restrictions available to bidders? Please also identify any property-specific restrictions on lift positioning, roof access, work-area staging, overnight equipment storage, and use of onsite water for flushing. We understand site verification remains the bidder's responsibility.

ANSWER –

There are no formal pre-bid property visits or walkthroughs. All property visits are self-directed. If on-site, as a courtesy, please identify yourself to any Housing Kitsap staff. The staff is not available or responsible for answering any questions or allowing interior access. Housing Kitsap will not be supplying measurements, counts or condition reports. Property managers will work with the successful bidder to determine locations for storage & staging, roof access, etc. Water is available at each property.

6. QUESTION –

The attached state wage sheet is effective September 24, 2026 and lists Residential Laborers, while Section 4.1 identifies the bid-submittal date as the applicable effective date. Please identify the controlling state schedule and federal wage decision/modification for this procurement and provide any agency-issued classification guidance for the base gutter/downspout cleaning, ground support, and lift-operation tasks. Please confirm Finch Place's actual maximum stories and whether any included building requires a different construction-type wage determination. For questions requiring L&I or federal interpretation, please identify the appropriate labor-compliance contact or existing written determination. We recognize the contractor remains responsible for paying the applicable required wages.

ANSWER –

Finch Apartments has 3 floors with corner construction that exceeds that height. Regarding wage decisions, please note if the Washington State wage determination is higher than the Federal rates, the highest wage must be met.

As Housing Kitsap does not know how your workers are specifically classified for this work, we have provided the residential laborer rates in the bid packet. If you determine that a different trade wage more accurately applies, please base your bid on that decision. You may designate on your proposal that you have determined a different class – for example using lifts which creates greater risk – to clarify your submittal.

Please refer to:

WA State L&I website for additional information <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>
<https://lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates/>
Federal https://sam.gov/search/?index=sca&page=1&pageSize=25&sort=-modifiedDate&sfm%5Bstatus%5D%5Bis_active%5D=true

7. QUESTION –

Does downspout obstruction clearance include dismantling and reinstalling downspout sections, clearing underground drains, or work beyond the above-ground downspout outlet? Are removal and reinstallation of existing gutter guards/screens included in base cleaning, and are such systems present at any listed properties? Please distinguish these items from separately authorized repairs. Please also confirm whether the moss-removal requirement is limited to material in gutters, rather than general roof-surface moss treatment.

ANSWER –

As outlined in the Scope of work all gutters and downspouts must be debris-free and free flowing. That may necessitate removal and reinstallation of sections of gutters and/or downspouts.

During the flushing/cleaning process, if damage or improper drainage routing is discovered, this shall be communicated to Housing Kitsap for next steps.

The contract is for 1 cleaning per property site annually. Any additional cleanings within the calendar year would be handled on an individual basis.

8. QUESTION –

Please confirm the listed exempt/taxed designations and the exemption documentation Housing Kitsap will provide where applicable, including Nordic's designation. We understand annual prices must include applicable sales tax. May a continuation schedule show each property's pretax amount, applicable tax, and tax-inclusive total, with the total carried to Attachment C?

ANSWER –

Housing Kitsap will provide Tax Exempt certificates for all non-taxed properties. You may include any additional pages necessary to provide pricing per property. Please see revised Attachment C attached.

9. QUESTION –

May completed and accepted properties or buildings be included in monthly progress invoices before the entire portfolio is finished? Does Housing Kitsap permit more frequent invoicing of accepted work under Section 5.1? Please identify the inspection/acceptance process and documents needed for an acceptable invoice. Section 4.2 references both the Statement of Intent and Affidavit of Wages Paid before payment; please clarify which documents are required for progress payments and which are required for final payment/retainage release.

ANSWER –

Housing Kitsap may request invoicing by property, vs. progress invoices. This and other billing requirements will be discussed with the successful bidder.

Payment of Prevailing Wage is required. Weekly certified payroll shall be uploaded weekly.

As a maintenance contract HK will not require retainage.

10. QUESTION –

Please clarify how the one-year guarantee applies to annual cleaning. How will Housing Kitsap distinguish incomplete cleaning or defective workmanship requiring correction from new leaf/debris accumulation, storm-related blockages, or pre-existing system defects arising or becoming apparent after acceptance?

ANSWER –

The guarantee would only apply to any supplemental work done in addition to the cleaning and maintenance services. For example, if you find that a section of gutter needs replacing and we accept your quote for the repair, the materials and workmanship would be guaranteed.

11. QUESTION –

Section 11.3 lists alternative automobile-liability requirements without a selected option. Which option and limits will apply to this contract? Please confirm whether a separate umbrella policy is required when the primary policies satisfy the required limits, or whether Section 11.4 permits umbrella/excess coverage as an alternative means of meeting those limits.

ANSWER –

This is part of the DRAFT contract which is representative of the final contract. This is not necessary to complete for the proposal.

12. QUESTION –

For the required 5% bid bond and 100% performance/payment bond, is the calculation based on the tax-inclusive annual base bid, excluding optional repairs and unexercised renewals? Addendum 1 refers to the performance bond being due within ten days of contract execution, while the IFB and draft contract refer to ten days after notice of award. Please confirm the controlling trigger. We understand Addendum 1 does not automatically approve an alternative guarantee.

ANSWER –

The 5% bid bond should accompany your sealed bid and be 5% of the bid price. There are no other factors that impact that amount.

Final Contract Execution and the Notice to Proceed will likely take place on the same day. This project is set to start immediately.

13. QUESTION –

May the preprinted 2024 date in Attachment I be corrected to 2026? For the draft contract returned with the bid, should bidders complete their identity and signature fields while leaving agency-controlled dates, contract number, duration, and other unresolved placeholders for Housing Kitsap? Please identify any additional completion instructions for the blank draft-contract attachments.

ANSWER –

You may correct the date on your submittal copy. If there are fields not requiring your information or signature, you may leave them blank. The blank pages following the DRAFT contract represent how the final contract will be drafted. Nothing is necessary to provide with your bid.

14. QUESTION –

a) On page 10 (Attachment B), Madrona Manor is listed in Port Orchard, which appears to be correct. However, Attachment C (Cost Proposal) lists the property in Bremerton. *Revised attached.*

b) Attachment B lists Port Orchard Vista in Port Orchard, which appears to be correct. However, Attachment C lists the property in Silverdale. May we correct this information in Attachment C, or will Housing Kitsap provide a revised form? *Revised attached.*

c) Golden Tides 3 lists its management office address as 9239 Bayshore Drive NW, Silverdale, WA 98383, which is the same address listed for Golden Tides 2.

Attachment C identifies Golden Tides 2 as one 3-story building and Golden Tides 3 as one 2-story building. However, at the listed address, we observed only one building.

Could you please clarify the building locations and identify which building corresponds to each property? *The one address listed references the office location for both buildings. The physical addresses are: Golden Tides III 9225 Bayshore Drive NW Silverdale, WA 98383*

Golden Tides II 9239 Bayshore Drive NW, Silverdale, WA 98383

d) Fjord Manor and Fjord Vista II are both listed at 19581 1st Avenue NE, Poulsbo, WA 98370. During our site inspection, we observed one building at the listed address. However, Attachment C identifies Fjord Manor as having 2 buildings and Fjord Vista II as having 5 buildings.

Could you please clarify the locations of these buildings and confirm which buildings belong to each property? *Fjord Vista II – Please see answer 4e. Fjord Manor – Is incorrectly listed as 2 buildings. See revised attached.*

e) Should our bid include gutter and downspout cleaning for garages, auxiliary buildings, and other structures equipped with gutters at each property? *Yes, include these buildings.*

f) The Scope of Work requires clearing obstructions from downspouts. Does this include removing and reinstalling downspout sections or elbows, clearing underground drainage lines, or repairing drainage pipes? Or would these services require separate authorization and additional compensation? *All additional work will be on a case-by-case basis and billed accordingly.*

g) If a gutter section is blocked, located at an excessive height, or cannot be safely accessed using standard equipment, what is the required procedure for documenting the condition and obtaining authorization for any additional equipment or work? *Anything extraordinary discovered during work will require approval from Housing Kitsap prior to any action being taken.*

h) The Scope of Work states that cleaning services will be performed once per calendar year, or as otherwise directed by Housing Kitsap. Could you please confirm whether one cleaning visit per property per year is expected, and whether any additional visits requested by Housing Kitsap would be separately authorized and compensated? *One cleaning per year with anything additional compensated separately.*

15. May we correct the location in Attachment C, or will Housing Kitsap provide a revised Cost Proposal form?

ANSWER –

This is part of the DRAFT contract which is representative of the final contract. This is not necessary to complete for the proposal.

16. **QUESTION –**

Section 11.3 lists alternative automobile-liability requirements without a selected option. Which option and limits will apply to this contract? Please confirm whether a separate umbrella policy is required when the primary policies satisfy the required limits, or whether Section 11.4 permits umbrella/excess coverage as an alternative means of meeting those limits.

ANSWER –

This is part of the DRAFT contract which is representative of the final contract. This is not necessary to complete for the proposal. If the primary policies satisfy the requirements, this is sufficient.

17. **QUESTION –**

Section 11.3 lists alternative automobile-liability requirements without a selected option. Which option and limits will apply to this contract? Please confirm whether a separate umbrella policy is required when the primary policies satisfy the required limits, or whether Section 11.4 permits umbrella/excess coverage as an alternative means of meeting those limits.

ANSWER –

This is part of the DRAFT contract which is representative of the final contract. This is not necessary to complete for the proposal.

18. **QUESTION –**

Section 16.4 of the draft contract requires the Contractor to provide Housing Kitsap a list of all subcontractors and their proposed responsibilities, and Attachment I requires identification of all proposed subcontractors. Please confirm that a prime contractor may subcontract 100% of the field work (all gutter cleaning, downspout flushing, inspection, debris removal, and site cleanup) to listed, qualified subcontractors — with the prime performing contract management, scheduling coordination, quality control, condition reporting, and invoicing — i.e., please confirm there is no minimum self-performance percentage and no requirement that the prime contractor's own employees perform any portion of the field work.

ANSWER –

Yes, a contractor can sub out any or all work.

19. Addendum 1's Q&A states an alternative form of guarantee may be disclosed with the sealed bid "for consideration." Please specify what alternative instrument(s) would be considered for the 5% bid bond (Section 2.6) and the 100% performance bond (Section 4.2) e.g., cashier's/certified check, retainage bond, or irrevocable letter of credit — including required amounts, payee, and how each must be submitted with the bid.

ANSWER –

A cashier's/certified check equal to 5% of the total bid will be accepted in place of the bond. This would be made out to Housing Kitsap. If the bond is a barrier for the successful bidder, this can be discussed prior to contract execution.

20. QUESTION –

If the prime contractor's own employees perform only management, coordination, and oversight (no field work), must the prime still carry the full Section 11 commercial general liability and automobile limits in its own name, or may the subcontractors' separate certificates and endorsements (per Section 11.6) satisfy coverage for field operations? Please confirm the minimum insurance the prime itself must carry in this arrangement.

ANSWER –

Under this IFB, the prime must maintain its own required insurance even if its employees only manage, coordinate, and oversee the work. Section 11.6 allows separate coverage for subcontractors; it does not replace the prime's insurance obligations.

21. QUESTION –

Section 5.1 requires a certificate of registration as a General Contractor under Chapter 18.27 RCW. For this gutter cleaning and maintenance scope, will Housing Kitsap accept a specialty contractor registration under Chapter 18.27 RCW, or is general contractor registration strictly required?

ANSWER –

Housing Kitsap will accept a specialty contractor registration.

22. QUESTION –

Please confirm the applicable Davis-Bacon wage determination and the Washington State prevailing-wage trade classification(s) for the gutter cleaning work (i.e., which L&I trade/scope applies), and confirm whether weekly certified payrolls are submitted to Housing Kitsap or directly to HUD.

ANSWER –

Please see Question 6 regarding appropriate classification. Certified payrolls should be submitted directly to HUD and L&I.

RECEIPT OF ADDENDUM: _____

Date

SIGNATURE: _____

Name & Title

ATTACHMENT C

COST PROPOSAL --REVISED

Must Be Submitted With Your Bid

Please provide pricing for annual gutter and downspout cleaning services, itemized by property. **Bids must include all labor, equipment, debris removal, taxes (where applicable) and any permit costs if needed.**

Property / Address	# Buildings	Max # of Stories	Annual Price (\$)	Tax Status
Conifer Woods, Port Orchard	11	3	\$	Taxed
Finch Place, Bainbridge Island	2	3+	\$	Exempt
Fjord Manor, Poulsbo	2	3	\$	Exempt
Fjord Vista II, Poulsbo	5	2	\$	Taxed
Golden Tides 1, Silverdale	1	1	\$	Exempt
Golden Tides 2, Silverdale	1	3	\$	Exempt
Golden Tides 3, Silverdale	1	2	\$	Taxed
Heritage, Port Orchard	8	2	\$	Taxed
Kingston Ridge, Kingston	3	2	\$	Taxed
Liberty Bay, Port Orchard	2	2	\$	Taxed
Liberty Bay, Bremerton	2	2	\$	Taxed
Madrona Manor, Port Orchard	1	2	\$	Exempt
Nollwood, Bremerton	25	2	\$	Exempt
Orchard Bluff Mobile Home, Port Orchard	2	2	\$	Exempt
Park Place, Bremerton	7	2	\$	Taxed
Port Orchard Vista, Port Orchard	1	3	\$	Taxed
Rhododendron, Bainbridge Island	4	2	\$	Exempt
Viewmont, Port Orchard	21	1	\$	Taxed

Windsong, Poulsbo	4	2	\$	Exempt
Time Square, Kingston	1	1	\$	Exempt
Nordic Cottages, Poulsbo	2	2	\$	Exempt
TOTAL ANNUAL BID — ALL PROPERTIES			\$	

PLEASE BE SURE TO INCLUDE WITH YOUR BID: Bid Bond in the amount of 5% of the aggregate Basic Bid
