

# REQUEST FOR PROPOSALS

for

## *Laundry Services for Housing Opportunities of SW WA properties*

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RFP Issued on:	Submittals Due:
Wednesday, July 3, 2024	12:00 pm Wednesday, July 24, 2024

# REQUEST FOR PROPOSALS

## Laundry Services for Housing Opportunities of SW WA

Housing Opportunities of SW WA (HOSWWA) is seeking Submittals from qualified Contractors to provide laundry service at eight (8) of its apartment complexes, located in Cowlitz and Wahkiakum Counties WA.

**OBTAINING THE RFP:** To obtain a copy of the RFP package, please contact Katie Bonus, at (360) 423-0140 ext. 1034 by fax at (360) 425-9930, by e-mail at [katie.bonus@hoswwa.org](mailto:katie.bonus@hoswwa.org) or by mail at the address below.

**QUESTIONS:** Any questions or requests for further information must be submitted in writing no later than 4:30 pm, on Wednesday, July 17, 2024, to Katie Bonus as noted in the paragraph above.

**SUBMISSION DEADLINE:** Emailed submittals must be received not later than 12:00 pm on Wednesday, 07/24/2024, at [katie.bonus@hoswwa.org](mailto:katie.bonus@hoswwa.org). Submittals sent by U.S. Mail should be addressed to the address below and must be delivered to HOSWWA by the deadline stated above.

Housing Opportunities of SW WA  
Attention: Katie Bonus  
820 11<sup>th</sup> Ave.  
Longview, WA 98632

**DIVERSITY:** HOSWWA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, and small businesses to respond to this RFP or to participate in a subcontracting capacity on HOSWWA contracts.

**RIGHTS RESERVED:**

- HOSWWA reserves the right to waive as informality any irregularities in Submittals, and/or to reject any and all Submittals.
- HOSWWA reserves the right to withdraw this RFP at any time prior to the contract award.
- HOSWWA reserves the right to demand a change of personnel at any time and on any project.
- HOSWWA reserves any and all other rights to which they are legally entitled under Federal, State or local laws.

**OF SPECIAL NOTE:**

HOSWWA may share bid documents, contracts, and awards connected to this RFP with other public entities to be used for purchase of goods and services. HOSWWA will not be held liable for any transactions, or lack thereof, that may occur as a result.

# Housing Opportunities of SW WA

## REQUEST FOR PROPOSALS

### Laundry Services for HOSWWA Properties

#### A. INTRODUCTION

- 1) **General:** Housing Opportunities of SW WA (HOSWWA) is seeking a qualified professional firm or team to provide laundry service at the following locations:

**Property #1** – Hawthorne House Apts., 1400 Woodside St. Woodland WA 98674

**Property #2** – Tulip Valley Apartments, 1350 Woodside St Woodland WA 98674

**Property #3** – Woodside West Apts., 1355 Woodside St Woodland WA 98674

**Property #4** – Columbia View Apartments, 116 S 1<sup>st</sup> St Kalama WA 98625

**Property #5** – Riverview Apartments, 161 Leaming Ave Castle Rock WA 98611

**Property #6** – Sylvester Apartments, 1540 Commerce Ave Longview WA 98632

**Property #7** – Phoenix House, 705 Clark St. Kelso WA 98626

**Property #8** – Eagle Pointe Apartments, 498 S. 3<sup>rd</sup> St. Cathlamet WA 98612

- 2) **Housing Opportunities of SW WA Background:** See HOSWWA website at: [www.hoswwa.org](http://www.hoswwa.org) for details about the Housing Opportunities of SW WA, including its programs and services.

#### B. SCOPE OF WORK

The contracts for each of the above properties are awarded for five (5) years with the option of two (1) one-year extensions if agreed upon by both parties. All bids must be separated by project bid number and firms are able to bid on only those properties that you desire to service. **There will be no automatic renewal clause in the contract.** The vending price shall be set at \$2.00 to wash and \$2.00 to dry. **Each machine should have the option for coin-operation or web-based operation.**

Each proposal for each Bid # listed below is to contain the following minimum services:

**Bid #1 – Hawthorne House Apartments**

- provide one (1) energy efficient commercial top load washing machines and two (2) energy efficient commercial front load washing machines in each laundry room (two laundry rooms in the building; total of 6 washers)
- provide three (3) energy efficient electric commercial dryers in each laundry room (two laundry rooms in the building; total of 6 dryers)

**Bid #2 – Tulip Valley Apartments**

- provide one (1) energy efficient commercial front load washing machine and three (3) energy efficient commercial top load washing machines.
- provide four (4) energy efficient electric commercial dryers

**Bid #3 – Woodside West Apartments**

- provide two (2) energy efficient commercial top load washing machines in each laundry room (two laundry rooms at this site)
- provide two (2) energy efficient electric commercial dryers in each laundry room (two laundry rooms at this site)

**Bid #4 – Columbia View Apartments**

- provide one (1) energy efficient commercial front load washing machine and one (1) energy efficient commercial top load washing machine
- provide two (2) energy efficient electric commercial dryers

**Bid #5 – Riverview Apartments**

- provide one (1) energy efficient commercial front load washing machine and one (1) energy efficient commercial top load washing machine
- provide two (2) energy efficient electric commercial dryers

**Bid #6 – Sylvester Apartments**

- provide one (1) energy efficient commercial top load washing machine in each laundry room (three laundry rooms in the building; total of 3 washers)
- provide one (1) energy efficient electric commercial dryer in each laundry room (three laundry rooms in the building; total of 3 dryers)

**Bid #7 – Phoenix House**

- provide one (1) energy efficient commercial front load washing machine and one (1) energy efficient commercial top load washing machine
- provide two (2) gas operated commercial dryers

**Bid #8 – Eagle Pointe Apartments**

- provide one (1) energy efficient commercial front load washing machine and one (1) energy efficient commercial top load washing machine
- provide two (2) energy efficient electric commercial dryers

### **C. INFORMATION TO BE PROVIDED IN YOUR SUBMITTAL**

To be considered responsive to this RFP and to facilitate evaluation, Submittals should be organized in the order of the outline given below and include the following information. Please refer to the section of this RFP on Submission Requirements for information on Required Number of Copies. Effort should be made to keep submittals concise.

- 1) If Contractor has not already done so, you must complete the required training for public works projects on the WA State Dept. of Labor and Industries website <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/contractor-training>.
- 2) **RCW 39.04.350 (2) Before award of a public works contract, a bidder shall submit to the contracting agency a signed statement in accordance with chapter 5.50 RCW verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of subsection (1)(g) of this section.**
- 3) Please list commission options in each bid proposal.

### **D. CONSULTANT/CONTRACTOR EVALUATION CRITERIA**

Contractors' Submittals will be evaluated based on the criteria listed in this section. In preparing the Submittal to HOSWWA, it is important for Contractors to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Contractor, either through in-house staff or sub-Contractors, must demonstrate expertise and have available adequate quantities of experienced personnel in all of the areas described.

Contractors are encouraged to identify and clearly label in their Submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the Submittal package, and if applicable, interviews, and reference responses. HOSWWA reserves the right to request additional information or documentation from the firm regarding its Submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials in their Submittal beyond those requested, those materials should be included in a separate section of the Submittal.

The following criteria with a point system of relative importance with an aggregate total of 100 points will be utilized to evaluate the qualifications of each Contractor:

Evaluation Criteria		Weighting (Max. Points)
1	Overall project commission	50
2	Contractor customer service record / references	50
<b>Maximum Total Points</b>		<b>100</b>

**E. SUBMISSION REQUIREMENTS**

- 1) **Due Date For Questions:** Technical questions regarding substantive matters related to this RFP or requests for further information must be submitted in writing consistent with the deadline and submission requirements on page 2 of this RFP.
- 2) **Due Date and Place For Submission of Submittals:** Submittals must be received by the Housing Opportunities by the deadline and at the place indicated on page 2 of this RFP.

The deadline is firm as to place, date, and time. HOSWWA will not consider any Submittal received after the deadline and will return all such Submittals unopened.

All Submittals should be clearly marked when emailed or mailed to avoid any confusion about recording arrival dates and times. Contractors should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems.

Upon receipt of each Submittal, Housing Opportunities staff will date-stamp it to show the exact time and date of receipt. Upon request, HOSWWA will provide the Contractors with an acknowledgment of receipt. All Submittals received will become the property of HOSWWA and will not be returned to the Contractor.

- 3) **Required Number of Copies:** Contractors responding to this RFP shall submit one original Submittal along with the required number of copies of the Submittal (see page 2 of this RFP) to the address also indicated on page 2 of this RFP.
- 4) **Addenda:** In the event that there are changes or clarifications to this RFP, HOSWWA will issue an addendum. Addenda will only be sent to those parties who have been issued an official copy of the RFP by HOSWWA, or who have specifically requested in writing to be notified of addenda. An official copy of the RFP is one with an identifying number written in red on the upper right-hand corner of the cover page of the RFP. It is the responsibility of Contractors to call Katie Bonus, at (360) 423-0140 ext 34 prior to the Submittal deadline to ensure that all addenda issued by HOSWWA have been received.

- 5) **Rights Reserved by HOSWWA:** HOSWWA reserves the right to waive, as informality, any irregularities in Submittals and/or to reject any or all Submittals. HOSWWA will generally not disclose the status of negotiations until HOSWWA's Executive Director has approved the award of a Contract for services.

## **F. SELECTION PROCESS**

All responses to this RFP that are received on or before the stated deadline will be initially screened for eligibility. A selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. Based on its initial evaluation, the panel may:

1. Make a recommendation to HOSWWA's CEO and request authority to negotiate a Contract with one or more Contractors; or
2. (a) Request additional information from the Contractor whose responses appear to have the greatest likelihood of success; or  
(b) Invite one or more Contractors whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their Submittal;

## **G. CONTRACT NEGOTIATIONS**

HOSWWA shall negotiate with the most qualified Contractor, as determined by evaluation of the responses and, if applicable, interviews. If HOSWWA is unable to reach agreement with the highest ranked firm, it will negotiate with the second highest ranked firm, proceeding in turn to each firm, in order of rank, until a Contract is executed.

## **H. ADMINISTRATIVE INFORMATION**

- 1) **Minority-owned and Women-owned Business Enterprises:** HOSWWA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFP, to participate as partners, or to participate in other business activity in response to this RFP.

2) **Section 3 Requirements:**

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implements section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
  - C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
  - D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
  - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
- 3) **Basic Eligibility:** The successful Contractor must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI)



number. In addition, the successful Contractor must not be debarred, suspended, or otherwise ineligible to contract with HOSWWA, and must not be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Non-procurement Programs" or the Department of Housing and Urban Development's "Limited Denial of Participation" list, or State of Washington, Department of Labor and Industries list of debarred contractors for prevailing wage violations (only required on construction projects).

- 4) **Payment Requirements:** Contractors should be aware that HOSWWA will only make payments on the Contract issued under this RFP after the work being billed has been completed, and will pay reimbursable expenses to the Contractor only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the Contractor, who must have the capacity to meet all project expenses in advance of payments by HOSWWA.
- 5) **Approval of Sub-Consultants/Contractors:** HOSWWA retains the right of final approval of any sub-Contractor of the selected Contractor who must inform all sub-Contractors of this provision.
- 6) **Documents Produced:** All reports, specifications, and other documents produced under contract to HOSWWA must be submitted to HOSWWA in both hard copy and a digital format that meets HOSWWA's requirements, using Microsoft Office software in an IBM-compatible format. All documents and products created by the Contractor and their sub-Contractors shall become the exclusive property of HOSWWA.
- 7) **Other Contracts:** During the original term and all subsequent renewal terms of the Contract resulting from this RFP, HOSWWA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting similar or related services as described in this RFP. HOSWWA may award contracts to other vendors such as designers, Contractors, or contractors.
- 8) **Funding Availability:** By responding to this RFP the Contractor 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.
- 9) **Insurance:** The following are the insurance requirements that will be included in the Contract executed based on this RFP:
  - A. **General Requirements:**
    1. Prior to undertaking any work under this Contract, the Contractor shall procure and maintain continuously for the duration of this Contract, at no expense to HOSWWA, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Contractor, its agents, representatives, employees and/or subcontractors.

2. The Contractor's insurance shall be primary as respects HOSWWA, and any other insurance maintained by HOSWWA shall be excess and not contributing insurance with the Contractor's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Contractor's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
4. Failure of the Contractor to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of HOSWWA, will be cause for such action as may be available to HOSWWA under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

**B. Required Insurance Coverage:** The following are the types and amounts of insurance coverage that must be maintained by the Contractor during the term of this Contract. The Contractor must provide acceptable evidence of such coverage prior to beginning work under this Contract.

1. Commercial General Liability Insurance. A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

- \$1,000,000 each occurrence, and
- \$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Contractor's contact with minor children, the Contractor shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by HOSWWA Management.

2. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

- \$1,000,000 each accident

3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

- \$1,000,000 combined single limit coverage
4. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Contractor's profession. Coverage should be for a professional error, act, or omission arising out of the scope of services shown in the Contract, with the following minimum coverage:
- \$1,000,000 per Claim/Aggregate

If the Professional Liability Insurance policy is written on a claims made form, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three years from the date of completion of the work authorized by the Contract. In the event that the Contractor is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by HOSWWA.

5. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Contractor shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Contractor is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Contractor shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

**C. Additional Insured Endorsement:** The Housing Opportunities must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability policies of the Contractor. A policy endorsement (form CG2010B or equivalent) must be provided to HOSWWA as evidence of additional insured coverage.

**D. Proof of Insurance and Insurance Expiration:**

1. The Contractor shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
2. The Contractor shall include all subcontractors as insureds under its policies (except for Professional Liability insurance) and shall ensure that coverage of subcontractors under the Contractor's policies is not excluded by any policy provision or endorsement.

3. The Contractor's insurance shall not be reduced or canceled without thirty (30) days prior written notice to HOSWWA. The Contractor shall not permit any required insurance coverage to expire during the term of this Contract.
4. HOSWWA reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.

**E. Carrier Review and Approval Authority:** Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by HOSWWA. All insurance shall be carried with companies that are financially responsible. Generally, except for Professional Liability Insurance coverage, all carriers of insurance or re-insurers must have and maintain a rating of "A VII" or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or re-insurers who do not have a rating of "A VII" or better may not be used without written approval from the HOSWWA contracting officer.