



Tacoma Housing Authority  
902 South L Street  
Tacoma, WA 98405

## **Request for Proposals: Roof and Gutter Maintenance**

**Open Date: February 27, 2024**

**Submission Deadline: March 12, 2024, 3:00 pm**

Late Proposals Not Accepted

For Questions concerning this Solicitation, please contact THA's contracting team at [contracts@tacomahousing.org](mailto:contracts@tacomahousing.org).



### **About Tacoma Housing Authority**

Established in 1940, Tacoma Housing Authority provides high-quality, stable, and sustainable housing and supportive services to people in need. It does this in ways that help people prosper and communities develop equitably.

THA develops and manages real estate and provides rental housing. In partnership with thousands of private landlords, it helps families pay their rent in the private rental market. It delivers supportive services to help families succeed as “tenants, parents, students, wage earners and builders of assets who can one day live without assistance.”

THA strives to work in ways that help to ensure our community is a safe, vibrant, and just place to live, work, attend school, shop, and play.

For more information about Tacoma Housing Authority, visit [www.tacomahousing.org](http://www.tacomahousing.org).

**I. Introduction:**

The Tacoma Housing Authority is seeking bids for **Roof and Gutter Maintenance**

**II. Schedule:**

	<b>Date</b>	<b>Time</b>
<b>RFP Release Date</b>	<b>2/27/2024</b>	
<b>RFI Deadline</b>	<b>3/5/2024</b>	<b>3:00 pm</b>
<b>RFP Submission Deadline</b>	<b>3/12/2024</b>	<b>3:00 pm</b>
<b>THA evaluation period</b>	<b>3/12/2024- 3/19/2024</b>	
<b>Notice of Award</b>	<b>3/19/2024</b>	
<b>Anticipated Contract Start Date</b>	<b>3/25/2024</b>	

**III. Scope of Work:**

**Location:** Tacoma Housing Authority Salishan Community.

Clean and maintain roofs and gutters free of moss and debris. Blow off roof, clean gutters, chemically treat roof for moss (granular or spray) where ordered, remove debris from the work site, clear downspout blockages, repair minor gutter/downspout failures and conduct inspections of gutters, and visible issues with roofing and areas not seen from the ground. Adjust gutters as necessary to allow for proper drainage and prevent gutter overflows as needed. Comply with all safety as needed to satisfy current city, state, and federal regulations. Dispose of all trash and debris generated by the work.

- Provide an annual and semi-annual option.
- Furnish all labor, transportation and disposal services, permits, insurance, and equipment.
- Install a safety barrier around the designated work area to prevent unauthorized people from entering the work area.
- The contractor will be responsible for damage incurred to the property as a result of the cleaning process.
- Provide a site-specific fall prevention plan upon request.
- Use appropriate ladders equipped with stabilizers or tied off.
- Provide a timeline and schedule for property.
- Daily cleanup shall be required.

**IV. Proposal Requirements:**

For the proposals to be considered responsive, vendors should submit the following with their bid packet:

- Cover Letter
- Company Profile and Qualifications
- Completed Contractor/Vendor Intake Form – Exhibit C
- OMWBE Certification if applicable
- MWBE Self Attestation if applicable
- Completed Price List

**V. Evaluation Criteria:**

<b>Complete Proposal Packet</b>	<b>20 pts.</b>
<b>Cover letter</b>	<b>10 pts.</b>
<b>Company Profile and Qualifications</b>	<b>20 pts.</b>
• <b>OMWBE certified businesses, if not certified, a self-attestation form must be completed attached)</b>	<b>10 pts.</b>
<b>MWBE Certification if applicable</b>	<b>10 pts.</b>
<b>Price List</b>	<b>30 pts.</b>

**VI. Proprietary Proposal Material:**

Any records or materials submitted to Tacoma Housing Authority become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act at <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>).

**VII. Exhibits to RFP:**

- Exhibit A: THA Insurance Requirements
- Exhibit B: THA Sample Contract
- Exhibit C: Contractor/Vendor Intake Form
- Exhibit D: MWBE Self Attestation Form
- Exhibit E: Pricing List

**Contact Information:**

If you have any questions or require additional information, please contact THA's contracting team at [contracts@tacomahousing.org](mailto:contracts@tacomahousing.org).

Thank you for your interest.