

Request for Proposals

MANUFACTURED HOME DEALER

**for purchase, delivery and installation
of new manufactured homes at**

Rainier View MHP

Senior Manufactured Housing Community

32631 1st Ave,

Black Diamond, WA 98010

September 23, 2024

Due October 21, 2024

King County Housing Authority

600 Andover Park W.

Tukwila, WA 98188

Request for Proposal Rainier View MHP MANUFACTURED HOME DEALER

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Section 1

GENERAL CONDITIONS

INVITATION TO BID

King County Housing Authority (KCHA) is soliciting bids for the Rainier View Mobile Home Park ("the Project"). Rainier View is an income-restricted senior manufactured housing community located at 32631 1st Ave, Black Diamond, Washington. The Project is owned and operated by King County Housing Authority (KCHA or "Owner"). KCHA is looking to contract with a local manufactured home dealer ("Dealer") to coordinate the manufacture, purchase, delivery and installation of new manufactured homes and related site improvements.

The Project is to purchase up to thirteen (13) new manufactured homes from a local dealer and have them installed at Rainier View. The dealer will provide and install the homes. The selection of this Dealer is the purpose of this RFP.

Prospective bidders must complete and return their bid in accordance with "Instructions to Bidders" by the due date.

Proposals received after the due date and time will not be accepted. KCHA reserves the right to waive informalities in bids wherever it is in the best interest of KCHA. KCHA reserves the right to reject any or all proposals or award multiple contracts and also reserves the right to postpone bid opening.

Bidders shall acquire no right and KCHA shall incur no obligations prior to the execution of the written contract.

Minority- and women-owned businesses are encouraged to apply. If you have any questions please email Mary Gonzalez-Hansen at maryg@kcha.org. The deadline for questions is 4:00PM Monday, October 14, 2024.

INSTRUCTIONS TO BIDDERS

BID PREPARATION AND SUBMISSION:

- Bidders are expected to examine the specifications, drawings, all instructions, and must also visit the site. Failure to do so will be at the bidder's risk.
- All bids must be submitted on the forms provided. Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder's name typed or printed on the bid sheets and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of the agent's authority. Bidders should retain a copy of the bid for their records.
- All bid documentation must be mailed and post-marked by October 21, 2024, in a sealed envelope which shall be clearly marked with "Bid for Rainier View" to:

King County Housing Authority
600 Andover Park West
Tukwila, WA 98188
Attn: Mary Gonzales-Hansen

Bids must **also be emailed to** – maryg@kcha.org by Monday, October 21, 2024 by 3:00PM.

- If this solicitation requires bidding on all items, failure to do so will disqualify the bid. If bidding on all items is not required, bidders should insert the words "No Bid" in the space provided for any item on which no price is submitted.

PRE-BID SITE MEETING:

- All prospective bidders are invited to attend an informational pre-bid meeting with KCHA at Rainier View at 11:00AM **Monday, October 7, 2024**.

EXPLANATIONS AND INTERPRETATIONS TO PROSPECTIVE BIDDERS:

- Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it in writing before **4:00PM Monday, October 14, 2024**.
- Questions should be emailed to: maryg@kcha.org with the subject line: "Rainier View Dealer RFP"
- Any information given a prospective bidder concerning this solicitation will be furnished to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders.
- Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

AMENDMENTS TO INVITATIONS TO BID

- If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- Bidders shall acknowledge receipt of any amendment to this solicitation by identifying the amendment number and date on the bid form. Bids which fail to acknowledge the receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively change the requirements.

RESPONSIBILITY OF PROSPECTIVE DEALER

- KCHA will award the contract only to a responsible prospective dealer who has the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, KCHA will consider such matters as the bidder's:
 - Having a minimum of three (3) years of experience in the same type of work described in the specifications for the work and have successfully completed five similar projects.
 - Ability to document a good record of past performance that includes, but is not limited to, quality of work, ability to complete projects on time, integrity, compliance with public policy, financial, contractual and tax obligations, and Federal, State and Local rules and regulations in performing the construction contracts.
 - Workers Comp rate of 1.0 or better
 - Ability to provide commercial general liability insurance upon acceptance of bid in a minimum of \$1,000,000 per location/\$2,000,000 aggregate.
- Before a bid is considered for award, the bidder may be requested by KCHA to submit a statement of other documentation regarding any of the items listed above. Failure by the bidder to provide such information shall render the bidder non-responsible and ineligible for award.
- The selected bidder will operate as a state-licensed dealer and certified installer.

LATE SUBMISSIONS, MODIFICATIONS AND WITHDRAWAL OF BID

- Proposals received after the due date and time will not be accepted.
- Any modification or withdrawal of a bid after the due date and time will not be accepted.
- Notwithstanding the above, a late modification of an otherwise successful bid that makes its terms more favorable to KCHA will be considered at any time it is received and may be accepted.
- Bids may be withdrawn by written notice, by mail, FAX or email received at any time before the exact time set for opening bids. A bid may be withdrawn in person by a bidder or its authorized representative.

BID REVIEW

All bids received by the date and time of receipt specified in the solicitation will be reviewed and considered.

Section 2

SCOPE OF WORK

TECHNICAL SPECIFICATIONS

PROJECT GOAL

- Selection of Dealer with access to new manufactured homes into existing vacant lots at Rainier View.
- New homes should be energy efficient, “green built” manufactured homes.
- Dealer, dealer’s staff and/or dealer’s sub-contractor will provide site prep., apply for permits, transport and setup the homes, including hook-up to existing utilities on site.
- Dealer, dealer’s subcontractor will provide suitable skirting, gutters, downspouts and front & rear entry porches and steps.
- Resulting product will be a complete, turn-key installation of two manufactured homes ready for re-sale (by the Owner).

PROJECT DESCRIPTION

Rainier View is a “senior” (55+ years of age) manufactured (and mobile) home community constructed in the 1980s. The King County Housing Authority, a municipal corporation, was awarded a grant to expand Rainier View by 13 homes using State and County funds.

The property is served by the City of Black Diamond Water District for water and sewer. Electricity is provided by PSE. There is no natural gas on site.

KCHA will coordinate Dealer selection, and oversee scheduling, site preparation, delivery and installation of new homes. KCHA is a party to the contract with the selected Dealer.

GENERAL SCOPE OF WORK SUMMARY

- KCHA wishes to contract with a local manufactured home dealer to provide new high-quality homes at Rainier View. This dealership must have access to several manufacturers that can provide customized plans.
- The dealer's work shall include the construction, delivery, installation and set-up of new manufactured homes and related site improvements. The homes shall be completely and legally installed and ready to be lived in upon completion of the dealer's work.
- Related site improvements include site prep, excavation for pit set, installation of skirting, stairs, gutters, downspouts, water sewer and electrical hook-ups – all aspects necessary to make a home "move in ready."
- Dealer will provide gravel base for concrete block pier sets and auger-type tie downs, pit set.
- Water, sewer and electrical connections are present to each lot.
- Compacted gravel driveways 10' wide and 36' long are to be provided on one side of each new home for two cars to be parked in tandem (end-to-end).
- KCHA will enter into a contract with the selected bidder. Actual home features will be selected on the basis of individual site specifics
- The homes will be ordered in phases shortly after the dealer has been selected.
- The contract period will run through the installation of the thirteenth home, and when all permits have been signed and approved.
- The proposer must be a licensed dealer and a certified installer. The installer shall be responsible for all installation work of the installation crew.
- Subcontractors must be identified and certified of payments before final payment is made to Dealer.

GENERAL REQUIREMENTS

Manufactured homes shall comply with all applicable federal, state and local codes and requirements, including but not limited to:

- Federal Manufactured Home Construction & Safety Standards
- ANSI A 225.1 & NFPA 501A Manufactured Home Installation Standards
- HUD Fair Housing and Equal Opportunity Amendments Act of 1988
- Washington State Department of Labor and Industries requirements
- Northwest Energy Efficient Manufactured Home program requirements
- City of Black Diamond Codes
- City of Black Diamond Water District requirements

PERMITS AND FEES

Dealer is responsible to obtain the City of Black Diamond installation permit (Building Permit). Haul permits, water district connections fees & etc. are all responsibility of the dealer.

Dealer and/or their subcontractor shall pay for and obtain all permits, licenses, and coordinate inspections necessary for proper execution and completion of the Work. Prior to final payment, the approved, signed permits shall be delivered to KCHA and subcontractors must certify that they have been paid in full

WARRANTIES

In addition to other warranties herein set forth the manufacturer warrants that all work, materials and equipment supplied under this Invitation to Bid complies and conforms to all requirements as set forth herein, and that the houses are free of any defects in workmanship, material or equipment. This general warranty shall continue for a period of one year from the date of delivery of each house to the site. The manufacturer shall promptly remedy and correct any defects arising during the warranty period.

A minimum 5-year warranty on the structure will be required in addition to any extended warranties on the roof, windows or other exterior components.

In addition to the general warranty, the dealer shall, for each house, obtain and provide to KCHA all warranties that would be given in normal commercial practice on equipment, appliance and building components.

LICENSING

Dealer will be required to be bonded and licensed in the state of Washington. Installation contractors must hold an active Manufactured Home Installer license with the state of Washington Department of Labor and Industries.

INSURANCE AND BONDS

Dealer shall carry a general liability insurance policy with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. KCHA and their agents and employees shall not be held responsible for any damage to the homes that may occur during transit, installation or set-up.

Dealer or their contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the dealer his agents, representatives, employees or Subcontractors.

MINIMUM SCOPE OF INSURANCE

Dealer shall maintain coverages no less than:

1. Insurance Services Office Commercial General Liability coverage.
2. Insurance Services Office covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by State law and Employer's Liability Insurance.

MINIMUM LIMITS OF INSURANCE

Dealer shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit of \$2,000,000.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury/sickness or disease.

DEDUCTIBLES AND SELF INSURED RETENTION

Any deductibles or self-insured retentions must be declared to and approved by KCHA. At the option of KCHA, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects KCHA, , their officers, officials, employees and volunteers; or the dealer shall provide a financial guarantee satisfactory to KCHA guaranteeing payment of losses and related investigations, claim administration and defense expenses. **NOTE: If this contract deals with hazardous materials or activities (i.e. lead based paint, asbestos, armed security guards) additional provisions covering those exposures must be included in order to protect the Owner's interests.**

OTHER INSURANCE PROVISIONS

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

1. The Owner, the Property Manager, its officers, officials, employees, partners, agents and volunteers are to be covered as additional insureds under a "completed operations" type of additional insured endorsement with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the dealer; and with respect to liability arising out of work or operations performed by or on behalf of the dealer including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the dealer's insurance, or as a separate owner's policy.
2. For any claims related to this project, the dealer's insurance coverage shall be primary insurance as respects the Owner, its officers, officials, agents, partners, employees, and volunteers. Any insurance or self-insurance maintained or expired by the Owner, its officers, officials, agents, partners, employees, volunteers, or shall be excess of the dealer's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed, except after thirty (30) days' [ten (10) days for non-payment of premium] prior written notice by certified mail, return receipt requested, has been given to the Owner.
4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract.
5. Course of construction policies shall contain the following provisions:
 - a. King County Housing Authority shall be named as loss payee.
 - b. The insurer shall waive all rights of subrogation against the Owner and the Property Manager, its officers, officials, employees and volunteers.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII.

VERIFICATION OF COVERAGE

Dealer shall furnish the Owner with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Owner before work commences in sufficient time to permit dealer to remedy any deficiencies. The Owner reserves the right to require complete, certified copies of all required insurance policies or pertinent parts thereof, including endorsements affecting the coverage required by these specifications at any time.

SUBCONTRACTORS

Dealer shall include all Subcontractors as insureds under its policies or shall obtain separate certificates for each Subcontractor before Subcontractors' work begins. Contractor shall be responsible for subcontractor complying with such requirement, and failure to confirm compliance shall constitute breach of contract by the dealer. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

PAYMENT AND PERFORMANCE BONDS

Payment and performance bonds for 100% of the Contract Sum, including all Change Orders and taxes imposed by law, shall be furnished for the Work, and shall be in a form acceptable to the Owner.

BUILDER'S RISK

1. Dealer to buy Property Insurance: Dealer shall purchase and maintain property insurance in the amount of the Contract Sum including all Change Orders for the Work on a replacement cost basis until Substantial Completion. For projects not involving New Building Construction, "Installation Floater" is an acceptable substitute for the Builder's Risk Insurance. The insurance shall cover the interest of Owner, Dealer, and any Subcontractors, as their interests may appear.
2. Losses covered: Dealer property insurance shall be placed on an "all risk" basis and insure against the perils of fire and extended coverage and physical loss or damage including theft, vandalism, malicious mischief, collapse, false work, temporary buildings, debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for A/E's services and expenses required as a result of an insured loss.
3. Waiver of subrogation rights: Owner and Dealer waive all subrogation rights against each other, any Subcontractors, A/E, A/E's subconsultants, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this section or other property insurance applicable to the Work, except such rights as they have to proceeds of such insurance held by Owner as fiduciary. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

TECHNICAL SPECIFICATIONS

UNIT DISTRIBUTION AND DESIGN REQUIREMENTS:

Bidders shall submit pricing for 2 sample houses (A and E – See Map for location)

32622 1st Ave (A), one 24'x52' two bedroom, two bathroom home

32708 1st Ave (E), one 24'x48' two bedroom, two bathroom home

(See PLAN A Pg. 30)

BASIC CONSTRUCTION REQUIREMENTS AND FEATURES:

- Composition fiberglass nailed roof shingles (“3-tab”) with 25 year warranty
- 30# roof load
- Minimum 3:12 roof pitch
- 12” minimum eaves on all sides
- Vented ridge cap
- Fiber-cement (“Hardie Board”) painted siding
- Low E vinyl windows
- 2 waterproof exterior receptacles on GFI circuit
- Front door bell
- 2x6 exterior walls, 2x4 interior walls
- Wood floor joists at 16” minimum centers
- 5/8” gypsum wallboard ceilings, glued and screwed
- 1/2” gypsum wallboard on interior walls
- “Light dash” interior wall finish texture
- Low VOC paint, satin finish
- Double wall marriage line
- Minimum insulation values: R40 roof, R33 floor & R21 walls
- Painted interior doors, casework and trim
- 25# oz. minimum carpet and 6# pad in bedrooms
- LVP in living/dining/laundry/bathrooms/kitchen areas
- 1” metal mini blinds on all windows except bathrooms
- Brushed nickel hardware and knobs
- Smoke and Carbon Monoxide detectors per code, hardwired with battery backup
- Glass light shades on ceiling LED fixtures
- Compact fluorescent light bulbs throughout
- 36” doorways throughout

KITCHEN

- 30” electric self-cleaning range, Energy Star (if available)
- 30” microwave rangehood with cook light, power vented to exterior, Energy Star (if available)
- 18 cu. ft. (minimum) frost free 2 door refrigerator with freezer, Energy Star (if available)
- Energy Star dishwasher
- 1/2 horsepower (minimum) disposal
- 8” deep stainless steel double sink with single lever pull down sprayer faucet
- P-lam counters w/ wood self-edge (matching cabinets) & integral 4” backsplash
- Solid wood cabinet faces and doors with concealed hinges
- Drawer bank with ball bearing drawer guides

- Ceiling fixture with glass shade and additional task lighting at sink

BATHS

- Tower bar and toilet paper holder
- Mirror, matches width of vanity top
- Exhaust fan per code
- P-lam counter w/ wood self-edge (matching cabinets) & integral 4" backsplash
- Solid wood cabinet faces and doors with concealed hinges
- Single lever faucets—lavatory and tub
- One white porcelain sink in each bath
- One piece 60" fiberglass shower in master bath
- One piece 60" fiberglass tub/shower in other full baths
- Dual flush highboy toilets
- Ceiling fixture with glass shade

UTILITY ROOM

- 200 amp electrical service
- Forced air electric heat, Energy Star (if available)
- Digital programmable "7-day" Thermostat
- Metal loop energy efficient heat duct crossover system in floor
- Whole house fan ventilation system
- Bedroom air return vents located above door or in ceiling
- 40 gallon (minimum) electric water heater, Energy Star (if available)
- Water shut off valves throughout, including a whole-house shut off
- PEX or copper plumbing system with brass fittings
- Complete laundry hook-ups, including dryer vent
- Home must be Energy Star certified
- Eco-Rated Engineered Green Home Program certified

DELIVERY AND SET UP REQUIREMENTS

Meet on site with KCHA to inspect the lots.

- Delivery, set up, and installation shall be completed per manufacturer's installation instructions, all applicable codes and permit conditions
- As required by the City of Black Diamond, obtain all required permits and Certificate of Occupancy
- Procure haul permit (if applicable)
- As required by the City of Black Diamond Water District, obtain all required permits
- Note site obstructions, conflicts and challenges, identifying problems in advance of moving homes so that KCHA can, notify impacted residents, flag utilities, protect infrastructure, move vehicles, cordon area, etc.
- Clear site as necessary & legally dispose of debris.
- Prep home for movement, securing appliances for safe transport.
- Prep site to receive home, excavate for pit set of home noting utility locations, hook-ups, etc.. Install 6" compacted 5/8" gravel. Provide proper grading-slope shall be 1/2" per foot away from home in all directions for 10'. Provide adequate drainage.

- Use Robocat when necessary to maneuver homes, taking care to avoid damage to new asphalt paving
- Install foundations. Pier system of concrete blocks conforming to ASTM designation C90, grade N.
- Piers shimmed and wedged so all piers make equal contact with the home
- Ensure that home is level
- Stabilizing system consisting of Earth Anchors and steel straps connected to the home's longitudinal steel beams and/or exterior walls, installed to manufacturer's specifications
- All anchors must be certified by a licensed engineer and capable of resisting a minimum load of 4,725 lbs.
- Longitudinal tie downs installed at end of each I-beam
- Side wall or diagonal tie downs installed at each exterior I-beam no more than 2' from the end of each I-beam and spaced no more than 11' apart
- Minimum 6 mil black polyethylene ground cover installed beneath home
- Provide structural connections per manufacturer's specifications.
- Seal & gasket, tape, texture and paint at all interior & exterior marriage lines
- Tape, texture and paint repair as needed
- Installation of carpet throughout home
- Connect and test all utilities, including electrical, HVAC, water and sewer hook ups and connections between sections. Hook up utilities, including electrical permit and coordinating with PSE. Connect water and sewer lines per applicable codes including a clean-out fitting in the sewer line above ground under the home and convenient to an access panel in the skirting. Relief valve tubes, drain pan tubes and other such drains must terminate outside of the skirting and no more than six inches above ground. Obtain permits as necessary.
- Professional cleaning
- Completion of walkthrough with KCHA and a manufacturer's representative
- Completion of items to be addressed by the manufacturer on an owner approved, dealer-prepared punch-list. Repair transit damage.
- Home shall be ready for immediate occupancy at the time of turnover. All appliances and moveable parts shall be secured, functional with packaging removed.

INSTALLATION/SITE IMPROVEMENT REQUIREMENTS

KCHA is looking for a dealer that has existing connections with a local contractor/installer to perform the following additional tasks. Bid shall include:

- Obtaining all required permits and following all applicable code requirements
- Excavate for pit set installation
- Skirting attached so as to prevent water from being trapped between the siding or trim and the skirting material
- Install skirting using 2 X 4 framing including bottom plate, all pressure-treated for ground contact. Skirting to match home siding with painted cedar trim, painted to match the exterior of the home
- Provide crawl space vents with painted galvanized louvers per code in skirting. One sq. ft. of vent per 150 sq. ft. of floor area, or 1 vent near the ends of all four wall (8 vents minimum), whichever is greater
- Crawl space access door with opening not less 18" wide x 24" high. Locate so that utility connections under home are accessible

- Provide heating crossover duct, electrical crossovers and plumbing freeze protection per best industry standards in conformance with manufacturer's specifications.
- Electrical hook up to home from meter pedestal
- Install two freeze-protected hose bibbs at each home
- Install belly fabric, interior & exterior sealing, etc. Hook up and test all systems
- Install prefinished, continuous metal gutters, sloped to drain properly
- Install downspouts at each corner, (4 minimum) with bottom elbows emptying onto splash-blocks
- Provide a compacted gravel driveway 10' wide and 36' long along the entry side each new home, sloping 2% down toward the edge of existing pavement

CONSTRUCTION-PHASE SERVICES:

- Maintain daily logs, supervision and oversight
- Maintain clean and tidy work sites.

ALTERNATIVE CONSTRUCTION REQUIREMENTS

Specify price differential, if any, for the following items:

- Relocate entry door to front end wall of PLAN A homes located on 1st Ave. Recess entry into plan, provide covered porch. Relocate porch, steps and railing to front of home.
- Mirroring of home plans, PLAN A homes located on 1st Ave (opposite hand)
- Provide vinyl siding and trim in lieu of painted fiber-cement siding with wood trim
- Construction of wheelchair accessible ramp in lieu of front entry steps, of same (treated wood) material, to match other porches
- Provide barrier-free access throughout interiors, including 34" nominal (minimum) interior door widths, lever door hardware and grab bars at the toilets and baths
- Alternative exterior trim package to vary appearance of homes with identical plans, PLAN A homes located on 1st Ave

BID EVALUATION

Bid will be awarded to the responsive, responsible and most qualified bidder. KCHA will evaluate and rate bids as being “responsive and responsible” based on the following criteria:

SELECTION CRITERIA:

- **Price: 25 points.** Price includes the sales price of the home as well as the total cost for the move and installation of each home. A line-item budget must be provided, including at least the following itemized costs on a per-unit and total cost basis.
 - General conditions. Includes overhead and profit, office and administrative costs.
 - Preparation of home for delivery
 - Transport
 - Site prep, utilities
 - Set homes, attach sections, install blocking and ground anchors
 - Complete interior and exterior finishes, roof and flooring at marriage line
 - Install Skirting
 - Install gutters and downspouts
 - Construct stairs and porches
 - Hook up utilities
 - Unit cost for two freeze-protected hose bibb per home
- **Qualifications experience and customer service: 25 points.** Experience in applicable manufactured home installations, prior work in Black Diamond, resume, references, key staff, capacity, etc. Demonstrate ability to perform work and provide services described in this proposal. Items listed on the Bidder's Experience Record and Qualifications/Subcontractor list. Dealer's record and ability to provide customer service and warranty work after project completion. Dealer's access to manufacturers, and factories. If using subcontractors, list their qualifications.
- **Responsiveness and completeness: 10 points.** Provision of all items requested, in form and content, plus answers, questions and participation in this process. Break-down of information as requested. Demonstration of comprehensive understanding of big-picture and attention to detail.
- **Schedule: 25 points.** Include a CPM schedule including start date and significant milestones. Describe timeframe to completion, availability, flexibility and your anticipated process and workflow.
- **Reference checks: 15 points.** Include references checks for both dealer and subcontractors. A responsible and qualified company must meet the following standards:
 - Have documented experience in manufactured home sales, transport, set-up and close-out.

- Have the technical and financial resources to perform and complete the projects successfully in compliance with the contract documents.
- Have a good record of past performance which includes, but is not limited to, quality of work, ability to complete projects on time, integrity, compliance with public policy, financial, contractual and tax obligations, and Federal and State rules and regulations in performing contracts.

“Price” item (first item above) will be ranked highest to lowest amongst all bidders. Subsequent items will be considered subjectively.

At their sole discretion, KCHA may interview responders as part of the selection process and change evaluation points based upon the results of the interview. KCHA also reserves the right to perform an inspection of dealer and/or manufacturer facilities prior to final bid award to ensure dealer meets responsible bidder and product quality criteria.

SELECTION PROCESS:

KCHA will check and evaluate all submittals for responsiveness to this RFP. A committee of KCHA personnel will rate dealers. The rating system will be in accordance with the Evaluation Criteria listed above.

- If your bid is not selected, KCHA will issue, in writing, the specific reasons for this determination. Your company will be allowed to appeal this decision. The appeal must be in writing and must be delivered to KCHA at the address provided in the “not responsible” determination within 2 business days of the determination. The appeal may include additional information that was not included in the original bid documents. KCHA will make a final determination after receipt of the appeal. The final determination may not be appealed.

Section 3

BID FORMS AND DOCUMENTS

NOTICE TO ALL BIDDERS:

Please remove this section from the rest of the manual for submission on the day of the bid. The purpose for the following instructions is to create conformity which will enable the processes to for analysis to take place.

FORM OF PROPOSAL

- Please complete all forms within this section of the manual and submit only the forms contained in this section as part of your proposal.
- Do not commingle forms or references within these documents. Additional forms or references that you wish to include may be added to the end.
- Please keep collation or sequence of these documents as they are herein.

NOTE: For good cause, KCHA may elect to reject or waive any informality to a specific bid response when in the best interest of the project.

All responsive Bids **MUST** contain the following:

- Bid Proposal form
- Plans and Elevations
- Outline Specification
- Bidder's experience
- Bidder's Qualifications and Proposed Subcontractor list
- Non-collusive Affidavit

<p style="text-align: center;">BID PROPOSAL FORM RAINIER VIEW MANUFACTURED HOME DEALER</p>
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BIDDERS:

The undersigned, (Legal Name of Bidder) _____
On this date: _____, having thoroughly familiarized him/herself with the local site conditions, specifications and all documents contained in the project manual as prepared by MCHP, hereby propose to furnish labor, materials, equipment, permits and all other costs necessary to complete the work described below at the following location:

Rainier View, 32631 1st Ave, Black Diamond, WA 98010

GENERAL SCOPE OF WORK SUMMARY:

KCHA is seeking a local manufactured home dealer to provide new homes at Rainier View. The dealer will be responsible for coordinating all aspects of new home placements in the community. This includes the manufacture, excavation for pit set, site prep, delivery, installation and set up on new manufactured homes and related site improvements. Related site improvements include installation of skirting, stairs, awnings, gutters, downspouts, water, sewer and electrical hook ups and constructing a cement driveway. The dealer and/or the dealer's subcontractors will perform all work necessary to make a home ready to move into and live—literally, a turn-key operation.

Base Bid: (Total price per plan, installed on site and “move in ready.”)

32622 1st Ave (A), one 24'x52' two bedroom, two bathroom home

Lump Sum: \$ _____

32708 1st Ave (E), one 24'x48' two bedroom, two bathroom home

Lump Sum: \$ _____

Cost Breakdown Items: (To be included for complete bid; not to determine low bidder.)

Cost Breakdown—32622 1st Ave (A)

Model Name/#	_____
Square footage:	_____ 1248 _____
Base Home Price:	\$ _____
Delivery and Set Up:	\$ _____
Excavation for pit set	\$ _____
Installation and Site Improvements:	\$ _____
32622 1 st Ave (A) Total:	\$ _____ (Should match Lump Sum above)

<p style="text-align: center;">BID PROPOSAL FORM</p>

RAINIER VIEW MANUFACTURED HOME DEALER
--

Cost Breakdown— 32708 1st Ave (E)

Model Name/#		
Square footage:	1152	
Base Home Price:	\$	
Delivery and Set Up:	\$	
Excavation for pit set	\$	
Installation and Site Improvements:	\$	
32708 1 st Ave (E)	Total:	\$ (Should match Lump Sum above)

Alternate Bid Items

(Must be included for bid to be considered complete: Alternate Bid items will be used for accumulative change orders. All Alternate Bid items to be completed in accordance with project specifications.)

- Relocate entry door to front end wall of PLAN A homes located on 1st Ave.
Recess entry into plan, provide covered porch. Relocate porch, steps and railing to front of home.

\$ _____

- Mirroring of home plans, PLAN A homes located on 1st Ave (opposite hand)

\$ _____

- Construction of wheelchair accessible ramp in lieu of front entry steps, of same (treated wood) material, to match other porches

\$ _____

- Provide barrier-free access throughout interiors, including 34" nominal (minimum) interior door widths & lever door hardware. Grab bars at the toilets and baths

\$ _____

- Alternative exterior trim package to vary appearance of homes with identical plans, PLAN A homes located on 1st Ave

\$ _____

Sales and Use Taxes

KCHA is the contractor party and is exempt from sales tax.

Bid Warrantee

All the above bids are warranted at this amount for 180 days.

Plans and Elevations

Attached hereto is a complete set of plans and elevations for each housing type listed above.

Outline Specifications

Below is a complete set of Outline Specifications in the prescribed format requested.

PLAN: Item/Location	Manufacturer	Material/ Spec	Thickness/ Coats	Grade
Framing Lumber:				
Walls				
Floor				
Floor Sheathing				
Wall Sheathing				
Roof Sheathing:				
Interior				
Exterior (eaves, soffits)				
Siding				
Windows				
Paint:				
Interior				
Exterior				
Interior Walls/Ceiling Finish				
Shingles				
Plumbing Fixtures				
Tub/Shower Combo				
60" Shower Stall				
Lavatory Sink				
Kitchen Sink				
Toilet				
Tub/Shower Faucet				
Lavatory Faucet				
Kitchen Faucet				
Furnace				
Door Hardware:				
Privacy Locksets				
Passage Locksets				
Appliances:				
Refrigerator				
Range				
Hot Water Heater				
Dishwasher				
Garbage Disposal				
LVP Flooring				
Carpet				
Carpet Pad				
Light Fixtures:				
Kitchen				
Kitchen Sink				

Dining Room				
Bedrooms				
Bathrooms				
Hallway				
Front Exterior Door				
Rear Exterior Door				

Bidders Qualifications and Proposed Subcontractors

Attached hereto is a signed and completed Statement of Bidders Information.

Award of Contract / Rejection of Bids

The Undersigned acknowledges the right of KCHA to reject any and all bids.

Time of Completion

The Undersigned agrees to commence work under this contract on or before a date to be specified in an initial written "Notice to Proceed." Now home orders will be placed as space and funds become available. For each home placement, work shall be substantially complete not later than 90 days following the date of initial order and fully complete within 15 days after date of substantial completion.

Respectfully Submitted,

Signature of Bidder

Address

By

City/State/Zip

Title

Telephone

State of Washington UBI Number

BIDDER INFORMATION

Name of Bidder (Company) _____

Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Business Type: General Contractor () Other () (Please specify): _____

Bidder is a(n): () Individual () Partnership () Joint Venture
() Incorporated in the state of _____

List business names & associated UBI # used by Bidder during the past 5 years if different than above:

Bidder has been in business continuously from: _____

Month, Year

Business License #: _____ Federal ID #: _____

Current UBI #: _____

Dept. of L&I Worker's Comp. Acct. #: _____

Bidder has experience in work "Similar in Scope and Complexity" comparable to that required for this Project:

As a prime contractor for _____ years. As a subcontractor for _____ years.

OWNER(S) OF COMPANY (List all owners):	OWNER'S SOCIAL SECURITY NUMBER (only required if sole proprietorship):

NO. of regular full-time employees other than owner(s): _____

Indicate clearly the kind of work your company will actually perform in this project:

Approximate % of work your company will actually perform: _____

List the supervisory personnel to be employed by the Bidder and available for, and intended to, work on this project:

Name	Title	How Long With Bidder

BIDDER INFORMATION

Do you intend to use Subcontractor(s) in this project? () No () Yes (If yes you must show the names of the subcontractors. Attach additional pages as necessary)

Subcontractors Name	Subcontractor's UBI#	Phone Number	Trade	Years in Business
1.				
2.				
3.				
4.				
5.				

BIDDERS EXPERIENCE RECORD

List a minimum of 5 other manufactured home communities in which homes from your dealership have been installed in the past five years. List the most current projects first.

1. Community Name: _____

Address: _____

homes installed: _____

Date of last installation: _____

Duration (Months) _____

Last installation contract amount: \$ _____

Total contract amount in this community: \$ _____

Nature of work: (included oversight of site-built improvements? Site prep? If yes, which items?) _____

Reference Name: _____ Reference phone/email: _____

2. Community Name: _____

Address: _____

homes installed: _____

Date of last installation: _____

Duration (Months) _____

Last installation contract amount: \$ _____

Total contract amount in this community: \$ _____

Nature of work: (included oversight of site-built improvements? Site prep? If yes, which items?) _____

Reference Name: _____ Reference phone/email: _____

BIDDER INFORMATION

3. Community Name: _____

Address: _____

homes installed: _____

Date of last installation: _____

Duration (Months) _____

Last installation contract amount: \$ _____

Total contract amount in this community: \$ _____

Nature of work: (included oversight of site-built improvements? Site prep? If yes, which items?) _____

Reference Name: _____ Reference phone/email: _____

4. Community Name: _____

Address: _____

homes installed: _____

Date of last installation: _____

Duration (Months) _____

Last installation contract amount: \$ _____

Total contract amount in this community: \$ _____

Nature of work: (included oversight of site-built improvements? Site prep? If yes, which items?) _____

Reference Name: _____ Reference phone/email: _____

5. Community Name: _____

Address: _____

homes installed: _____

Date of last installation: _____

Duration (Months) _____

Last installation contract amount: \$ _____

Total contract amount in this community: \$ _____

Nature of work: (included oversight of site-built improvements? Site prep? If yes, which items?) _____

Reference Name: _____ Reference phone/email: _____

(Attach separate pages as required)

BIDDER INFORMATION

Owner's Name (of project listed above)	Project Address	Contact Person	Phone Number
1.			
2.			
3.			
4.			
5.			

List any experience your dealership has in the City of Black Damond and familiarity of your installation crew/subcontractors with Black Diamond code requirements.

List any experience your dealership has in providing homes for Housing Authorities or non-profit organizations.

List key staff that will be providing services under this contract, briefly describing their role and experience. List the Principal(s), Project Manager, Foreman/Superintendent and all workers that will be assigned to this project. Include the specific experience of personnel who will be involved in moving and reinstalling the homes.

List your company's warranty terms and procedures and customer satisfaction record. : Describe Quality Control/Quality Assurance program, including documentation to be provided. List close-out documents, such as operation and maintenance manuals, warrantees, guarantees, etc.

Briefly describe invoicing and progress payment procedures, including liens, liens releases and documentation. Describe your scheduling and your requirements of the owner (KCHA).

BIDDER INFORMATION

List Value Engineering and suggested alternatives and changes to improve the project.

Has Bidder ever been found guilty of violating any State or Federal employment laws?

☐ No ☐ Yes If yes, give details & attach additional pages as necessary:

Has Bidder ever filed for protection under any provision of the federal bankruptcy laws or state insolvency laws?

☐ No ☐ Yes If yes, give details & attach additional pages as necessary:

The bidder hereby certifies that the information contained in this Bidder's Experience Record is accurate, complete, and current.

By: _____

Name: _____

Title: _____

Date: _____

BIDDER INFORMATION	
--------------------	--

Date	Type of Injury	Agency Receiving Claim

CONTRACT FORM

This Contract is entered into by and between the King County Housing Authority, hereinafter referred to as the "Owner" whose principal office is located at 600 Andover Park West, Seattle, WA 98188 and [Name of Contractor], referred to as the "Contractor", whose principal office is located at [Contractor's Address].

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1.1 Contract Documents

- A. The provisions set forth in the Contract Documents are hereby incorporated into and made part of the Contract. Contractor acknowledges receipt and review of all Contract Documents applicable to performance of the work. The Contract shall consist of the following component parts:

1. This Instrument
2. Addenda
3. Specifications
4. Appendix Information & Data
5. Site Plans
6. Bid Form
7. Pre-Bid Agenda
8. General Conditions
9. Instructions to Bidders
10. Performance and Payment Bonds

- 1.2 Scope of Services to be Performed by the Contractor: The Contractor shall provide all labor, materials, tools, equipment, transportation, supplies, and incidentals required to complete the work in accordance with the Contract Documents for:

Project: Rainier View MHP House Installation

Contract No.: MGH240131

- 1.3 Compensation: The total amount of the Contract shall be [\$\$\$] dollars and [¢¢] cents (\$[\$\$\$.[¢¢]]) subject to additions and deductions provided therein.
- 1.4 Duration of Contract: The Contractor shall commence work after receipt of Notice to Proceed, follow the schedule specified in the contract documents, and all work must be completed within one hundred eighty (180) consecutive calendar days from the date of the Notice to Proceed unless sooner terminated pursuant to the General Conditions. Upon expiration of the original Contract term, the Contract, at the Owner's sole discretion, may be extended for a period determined by the Owner.
- 1.5 Liquidated Damages: Timely performance and completion of the Work is essential to Owner and time limits stated in the Contract Documents are of the essence. If Completion of the Work does not occur within the Contract Time, the Contractor agrees that Liquidated Damages in the amount of \$250.00 per day will be assessed for each calendar day that the Contractor exceeds the time for completion.

The individuals signing this Contract warrant and represent for themselves and for their respective organizations that they are duly authorized to sign this Contract and that upon such signing their respective organizations are bound thereby.

DATED this [] day of [], 2024.

Contractor

Owner

President/Owner

Robin Walls
President/CEO
KING COUNTY HOUSING AUTHORITY

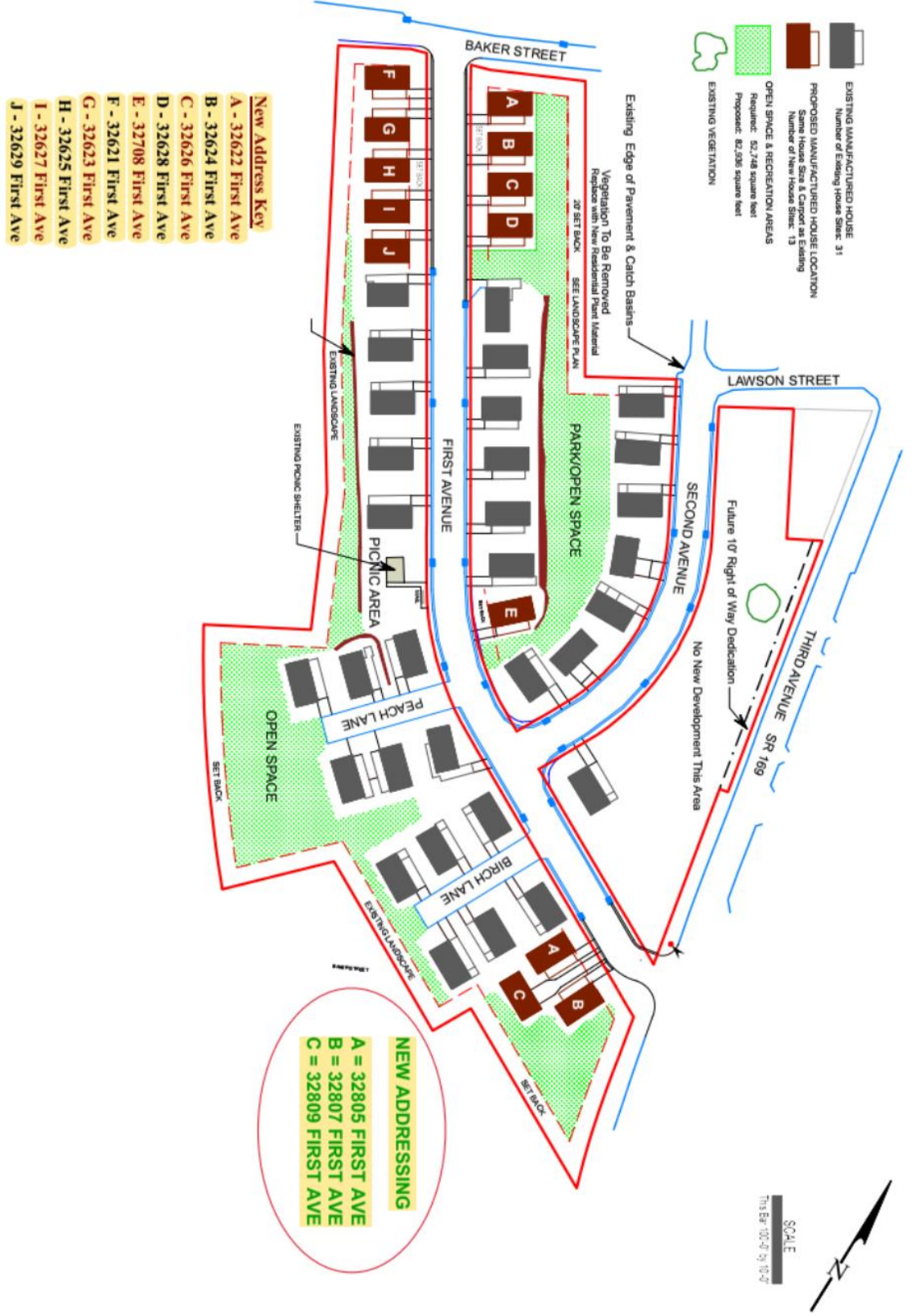
CERTIFICATE OF INSURANCE						DATE(MM/DD/YY) Issue Date	
PRODUCER Vendor's Insurance Agent Street Address City, State, Zip Phone Number			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED Vendor Name Street Address City, State, Zip			COMPANIES AFFORDING COVERAGE				
			COMPANY A	ABC Insurance Company			
			COMPANY B	DEF Insurance Company			
			COMPANY C	GHI Insurance Company			
			COMPANY D				
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY	XXX123	01/01/00	01/01/01	GENERAL AGGREGATE		2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/PROP AGG		1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY		1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE		1,000,000
					FIRE DAMAGE (Any one fire)		50,000
					MED EXP (Any one person)		5,000
B	AUTOMOBILE LIABILITY	XXX456	01/01/00	01/01/01	COMBINED SINGLE LIMIT		1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)		
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)		
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE		
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT		
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:		
					EACH ACCIDENT		
					AGGREGATE		
	EXCESS LIABILITY				EACH OCCURRENCE		
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE		
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM						
C	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY	XXX789	01/01/00	01/01/01	<input checked="" type="checkbox"/> STATUTORY LIMITS		
	THE PROPRIETOR/ PARTNER/EXECUTIVE OFFICERS ARE:				<input type="checkbox"/> INCL	EACH ACCIDENT	1,000,000
					<input type="checkbox"/> EXCL	DISEASE-POLICY LIMIT	1,000,000
						DISEASE-EACH EMPLOYEE	1,000,000
	OTHER						
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS King County Housing Authority is named as additional insureds with respect to above general liability and auto coverage. Re: Contract #MGH240131. Insured's work/services provided at Rainier View Mobile Home Park, 32631 1st Avenue, Black Diamond, WA 98010.							
CERTIFICATE HOLDER King County Housing Authority 600 Andover Park West Seattle, WA 98188-3326			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.				
			AUTHORIZED REPRESENTATIVE Signature of Insured's Agent				
ACORD 25-S (3/93)			ACORD CORPORATION 1993				

PROVIDE

GENERAL LIABILITY
ENDORSEMENT

and

AUTO LIABILITY
ENDORSEMENT



New Address Key

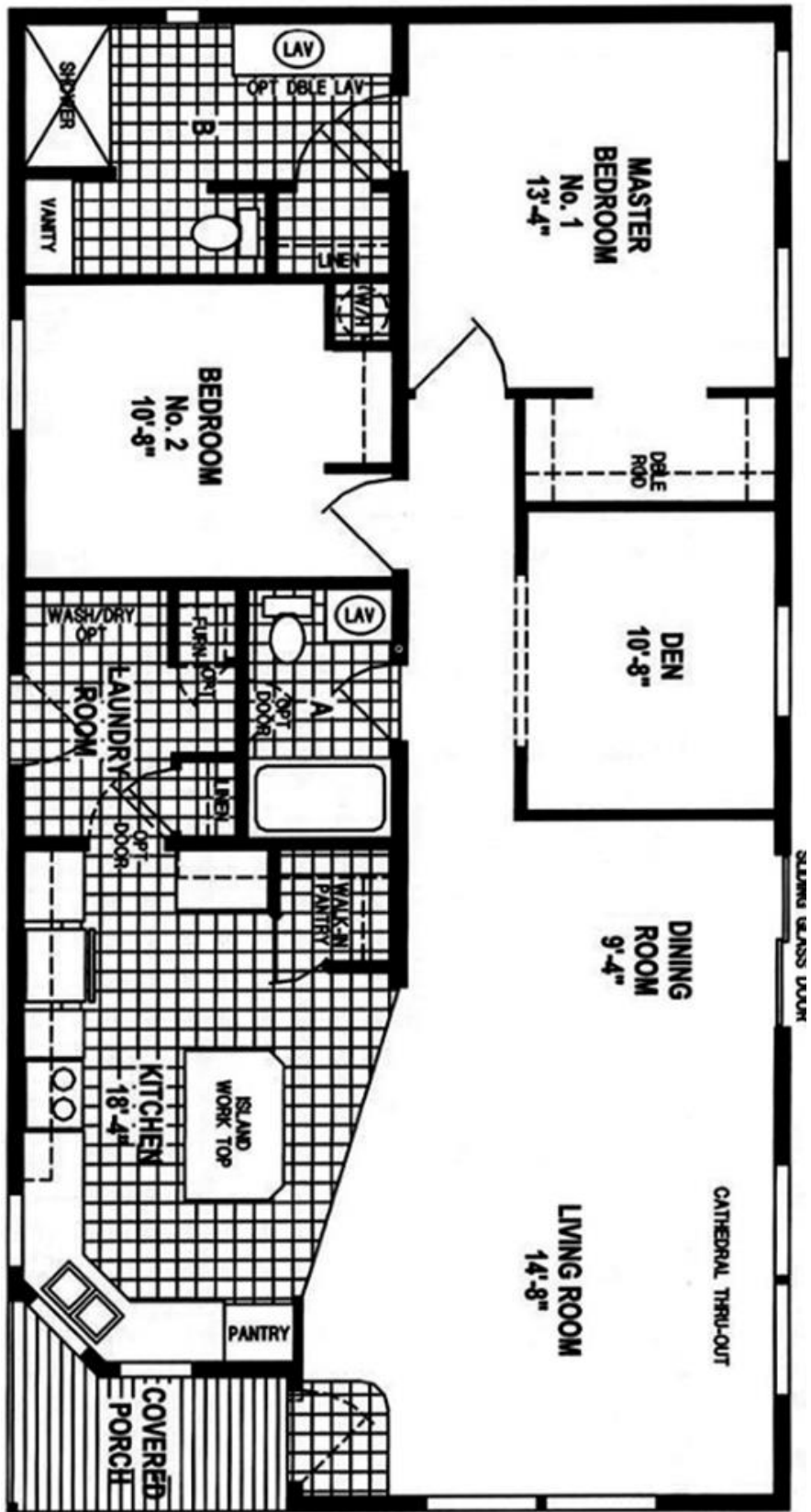
A - 32622 First Ave
B - 32624 First Ave
C - 32626 First Ave
D - 32628 First Ave
E - 32708 First Ave
F - 32621 First Ave
G - 32623 First Ave
H - 32625 First Ave
I - 32627 First Ave
J - 32629 First Ave

Samples of floor plans of living spaces
in the front, facing the street and
bedrooms in the back

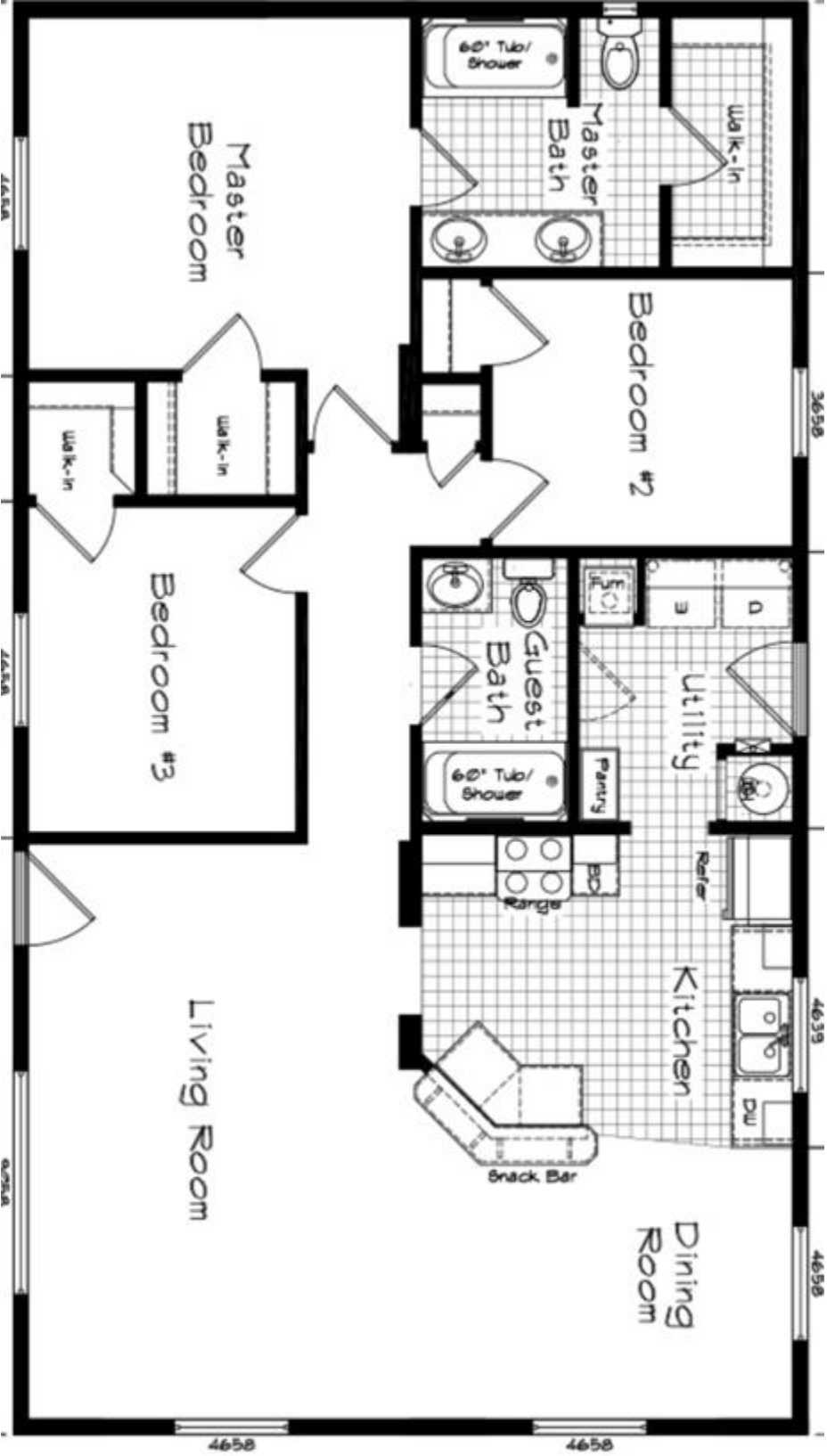
Floor Sample 1



Floor Sample 2



Floor Sample 3



Floor Sample 4

