



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Project #ASA-25-01

Competitive Proposal | Federal & Non-Federal Funding | Maintenance Services

Janitorial Services

Request for Proposals

Pre-Proposal Site Conference: 11515 Canyon Road E,
Puyallup, WA 98373

Proposals Due: **Friday, April 25, 2025**

ISSUE DATE: Tuesday, April 1, 2025

Project Team

PROJECT: JANITORIALSERVICES
Project #ASA-25-01

OWNER: Pierce County Housing Authority
11515 Canyon Road E,
Puyallup, WA, 98373

CONTACT: (Contract Administration)
Riley Guerrero
rguerrero@pchawa.org
253-620-5478
253-993-6493 Cell

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REQUEST FOR PROPOSALS SUBMISSION INFORMATION

ISSUE DATE: Tuesday, April 1, 2025

PROJECT TITLE: ASA-25-01, JANITORIAL SERVICES

DELIVERY DUE DATE/TIME: Friday, April 25, 2025.

Proposals will be accepted until Friday, April 25, 2025. Proposals received after Friday, April 25, 2025, 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 #ASA-25-01
11515 Canyon Road E,
Puyallup, WA, 98373

Proposals may be submitted electronically at the following email address:

To: rguerrero@pchawa.org,
CC: derwin@pchawa.org
tamameade@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 Tamara Meade, Deputy Executive Director at tamameade@pchawa.org and Darcy Erwin, Business Development Coordinator at derwin@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 60 Low-Income Public Housing (LIPH) units; 20 Units of USDA/RD Housing, administers approximately 3,075 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.

PCHA has recently transitioned its office facilities into a new building on 11515 Canyon Road E, Puyallup, WA, 98373. PCHA also has office facilities at a number of its apartment communities that require regular or semi-regular cleaning, as described in the Scope of Services below.

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PCHA VS SERVICE PROVIDER MATERIAL RESPONSIBILITIES:

PCHA will supply stocks of paper towels, toilet paper, hand soap, liners, bags and air fresheners at each building. Once each month the service workers will be required to indicate the usage of each product on a reorder form and submit it by placing it in a designated area. PCHA will provide the materials to replenish the materials.

The service company will be required to provide their own cleaning chemicals and remove the supply with them after each service or lock them in a designated location to be provided at each site. Safety Data Sheets (SDS) for all chemicals must be maintained at the site of the service and be accessible to the service worker(s).

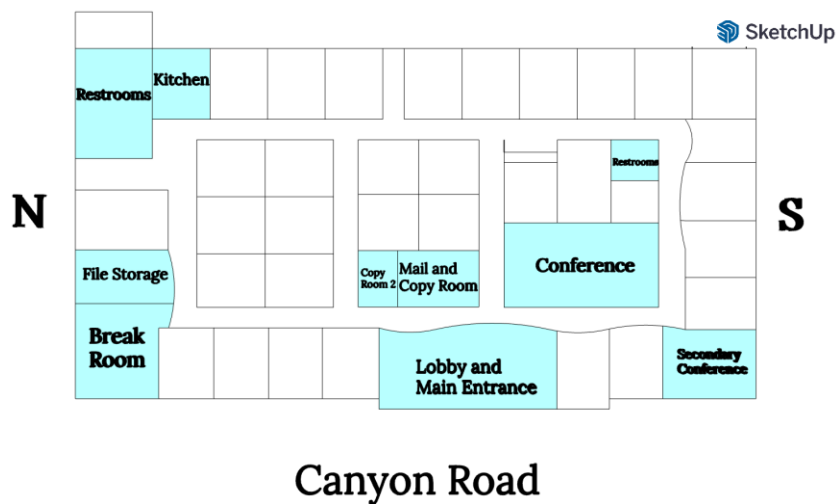
This contract is subject to Prevailing Wage requirements. See Attachment C.

SERVICES:

Location #1: Main Offices

Address: 11515 Canyon Road E Puyallup WA 98373

Site Description: Commercial office building of approximately 8,000 square feet.



Service Frequency: Five times weekly, or every-weekday service to maintain a clean environment.

Service Timeframe: Service is to be performed immediately after normal business close, at approximately 6:30 P.M, every weekday, **not inclusive of federal holidays**.

Service Description:

- Empty all trash receptacles in offices, lobby, bathrooms, kitchen, break room, etc. to dumpster in parking area
- Empty all recycling receptacles to containers in parking area
- Place recycling cans at the street every 2 weeks on a set schedule, if applicable
- Clean and sanitize restrooms and all related fixtures
- Vacuum all carpet floors, including office floors
- Mop all vinyl floors
- Dust main lobby, and common area furnishings fixtures and window sills

- Sanitize kitchen counters, dining tables, countertops and sinks
- Sanitize all entry and office door knobs
- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock

AND

Service Frequency: Once Monthly

Service Timeframe: Service is to be performed immediately after normal business close, at approximately 6:30 P.M.

Service Description:

Service to include washing walls where soiled, dusting ceilings to remove cobwebs and dust accumulation on surfaces, once monthly washing of interior window panes, tracks and frames, washing interior and exterior of entry doors at Main entrance and East side entrance, wash light fixture covers, scrub vinyl floors to eliminate ground in dirt.

Location #2: Warehouse Office

Address: 1525 108th St. S, Tacoma WA 98444

Site Description: Industrial warehouse. Cleaning is limited to the bathroom and office area, approximately 500 square feet.

Service Frequency: One time weekly service to maintain a clean environment.

Service Timeframe: Service is to be performed after normal business close, preferably during daytime hours, approximately 4:00-8:00 PM.

Service Description:

- Empty all trash receptacles to dumpster in parking area
- Empty all recycle receptacles to containers in parking area
- Place recycle cans at the street every 2 weeks on a set schedule
- Clean and sanitize restrooms and all related fixtures
- Sanitize all entry and office door knobs
- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock.

Location #3: Chateau Rainier Apartments Lobby/Office and Community Room

Address: 4600 16th Street East, Fife, WA 98424

Site Description: Multifamily residential office and adjoining community room of approximately 600 square feet.

Service Frequency: Once every other week, service to maintain a clean environment, with the option to add additional cleanings when necessary.

Service Timeframe: Service is to be performed during normal business hours, approximately 9:00 AM to 5:00 PM.

Service Description:

- Empty all trash receptacles to dumpster in parking area
- Empty all recycle receptacles to containers in parking area
- Clean and sanitize restrooms and all related fixtures
- Sanitize all entry and office door knobs
- Vacuum all carpet floors, including office floors
- Mop all non-carpeted floors
- Dust main lobby, and common area furnishings fixtures and window sills
- Sanitize kitchen counters, dining tables, countertops and sinks

- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock.

Location #4: Lakewood Village Lobby/Office, Fitness Room, and Community Room

Address: 9100 Lakewood Drive SW, Lakewood, WA 98499

Site Description: Multifamily residential office and adjoining community room and fitness room of approximately 750 square feet.

Service Frequency: Once every other week service to maintain a clean environment, with the option to add additional cleanings when necessary.

Service Timeframe: Service is to be performed during normal business hours, approximately 9:00 AM to 5:00 PM.

Service Description:

- Empty all trash receptacles to dumpster in parking area
- Empty all recycle receptacles to containers in parking area
- Clean and sanitize restrooms and all related fixtures (including shower area June-September only)
- Sanitize all entry and office door knobs
- Vacuum all carpet floors, including office floors
- Mop all non-carpeted floors
- Dust main lobby, and common area furnishings fixtures and window sills
- Sanitize kitchen counters, dining tables, countertops and sinks
- Sanitize exercise equipment
- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock.

Location #5: DeMark Apartments Lobby/Office, Fitness Room, and Community Room

Address: 1707 74th Street Court East, Tacoma, WA 98404

Site Description: Multifamily residential office and adjoining community room and fitness room of approximately 750 square feet.

Service Frequency: Once every other week service to maintain a clean environment, with the option to add additional cleanings when necessary.

Service Timeframe: Service is to be performed during normal business hours, approximately 9:00 AM to 5:00 PM.

Service Description:

- Empty all trash receptacles to dumpster in parking area
- Empty all recycle receptacles to containers in parking area
- Clean and sanitize restrooms and all related fixtures
- Sanitize all entry and office door knobs
- Vacuum all carpet floors, including office floors and hallway floors
- Mop all non-carpeted floors
- Dust main lobby, and common area furnishings fixtures and window sills
- Sanitize kitchen counters, dining tables, countertops and sinks
- Sanitize exercise equipment
- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock.

Location #6: DeMark Interior Hallways

Address: 1707 74th Street Court East, Tacoma, WA 98404

Site Description: Interior hallways in five two-story multifamily buildings with an average length of approximately

150 feet.

Service Frequency: Twice per week service to maintain a clean environment, preferably Tuesdays and Fridays.

Service Timeframe: Service is to be performed during normal business hours, approximately 9:00 AM to 5:00 PM.

Service Description:

- Vacuum all carpet floors, including stairwells and stairs
- Mop all non-carpeted floors, including stairwells and stairs
- Sanitize handrails

Location #7: Brookridge Apartments Lobby/Office and Pool Restroom

Address: Brookridge 7320 146th Street South West, Lakewood, WA 98439

Site Description: Multifamily residential office and of approximately 600 square feet and pool restroom/shower facility.

Service Frequency: Once every other week, service to maintain a clean environment, with the option to add additional cleanings when necessary. Pool restroom and shower area need only be cleaned June-September.

Service Timeframe: Service is to be performed during normal business hours, approximately 9:00 AM to 5:00 PM.

Service Description:

- Empty all trash receptacles to dumpster in parking area
- Empty all recycle receptacles to containers in parking area
- Clean and sanitize restrooms and all related fixtures, including shower facilities
- Sanitize all entry and office door knobs
- Vacuum all carpet floors, including office floors
- Mop all non-carpeted floors
- Dust main lobby, and common area furnishings fixtures and window sills
- Sanitize kitchen counters, dining tables, countertops and sinks
- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock.

Location #8: Village Square Apartments Lobby/Office

Address: 10810 Lakeview Avenue SW, Lakewood, WA 98499

Site Description: Multifamily residential office of approximately 500 square feet.

Service Frequency: Once every other week, service to maintain a clean environment, with the option to add additional cleanings when necessary.

Service Timeframe: Service is to be performed during normal business hours, approximately 9:00 AM to 5:00 PM.

Service Description:

- Empty all trash receptacles to dumpster in parking area
- Empty all recycle receptacles to containers in parking area
- Clean and sanitize restrooms and all related fixtures
- Sanitize all entry and office door knobs
- Vacuum all carpet floors, including office floors
- Mop all non-carpeted floors
- Dust main lobby, and common area furnishings fixtures and window sills
- Sanitize kitchen counters, dining tables, countertops and sinks
- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock.

Location #X: Various Site Laundry Rooms

Addresses: Hidden Village: 13862 10th Avenue South, Tacoma, WA 98444

Oakleaf: 4111 110th Street SW, Lakewood, WA 98499

Village Square: 10810 Lakeview Avenue SW, Lakewood, WA 98499

Brookridge 7320 146th Street South West, Lakewood, WA 98439 (Two Laundry Rooms)

Site Description: Multifamily residential laundry rooms containing 2-8 commercial washing machines/dryers.

Service Frequency: Once Weekly service to maintain a clean environment.

Service Timeframe: Service is to be performed on a chosen day every week.

Service is to be performed during normal business hours, approximately 9:00 AM to 5:00 PM.

Service Description:

- Empty all trash receptacles to dumpster in parking area
- Empty all recycle receptacles to containers in parking area
- Place recycle cans at the street every 2 weeks on a set schedule if applicable
- Sanitize all entry and office door knobs
- Vacuum all carpet floors, including office floors
- Mop all vinyl floors
- Dust main areas, and common area furnishings fixtures and window sills
- Sanitize counters and sinks
- Install new liners, bags, hand towels, soap, air freshener as needed from supplied stock.

THRESHOLD REQUIREMENTS

- ☐ W9 Form
- ☐ Proof of Insurance
- ☐ Proof of Business License
- ☐ Rate of Services
- ☐ Required Submission Documents
 - Organization Profile
 - Non-Collusion Affidavit
 - Anti-Kickback Affidavit
 - Disclosure of Conflict of Interest
 - HUD 5369-B
 - HUD 5369-C
 - HUD 5370 Section I
 - 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. Company Description

- ☐ Please include a brief description of your company and service capacity. This description should be no more than one-page, single-spaced Times New Roman font.

2. Previous Work Experience and Reference Contact Information

- ☐ Please provide a list of at least 5 previous similar service projects the firm has provided. The form to provide such information is included in Attachment A and requests:
 - Project Name
 - Project Manager name
 - Facility Description
 - Services Provided
 - Reference Contact Information
 - Total Charged (\$)

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
References and Firm Description	Statement of capacity as described by the organization and quality of work as described by former clients.	30	Scored on applicability and content. Five references required.
Specific Work Experience	List of 5 Previous Service Projects	30	Scored based on applicability and reasonability.
Price	Rate of Services	40	Scored on Best Price.
	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 based on best value.

The final determinations will select based on highest score.



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

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



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

W9 Form Requirement
Project #ASA-25-01
Issued: Tuesday, April 1, 2025

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



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Contractor License/Permit

Project #ASA-25-01

Issued: Tuesday, April 1, 2025

Please insert your Contractor License in place of this page.

This contract requires business license for operation in Pierce County.



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Contractor Insurance

Project # ASA-25-01

Issued: Tuesday, April 1, 2025

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

This Contract requires insurance for general liability totaling \$1,000,000 per occurrence, insurance for vehicular damage for all vehicles to be used on this project not less than \$500,000 per occurrence.



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Rate of Services Project # ASA-25-01

SITE	One-Service Rate (in Dollars)	Multiplied by Annual Frequency	Annual Total
Main Offices		*250 (Federal Holidays excluded)	
Warehouse Office		*52	
Chateau Rainier Lobby/Office and Community Room		*26	
Lakewood Village Lobby/Office, Community Room, and Fitness Room		*26	
DeMark Apartments Lobby/Office, Community Room, and Fitness Room		*26	
DeMark Interior Hallways		*104	
Brookridge Office and Pool Restroom		*26	
Village Square Office		*26	
Various Site Laundry Rooms (please bid for all sites as one-service to the right, not for individual service at one of the sites)		*52	
Other Charges, if applicable (Describe): _____ _____			
Other Charges, if applicable (Describe): _____ _____			
TOTAL ANNUAL CONTRACT RATE			

* When bidding on this section, please remember that this is a Davis-Bacon project and that all employees must be paid their Davis-Bacon 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 ASA-25-01 Evaluation Rubric. Work may be split between multiple contractors.

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

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Organization Profile

Project # ASA-25-01

Issued: Tuesday, April 1, 2025

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.

☐ Public-Held Corporation☐ Government Agency☐ Non-Profit Organization☐ Resident-Owned

____ %

☐ Hasidic Jew-Owned

____ %

☐ Black-Owned

____ %

☐ Hispanic/Latino-Owned

____ %

☐ Asian/Pacific Islander-Owned

____ %

☐ Native American-Owned

____ %

☐ Woman Owned (Non-MBE)

____ %

☐ Woman-Owned (MBE)

____ %

☐ Disabled Veteran Owned

____ %

☐ Non-W/MBE Ownership

____ %

☐ 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 mending 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.

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



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Non-Collusion Affidavit

Project # ASA-25-01

Issued: Tuesday, April 1, 2025

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:

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



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Anti-Kickback Affidavit
Project # ASA-25-01
Issued: Tuesday, April 1, 2025

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 # ASA-25-01

Issued: Tuesday, April 1, 2025

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.

Signature

Date

Printed Name

on Behalf of

Organization/Bidder

Title



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

Declaration of Accuracy

Project: ASA-25-01

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 HUD 5369-B, HUD 5369-C, and HUD 5370 Section I & II, 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

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

STATEMENT OF BIDDER QUALIFICATIONS FOR ASA-25-01

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 janitorial services requested under this RFP.

REFERENCE #1	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Date Completed (/ongoing):	
CONTACT NAME:	
Contact Telephone #:	
Contact Email:	
Building Description (Size, type of business, number of offices, etc.):	
Services Provided:	
Frequency of Services:	

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 janitorial services requested under this RFP.

REFERENCE #2	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Date Completed (/ongoing):	
CONTACT NAME:	
Contact Telephone #:	
Contact Email:	
Building Description (Size, type of business, number of offices, etc.):	
Services Provided:	
Frequency of Services:	

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 janitorial services requested under this RFP.

REFERENCE #3	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Date Completed (/ongoing):	
CONTACT NAME:	
Contact Telephone #:	
Contact Email:	
Building Description (Size, type of business, number of offices, etc.):	
Services Provided:	
Frequency of Services:	

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 janitorial services requested under this RFP.

REFERENCE #4	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Date Completed (/ongoing):	
CONTACT NAME:	
Contact Telephone #:	
Contact Email:	
Building Description (Size, type of business, number of offices, etc.):	
Services Provided:	
Frequency of Services:	

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 janitorial services requested under this RFP.

REFERENCE #5	
PROJECT NAME:	
Owner:	
Initial Contract Amount:	
Date Begun:	
Date Completed (/ongoing):	
CONTACT NAME:	
Contact Telephone #:	
Contact Email:	
Building Description (Size, type of business, number of offices, etc.):	
Services Provided:	
Frequency of Services:	



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400

ATTACHMENT B: SAMPLE CONTRACT FOR ASA-25-01

**Pierce County Housing Authority
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 perform and complete for the Owner the services described below:

1. Project: Regular Janitorial Service for PCHA Main Offices Janitorial Services. 11515 Canyon Road E, Puyallup, WA, 98373, and other sites as described in the attached Bid Package.
2. Price: For the above-mentioned services, hereinafter called the "Work", the Owner agrees to pay the Contractor an amount not to exceed the sum of _____, for the next four months, inclusive of all taxes, fees, and costs of doing business used by contractor to arrive at the bid 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 for the work. 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: Work shall commence on **June 1, 2025**. Services shall continue until contract term expires **on May 31, 2026**; notwithstanding the Owner's rights under clause #13 below.
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) Invitation to Bid;
 - (b) Bid Manual
 - (c) Contractor's bid or Proposal;
 - (d) Drawings, specifications, technical specifications and supplementary conditions; and
 - (e) Prevailing wage rates included in the bid documents
- 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** 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. Bond: Payment Bond and Performance Bond each in the amount of one hundred percent of the bid must be provided and approved prior to Work commencing. A recognized surety licensed to provide the service in Washington State as listed in circular 570 must issue bonds. (Applicable to projects in excess of \$150,000.00.)
17. Contractor's employees – Prevailing Wage Requirements: The Contractor shall be responsible for payment of wages and salaries, plus all appropriate and timely employment related contributions, for all employees of the Contractor, including but not limited to Worker's Compensation Insurance and Unemployment Insurance. The Contractor shall also comply with applicable prevailing wage requirements, and shall document the same to the Contracting Agency upon request, and shall file with the Contracting Agency appropriate affidavits, certificates and/or statements of compliance with the prevailing wage requirements. The Contractor shall also ensure that any subcontractors or agents of the Contractor shall comply with the requirements thereof.
18. Intent to Pay Prevailing wages and Affidavits of Wages paid: Immediately after award of the contract and prior to beginning work, if possible, the Contractor must provide an approved Intent to Pay prevailing Wages form to the Owner. In the event work is allowed to begin prior to receipt of the form, the Owner will withhold any payment until the form is received. Upon completion of the contract the Contractor must provide an approved Affidavit of Wages paid to the Owner. Final payment will not be made in advance of the form being received.
19. 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.

20. 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.
21. Contract Administration: This Contract shall be administered by the Vice President, Nick Clark 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

Jim Stretz, Executive Director
Pierce County Housing Authority
11515 Canyon Road E, Puyallup, WA, 98373

By _____
(Signature)

(Name) (Printed)

(Address)

(City, State, Zip)

(Phone): _____

Fed Tax No.: _____

L & I Acct. No.: _____

UBI No.:

No.:

Copy 1: Contractor
Copy 2: Project File

(Original)
(Original)