



HOUSING PIERCE COUNTY

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

SMALL WORKS SOLICITATION

LAKEWOOD VILLAGE APARTMENTS

UNIT E104 RESTORATION

SW 2026-01



SMALL WORKS SOLICITATION

PART 1: HPC Completes Before Sending

a. Date of Request:	August 12 th , 2026	b. Category of Work	Multifamily Unit Restoration
c. Procurement Type:	Competitive	d. Scope of Work	Restore Lakewood Village Unit E104 following sewage/water damage, including required drywall, insulation, flooring, painting, trim, fixture resets, and related reconstruction. Work shall be completed generally in accordance with the attached insurance scope dated August 3, 2026. Vendors shall identify any exclusions or deviations in their quote.
e. ICE completed:	Yes, estimated ~\$ 40,000.00		
f. Public Work:	Yes		
g. Quote Due Date:	September 4 th , 2026		
h. Property/Site:	Lakewood Village at 9100 Lakewood Drive SW, Lakewood, WA 98499		
i. Location/Unit:	E104		
j. Additional Information			
As a public work, this project is subject to five percent (5%) retainage in accordance with Chapter 60.28 RCW. The successful Contractor shall furnish required payment and performance bond(s) in accordance with Chapter 39.08 RCW. The Contractor may elect to have the Authority retain ten percent (10%) of the contract amount in lieu of furnishing the required payment and performance bond. This project is subject to Washington State prevailing wage requirements under Chapter 39.12 RCW, including applicable wage rates and required Intent and Affidavit filings.			

Staff Instruction: Before sending, complete Part 1. When emailing more than one vendor, use BCC. For filing, Part 1 only needs to be completed once per solicitation; each vendor's completed Part 2 is to be retained in the file with the final documentation.

Part 2: Vendor Completes This Lower Section and Returns To HPC

a. Vendor Contact Information			
Company Name:		Contact Name:	
Phone:		Email:	
Available Start:		Est. Completion:	
b. Cost of Materials			
Labor	Materials	Equipment/Other	TOTAL QUOTE
\$	\$	\$	\$
c. Brief notes, exclusions, warranty, or assumptions:			
Authorized Signature:			Date:

Vendor Instruction: Please complete Part 2 and return this form by the due date. Quote must include all labor, materials, equipment, fees, taxes, and any other costs needed to complete the work. Please attach additional information and supporting documents as needed.



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Insured: Lakewood Village Apartments LLC
Property: 9100 Lakewood Drive SW
Tacoma, WA 98499

Claim Rep.: Jack Van Arsdale

Company: Housing Enterprise Insurance Company Inc.

Business: (800) 873-0242 x 410

E-mail: jvanarsdale@housingcenter.com

Estimator: Craig Nance - WA 72014

Business: (509) 452-6527

Company: Zaremba Claims Service - Yakima

E-mail: cnance@zclaims.com

Claim Number: CL 10005880-01

Policy Number: HEICCP-266221-
200255

Type of Loss: Sewage

Date Contacted: 7/15/2026 8:00 AM

Date of Loss: 6/27/2026 7:59 AM

Date Received: 7/15/2026 7:59 AM

Date Inspected: 7/20/2026 12:30 PM

Date Entered: 7/29/2026 7:58 AM

Price List: KINGPWJUL_24

Restoration/Service/Remodel

Estimate: LAKEWOOD-VILL6-27

This is an estimate of observed damages and is subject to review and final approval by the insurance company.

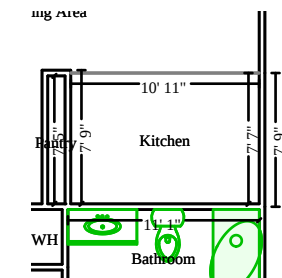


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LAKEWOOD-VILL6-27

Main Level



Kitchen

Height: 8'

210.00 SF Walls	82.78 SF Ceiling
292.78 SF Walls & Ceiling	82.78 SF Floor
9.20 SY Flooring	26.25 LF Floor Perimeter
26.25 LF Ceil. Perimeter	

Missing Wall

10' 11" X 8'

Opens into LIVING_AREA

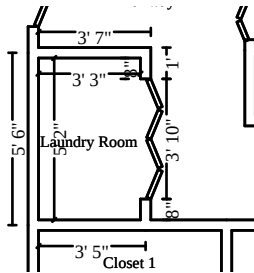
DESCRIPTION	QTY
1. 5/8" - drywall per LF - up to 2' tall	10.92 LF
2. Texture drywall - light hand texture	43.67 SF
3. Seal the surface area w/PVA primer - one coat	43.67 SF
4. Seal/prime (1 coat) then paint (1 coat) the walls	210.00 SF
5. Remove Vinyl plank flooring	82.78 SF
6. Vinyl plank flooring	82.78 SF
7. Cove base molding - rubber or vinyl, 4" high	9.33 LF
8. Install Outlet or switch cover	2.00 EA
9. Cabinetry - lower (base) units	6.00 LF
10. Countertop - solid surface/granite - Reset	6.00 SF
11. Refrigerator - Remove & reset	1.00 EA
12. Range - electric - Remove & reset	1.00 EA
13. Dishwasher - Detach & reset	1.00 EA
14. Final cleaning - construction - Residential	82.78 SF

NOTES:



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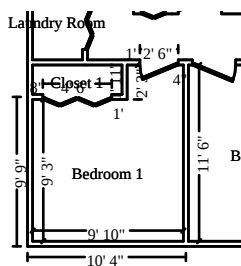
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Laundry Room		Height: 8'
134.67 SF Walls	16.79 SF Ceiling	
151.46 SF Walls & Ceiling	16.79 SF Floor	
1.87 SY Flooring	16.83 LF Floor Perimeter	
16.83 LF Ceil. Perimeter		

DESCRIPTION	QTY
15. Batt insulation - 6" - R19 - unfaced batt	10.33 SF
16. 5/8" - drywall per LF - up to 2' tall	16.83 LF
17. Texture drywall - light hand texture	67.33 SF
18. Seal more than the floor perimeter w/PVA primer - one coat	67.33 SF
19. Seal/prime (1 coat) then paint (1 coat) the walls	134.67 SF
20. Vinyl plank flooring	16.79 SF
21. Cove base molding - rubber or vinyl, 4" high	16.83 LF
22. Bifold door set - (4 slabs only) - Double Detach & reset	1.00 EA
23. Final cleaning - construction - Residential	16.79 SF

NOTES:



Bedroom 1		Height: 8'
341.33 SF Walls	99.21 SF Ceiling	
440.54 SF Walls & Ceiling	99.21 SF Floor	
11.02 SY Flooring	42.67 LF Floor Perimeter	
42.67 LF Ceil. Perimeter		

DESCRIPTION	QTY
24. Batt insulation - 6" - R19 - unfaced batt	38.17 SF
25. 5/8" - drywall per LF - up to 2' tall	42.67 LF
26. Install Outlet or switch cover	4.00 EA
27. Texture drywall - light hand texture	170.67 SF
28. Seal more than the floor perimeter w/PVA primer - one coat	170.67 SF



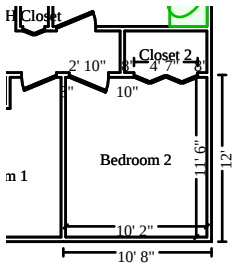
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CONTINUED - Bedroom 1

DESCRIPTION	QTY
29. Seal/prime (1 coat) then paint (1 coat) the walls	341.33 SF
30. Vinyl plank flooring	99.21 SF
31. Cove base molding - rubber or vinyl, 4" high	42.67 LF
32. Interior door - Reset - slab only	1.00 EA
33. Casing - 2 1/4" stain grade	17.00 LF
34. Stain & finish casing	17.00 LF
35. Clean window blind - horizontal or vertical	16.00 SF
36. Baseboard electric heater - 3'	1.00 EA
37. Final cleaning - construction - Residential	99.21 SF

NOTES:



Bedroom 2	Height: 8'
346.67 SF Walls	116.92 SF Ceiling
463.58 SF Walls & Ceiling	116.92 SF Floor
12.99 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	

DESCRIPTION	QTY
38. Batt insulation - 6" - R19 - unfaced batt	43.33 SF
39. 5/8" - drywall per LF - up to 2' tall	43.33 LF
40. Texture drywall - light hand texture	173.33 SF
41. Seal more than the floor perimeter w/PVA primer - one coat	173.33 SF
42. Seal/prime (1 coat) then paint (1 coat) the walls	346.67 SF
43. Vinyl plank flooring	116.92 SF
44. Cove base molding - rubber or vinyl, 4" high	43.33 LF



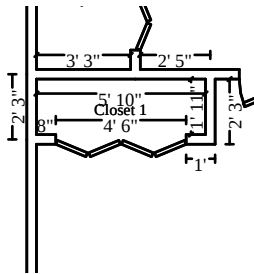
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CONTINUED - Bedroom 2

DESCRIPTION	QTY
45. Interior door - Reset - slab only	1.00 EA
46. Casing - 2 1/4" stain grade	17.00 LF
47. Stain & finish casing	17.00 LF
48. Clean window blind - horizontal or vertical	16.00 SF
49. Install Outlet or switch cover	4.00 EA
50. Baseboard electric heater - 3'	1.00 EA
51. Final cleaning - construction - Residential	116.92 SF

NOTES:



Closet 1

Height: 8'

124.00 SF Walls	11.18 SF Ceiling
135.18 SF Walls & Ceiling	11.18 SF Floor
1.24 SY Flooring	15.50 LF Floor Perimeter
15.50 LF Ceil. Perimeter	

DESCRIPTION	QTY
52. Batt insulation - 6" - R19 - unfaced batt	4.00 SF
53. 5/8" - drywall per LF - up to 2' tall	15.50 LF
54. Texture drywall - light hand texture	62.00 SF
55. Seal more than the floor perimeter w/PVA primer - one coat	62.00 SF
56. Seal/prime (1 coat) then paint (1 coat) the walls	124.00 SF
57. Vinyl plank flooring	11.18 SF
58. Cove base molding - rubber or vinyl, 4" high	15.50 LF
59. Bifold door set - (4 slabs only) - Double Detach & reset	1.00 EA
60. Final cleaning - construction - Residential	11.18 SF



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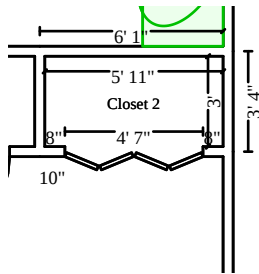
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CONTINUED - Closet 1

DESCRIPTION

QTY

NOTES:



Closet 2

Height: 8'

142.67 SF Walls	17.75 SF Ceiling
160.42 SF Walls & Ceiling	17.75 SF Floor
1.97 SY Flooring	17.83 LF Floor Perimeter
17.83 LF Ceil. Perimeter	

DESCRIPTION

QTY

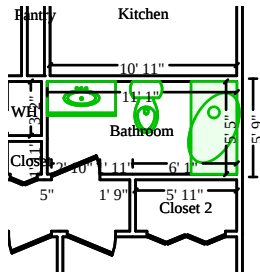
61. Batt insulation - 6" - R19 - unfaced batt	6.00 SF
62. 5/8" - drywall per LF - up to 2' tall	17.83 LF
63. Texture drywall - light hand texture	71.33 SF
64. Seal more than the floor perimeter w/PVA primer - one coat	71.33 SF
65. Seal/prime (1 coat) then paint (1 coat) the walls	142.67 SF
66. Vinyl plank flooring	17.75 SF
67. Cove base molding - rubber or vinyl, 4" high	17.83 LF
68. Bifold door set - (4 slabs only) - Double Detach & reset	1.00 EA
69. Final cleaning - construction - Residential	17.75 SF

NOTES:



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Bathroom	Height: 8'
264.00 SF Walls	60.03 SF Ceiling
324.03 SF Walls & Ceiling	60.03 SF Floor
6.67 SY Flooring	33.00 LF Floor Perimeter
33.00 LF Ceil. Perimeter	

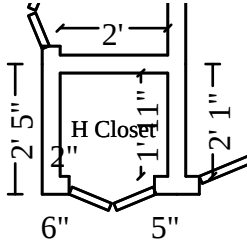
DESCRIPTION	QTY
70. 5/8" - drywall per LF - up to 2' tall	33.00 LF
71. Texture drywall - light hand texture	132.00 SF
72. Seal more than the floor perimeter w/PVA primer - one coat	132.00 SF
73. Seal/prime (1 coat) then paint (1 coat) the walls	264.00 SF
74. Vinyl plank flooring	60.03 SF
75. Cove base molding - rubber or vinyl, 4" high	27.00 LF
76. Interior door - Detach & reset - slab only	1.00 EA
77. Casing - 2 1/4" stain grade	17.00 LF
78. Stain & finish casing	17.00 LF
79. Vanity	4.00 LF
80. Vanity top - Detach & reset	4.00 LF
81. Backsplash - solid surface - Unattached	6.00 LF
82. Bathroom mirror - Detach & reset	12.00 SF
83. Toilet - Reset	1.00 EA
84. P-trap assembly - ABS (plastic)	1.00 EA
85. Plumbing fixture supply line	3.00 EA
86. Final cleaning - construction - Residential	60.03 SF

NOTES:



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H Closet

Height: 8'

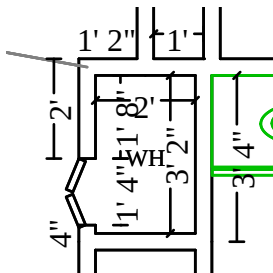
62.67 SF Walls	3.83 SF Ceiling
66.50 SF Walls & Ceiling	3.83 SF Floor
0.43 SY Flooring	7.83 LF Floor Perimeter
7.83 LF Ceil. Perimeter	

DESCRIPTION

QTY

87. 5/8" - drywall per LF - up to 2' tall	7.83 LF
88. Texture drywall - light hand texture	31.33 SF
89. Seal more than the floor perimeter w/PVA primer - one coat	31.33 SF
90. Seal/prime (1 coat) then paint (1 coat) the walls	62.67 SF
91. Vinyl plank flooring	3.83 SF
92. Cove base molding - rubber or vinyl, 4" high	7.83 LF
93. Bifold door set - (4 slabs only) - Double Detach & reset	1.00 EA
94. Detach & Reset Shelving - 12" - in place	8.00 LF
95. Paint plywood sheathing	8.00 SF
96. Final cleaning - construction - Residential	3.83 SF

NOTES:



WH

Height: 8'

82.67 SF Walls	6.33 SF Ceiling
89.00 SF Walls & Ceiling	6.33 SF Floor
0.70 SY Flooring	10.33 LF Floor Perimeter
10.33 LF Ceil. Perimeter	

DESCRIPTION

QTY

97. 5/8" - drywall per LF - up to 2' tall	10.33 LF
98. Texture drywall - light hand texture	41.33 SF
99. Seal more than the floor perimeter w/PVA primer - one coat	41.33 SF
100. Seal/prime (1 coat) then paint (1 coat) the walls	82.67 SF



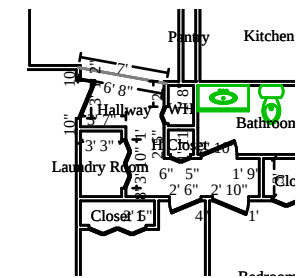
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CONTINUED - WH

DESCRIPTION	QTY
101. Vinyl plank flooring	6.33 SF
102. Cove base molding - rubber or vinyl, 4" high	10.33 LF
103. Bifold door set - (4 slabs only) - Double Detach & reset	1.00 EA
104. Water heater - Detach & reset	1.00 EA
105. Final cleaning - construction - Residential	6.33 SF

NOTES:



Hallway	Height: 8'
328.00 SF Walls	65.61 SF Ceiling
393.61 SF Walls & Ceiling	65.61 SF Floor
7.29 SY Flooring	41.00 LF Floor Perimeter
41.00 LF Ceil. Perimeter	

Missing Wall 6' 8 1/4" X 8' Opens into LIVING_AREA

DESCRIPTION	QTY
106. Batt insulation - 6" - R19 - unfaced batt	4.00 SF
107. 5/8" - drywall per LF - up to 2' tall	41.00 LF
108. Texture drywall - light hand texture	164.00 SF
109. Seal more than the floor perimeter w/PVA primer - one coat	164.00 SF
110. Seal/prime (1 coat) then paint (1 coat) the walls	328.00 SF
111. Vinyl plank flooring	65.61 SF
112. Cove base molding - rubber or vinyl, 4" high	41.00 LF
113. Casing - 2 1/4" stain grade	68.00 LF
114. Stain & finish casing	68.00 LF
115. Install Outlet or switch cover	6.00 EA



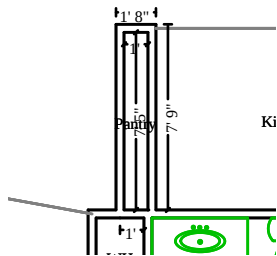
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CONTINUED - Hallway

DESCRIPTION	QTY
116. Final cleaning - construction - Residential	65.61 SF

NOTES:



Pantry	Height: 8'
134.67 SF Walls	7.42 SF Ceiling
142.08 SF Walls & Ceiling	7.42 SF Floor
0.82 SY Flooring	16.83 LF Floor Perimeter
16.83 LF Ceil. Perimeter	

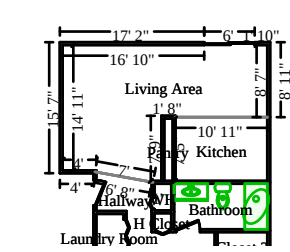
DESCRIPTION	QTY
117. Remove Vinyl plank flooring	7.42 SF
118. Vinyl plank flooring	7.42 SF
119. Cove base molding - rubber or vinyl, 4" high	16.83 LF
120. Bifold door set - (4 slabs only) - Double Detach & reset	1.00 EA
121. Final cleaning - construction - Residential	7.42 SF

NOTES:



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Missing Wall
Missing Wall

7' 3/8" X 8'
10' 11" X 8'

Opens into HALLWAY
Opens into KITCHEN

DESCRIPTION	QTY
122. 5/8" - drywall per LF - up to 2' tall	8.75 LF
123. Texture drywall - light hand texture	35.00 SF
124. Seal the surface area w/PVA primer - one coat	35.00 SF
125. Seal/prime (1 coat) then paint (1 coat) the walls	499.33 SF
126. Remove Vinyl plank flooring	249.70 SF
127. Vinyl plank flooring	289.70 SF
128. Remove Cove base molding - rubber or vinyl, 4" high	53.67 LF
129. Cove base molding - rubber or vinyl, 4" high	62.42 LF
130. Casing - 2 1/4" stain grade	17.00 LF
131. Stain & finish casing	34.00 LF
132. Clean window blind - horizontal or vertical	16.00 SF
Window	
133. Clean window blind - horizontal or vertical	48.00 SF
Door	
134. Install Outlet or switch cover	2.00 EA
135. Final cleaning - construction - Residential	289.70 SF

NOTES:

General Conditions

DESCRIPTION	QTY
136. Tandem axle dump trailer - per load - including dump fees	1.00 EA



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CONTINUED - General Conditions

DESCRIPTION	QTY
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NOTES:

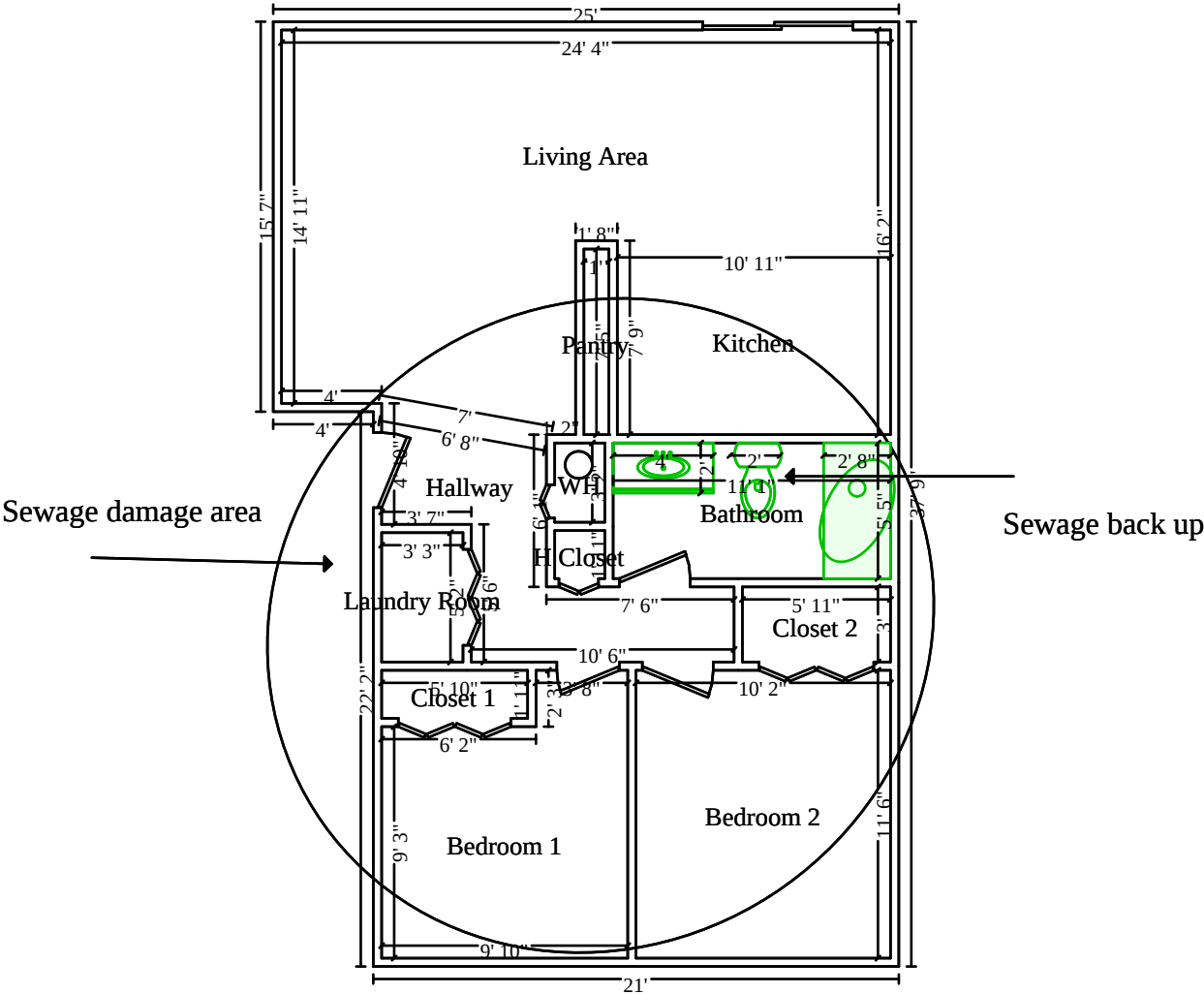
Labor Minimums Applied

DESCRIPTION	QTY
137. Tile / marble labor minimum	1.00 EA
138. Toilet & bath accessory labor minimum	1.00 EA
139. Electrical labor minimum	1.00 EA
140. Insulation labor minimum	1.00 EA

NOTES:

Grand Total Areas:

2,670.67	SF Walls	777.56	SF Ceiling	3,448.22	SF Walls and Ceiling
777.56	SF Floor	86.40	SY Flooring	333.83	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	333.83	LF Ceil. Perimeter
777.56	Floor Area	855.08	Total Area	2,670.67	Interior Wall Area
1,129.50	Exterior Wall Area	125.50	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



CONTRACT FOR CONSTRUCTION SERVICES

THIS AGREEMENT is made this _____, _____ by and between the HOUSING AUTHORITY OF PIERCE COUNTY doing business as HOUSING PIERCE COUNTY [the "Owner" or "HPC"] and _____ [the "Contractor."]

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

1. Project: _____
2. Price: For the above mentioned construction services, hereinafter called the "Project", the Owner agrees to pay the Contractor an amount not to exceed the sum of _____ **and** **dollars (\$ _____)**, inclusive of all taxes, fees, and costs of doing business used by contractor to arrive at the proposal amount. Payment shall be made in accordance with and pursuant to all the terms and conditions of any Project Advertisement for Bids or Requests for Proposals and the Contract Documents, copies of which are hereby declared and accepted as parts of this Agreement as fully as if set forth herein. The Contractor's bid or proposal is accepted as part of this Agreement as fully as if set forth herein. The Owner shall not be liable for any increased cost or price unless an authorized, signed Change Order has been executed prior to any work being performed.
3. Indemnity: The Contractor agrees, to the extent caused by Contractor's negligence, act or omission or willful misconduct, to indemnify, defend, protect and hold harmless the Owner and its agents and employees from all claims, suits, actions, liabilities, losses, demands, damages, expenses, including legal expenses, bodily injury, or property damage arising from any and all defects appearing or developing in the workmanship or material performed or furnished under this Agreement.
4. Payment Terms: The Contractor agrees to accept as full payment hereunder that amount specified in the Price above. Owner agrees to make application payments on the basis of a duly certified and approved statement of the work performed under this Contract in accordance with the contractor's approved schedule of values for the project. Owner will make payment within 30 days of acceptance of the work and approval of Invoice by the Owner's Project Administrator. Invoice must show a separate line for deduction of five (5) percent of each application for payment (applicable to projects in excess of \$35,000.00). Said retained amounts will be held in trust until a retainage release is issued by all State Offices that may have a claim to the retained amounts.
5. Schedule and Liquidated Damages: Construction shall commence within _____ () Calendar days following receipt of Owner's approval of the contract documents and plans, taken from the written notice to proceed. Construction shall be completed within _____ () **Calendar Days** from the date of the written Notice to Proceed. The Owner and Contractor agree that in the event this project is not completed on time, the Owner's damages are difficult to calculate. As a result, the Owner and Contractor agree that if the project is not completed by the completion date, the Contractor shall be liable to Owner for liquidated damages in the amount of \$100.00/Per Calendar Day.
6. Compliance with Laws The Contractor in the performance of this Agreement shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Contractor specifically agrees to pay any applicable business license fees and taxes which may be due on account of this Agreement.
7. Nondiscrimination The Contracting Agency is an equal opportunity employer.
 - A. In the performance of this Agreement, the Contractor will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental or physical handicap; provided that the prohibition against

discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The Contractor shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The Contractor shall take such action with respect to this Agreement as may be required to ensure full compliance with Chapter 49.60 Revised Code of Washington, Law Against Discrimination.

- B. The Contractor will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
 - C. If any assignment and/or subcontracting has been authorized by the Contracting Agency, said assignment or subcontract shall include appropriate safeguards against discrimination. The Contractor shall take such action as may be required to ensure full compliance with the provision in the immediately preceding paragraphs herein.
- 8. Non-Assignability: The Contractor may not assign, subcontract or delegate duties under this Contract without the prior written consent of Owner.
 - 9. Enforcement: Any dispute as to the enforcement or interpretation of this Contract shall/may be determined by arbitration. The prevailing party in any suit or arbitration arising under this Contract shall be entitled to reasonable attorneys and expert witness fees and costs. Washington law will govern the interpretation and enforcement of this Contract. Venue shall only be in Pierce County, Washington.
 - 10. Integration: The following documents are included as part of this Agreement:
 - (a) Invitation to Bid/Request for Quote;
 - (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, procure and maintain insurance in accordance with **Appendix A – General Insurance Requirements**, incorporated herein by reference. The Contractor is responsible for the reviewing and complying with all applicable insurance requirements prior to commencing work under this agreement.

- A. Where required by Appendix A, PCHA, its Agents, representatives and employees, shall be named as additional insured on the Contractor's applicable insurance policies for work performed under this Agreement. Such coverage shall be primary and non-contributory with respect to any insurance or self-insurance maintained by PCHA.
 - B. Prior to commencing work, the Contractor shall provide all required certificates of insurance, endorsements, and other evidence of coverage required by Appendix A. All insurance documentation, including renewals and updated documentation required during the term of the Contract, shall be submitted to risk@pchawa.org or by mail.
 - C. Failure to maintain required insurance or provide required evidence of coverage may result in suspension of work, withholding of payment, termination of the Contract, or other remedies available to HPC under this Contract.
 - D. 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 construction 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 \$35,000.00.)
 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 Owner on behalf of the Contractor and by the Executive Director of the Housing Authority of Pierce County 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.

Housing Authority of Pierce County,
a public body corporate and politic of the State of Washington

CONTRACTOR

Victor Caesar
Executive Director
11515 Canyon Road E Puyallup, WA 98373

By _____

(Signature)

(Name) (Printed)

(Address)

(City, State, Zip)

(Phone): _____

L & I Acct. No.: _____

UBI No.: _____

PO or CP No.: _____

Copy 1: Contractor (Original)
Copy 2: Project File (Original)

APPENDIX A - 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.

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.



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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.





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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 _____ %
☐ Woman-Owned (Non-MBE) _____ %	☐ Woman-Owned (MBE) _____ %	☐ Disabled Veteran Owned _____ %
☐ Hispanic/Latino-Owned _____ %	☐ Asian/Pacific Islander-Owned _____ %	☐ Native American-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



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ANTI-KICKBACK AND NON-COLLUSION AFFIDAVIT

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



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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



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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