



INFORMAL SOLICITATION

**Elevator Replacement for
Housing Kitsap (HK)**

2024-04 Elevator

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383



Small, Minority and Women-Owned businesses are encouraged to
apply.

Informal Solicitation 2024-04-Elevator Elevator Replacement for Housing Kitsap (HK)

Housing Kitsap (HK) is accepting Bids from qualified contractors for a complete elevator replacement at Finch Place Apartments located at 215 Finch Place SW, Bainbridge Island, WA 98110.

To facilitate the bid process, a **Pre-bid job walk** will be held at the following date and time:

WHEN: Tuesday, April 16, 2024, at 11:00 am.

WHERE: Finch Place Apartments, 215 Finch Place SW, Bainbridge Island, WA 98110

NOTE: It is *strongly recommended, but not required*, that contractors attend the Pre-bid job walk.

| Solicitation Issued: | Pre-Bid Walk Through: |
|----------------------------|--|
| Thursday, April 4, 2024 | 11:00 a.m. PDT, Tuesday, April 16, 2024 |

| Questions Due: | Bids Due: |
|--|---|
| 2:00 p.m. PDT, Thursday, April 25, 2024 | 2:00 p.m. PDT, Thursday, May 2, 2024 |

The following documents must be included in the Contractor's Proposal:

- Profile of Firm Form
- Price Proposal

2024-04 Elevator Replacement
for Housing Kitsap (HK)

| | |
|---|---|
| AGENCY CONTRACTING OFFICER (CO): | Heather Blough, Executive Director |
| HOW TO OBTAIN THE SOLICITATION DOCUMENTS: | Go to: https://www.housingkitsap.org/procurement Documents and addenda will be posted there. |
| HOW TO ASK QUESTIONS: <i>*No Phone Calls*</i> | <p>*Thursday, April 25, 2024, by 2:00 p.m.: DEADLINE</p> <p>Any questions or requests for further information must be submitted in writing no later than the above date to the following contact:</p> <p>Laura Auerbach, Director of Procurement & Administration Via email to Procurement@housingkitsap.org Via fax to (360) 535-6169</p> |
| PROPOSAL SUBMITAL DEADLINE: | <p>*Thursday, May 2, 2024, by 2:00 p.m.: DEADLINE</p> <ul style="list-style-type: none"> ▪ Submissions shall be delivered via email to: Procurement@housingkitsap.org ▪ Emails must be received by the above date and time – NO Exceptions. |
| PROPOSAL SUBMITTAL DELIVERY ADDRESS: | <p><u>If you choose to provide a hard copy, please remit or hand deliver to:</u></p> <p>Housing Kitsap Attn: Laura Auerbach, Director of Procurement “Solicitation 2024-04 Elevator” 2244 NW Bucklin Hill Rd., Silverdale, WA 98383</p> |

Scope of Work Elevator Replacement

Perform all work in accordance with all applicable codes, local ordinances, and requirements of Kitsap County. The Contractor shall provide all required labor, material, permits, plans, engineering, local and state inspections to provide a 100% completed project.

The Kitsap County Consolidated Housing Authority, dba Housing Kitsap, (hereinafter, “the Agency” or “HK”) is soliciting written proposals from qualified firms to replace and modernize one (1) elevator at an affordable housing property located at:

Finch Place Apartments
215 Finch Place SW
Bainbridge Island, WA 98110

The work will include the items below for a **Hydraulic Residential Passenger Elevator with three (3) front stops, a capacity of 2000 – 2500 lbs., with a speed of 100-200 fpm.** If the proposer recommends a product outside of this range, include justification for the difference.

Describe each item or category proposed for replacement and modernization. Specify details on items below and add categories as appropriate.

- Controller
- Power
- Car
- Hoist way
- Pit
- Door Equipment
- Car Fixtures
- Hall Fixtures
- Cab Interior
- Cab Interior
- Any extras or options

Proposal must include:

- Availability to begin
- Timeline for Assessment & Ordering of materials
- Fabrication Timeline
- Installation Timeline including period with no passenger access.
- Pricing & Payment Terms

2024-04 Elevator Replacement
for Housing Kitsap (HK)

- **Needs and estimates of costs outside proposer's Scope of Work to be provided by Housing Kitsap through outside contractors (electrical, HVAC, Fire Safety, etc.)** if known.
- Potentially there are 2 locations for a new Passenger Elevator. Please provide justification of your recommendation in the proposal.
 - Retro fitting of current elevator location
 - A new outside structure at end of building

General Information:

The lowest responsive and responsible bidder will be chosen. HK reserves the right to award additional related work to the winning bidder. Contractors will develop a schedule to perform the work. Once the contract is fully executed a notice to proceed will be issued for execution at which time work can begin.

Prevailing Wage:

It is the sole responsibility of the contractor and subcontractors to assign the appropriate classifications to all laborers, workmen or mechanics performing any work pursuant to any Public Works Contract and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification. Current prevailing wage data can be obtained by the contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or go to their website at <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

An intent to Pay Prevailing Wage, Affidavit of Wages Paid, and Certified Payroll must be filed with the Department of Labor & Industries.

Sales Tax:

As per RCW 35.82.210, housing authorities are exempt from taxes including sales tax as noted below:

Labor: Sales or use tax is not imposed on the purchases by the contractor or sub(s) of labor or services in the performance of the contract to be executed based on this solicitation. Therefore, the Washington State retail sales tax or the compensatory use tax for these items should not be included in the bid price.

Material: All materials purchased by the contractor in the performance of the work of the contract to be awarded based on this solicitation are subject to Washington State retail sales tax or the use tax. The bid price should include the retail sales tax or the compensatory use tax on material only.

2024-04 Elevator Replacement
for Housing Kitsap (HK)

Bids:

No pricing form is being provided. Please use your own form and documents to provide your estimate showing a breakdown of fees based on the scope of work provided.

For Construction contracts exceeding \$35,000 the successful bidder shall furnish performance and payment bonds, each for 100% contract price. This bond shall also cover any and all approved change orders. The bond must be submitted within ten (10) days after notice of the award.

Consistent with the requirements of Chapter 60.28 RCW, HK shall withhold retainage from the contractor in the amount of 5% of each payment to the contractor, provided, however, consistent with RCW 39.04.155, that HK may waive the requirement to withhold retainage for a project estimated to cost less than \$35,000.

Attachment A

INTRODUCTION

Housing Kitsap Background: HK is a public body corporate and politic that was formed in 1982 to provide federally subsidized housing and housing assistance to low-income families, within Kitsap County.

It is the mission of Housing Kitsap to provide quality affordable housing and homeownership opportunities to families and individuals with our local communities. Together with the support of the Board of Commissioners, employees, residents, and community members, we provide the foundation to create a safe place to call home. Housing Kitsap is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and HK's procurement policy.

Outline of Work: In keeping with its mandate to provide efficient and safe services, the Agency is now soliciting proposals from qualified, licensed and insured entities to complete the replacement and modernization of an existing elevator. HK is aware the elevator is old and parts are becoming obsolete.

It will be the bidder's responsibility to accurately evaluate the current elevator condition, location and components to produce a proposal.

It will be the responsibility of the awarded contractor to coordinate efforts with the Director of Procurement, Property Manager and Maintenance Coordinator to ensure a seamless and correct installation that is least disruptive to the operations of HK.

All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

Contractor Responsibilities

Below represents the essence of work to be accomplished on this project and includes all the following. Owner reserves the right to modify SOW items prior to contracting work.

- All dimensions, specifications, and quantities shall be field verified by contractor and itemized in notes attached to the bid documents. Any deviations from the SOW shall constitute a non-responsive bid.
- Alternatives to work items or suggestions for alternative methods for accomplishing the work shall be included in notes attached to bid documents, together with the cost for such alternatives.
- All work performed pursuant to this SOW shall comply with all Codes, Ordinances and Regulations relating to this type of project in Kitsap County. Contractor shall acquire any and all permits needed.
- All work shall be accomplished in a workmanlike manor according to the standards of the various trades represented.
- Contractor shall furnish all materials, tools equipment, whether owned or rented, and all other supplies and services needed to complete this SOW whether specifically listed or not.
- Contractor shall legally transport and dispose of, or pay for, removal of ALL demolition debris off-site. Leave property as found.
- Contractor shall finish and complete all work within the contract period as agreed by Owner and Contractor.
- It is the responsibility of the contractor to thoroughly examine the site specifications and conditions under which work will be performed to prepare a thorough and complete bid. Attendance of the Pre-Bid Walk Through is highly recommended.
- Any work that cannot be performed per SOW as specified will be immediately brought to the owner's attention in writing. Commencing work on a component not listed without such notification will be considered as acceptance by the contractor of the conditions involved.
- Bid should include the cost of any taxes and fees for all labor and materials.
- Run, test, and evaluate actual performance of the new system and correct deficiencies.
- Provide minimum of 1 year of warranty on parts and service.

PROFILE OF FIRM FORM

(This Form must be fully completed and included with proposal submittal.)

- (1) Prime Subcontractor
- (2) Firm's Legal Name: _____
- (3) Mailing Address: _____
- Check appropriate box:
- Individual/Sole Proprietor Corporation Partnership
- Limited Liability Company (LLC). Enter tax classification _____
(D=Disregarded Entity, C=Corporation, P=Partnership)
- Other: (Indicate) _____
- (4) Street Address (if different): City, _____
- (5) State, Zip: _____
- (6) Primary Contact AND Title: _____
- (7) _____
- (8) E-mail Address: _____ @ _____
- (9) Telephone #: () - _____ Fax #: () - _____
- (10) Federal Tax ID #: _____
- (11) UBI# _____ DUNS #: _____
- (12) Bus.License #: _____ WA ST License Type & #: _____
- (13) Year Firm Established: _____ Year Firm Established in: _____
- Former Name & Year _____
- (14) Established, if applicable: Name: _____ Year: _____
- Name of Parent Co & Date Parent Co _____
- (15) Acquired, if applicable: Name: _____ Year: _____

(16) Identify the Principals/Partners in Firm (submit a brief professional resume for each).

| NAME | TITLE | % of OWNERSHIP |
|------|-------|----------------|
| | | |
| | | |
| | | |
| | | |

(17) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project (submit under a brief professional resume for each).

| NAME | TITLE |
|------|-------|
| | |
| | |
| | |
| | |

(18) **Proposer Diversity Statement:** You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- Caucasian American (Male) _____%
- Public-Held Corporation _____%
- Government Agency _____%
- Non-Profit Organization _____%

Resident- (RBE), Minority- (MBE), or Woman-owned (WBE) Business Enterprise (qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- Resident Owned* _____%
- African American _____%
- Native American** _____%
- Hispanic American _____%
- Asian/Pacific American _____%
- Hasidic Jew _____%
- Asian/Indian American _____%
- Woman-owned (MBE) _____%
- Woman-owned (Caucasian) _____%
- Disabled Veteran _____%
- Other (Specify) _____%

WMBE Certification No. _____


Certified By (print): _____

Note: A certification/number is not required to propose – Enter if available.
Questions? MWBE Office (360) 753-9693.

_____/_____/_____
Signature Date (mm/dd/yr) Printed Name Company

PROFILE OF FIRM FORM

- (19) Worker's Compensation Insurance Carrier: _____
Policy #: _____ Expiration Date: _____ / _____ / _____
- (20) General Liability Insurance Carrier: _____
Policy #: _____ Expiration Date: _____ / _____ / _____
- (21) Professional Liability Insurance Carrier: _____
Policy #: _____ Expiration Date: _____ / _____ / _____
- (22) **Debarred Statement:** Has this firm or any principal(s) 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**, attach a full detailed explanation, including dates, circumstances, and current status.
- (23) **Disclosure Statement:** Does this firm or any principals thereof have any current, past personal or professional relationships with any commissioner of officer of HK? **Yes** **No** If **YES**, attach a full detailed explanation, including dates, circumstances, and current status.
- (24) **Non-collusive Affidavit:** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against HK or any person interested in the proposed contract; and that all statements in said proposal are true.
- (25) **Verification Statement:** The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees if HK discovers any information entered herein is false, that shall entitle HK to not consider or make an award or to cancel any award with the undersigned party.

 _____
Signature

_____ / _____ / _____
Date (mm/dd/yr)

Printed Name

Title