



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

REQUEST FOR PROPOSALS

EMERGENCY MITIGATION & ON-CALL RESTORATION SERVICES

RFP 2026-05

Questions Due: 5:00 PM, Friday, August 28th, 2026

Proposals Due: 5:00 PM, Friday, September 11th, 2026

Submission Guidelines: Proposals will be accepted until 5:00 PM, September 11th, 2025. Proposals received after this time and date, even if sent for submission earlier, may not be accepted.

Proposals must be submitted electronically to: procurement@pchawa.org.

Please include: **RFP 2026-05** in the email subject line.

Issue Date: Monday, August 10th, 2026





REQUEST FOR PROPOSALS CONTENTS

1.0	INTRODUCTION	3
2.0	BACKGROUND	3
3.0	PURPOSE.....	4
4.0	SCOPE OF SERVICES	5
5.0	PROPOSAL SUBMISSION	10
6.0	EVALUATION CRITERIA	11
7.0	RFP CLARIFICATIONS	11
8.0	GENERAL ADMINISTRATIVE INFORMATION.....	12
9.0	GENERAL INSURANCE REQUIREMENTS	14

REQUIRED SUBMISSION DOCUMENTS.....17

- ☐ Organizational Profile Form
- ☐ W-9: Request for Taxpayer and Identification Number
- ☐ Anti-Kickback and Non-Collusion Affidavit
- ☐ Conflict of Interest Disclosure
- ☐ Declaration of Accuracy



1.0 INTRODUCTION

This Request for Proposals (“RFP”) is issued by Housing Pierce County (“HPC”) to solicit proposals from qualified and experienced contractors to provide Emergency Mitigation and Restoration Services for its portfolio of approximately 740 residential apartment units, approximately 35 residential scattered sites, 3 office locations, and 1 warehouse location. These properties are located within HPC’s Pierce County, Washington.

1.1 Schedule of Milestones

Submittal Deadline:	Friday, September 11th, 2026 by 5:00 PM
Questions/Clarifications Deadline:	Friday, August 28th, 2026 by 5:00 PM
RFP Issue Date:	Monday, August 10th, 2026

1.2 Important Information

Submit proposals to:	procurement@pchawa.org Include “RFP 2026-05” in the subject line.
Submit questions to:	procurement@pchawa.org Include “RFP 2026-05” in the subject line. No verbal questions will be answered.
Expected Start of Work:	October 2026
Contract Term:	Initial term is three (3) years, ending October 2029.

2.0 BACKGROUND

Housing Pierce County is a self-supporting public body enterprise that the Pierce County Council created, pursuant to state statute (Chap. 35.82 RCW) in 1978. *The mission of HPC is to provide safe, decent, affordable housing and economic opportunity free from discrimination.* The governing body of HPC is a six-member Board of Commissioners, consisting of five community members and one program participant, all appointed by the Pierce County Executive and ratified by the County Council.

HPC provides housing opportunities to residents of Pierce County. With a population of over 900,000, Pierce County is a dynamic and diverse region in western Washington known for its mix of urban energy and natural beauty. Located about 50 miles south of Seattle, Pierce County stretches from the inlets and islands of Puget Sound to the forested slopes and high elevations of Mount Rainier.

2.1 Property Portfolio

As part of HPC’s mission to provide affordable housing options for all Pierce County, HPC manages 740 affordable apartment units across ten properties in its Property Management division. Unit size ranges from studio to 3-bedrooms and are located across multiple municipal jurisdictions within Pierce County.



Currently, HPC owns 35 Low-Income Public Housing (LIPH) scattered-site homes in addition to its multi-family communities. The scattered-site LIPH portfolio is currently undergoing disposition pursuant to Section 18 with an anticipated project close by end-of-year 2027. HPC also has three additional administrative facilities, one of which has a warehouse on site. The properties listed below represent the primary locations where services may be requested, however, Housing Pierce County reserves the right to request services at any current or future property within its ownership, management, or control.

Schedule of Properties

Property	Location	Description
Main Office	11515 Canyon Road East, Puyallup, WA 98373	1 administrative building
Polk Street	603 Polk St S, Tacoma, WA 98444	3 administrative buildings
108 th Street	1525 108 th St S, Tacoma, WA 98444	1 administrative building, 1 warehouse
Brookridge	7320 146 th Street SW Lakewood, WA 98439	68-unit multi-family community
DeMark	1707 74 th Street Court East, Tacoma, WA 98404	93-units multi-family community
Hidden Firs	15008 A St. S., Tacoma, WA 98444	56-units multi-family community
Hidden Village	13862 10 th Avenue South, Tacoma, WA 98444	30-unit multi-family community
Lakewood Village	9100 Lakewood Driver SW, Lakewood, WA 98499	136-unit multi-family community
Montgrove Manor	4001 109 th St SW, Lakewood, WA 98499	32-unit multi-family community
Oakleaf	4111 110 th Street SW, Lakewood, WA 98499	26-unit multi-family community
Orting	307 Harman Way, Orting, WA 98445	20-unit multi-family community
Village Square	10810 Lakeview Avenue SW, Lakewood, WA 98499	38-unit multi-family community

3.0 PURPOSE

HPC is seeking highly qualified, responsive, and reliable emergency mitigation and on-call restoration service providers to support our commitment to resident safety and rapid property recovery. Vendors must be capable of delivering master-level expertise and immediate response to a wide range of emergency situations, ensuring timely, compliant, and cost-effective restoration to pre-loss conditions.

HPC is particularly interested in vendors who specialist in **one or more** of the following services: Water, Fire, and Smoke Damage Restoration; Microbial Growth Remediation; Storm Damage Response and Restoration; Biohazard and Trauma Scene Cleanup; Emergency Plumbing and Sewer Line Repairs. Qualified vendors must demonstrate a proven track record of excellence, responsiveness,



documentation and regulatory compliance. **Availability for on-call 24/7/365 emergency response is essential.**

In addition, HPC is seeking qualified turnkey restoration vendors capable of completing **full unit rehabilitations** – from initial assessment to final inspection – quickly and efficiently with the capacity to manage all phases of the rehabilitation process to minimize unit downtime and ensure quality outcomes.

4.0 SCOPE OF SERVICES

Vendors are invited to respond to one or more of the selected service categories, provided they can meet the 24/7/365 emergency response and contractor requirements. Vendors shall be responsible for the proper handling, inventory, transportation, storage, cleaning, restoration, and disposal of all contents and materials associated with service delivery across all service categories. Vendors shall perform all work in accordance with applicable federal, state, and local laws, regulations, and industry standards including but not limited to requirements of the Washington State Department of Labor & Industries (“L&I”), the Washington State Department of Health (“DOH”), applicable Washington Industrial Safety and Health Act (“WISHA”) standards, an all-applicable local building, fire, environmental, and public health regulations. Contractors shall maintain all required licenses, registrations, and certifications necessary to perform the services described in this solicitation.

4.1 Water Damage Restoration

- Water extraction (standing water, saturated materials).
- Moisture mapping and detection.
- Structural drying and dehumidification (including walls, floors, ceilings, and crawl spaces).
- Contents pack-out, cleaning, drying, and storage (on-site or off-site, with resident coordination).
- Carpet, upholstery, and other textile cleaning and restoration.
- Document and media drying and recovery (if applicable).
- Sewage and black water cleanup and decontamination.

4.2 Fire and Smoke Damage

- Soot and smoke residue removal from structures and contents.
- Odor removal and deodorization (e.g., hydroxyl generators, ozone treatment – with safety protocols, thermal fogging).
- Structural cleaning and repair.
- Contents cleaning, restoration, and storage.
- HVAC system cleaning and decontamination.

4.3 Microbial Growth Remediation

- Inspection and assessment of suspected microbial growth.
- Identification and correction recommendations for factors contributing to the microbial growth.
- Development of a remediation work plan.
- Establish controls, including containment, as appropriate.



- Removal and lawful disposal of microbial-contaminated building materials.
- Cleaning and restoring of salvageable building materials and contents.
- HEPA vacuuming and HEPA-filtered air scrubbing.
- Structural drying and verification of acceptable moisture levels before reconstruction.
- Cleaning and sanitization of affected areas using appropriate products.

4.4 Emergency Plumbing and Sewer Line Services:

- Rapid identification and repair of leaks from water supply lines, drain lines, and fixtures.
- Repair/replacement of burst or frozen pipes.
- Slab leak detection and repair if applicable.
- Emergency repair or replacement of toilets, sinks, faucets, showers/tubs, water heaters (gas and electric), garbage disposals, sump pumps, valves, and shut offs.
- Clearing of clogged drains (sinks, tubs, showers, toilets, floor drains).
- Main sewer line cleaning using mechanical snakes/augers; high-pressure hydro-jetting.
- Video camera inspection of sewer lines (interior/exterior) with recording and locating; emergency spot repairs; excavation for emergency sewer line repair/replacement (adhering to safety/shoring requirements, permitting); repair/replacement of cleanouts.
- Emergency leak detection and isolation.
- Emergency repair of minor gas leaks on appliance connectors or exposed piping (subject to codes and HPC direction).
- Testing, repair, and replacement of backflow prevention devices.
- Obtaining necessary emergency plumbing permits; coordination with utility providers and Washington 811 before excavation activities.

4.5 Storm and Catastrophe Response

- Rapid response to large-scale events such as snowstorms, hail, floods, high winds and other natural or man-made disasters.
- Debris removal (interior/exterior).
- Emergency tree removal and tarping, board-up, temporary weatherproofing, and structural stabilization.
- Coordination with other emergency services and utility providers.

4.6 Biohazard and Trauma Scene Cleanup:

- Cleanup, removal, transportation, and disposal of biohazardous materials including bloodborne pathogens, bodily fluids, and other potentially infectious materials in accordance with applicable federal, state, and local regulations.
- Decontamination and sanitization of affected areas using EPA-registered disinfectants and industry-approved procedures.
- Odor removal and deodorization.
- Establishment of appropriate work area controls and use of required equipment.
- Provide cleaning verification and documentation of services performed.



4.7 Turnkey Unit Rehabilitation Services:

- In addition to emergency restoration capabilities, HPC is seeking qualified turnkey vendors capable of performing full unit rehabilitations projects from initial assessment through final occupancy.
- Vendors must demonstrate the ability to mobilize quickly and manage all aspects of the rehabilitation process in a timely, compliant, and cost-effective manner.
- Develop and maintain a comprehensive Scope of Work (SOW) for each project that supports both construction activities and insurance claim documentation, and includes
 - Detailed damage assessment identifying affected building components
 - Room-by-room scope of repairs and restoration
 - Itemized quantities, materials, finishes, and equipment.
 - Photographic documentation from before, during, and after construction
 - Distinguish repair verses replacement
 - Documentation necessary to support insurance claims
 - Schedules of values and anticipated project schedule
- Vendors shall be capable of preparing insurance industry-standard repair estimates using Xactimate or an equivalent estimating platform acceptable to Housing Pierce County and its insurance carrier.
- This may include carpentry, electrical, plumbing, painting, flooring, etc.
- Vendors must adhere to all applicable building codes, health standards, environmental regulations and to HPC design/material standards.
- All services must be executed in accordance with industry's best practices and include fully insurance-compliant mitigation, along with complete and accurate documentation of all work performed.

4.8 Capacity for Methamphetamine and Disturbed Asbestos-Containing Materials (ACMs)

- Housing Pierce County (HPC) maintains some units where asbestos-containing materials (ACMs) or methamphetamine contamination may be encountered during emergency mitigation, restoration, or rehabilitation activities.
- Proposals shall describe their firm's capabilities for addressing projects involving methamphetamine contamination and/or asbestos disturbance or abatement. At a minimum, the response shall identify:
 - Whether these services are performed by the proposer's own personnel or through qualified subcontractors.
 - The firms experience managing projects involving methamphetamine contamination and asbestos-containing materials.
 - Applicable licenses, certifications, or credentials applicable to these services.
 - Any limitations or exclusions regarding the firm's ability to perform or manage these services.
- All work involving contamination or asbestos shall be performed and reported in accordance with applicable federal, state, and local laws and regulations, including Washington State Department of Labor and Industries requirements, Department of Ecology guidance, and any other applicable regulatory standards.



4.9 Service Level Agreements (SLA) & Key Performance Indicators (KPI)

The selected contractor(s) will be expected to adhere to the following minimum SLAs and will be measured against these KPIs, unless otherwise agreed to by HPC:

4.9.1 Response Times:

- Within 15 minutes of initial notification from HPC.
- On-site arrival within 2 hours of initial notification for active major water and sewer leaks, no water situations, and sewer back-ups into units.
- On-site arrival within 2 hours of initial notification for emergency stabilization for fire or safety hazards.
- On-site arrival within 24-48 hours for initial assessment for non-emergency concerns/survey initiation or as scheduled with HPC.
- Submission of Initial Damage Assessment Report within 24 hours of site arrival.
- Submission of Detailed Scope of Work and Estimate within 2-4 business days of initial site assessment.

4.9.2 Communication and Reporting:

- Regular progress updates to the designated HPC representative (daily for active remediation; weekly for longer projects, or as agreed).
- Immediate notification to HPC of any significant changes to the scope, timeline, cost, unexpected findings (especially concerning major unforeseen conditions), or regulatory issues.
- Availability of a single point of contact for each project, accessible to HPC.

4.9.3 Quality of Work:

- All work to be performed in a professional manner, adhering to industry's best practices.
- All specialized services to be performed in compliance with applicable codes.
- Minimization of disruption to residents in unaffected units and common areas.
- Respectful interaction with residents.
- Thorough cleanup of the work area upon completion.
- HPC satisfaction surveys or post-project reviews may be utilized.
- Successful post-remediation verification/clearance testing for microbial growth, remediation, or other abatement projects, as required.
- Successful resolution of plumbing/sewer issue with no call-backs for the same issue within a defined period (e.g., 30 days for workmanship).

4.9.4 Documentation:

- Comprehensive photographic and written documentation of pre-remediation/restoration conditions, work in progress (including containment and safety measures), and post-remediation/restoration conditions.
- Detailed, itemized invoicing with clear delineation of labor (by certified/licensed and non-certified personnel where applicable, certified payroll), materials, equipment charges, and disposal fees.
- Provision of all required close-out documentation, including drying logs, certificates of completion, disposal manifests when applicable, reports and post-remediation clearance documentation, video recordings of sewer camera inspections, and copies of



any permits obtained, within appropriate timeframes (10-20 business days depending on complexity and lab turnaround) of project completion.

4.9.5 Health and Safety Compliance:

- Zero major safety infractions on HPC property.
- Full adherence to submitted site-specific safety plans and all applicable OSHA/L&I/EPA regulations.
- Proper use of PPE by all contractors and subcontractor personnel.

4.10 ADDITIONAL REPORTING & DOCUMENTATION REQUIREMENTS

In addition to the documentation mentioned in SLAs, the contractor(s) may be required to provide documentation such as:

- Initial Report to include preliminary details of the loss, actions taken, initial assessment, and identification of units/areas involved.
- Detailed Scope of Work and Estimate to include itemized breakdown of tasks, materials, labor, and equipment with associated costs.
 - Utilization of industry-standard estimating platforms (e.g., Xactimate) is preferred.
- For Emergency Plumbing and Sewer Line Projects, clear diagnosis of the problem; detailed list of repairs made and parts used; location of work performed; sewer camera inspection reports and video (if applicable); pressure test results (if applicable); copies of any permits obtained and inspection sign-offs.
- Daily/Periodic Progress Reports, summary of work performed, upcoming activities, any issues encountered, and percentage of completion.
 - For water damage projects, demonstrating that drying goals have been met through logs, drying maps, and or reports
- Certificates of Completion/Satisfactory performance to be signed by a HPC representative upon completion.
- Final report to include comprehensive summary of the entire project, including all documentation, photos, and final invoicing.
- Quarterly/Annual Review Meetings or when requested to discuss performance, identify areas for improvement, review overall contract satisfaction, and discuss any updates in regulations or best practices.
- Contractors shall cooperate with HPC, its insurance carrier, adjusters, consultants, and legal representatives by providing supplemental documentation and other records reasonably necessary to support claim investigation, adjustment, and settlement.

4.11 CONTRACT TERMS & CONDITIONS

- The proposed contract term will be an initial three-year term with options for two (2) one-year renewals at Housing Pierce County's sole discretion.
- Payment terms shall be Net 30 following receipt of a complete and accurate invoice, certified payrolls (if applicable), acceptance of the work performed, and receipt of all required supporting documentation.
- When work performed under this Contract constitutes **public work** under applicable Washington State law, the Contractor shall comply with all requirements of Chapter 39.12 RCW and applicable Washington State Department of Labor & Industries (L&I) regulations



- The Contractor shall be solely responsible for filing all required Statements of Intent to Pay Prevailing Wages and Affidavits of Wages Paid, and shall provide copies to HPC upon request.
- HPC may withhold payment until all required prevailing wage documentation has been submitted and accepted as required by law.
- The Contractor shall obtain and maintain all licenses, certifications, permits, and registrations required to perform the services described in this solicitation.
- The Contractor shall remain fully responsible for the performance, supervision, safety, and compliance of all subcontractors utilized under this Contract.

5.0 PROPOSAL SUBMISSION

5.1 Proposal Elements

- 1) Cover Letter
- 2) Description of Firm and Relevant Experience, including:
 - a. A firm profile, including years in business, office location(s), and primary areas of expertise.
 - b. A description of the services and technical approach to emergency mitigation, restoration, rehabilitation, and any specialized services the firm is capable of providing directly.
 - i. Clearly identify any services that are excluded from the firm's capabilities.
 - c. Identify whether specialized services, including methamphetamine contamination remediation and asbestos abatement, are performed by the firm's own personnel or through qualified subcontractors.
 - d. If subcontractors are utilized for any services, describe how they are selected, managed, and incorporated into emergency response activities.
 - e. A list of at least three (3) references for which similar services have been provided.
- 3) Spotlight Project: Please include a description of one spotlight project of a similar nature for a similarly-positioned entity to HPC. Include in this summary a brief description of the similarly-positioned entity, the project's deliverables, the project's methodology, any notable navigation of challenges in the course of the project, and the final results.
- 4) A Fee Proposal including all relevant rates or service charges. Please include an estimated number of anticipated hours to complete the scope of work for different service categories.
- 5) Provide a proposed form of contract for services that the firm would execute with HPC.

See section 6.0 EVALUATION CRITERIA for information on how each element factors into scoring.

5.2 Required Submission Documents

- 1) Organizational Profile Form
- 2) W-9: Request for Taxpayer and Identification Number
- 3) Anti-Kickback and Non-Collusion Affidavit
- 4) Conflict of Interest Disclosure
- 5) Declaration of Accuracy



6.0 EVALUATION CRITERIA

Prior to evaluation by an evaluation committee, proposals may be opened and reviewed by a designated officer to ensure they include the required forms and documents to be considered responsive.

Evaluation Factor	Scoring Description	Max Point Value
Cost	Competitiveness and reasonableness of all rates provided, including labor rates, emergency response rates, equipment rates, and overall value.	20
Firm Qualifications	Demonstrated experience providing emergency mitigation, restoration, environmental remediation, and/or turnkey rehabilitation services for public agencies, housing authorities, multifamily housing, or similar organizations.	25
Technical Approach	Quality of proposed methodology, emergency mobilization procedures, staffing, equipment, availability, quality control, documentation practices, and ability to meet required response times.	20
Staff Qualifications	Experience and qualifications of key personnel and subcontractors, including required Washington licenses, and other applicable certifications.	15
Insurance & Regulatory Compliance	Demonstrated understanding of Washington regulatory requirements, permitting, prevailing wage compliance when applicable, insurance claim documentation, and reporting.	10
References	Quality of references and documented history of successful performance on similar projects, including timeliness, communication, workmanship, and customer satisfaction.	10
TOTAL		100

If multiple proposals receive similar scores or clarification is necessary, HPC may conduct interviews, request oral presentations, seek best offers, or negotiate pricing and contract terms. HPC reserves the right to award contracts to multiple qualified contractors, establish a rotating or priority on-call list, or make no award if it is determined to be in the best interest of the agency.

7.0 RFP CLARIFICATIONS

All request for clarifications related to this RFP shall be submitted in writing via email to procurement@pchawa.org with the subject line: RFP 2026-05 and/or Emergency Mitigation and Restoration Services.



All questions or clarifications **must** be submitted by the deadline stated in Section 1.1 Schedule of Milestones. Responses, including clarifications or changes to the RFP, will be issued in writing by HPC and distributed to all interested vendors through an addendum posted on the HPC website. Only written responses issued by HPC shall be considered official. HPC will not respond to questions or clarifications delivered verbally or by phone.

8.0 GENERAL ADMINISTRATIVE INFORMATION

1. **Proprietary Proposal Material:** Any records or materials submitted to HPC in response to this RFP become public records under Washington State Public Records Act, RCW Chapter 42.56 Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure may include trade secrets and valuable formulas under RCW 42.56 and RCW Chapter 19.108; however, public records exemptions are narrow and specific. Proposers are expected to be familiar with any potentially applicable exemptions and the limits of those exemptions.

Proposers are responsible for separately identifying and clearly marking as “proprietary” any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately identified records. Proposers should mark as “proprietary” only that information they believe legitimately fits within a public records exemption. HPC may reject solicitation responses that are marked proprietary in their entirety.

If HPC receives a public records request for records that a Proposer has marked as “proprietary information,” HPC may notify the Proposer of the request and postpone disclosure briefly to allow the Proposer to seek court protections under RCW 42.56.540 to enjoin disclosure; however, this is a courtesy of HPC and not an obligation.

HPC has no obligation to assert an exemption from disclosure on behalf of a Proposer. If the Proposer believes that its records are exempt from disclosure, the Proposer is responsible for seeking a court protection under RCW 42.56.540. By submitting a proposal, the Proposer acknowledges this responsibility and acknowledges that HPC will have no obligation or liability to the Proposer if the records are disclosed in accordance with applicable law.

2. **Cost of Preparing Proposals:** HPC will not be liable for any costs incurred by the Proposer in the preparation or presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer’s participation in interviews, demonstrations, site visits, or any pre-proposal conference.
3. **Rights Reserved by HPC:** HPC reserves the right to waive informalities or irregularities in submittals, to request clarification or additional information, to reject any or all proposals, and to cancel or reissue this RFP when determined to be in the best interest of the Authority. HPC 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. HPC may award contracts to other vendors or use other contractors or consultants to perform similar or related work in this time period. HPC 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). HPC requests that companies refrain from requesting public disclosure of selection information until a contract has



been executed, as a measure to best protect the solicitation process, particularly in the event of cancellation or re-solicitation. With this preference stated, HPC shall continue to properly fulfill all public records requests as required by applicable law.

4. **Small and/or Disadvantaged Business Enterprise Requirements:** HPC strongly encourages minority-owned, women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses, and veteran-owned businesses to submit proposals, participate as partners, or participate in other business activity in response to this RFP.
5. **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter “Section 3 Laws”) requires HPC, to the greatest extent feasible, to provide employment opportunities to Section 3 residents. Section 3 residents may include residents of HPC communities and other low-income residents of Pierce County, as applicable.
6. **Basic Eligibility:** By submitting in response to this Solicitation, the Proposer represents that it is licensed to do business in the State of Washington, has a state Unified Business Identifier (“UBI”) number, and is not suspended, debarred, or otherwise ineligible to contract with HPC or receive an award under applicable federal, state, or local requirements.
7. **Approval of Sub-Consultants:** HPC retains the right of final approval of any subconsultant, or subcontractor preferred by the selected Proposer. The selected Proposer is responsible for informing all subconsultants and subcontractors of these requirements.
8. **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, HPC expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.
9. **Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
10. **Insurance Requirements:** The individual or business selected by HPC will be required to provide acceptable evidence of insurance prior to beginning work.



9.0 GENERAL INSURANCE REQUIREMENTS

The following insurance requirements apply unless modified by the solicitation, contract, funding source, lender requirement, regulatory requirement, or written direction from Housing Pierce County (“the Authority”). Contractors are responsible for reviewing the full scope of work and maintaining insurance sufficient to cover their operations, employees, subcontractors, and potential liabilities. The Authority reserves the right to require additional coverage, higher limits, or specific endorsements based on the nature of the work, contract amount, location, risk exposure, prior experience, funding source requirements, lender requirements, regulatory requirements, or other special circumstances.

The contracting party (“Contractor”) shall procure and maintain, for the duration of the contract (“Contract”), insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work, services, or operations under the Contract by the Contractor, its agents, representatives, employees, subcontractors, or anyone directly or indirectly employed by them.

9.1 MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- 1) **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including premises liability, ongoing operations, contractual liability, products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) **Automobile Liability:** ISO Form Number CA 00 01 03 10 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- 3) **Workers’ Compensation:** as required by the State of Washington, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- 4) **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor’s profession, with limit no less than **\$2,000,000** per occurrence or claim, \$2,000,000 aggregate. (If applicable – see footnote next page)
- 5) **Additional Coverage, If Applicable:** Depending on the nature of the services, the Authority may require additional coverage, higher limits, or specific endorsements. This may include, but is not limited to, the following:
 - a. **Cyber Liability:** If the Contractor will access the Authority’s network, systems, electronic records, confidential information, or sensitive data, the Contractor shall maintain Cyber Liability insurance with limits no less than \$1,000,000 per claim and \$1,000,000 aggregate.
 - b. **Sexual Abuse and Molestation Coverage:** If the Contractor may encounter residents, program participants, applicants, minors, elderly persons, persons with disabilities, or other vulnerable populations, the Contractor shall maintain Sexual Abuse and Molestation coverage with limits no less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate.



If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Authority requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

9.2 OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

9.2.1 ADDITIONAL INSURED STATUS

The Authority, its commissioners, officers, officials, employees, agents, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work, services, or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work, services, or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

9.2.2 PRIMARY COVERAGE

For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the Authority, its commissioners, officers, officials, employees, agents, and representatives. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

9.2.3 NOTICE OF CANCELLATION

Each insurance policy required above shall provide that coverage shall not be canceled, materially changed, or allowed to lapse except with notice to the Authority. Where available, the policy shall provide at least forty-five (45) days' prior notice of cancellation or material change. If the insurer will not provide such notice directly to the Authority, the Contractor shall be responsible for providing written notice to the Authority immediately upon receipt of notice from the insurer.

9.2.4 WAIVER OF SUBROGATION

Contractor hereby grants to Authority a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Authority, its commissioners, officers, officials, employees, agents, and representatives by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the Authority has received a waiver of subrogation endorsement from the insurer.

9.2.5 SELF-INSURED RETENTIONS

Self-insured retentions must be declared to and approved by the Authority. The Authority may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the Authority.

Any deductibles or self-insured retentions shall be the sole responsibility of the Contractor and shall not



limit the Contractor's liability to the Authority.

9.2.6 ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers authorized to conduct business in the State of Washington with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Authority.

9.2.7 CLAIMS MADE POLICIES (Note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

- 1) The Retroactive Date must be shown and must be before the date of the Contract or the beginning of contract work, services, or operations.
- 2) Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the Contract work, services, or operations.
- 3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work, services, or operations.

9.2.8 VERIFICATION OF COVERAGE

Contractor shall furnish the Authority with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements, before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Failure by the Contractor to provide required evidence of insurance may result in suspension of work, withholding of payment, termination of the Contract, or other remedies available to the Authority under the Contract.

9.2.9 SUBCONTRACTORS

The Contractor shall require all subcontractors to maintain insurance appropriate to the scope of work and risks presented. The Contractor is responsible for verifying subcontractor insurance coverage and shall provide evidence of subcontractor coverage to the Authority upon request.

9.2.10 CERTIFICATE HOLDER

Contractor shall list Pierce County Housing Authority (doing business as Housing Pierce County), 11515 Canyon Road East, Puyallup, WA 98373, as certificate holder. Renewals shall be emailed to: risk@pchawa.org

9.2.11 SPECIAL RISKS OR CIRCUMSTANCES

The Authority reserves the right to modify these requirements, including coverage types, limits, endorsements, insurer qualifications, and evidence of insurance requirements, based on the nature of the risk, contract amount, location, prior experience, insurer, coverage, funding source requirements, lender requirements, regulatory requirements, or other special circumstances.



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

REQUIRED SUBMISSION DOCUMENTS

RFP 2026-05

The Required Submission Documents section for RFP 2026-04 includes:

- 1) Organizational Profile Form
- 2) W-9: Request for Taxpayer and Identification Number
- 3) Anti-Kickback and Non-Collusion Affidavit
- 4) Conflict of Interest Disclosure
- 5) Declaration of Accuracy

Please complete or insert the following documents as instructed.

Note: failure to submit all the required submission documents may result in your proposal being disqualified from consideration.





11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

ORGANIZATIONAL PROFILE

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 Proposer/Firm: _____
2. Mailing Address: _____

3. Please select the appropriate box below:
☐ Individual/Sole Proprietor
☐ Corporation (D=Disregarded Entity, C=Corporation, P=Partnership)
☐ Limited Liability Corporation (LLC) Tax Classification: ____
☐ 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 #

Signature

Date

on Behalf of _____
Organization/Proposer

Printed Name

Title

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 proposer 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/Proposer
_____			_____
Printed Name			Title



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

ANTI-KICKBACK AND NON-COLLUSION AFFADAVIT

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 Housing Pierce County, directly or by means of accomplices, by me or any other member or officer of the firm represented below.

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.

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



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

CONFLICT OF INTEREST DISCLOSURE

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 Housing Pierce County/Pierce County Housing Authority Board of Commissioners
- Immediate or extended family on staff at HPC/PCHA in policy-making or procurement roles
- Any notable close relationship between members of the organization and HPC/PCHA staff or Commissioners
- Business ownership or financial interests that are shared by member(s) of the HPC/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	Conflict Explanation and Steps to Resolve

Please note below if there are additional pages of Conflict of Interest Disclosure attached to this submission, or if a supplemental document has been provided regarding conflicts:

☐ Additional conflict information attached ☐ N/A

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 Housing Pierce County for further review. I understand and acknowledge that if an undisclosed conflict of interest is discovered, the organization listed below may be subjected to immediate termination of award (if selected), and/or debarment from future federal contracts.

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



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

DECLARATION OF ACCURACY

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-A, HUD 5369-B, and HUD 5370 Section I, 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 Housing Pierce County.

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