



WEATHERIZATION DEPARTMENT
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INVITATION FOR BID
Mechanical and Electrical Work
at
Bellwether Marina Club Apartments

Invitation for Bid Issued: 4/24/2024
Pre-Bid Meeting: 5/7/2024 at 10:00 am
Bid Due: 5/14/2024 4:00 pm

This Invitation for Bid includes the following documents:

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| 1. Invitation for Bid Document | |
| 2. Exhibit A. General Conditions | |
| 3. Exhibit B. Bidder's Information Sheet | Required Submittal |
| 4. Exhibit C. Form of Proposal | Required Submittal |
| 5. Exhibit D. Mechanical Specifications | |
| 6. Exhibit E. Non-Collusive Affidavit | Required Submittal |
| 7. Exhibit F. Equal Opportunity Clause | Required Submittal |
| 8. Exhibit G. Sample Contract Document | |
| 9. Exhibit H. Insurance Requirements | |

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Scope of Work: King County Housing Authority (KCHA)'s Weatherization Department is soliciting bids from qualified firms to provide and install the following items at **Bellwether Marina Club Apartments** located at 2445 South 222nd Street, Des Moines, Washington, 98198, a property with 77 units owned by Bellwether Properties:

- A. Install seventy-seven (77) one-ton mini split heat pumps with a quick disconnect containing a service outlet. Existing cadet style wall heaters and associated thermostats are to be removed and drywall patched and painted in these locations.
- B. Install seventy-seven (77) wireless wall-mounted thermostats for the one-ton mini split heat pumps.
- C. Replace one hundred and forty-six (146) cadet heaters in the bedrooms with surface mounted wall heaters controlled by the existing thermostat.
- D. Replace seventy-seven (77) porch lights with LED porch lights with photocells and delete the interior lighting controls.
- E. Install seventy-seven (77) through wall ERVs pulling power off the deleted interior lighting controls for the porch lights.
- F. Replace one hundred and one (101) exhaust fans in bathrooms.
- G. Replace one hundred and one (101) fan controls with humidistat controls in bathrooms.
- H. Replace forty-seven (47) exhaust fans in laundry rooms.
- I. Replace forty-seven (47) fan controls with humidistat controls in laundry rooms.
- J. Install twenty-nine (29) through wall fans with humidistat controller.
- K. Install sixty-nine (69) electric fireplace inserts in existing sealed up fireplaces. Power will need to be brought into the fire box with an outlet to plug in the insert.
- L. Alternate #1: Replace existing natural gas swimming pool heater with a heat pump swimming pool heater. A new circuit will need to be run to the location of installation.
- M. Alternate #2: Replace the existing gas-powered water heater with a heat pump water heater. A new circuit will need to be run to the location of installation.

Bids are requested for a base bid which is the firm's contract price for the complete scope of work as proposed and unit prices which will be used to calculate additive or deductive changes to the scope.

Work is to be performed in accordance with:

- Exhibit B: Form of Proposal
- Exhibit C: Mechanical and Electrical Specifications
- Des Moines, Washington Construction Codes
- Current Standard Work Specifications for Home Energy Upgrades (available at <https://sws.nrel.gov/>)

Bidder Qualifications: Bids will be accepted only from firms that:

- are appropriately licensed and/or bonded to do business in the State of Washington;
- have a state UBI number;
- have a Washington State Contractor's license for the last two (2) years under the same business name;
- have required certifications and licensing for self-performance of electrical repairs or for subcontracting electrical repairs to a properly licensed electrical contractor. All electrical connections and repairs are to be performed by individuals who, working for a licensed electrical contractor, have received appropriate electrician certifications from the Washington State Department of Labor and Industries (L & I). Electrical repairs are to be conducted under the supervision of an electrical administrator as required by L & I.
- have firm insurance coverage, as do any subcontractors the firm employs or intends to employ, as described in Exhibit E Insurance Requirements for Weatherization Contracts;
- are not debarred, suspended or otherwise ineligible to contract with KCHA;
- not in a current unresolved violation of any KCHA contract that has not been completed/closed;
- have a good record of past performance that includes, but is not limited to: high quality work, ability to complete projects on time, firm's integrity, and compliance with public policy, financial, contractual & tax obligations, as well as Federal and State rules and regulations in performing construction contracts;
- employ technicians certified by the manufacturer of the DHP equipment to install the equipment and certified as Type II technicians as required by 40 CFR Part 82, Subpart F;

State Prevailing Wage Law, Chapter 39.12 RCW: Funds for this project are subject to the State of Washington's Prevailing Wage Law. Prior to start of work, the firm must file a Statement of Intent to Pay Prevailing Wages. Upon final acceptance of the work, the firm must file an Affidavit of Wages paid. All administrative costs of compliance with the SPW Law should be included in the proposed bid prices. **Filing cost for Intents and Affidavits will not be reimbursed separately.**

Payment of Sales Tax: Provisions of state law allow sales tax exemptions for weatherization materials / tangible items installed under the Low-Income Weatherization Program (RCW 70.164). See also [WA DOR Special Notice Sales and Use Tax Exemption for the Weatherization Assistance Program](#).

Bidders are required to separate each bid price into its materials, and labor/overhead/profit components. Only the labor/overhead/profit (non-tangible items) components of each bid will be subject to sales tax.

Questions: Any questions or requests for further information or clarification must be directed to, Jesse Bennett, JesseB@kcha.org (206) 214-1258, Multifamily Weatherization Construction Project Manager, and CC EnergyConservation@kcha.org, no later than **5/10/2024 at noon.**

Pre-Bid Meeting: A Pre-Bid Meeting will take place at **Bellwether Marina Club Apartments, 2445 South 222nd Street, Des Moines, Washington, 98198** on **5/7/2024 at 10:00 am**. Attendance at this pre-bid meeting is **mandatory** for all potential bidders. It may be possible, at KCHA's convenience, to schedule an alternate site visit; however, attendance at a site visit that is conducted by KCHA staff is required for submitting a bid.

Submission Deadline: Bids must be received **no later than 5/14/2024 at 4:00 pm**. All submissions will be date stamped upon receipt. **No submittals will be accepted after this time.** Submissions will be publicly opened immediately following the submission deadline.

Submission Instructions: A complete/responsive bid package will include one completed/signed:

- **Exhibit B:** Bidders Information Sheet
- **Exhibit C:** Form of Proposal
- **Exhibit E:** Non-Collusive Affidavit
- **Exhibit F:** Equal Opportunity Clause
- Proof of Certified Type II Technician
- Certificate from manufacturer showing completion of training
- Copy of Business License
- Attendance of Pre-Bid meeting

All fields and questions on required forms must be fully answered and complete. Failure to do so may result in the bid being declared non-responsive. Bids that include exclusions or qualifications may be declared non-responsive.

Bids may be submitted via:

- Email with subject line “**Mechanical and Electrical Work for Bellwether Marina Club Apartments**” to JesseB@kcha.org and cc EnergyConservation@kcha.org
 - If the email **file is above 15MB in size** it will be rejected by our servers. Either reduce the file size or reach out to all contacts above prior to the deadline to make alternate electronic arrangements for delivery.
- USPS Certified mail, overnight delivery service (UPS, Fed Ex, etc.), or hand delivery in a sealed envelope marked “**Mechanical and Electrical Work for Bellwether Marina Club Apartments**” to **King County Housing Authority, Attn: Jesse Bennett, 700 Andover Park W, Ste. D, Tukwila, WA 98188.**

Addenda: In the event that there are changes or clarifications to this Invitation for Bid, KCHA shall issue an addendum. Addenda will only be sent to those firms who have registered with KCHA as having received an official copy of the Invitation for Bid. It is the responsibility of the Bidder to check with KCHA prior to the submittal deadline to ensure that all addenda issued by KCHA have been received.

Duration: Once a contract has been awarded and executed by the selected bidder and KCHA, a written notice to proceed will be issued. All work must be completed no later than the date specified within the issued contract. The contractor will submit a proposed installation schedule based upon the expected projected contract dates are:

Rights Reserved by KCHA: KCHA reserves the right to waive any irregularities or informalities in the Invitation for Bid and to reject any and/or all responses. Bidders shall acquire no right and KCHA shall incur no obligations prior to the execution of a written contract.

Payment Requirements: Bidders should be aware that KCHA will only make payments on the contract issued under this Invitation for Bid after the work being billed has been completed such that it passes final inspection by KCHA. No advance payments will be made to the Bidder, who must have the capacity to meet all expenses in advance of payments by KCHA. KCHA will not pay interest to the Bidder for accounts where retainage funds are maintained by KCHA. The Bidder agrees to waive any other options and has made allowances for this waiver.

Retainage: KCHA shall retain 5% of the amount of each per building payment until release by Washington State Employment Security Department, Washington State Department of Revenue and Washington State Department of Labor & Industries.

Payment and Performance Bond: The winning firm will be required to provide a payment and performance bond equal to one hundred percent (100%) of the contract price. Bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government as listed in U.S. Treasury Circular Number 570. For contracts of less than \$150,000.00 RCW 39.08.010 (4) allows at the public entity’s option, the retention of 10% of the contract amount rather than a Performance Bond. However, KCHA will require a Performance Bond in all situations. All cost from the Performance and Payment Bond is the responsibility of the bidder, and shall be included in the bid price.

Public Records: Bid documents are considered public records, subject to inspection upon written request per RCW 42.56. All information submitted to KCHA will become public records. Please do not submit information confidential and/or proprietary to your firm.

Independent Contractor Status: The firm is an independent contractor and is not an employee, partner, joint venture or officer with KCHA. No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the firm. The firm covenants and warrants that the firm shall pay when due all of the firm's costs and expenses arising from the relationship described herein including without limitation all required payments of estimated tax, income tax, social security taxes, state and local taxes, state disability insurance tax or premiums, unemployment insurance taxes and penalties or interest thereon, and the firm shall indemnify and hold the KCHA harmless from any costs or liability, including reasonable attorney fees, resulting from the firm's breach hereunder.

Safety: Firm must follow Firm's written Safety Plan, including mask requirements while working inside resident units/homes.

Subcontractors: If the Bidder will require the use of subcontractors to provide any of the proposed services, the contractor must so indicate in Exhibit A, Bidder's Information Sheet. Please note that the use of subcontractors requires a written contract between the Bidder and the subcontractor for the proposed project that contains all of the provisions of the contract between the Bidder and KCHA.

Bid Evaluation Criteria: The low bid, for purposes of award, shall be the lowest responsive bid from a qualified responsible bidder offering the low aggregate amount for the base bid, plus additive or deductive bid alternates selected by KCHA. KCHA reserves the right to contact references and investigate past performance and qualifications of the Bidder, subcontractor(s), and project team members. Poor reference(s) may be justification to determine that a Bidder is not responsible. If the lowest bidder is determined to be not responsible, KCHA will issue in writing the specific reasons for this determination. The bidder may appeal this decision in writing within two business days. The appeal may include additional information not included in the original bid documents. KCHA will make a final determination after the receipt of the appeal. The final determination may not be appealed.

Award of Contract: Contract award will be contingent on the Bidder's ability to secure payment & performance bonding as required, and insurance as described in the Insurance Requirement for Weatherization Contracts. Required performance and payment bonding and insurance certificates & endorsements shall be submitted to KCHA within 14 days of contract award. A Notice to Proceed shall not be issued until after their receipt.