



**KING COUNTY
HOUSING AUTHORITY**

REQUEST FOR QUALIFICATIONS

For

**FLEET MAINTENANCE AND
RELATED SERVICES**

For

THE KING COUNTY HOUSING AUTHORITY

Request for Qualifications Issued: September 15, 2003

Proposal Due: October 1, 2003

This RFQ includes the following documents:

- 1) Proposal**
- 2) Exhibit A—Description of routine maintenance, WMBE status**
- 3) Exhibit B---Description of expected safety programs**
- 4) Exhibit C—Fleet Information**
- 5) Exhibit D—HUD form #5369-C**
- 6) Exhibit E—Section 3 Information and Certification**
- 7) Exhibit F—HUD Form #5369-B**
- 8) Exhibit G—HUD Form #5370-C**

Request for Qualifications For Fleet Maintenance

The King County Housing Authority (KCHA) is issuing a competitive Request for Qualifications (RFQ) from qualified Vendors to provide fleet maintenance coverage, repair and related services. KCHA has mixed auto fleet of passenger cars, vans, maintenance trucks, mini bus and special use vehicles (dump trucks, street sweepers, etc.). KCHA's fleet size averages around 175 vehicles. See Exhibit C for a detailed description of the KCHA fleet.

Obtaining the RFQ: To obtain the RFQ package, please contact the Tim Baker at 206-574-1111 or email timb@kcha.org.

Questions: Any questions or requests for further information or clarification must be directed to Tim Baker in writing, either through US mail (please use certified mail) or email (timb@kcha.org) no later than September 26, 2003 at 2:00 pm local time.

Submission Deadline: Sealed Statements of Qualifications, in accordance with conditions defined in the RFQ, must be received via USPS Certified mail, overnight delivery services (UPS, etc.) or hand delivered to the central office (600 Andover Park West, Tukwila, WA 98188) **no later than 2:00 pm local time Wednesday October 1, 2003. Faxed or emailed submittals will not be accepted.** Please submit three (3) copies of the proposal, with the exception being the HUD #5369-C and Section 3 Certification forms, only one copy is needed of those 2 forms. **Any proposals received after this date/time shall remain unopened and returned to the Vendor.**

Evaluation: KCHA expects to select the Vendor that is best qualified to provide the services described in this RFQ based upon the evaluation criteria set forth in the RFQ. KCHA reserves the right to waive any information or irregularities in submittals, or to reject any and/or all proposals.

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INTRODUCTION

King County Housing Authority Background: KCHA is a municipal corporation that was created in 1939 in order to provide housing assistance to low-income residents. KCHA operates in King County outside the Cities of Seattle and Renton, and administers over 15,000 low and moderate income apartment units under a variety of federal, state and local assisted housing programs which support a wide mix of single, family, disabled and special needs households. Primarily financed by the U.S. Department of Housing and Urban Development (HUD), KCHA manages, maintains and modernizes these housing units. KCHA also develops housing for its own portfolio and in partnership with investors and other parties. Over the past 10 years, KCHA has financed and developed a mixed income portfolio of over 4,000 additional units of affordable and low income rental housing that now exceeds the size of its federally assisted low income public housing inventory. KCHA is governed by a 5 member Board of Commissioners who are appointed by the King County Council. The Executive Director is appointed by and reports to the Board and is responsible for staff hiring and direction.

SCOPE OF WORK

Vendor shall provide routine and non-routine maintenance and repair work for the entire KCHA fleet of vehicles. In addition, KCHA would like the Vendor to provide physical damage maintenance, 24/7 towing services, loaner cars, discounted car washes, safety and recall procedures, reporting and tracking software, mobile routine maintenance service and warranties on work performed.

DURATION OF WORK

The contract for services shall be two years from the date of the executed contract, with a one year extension, for a total period of up to 3 years, granted at the discretion of KCHA.

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INFORMATION TO BE SUBMITTED WITH THE RFQ

KCHA reserves the right to request additional information, if necessary, in order to complete the evaluation and selection process. The Statement of Qualifications must present the Vendor’s experience and qualifications to undertake the fleet maintenance services specified above and should address, in order, the issues described in each of the sections below and should identify each section to facilitate quick reference. Respondents may incorporate additional information relating to each of the sections outlined below to respond to the evaluation criteria. Respondents choosing to provide additional materials, e.g., Vendor brochures, profiles, etc, should include them in a separate section of the proposal.

All respondents should familiarize themselves with KCHA’s fleet information, since the prices of routine and non-routine maintenance will differ with the many types, brands, models of vehicles KCHA owns and operates. See Exhibit C for detailed information.

- 1) **Letter of Interest:** The letter of interest should briefly summarize the Vendor’s qualifications. An Officer of the Vendor authorized to execute contracts or other similar agreements must sign the letter.
- 2) **General qualifications and experience:**
 - a) Provide a description of the Vendor, history and other general information that describes the Vendor’s qualifications and capacity to undertake this work.
 - b) Provide a list of clients of comparable size and scope that the Vendor has provided similar fleet maintenance services for in the last 5 years.
 - c) Discuss projected workload for this and other competing projects and show that the Vendor has the capacity to work on a project of this magnitude.
 - d) Provide references or letters of recommendation from at least 3 recent clients.
 - e) Executed HUD form #5369-C “Certifications and Representations of Offerors Non-Construction Contract” in Exhibit D.
 - f) Identify staff assigned to KCHA account that will perform and be responsible for the delivery of the above noted services. Include a brief resume, job description and title of each person.
 - g) Signed Section 3 business information and certification form in Exhibit E
 - h) Safety procedures as described in Exhibit B.

EVALUATION CRITERIA

All responses to this RFQ that are received on or before the stated deadline will be evaluated by a review panel according to the criteria listed below:

Criteria	Points Assigned
Network of available subvendors (Jiffy Lube, etc.) in King County, South Snohomish County and North Pierce County to provide routine maintenance (shop and mobile), non-routine maintenance, physical damage maintenance, towing services, car washes and loaner cars. See Exhibit A for details on services expected.	25

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EVALUATION CRITERIA (continued)

Criteria	Points Assigned
1) Safety procedures. Specifically, what safety procedures are done at each service, annually and after collision work is performed. 2) Warranties offered on work performed. See Exhibit B for details on procedures expected.	15
Mobile routine maintenance services for vehicles at the agency's 2 administrative offices in Tukwila and for the 5 area management offices around King County. Ability to schedule service in advance. See Exhibit A for details on services expected.	10
24/7 towing service, loaner car availability, discounted car wash services.	10
Full maintenance program for newer or newly purchased vehicles.	10
Reporting and tracking software, billing system, notification to KCHA of routine maintenance. Recall procedures when notified by the manufacturer of a recall situation.	10
24 hours or less turnaround for routine maintenance, average time frame of turnaround for non-routine maintenance or repairs.	10
Availability of a "fleet card" for staff use/billing/tracking.	5
**Section 3 business	5
Total points available	100

**See Exhibit E and attached documents for Section 3 of the Housing and Urban Development Act of 1968 requirements, preference for Section 3 businesses, evaluation instructions and documentation requirements. Respondents who meet the Section 3 business categories must indicate in this proposal under which category they are qualified and are responsible for providing all documentation or other information which supports the respondent's declared category.

INTERVIEWS

KCHA reserves the right to conduct interviews with any and all Vendors submitting Statements of Qualifications. Interviews shall take place after the evaluations by the review panel. The purpose of the interview is to seek clarifications or to ask additional questions. Interviews will not impact points assigned to each Vendor by the review panel.

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COST PROPOSAL

After a Vendor has been selected, KCHA and the Vendor shall enter into negotiations to determine costs and the selection of the network of specific subvendors. If costs cannot be successfully negotiated, KCHA reserves the right to withdraw the selection and to negotiate with the 2nd rated Vendor. KCHA shall closely monitor billing during the contract period to ensure negotiated costs are met.

GENERAL CONDITIONS

- 1) **Basic requirements:** The Vendor shall meet the requirements of Exhibit F, HUD form #5369-B; and, if applicable, Section 3 business as outlined in Exhibit E.
- 2) **Addenda:** In the event there are changes or clarifications to this RFQ, KCHA shall issue an addendum. Addenda will only be sent to those parties who have registered with KCHA as having received an official copy of the RFQ from KCHA. It is the responsibility of the respondent to check with KCHA prior to submittal deadline to ensure that all addenda issued by KCHA have been received or to call the KCHA contact named in this RFQ.
- 3) **Rights reserved by KCHA:** KCHA reserves the right to waive any irregularities or informalities in the RFQ and to reject any and/or all Statements of Qualification. KCHA will generally not disclose the number of responses received, the names of the respondents, or the status of negotiations until the Executive Director or his assignee has approved the award of the contract.
- 4) **The coverage specifications included in this RFQ are a basic requirement:** Consideration will be given to all respondents that are proposing variations from the specifications contained in this RFQ. KCHA reserves the right to select any variation that appears beneficial to its interests. The variation may be a primary response or proposed as an alternative. Additional special coverage or endorsements may be negotiated with the successful respondent after award as additional requirements are identified. Please indicate any specific additions or extensions of coverage included in this RFQ and specify how premiums will be paid.
- 5) **Women and Minority Owned Business Enterprises (WMBE):** KCHA strongly encourages WMBEs, as well as socially and economically disadvantaged enterprises to participate in responding to this RFQ. Small businesses are also encouraged to respond to this RFQ. Please include any applicable certifications with this proposal.
- 6) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 requires that KCHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of KCHA communities and other low income residents of King County.
- 7) **Basic Eligibility:** The successful Vendor must be licensed to do business in the State of Washington, must have a state UBI number and be properly authorized and be licensed (if required by law) to perform the services proposed. In addition, the successful respondent must not be debarred, suspended or otherwise ineligible to contract with KCHA, and must not be included on the General Services Administration's (GSA) "List of Parties Excluded From Federal Procurement and Nonprocurement Programs" or HUD's "Limited Denial of Participation" list.
- 8) **Payment Requirements:** No advance payments will be made to the awarded Vendor, who must have the capacity to meet all expenses in advance of payments by KCHA.

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INSURANCE AND INDEMNIFICATION

The awarded Vendor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives or employees. The cost of such insurance shall be borne by the respondent Vendor.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

- 1) Insurance Services Office Commercial General Liability coverage (*occurrence form CG 00 01 11 88 or equivalent*).
- 2) Insurance Services Office Commercial Automobile Liability coverage (*occurrence form number CA 00 01 06 92 or equivalent covering any auto*).
- 3) Worker's Compensation insurance as required by Washington State law and Employer's Liability Insurance.

Minimum Limits of Insurance

Vendor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, and an aggregate limit of \$1,000,000.
- 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 or disease.

Deductibles and Self-Insurance Retentions

Any deductibles and self-insurance 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-insurance retentions as respects KCHA, its officers, officials, employees and volunteers; or the Vendor shall provide a financial guarantee satisfactory to KCHA guaranteeing payment of losses and related investigation, claim administration and defense expenses.

Other Insurance Provisions

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

- 1) KCHA, its officers, officials, employees and volunteers are to be covered as additional insured as respects to products and/or services of the Vendor.
- 2) The Vendor's insurance coverage shall be primary insurance with respect to KCHA, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by KCHA, its officers, officials, employees and volunteers shall be excess of the Vendor's insurance and shall not contribute towards 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 30 days prior written notice by certified mail, return receipt requested, had been given to KCHA.

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INSURANCE AND INDEMNIFICATION (continued)

- 4) Maintenance of 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) Insurance is to be placed with a current A.M. Best's rating no less than B+:VI. Respondents must provide written verification of their insurer's rating.

Verification of Coverage

Vendor shall furnish KCHA with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by KCHA or on other KCHA forms, provided those endorsements conform fully to the requirements. All endorsements are to be received and approved by KCHA before the Vendor's products or services are delivered. KCHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Indemnification and Hold Harmless

Vendor agrees to defend, indemnify and hold harmless KCHA, its employees and agents ("Indemnities") from and against any and all claims of third parties for physical injury to persons or property to the extent caused by the negligence of the Vendor or its subcontractors, employees or agents, or anyone else acting on the Vendor's behalf, in connection with the work required by this RFQ; Provided, however, that Vendor shall not be required to indemnify any Indemnities against liability for damages caused by or resulting from the sole negligence of Indemnities. Vendor's indemnity shall include KCHA's attorneys fees incurred in defending any such claim or in enforcing this indemnity. The foregoing indemnity is specifically and expressly intended to constitute waiver of Vendor's immunity under Washington's Industrial Act, RCW Title 51, and was specifically bargained for by the parties. Vendor hereby agrees to require all its subcontractors or anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this RFQ to execute an indemnity clause identical to the preceding clause, specifically naming KCHA as indemnity, and failure to do so shall constitute a material breach of this RFQ by Vendor.

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EXHIBIT A

Description of Routine Maintenance

Typical activities of “Shop” routine maintenance include:

Oil, lube, filter change

Tire rotation and balancing

Tire replacements

Emissions testing

Transmission fluid change

Coolant fluid change

Wiper blades replacement

Brake pad and rotor replacements

Post work safety inspection

Typical activities of “Mobile” routine maintenance include:

Oil, lube, filter change

Emissions testing

Transmission fluid change

Coolant fluid change

Wiper blades replacement

Post work safety inspection

Is your business owned by at least 51% women and/or minority persons and/or shareholders? Y N Please circle one. **This is for informational purposes only.**

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EXHIBIT B

Description of Expected Safety Programs

KCHA takes safety very seriously. It is expected that a Vendor will provide procedures to ensure that fleet vehicles are safe to drive. Please describe the following:

Safety inspection checklist after routine maintenance activities

Safety inspection checklist after non-routine maintenance activities

Safety inspection on body work after a collision occurs

Recall procedures

Annual safety inspections

Any additional safety procedures for specialized vehicles (dumprucks, garbage trucks, street sweepers, etc.)

Information on any additional driver safety programs offered.

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EXHIBIT C

Fleet Description

1989DODGE	DAKOTA PICKUP	1993CHEVY	CG11305 VAN
1992GMC	VAN	1994GMC	RALLY VAN
1993FORD	F-150 PICKUP	1995CHEVY	G1 VAN
1994FORD	F350 DUMP TRUCK	1996FORD	DUMP TRUCK
1995CHEVY	G1 VAN	1972BWA	UTILITY TRAILER
1996FORD	F1 PICKUP	1981COMPACT	UTILITY TRAILER
1996CHEVY	VAN(CUBE VAN-ELECTR) ART	1997FORD	F150 PICKUP
1985CHEVY	FLEETSIDE PICKUP	1997DODGE	RAM VAN
1998CHEVY	VAN	1998GMC	SAVANA
1999CHEVY	C1 PICKUP	2000CHEVY	VAN
2000CHEVY	SILVERADO PICKUP	2000EAGLE	UTILITY TRAILER
2000CHEVY	EXPRESS VAN	2000CHEVY	EXPRESS VAN
1994FORD	ESCORT LX 4DOOR	1991FORD	ESCORT LX 5DOOR
1996FORD	ESCORT 4DOOR	1993FORD	ESCORT 4DOOR
1982FORD	PICKUP	1997FORD	ESCORT 4DOOR
1988DODGE	D3 PICKUP	1998FORD	ESCORT 4DOOR
1988PROMARK	BRUSH CHIPPER	1998DODGE	NEON 4DOOR
1991GMC	SIERRA CHAS CAB TRUCK	2000CHEVY	CAVALIER 4DOOR
1993CHEVY	CG11305 VAN	1978GMC	FB DUMP TRUCK
1994GMC	RALLY VAN	1995FORD	VAN
1994GMC	RALLY VAN	1995FORD	F1 PICKUP
1995FORD	F1 PICKUP		UTILITY TRLR FOR STUMP
1995FORD	F1 PICKUP	1995RAYCO	GRINDER
1996FORD	F1 PICKUP	1988CHEVY	C-VAN
1995CHEVY	G1 VAN	1989GUTTER	MACH.MTD ON TR. FA#9905
1995CHEVY	G1 VAN	1990DODGE	D150 PICKUP
1996HMADE	UTILITY TRAILER	1991DODGE	B250 VAN
1997FORD	PICKUP	1991FORD	F150 PICKUP
1997FORD	F3 PICKUP	1992EAGER	FLATBED TRAILER
1998CHEVY	VAN	1993FORD	CAB/CHAS TRUCK
1999DODGE	NEON 4DOOR	1993CHEVY	G1 VAN
1990FORD	ESCORT 4DOOR	1994GMC	RALLY VAN
1997FORD	ESCORT 4DOOR	1994GMC	RALLY VAN
1990GMC	VANDURA VAN	1994FORD	DUMP TRUCK
1992FORD	F1 PICKUP	1994FORD	GARBAGE TRUCK
1993GMC	PICKUP	1994BANDIT	BRUSH CHIPPER
		1995CHEVY	G1 VAN
		1995FORD	F1 PICKUP
		1996FORD	F1 PICKUP
		1996FORD	F1 PICKUP

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EXHIBIT C

Fleet Description

1995CHEVY	G1 VAN
1996FORD	DUMP TRUCK
1974FORD	PICKUP
1976FORD	4 VAN
1981COMPACT	UTILITY TRAILER
1979MK	FLATBED UTILITY TRAILER
1982KAR-RITE	SEARS UTILITY TRAILER
1997CONTRAIL	TOWMASTER TRAILER
1997DODGE	RAM VAN
1997DODGE	RAM VAN
1998CHEVY	C1 PICKUP
1999CHEVY	C1 PICKUP
2000CHEVY	SILVERADO PICKUP
2001DODGE	RAM PU QUAD CAB
2000DODGE	RAM VAN
1992FORD	ESCORT 4DOOR
1998DODGE	NEON 4DOOR
1991FORD	TAURUS
1992FORD	TAURUS 4DOOR
1994FORD	TAURUS 4DOOR
1995CHEVY	LUMINA 4DOOR
1996FORD	ESCORT STATION WAGON
1998FORD	ESCORT 4DOOR
1999DODGE	NEON 4DOOR
1999FORD	TAURUS 4DOOR
2000OLDSMOBILE	INTRIGUE 4DOOR
2000CHEVY	LUMINA 4DOOR
2000CHEVY	CAVALIER 4DOOR
2000CHEVY	CAVALIER 4DOOR
1998FORD	RANGER
1999FORD	TAURUS 4DOOR
1999DODGE	NEON 2DOOR
1999DODGE	NEON 4DOOR
2001CHEVY	CAVALIER 4DOOR
1995CHEVY	CARGO VAN

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EXHIBIT D

HUD Form #5369-C

FORM **MUST** BE SIGNED & RETURNED

See attached form for detailed information.



5369-c.pdf

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EXHIBIT E

SECTION 3 INFORMATION AND CERTIFICATION

Section 3 Business Ranking Categories

Category 1 Business 51% or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended, or whose full-time, permanent workforce includes 30% of such residents as employees.

Category 2 Business 51% or more owned by residents of other housing developments or developments managed by the Housing Authority that is expending the Section 3-covered funding, or whose full-time, permanent workforce includes 30% of such residents as employees.

Category 3 Business HUD Youthbuild programs being carried out in the metropolitan area, or nonmetropolitan county, in which the Section 3-covered funding is expended.

Category 4 Business 51% or more owned by Section 3 residents, or whose full-time, permanent workforce includes no less than 30% Section 3 residents; or that subcontract in excess of 25% of the total amount of subcontracts to category 2 or 2 businesses.

NOTE: A "Section 3 resident" means: (1) a public housing resident; or (2) an individual who resides in the metropolitan area or nonmetropolitan county in which the contract will be performed, and who is a low-income or very low-income person in King County. See attached income guidelines for low income people in King County.

Housing Authority personnel understand that there may not be bona fide Section 3 contractors qualified to complete the Scope of Work called for in this invitation to bid. The contract will be awarded to the most qualified contractor with the best proposal.

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EXHIBIT E

SECTION 3 INFORMATION AND CERTIFICATION

BIDDING INSTRUCTIONS FOR SECTION 3 REQUIREMENTS

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

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 implement 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).

FORM **MUST** BE SIGNED & RETURNED

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EXHIBIT E

SECTION 3 INFORMATION AND CERTIFICATION

SECTION 3 CERTIFICATION

PROJECT: _____

1. Company Name: _____
Address: _____

2. Year Business Founded: _____

3. Current Number of employees: Full-Time _____ Part-Time _____

4. Trade or type of business: _____

5. Per "Section 3 Business Ranking Categories" criteria (attached with these Bid documents); do you think your company is qualified as a Section 3 Business? (Check one) Yes [] No []
If Yes, please answer the following questions and sign the Certification, if NO, proceed to #8.

NOTE: YOU MUST submit this document with the bids on the day of bid opening regardless whether you are a qualified Section 3 Business or not.

6. Check box of Section 3 category for which your company is qualified.

- Category 1 Business
- Category 2 Business
- Category 3 Business
- Category 4 Business

7. Please explain why your Broker is qualified for the Business Category as you indicated above. _____

8. Please sign the following statement:
As authorized representative of _____,
name of company

I certify that (I am) (am not) a qualified Section 3 Business. (circle appropriate response)

I further certify that, if I am awarded the bid, I will carry out Section 3 hiring, training and subcontracting requirements to the best of my ability.

Signature

Print Name

Date

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EXHIBIT E

SECTION 3 INFORMATION AND CERTIFICATION

FEDERAL INCOME LIMITS

King & Snohomish Counties	Seattle-Bellevue-Everett							
MED AREA MEDIAN FAMILY INCOME (EFFECTIVE 1-31-02):	\$ 77,900							
Number of persons	1	2	3	4	5	6	7	8
L30 30% OF MEDIAN (1-8 PER.)	16350	18700	21050	23350	25250	27100	29000	30850
L50 VERY LOW INCOME (1-8 PER.)	27250	31150	35050	38950	42050	45200	48300	51400
L80 LOW INCOME (1-8 PERSON)	38100	43500	48950	54400	58750	63100	67450	71800
Pierce County	Tacoma-Puyallup-Lakewood							
MED AREA MEDIAN FAMILY INCOME (EFFECTIVE 1-31-02):	\$ 52,000							
Number of persons	1	2	3	4	5	6	7	8
L30 30% OF MEDIAN (1-8 PER.)	10900	12500	14050	15600	16850	18100	19350	20600
L50 VERY LOW INCOME (1-8 PER.)	18200	20800	23400	26000	28100	30150	32250	34300
L80 LOW INCOME (1-8 PERSON)	29100	33300	37450	41600	44950	48250	51600	54900

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EXHIBIT F

HUD Form #5369-B

See attached form for detailed information.



5369-b.pdf

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EXHIBIT G

HUD Form #5370-C

See attached form for detailed information.



5370-c.pdf