**AD**

**REQUEST FOR PROPOSALS**

**5550**

**Sub-Metered Utilities Service Provider**

The Seattle Housing Authority(SHA) is seeking proposals from qualified consultants to assist SHA in processing and collecting bill payments according to SHA billing practices, and repair and maintain sub-metering equipment as needed.

**Pre-Submission Conference:** N/A

**Obtaining the RFP:** Visit our website at <https://www.seattlehousing.org/do-business-with-us/solicitations> to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may contact Diana Peterson, Sr. Contract Administrator at diana.peterson@seattlehousing.org

**Questions:** Any questions or requests for further information must be submitted in writing no later than **2:00 p.m., on Tuesday, May 10, 2022**, to the Sr. Contract Administrator noted above by e-mail at diana.peterson@seattlehousing.org, or by mail at the address below.

**Submission Deadline:** Proposals (one original and 5 copies must be received not later than **2:00 p.m. on Tuesday, May 24, 2022**, at SHA’s street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority

Purchasing Division

##### Attention: Diana Peterson

190 Queen Anne Avenue North

P.O. Box 19028

Seattle, Washington 98109-1028

**Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

**Rights Reserved:**  SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

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Phil Summer

Deputy Director of Procurement and Contracts