SUNNYSIDE
HOUSING AUTHORITY
204 South 13th Street Sunnyside, WA 98944
Phone: 509-837-5454 Fax: 509-837-4150 TTY: 711 Email: info@sunnysideha.org

NOTICE OF REGULAR MEETING AND BOARD MEETING PACKET

When: October 21,2026, at 5:00 p.m.
Address: SHA Administrative Office, 204 S. 13th St, Sunnyside

If you wish to participate remotely:
Join the meeting now
Meeting ID: 238 604 565 757
Passcode: 8jC2Xq6o

BUSINESS MEETING AGENDA

1. Roll Call
2. Public Comment
3. Consent Agenda
    a. Minutes, September 16, 2026
    b. Payment for September 2026 Bills
    c. Financial Reports
4. Reports and Updates
    a. Rainier Court and Rainier Development Rent Increase
5. Resolutions and Actions
    a. Resolution 2026-20: Resolution Authorizing the Purchase of a Canon imageForce C5140 Multifunction Copier
    b. Resolution 2026-21: Resolution Eliminating Grounds Keeper Position
    c. Resolution 2026-22: Resolution Establishing Seasonal Grounds Keeper Position
    d. Resolution 2026-23: Resolution Selecting Bureau Veritas for RAD Physical Assessment
    e. Resolution 2026-24: Resolution Authorizing the Disposal of Surplus Appliances
6. Adjournment

The mission of the Housing Authority of Sunnyside, Washington is to assure that the people of the community are sheltered. SHA has a special responsibility to those who experience barriers to housing because of income, disability, or special need.

Equal Housing Opportunity

MINUTES OF SEPTEMBER 16, 2026
MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE HOUSING AUTHORITY ADMINISTRATIVE OFFICE PURSUANT TO NOTICE PREVIOUSLY ISSUED

Chairperson Melba Fujiura called the meeting to order.

CALL TO ORDER

Commissioners present or participating remotely: Melba Fujiura, Mae Haney, and Sharon Templin.

1. ROLL CALL

Staff present: Elizabeth Alba, Executive Director

There was no Public Comment.

2. PUBLIC COMMENT

Sharon Templin made the motion to approve the Consent Agenda including Minutes of the Board Meeting held on August 19, 2026, Payment of the Bills for the Month of August 2026. Mae seconded the motion. Motion passed.

3. CONSENT AGENDA

Regarding the above payment of the bills for the month of August 2026, it is noted that checks audited and certified by the Auditing Officer as required by R.C.W. 42.24.180 have been recorded on listings that have been made available to the Board. As of September 16, 2026, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in August 2026 46163 through 46240 for a total of $164,129.84.

Resolution 2026-18
A Resolution authorizing the closure and replacement of bank accounts, and to ratifying changes to authorized bank signatories effective August 31, 2026.

Sharon Templin moved to approve Resolution 2026-18 as presented. Mae Haney seconded. All in favor.

4. RESOLUTIONS AND ACTIONS
   a. Resolution 2026-18: closing and replacement bank accounts effective 08/31/2026

Resolution 2026-19
A Resolution authorizing the closure and replacement of bank accounts, and to ratifying changes to authorized bank signatories.

Mae Haney moved to approve Resolution 2026-18 as presented. Sharon Templin seconded. All in favor

   b. Resolution 2026-19: closing and replacement bank accounts

With no further business to come before the meeting, the meeting was adjourned.

5. ADJOURNMENT

Chairperson

Attest, Secretary

HOUSING AUTHORITY OF SUNNYSIDE • WASHINGTON • ORGANIZED SEAL 1943

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account
Checks from 46241 through 46345
Check Dates from 9/1/2026 through 9/30/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00046241	ACH	$3,935.11	Open	09/03/2026	ELIZABETH A ALBA
00046242	ACH	$1,597.15	Open	09/03/2026	DANIEL ESQUEDA
00046243	ACH	$1,329.49	Open	09/03/2026	ESMERALDA ESQUEDA
00046244	ACH	$1,370.86	Open	09/03/2026	YAINIRA FRAYLE-ACOSTA
00046245	ACH	$926.17	Open	09/03/2026	JOSE GALVAN
00046246	ACH	$1,612.86	Open	09/03/2026	CASSANDRA M GARCIA
00046247	ACH	$1,228.11	Open	09/03/2026	MARIA D GONZALEZ
00046248	ACH	$3,297.35	Open	09/03/2026	KERRY L GRIFFIN
00046249	ACH	$2,511.04	Open	09/03/2026	ANNETTE LARA
00046250	ACH	$2,129.57	Open	09/03/2026	ALMA R MIRANDA
00046251	ACH	$2,102.72	Open	09/03/2026	PATTI A ROBERTS
00046252	ACH	$2,126.71	Open	09/03/2026	RANDY A ROOSENDAAL
00046253	ACH	$1,187.96	Open	09/03/2026	JAIME SANTANA
00046254	ACH	$2,328.55	Open	09/03/2026	EDGAR D VELASQUEZ JR
00046255	ACH	$1,486.53	Open	09/03/2026	OSVALDO A VILLA BUENO
00046256	Check	$148.80	Open	09/04/2026	CAPITAL ONE TRADE CREDIT
00046257	Check	$710.69	Open	09/04/2026	CHARTER COMMUNICATIONS
00046258	Check	$6,412.09	Open	09/04/2026	MATRIX TRUST COMPANY
00046259	Check	$472.50	Open	09/04/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE
00046260	Check	$3,349.40	Open	09/04/2026	PACIFIC POWER
00046261	Check	$530.40	Open	09/04/2026	T-MOBILE
00046262	Check	$3,877.05	Open	09/10/2026	CITY OF MABTON
00046263	Check	$1,667.38	Open	09/11/2026	AMAZON CAPITAL SERVICES
00046264	Check	$562.56	Open	09/11/2026	CANON SOLUTIONS AMERICA, INC.
00046265	Check	$3,120.45	Open	09/11/2026	CITY OF GRANDVIEW
00046266	Check	$40,072.48	Open	09/11/2026	CITY OF SUNNYSIDE
00046267	Check	$1,641.75	Open	09/11/2026	CO-ENERGY
00046268	Check	$131.48	Open	09/11/2026	EQUIFAX INFORMATION SVCS LLC
00046269	Check	$687.25	Open	09/11/2026	GRAINGER, INC.
00046270	Check	$274.97	Open	09/11/2026	GREENE'S TIRE & AUTO SERVICE
00046271	Check	$238.50	Open	09/11/2026	HAWLEY TROXELL ENNIS & HAWLEY
00046272	Check	$2,946.27	Open	09/11/2026	HD SUPPLY FACILITIES MAINT.
00046273	Check	$50.00	Open	09/11/2026	INVISIBLE INK
00046274	Check	$13.22	Open	09/11/2026	OXARC, INC.
00046275	Check	$14,800.48	Open	09/11/2026	RDO EQUIPMENT CO.
00046276	Check	$174.30	Open	09/11/2026	SOLID WASTE DIVISION
00046277	Check	$731.58	Open	09/11/2026	STANDARD PAINT & FLOORING, LLC
00046278	Check	$443.00	Open	09/11/2026	TC3 COMPUTING, INC.

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account
Checks from 46241 through 46345
Check Dates from 9/1/2026 through 9/30/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00046279	Check	$643.00	Open	09/11/2026	THE LOCKSHOP
00046280	Check	$100.00	Open	09/11/2026	WASHINGTON STATE PATROL
00046281	ACH	$3,935.11	Open	09/17/2026	ELIZABETH A ALBA
00046282	ACH	$1,597.15	Open	09/17/2026	DANIEL ESQUEDA
00046283	ACH	$1,329.48	Open	09/17/2026	ESMERALDA ESQUEDA
00046284	ACH	$1,370.86	Open	09/17/2026	YAINIRA FRAYLE-ACOSTA
00046285	ACH	$926.17	Open	09/17/2026	JOSE GALVAN
00046286	ACH	$1,358.20	Open	09/17/2026	CASSANDRA M GARCIA
00046287	ACH	$1,228.11	Open	09/17/2026	MARIA D GONZALEZ
00046288	ACH	$2,933.59	Open	09/17/2026	KERRY L GRIFFIN
00046289	ACH	$2,511.05	Open	09/17/2026	ANNETTE LARA
00046290	ACH	$1,826.15	Open	09/17/2026	ALMA R MIRANDA
00046291	ACH	$2,102.73	Open	09/17/2026	PATTI A ROBERTS
00046292	ACH	$1,611.55	Open	09/17/2026	RANDY A ROOSENDAAL
00046293	ACH	$1,187.96	Open	09/17/2026	JAIME SANTANA
00046294	ACH	$2,467.65	Open	09/17/2026	EDGAR D VELASQUEZ JR
00046295	ACH	$2,097.98	Open	09/17/2026	OSVALDO A VILLA BUENO
00046296	Check	$220.01	Open	09/17/2026	AFLAC
00046297	Check	$32.99	Open	09/17/2026	GRANDVIEW LUMBER, INC.
00046298	Check	$2,985.10	Open	09/17/2026	HD SUPPLY FACILITIES MAINT.
00046299	Check	$983.31	Open	09/17/2026	INLAND FIRE PROTECTION, INC.
00046300	Check	$472.50	Open	09/17/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE
00046301	Check	$1,313.29	Open	09/17/2026	U.S. BANK
00046302	Check	$500.00	Open	09/17/2026	VALLEY CABINET SHOP, INC.
00046303	Check	$8.00	Open	09/22/2026	BLAINE MIDKIFF
00046304	Check	$69.00	Open	09/22/2026	JOHANNA GARCIA
00046305	Check	$54.00	Open	09/22/2026	MELANIE ALTO
00046306	Check	$50.00	Open	09/22/2026	MONICA SILVA
00046307	Check	$85.00	Open	09/22/2026	YOLANDA SANCHEZ
00046308	Check	$5,395.00	Open	09/24/2026	BANNER BANK
00046309	Check	$588.32	Open	09/24/2026	CASCADE NATURAL GAS CORP.
00046310	Check	$195.00	Open	09/24/2026	CLIFF'S SEPTIC TANK SERVICE
00046311	Check	$6,468.23	Open	09/24/2026	MATRIX TRUST COMPANY
00046312	Check	$270.00	Open	09/24/2026	PURE23DESIGNS
00046313	Check	$128.43	Open	09/24/2026	STERICYCLE, INC.
00046314	Check	$3,939.21	Open	09/24/2026	SUNNYSIDE ACE HARDWARE
00046315	Check	$3,618.56	Open	09/24/2026	SUNNYSIDE VALLEY IRRIGATION
00046316	Check	$21,388.60	Open	09/25/2026	AWC EMPLOYEE BENEFIT TRUST

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account
Checks from 46241 through 46345
Check Dates from 9/1/2026 through 9/30/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00046332	Check	$206.97	Open	09/30/2026	AMAZON CAPITAL SERVICES
00046333	Check	$3,892.21	Open	09/30/2026	CITY OF MABTON
00046334	Check	$1,205.63	Open	09/30/2026	CO-ENERGY
00046335	Check	$1,449.62	Open	09/30/2026	GREENE'S TIRE & AUTO SERVICE
00046336	Check	$472.50	Open	09/30/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE
00046337	Check	$3,330.40	Open	09/30/2026	PACIFIC POWER
00046338	Check	$10.00	Open	09/30/2026	PETTY CASH
00046339	Check	$3,620.68	Open	09/30/2026	STANDARD PAINT & FLOORING, LLC
00046340	Check	$1,603.25	Open	09/30/2026	SUNNYSIDE ACE HARDWARE
00046341	Check	$563.30	Open	09/30/2026	T-MOBILE
00046342	Check	$443.00	Open	09/30/2026	TC3 COMPUTING, INC.
00046343	Check	$222.00	Open	09/30/2026	THE LOCKSHOP
00046344	Check	$95.49	Open	09/30/2026	TONY'S TUNE UP SERVICE
00046345	Check	$187.85	Open	09/30/2026	VALLEY AGRONOMICS, LLC

Total # of checks listed: 90
Total Open: 90
Total Cleared: 0
Total Reconciled: 0
Total Void: 0

Total amount of all checks: $207,520.97

Approved for Payment:

_____
Sharon Templin, Board Chairperson Pro Tem

Meeting Date: 10/21/2026

Balance Sheet

As of Date: 10/20/2026

Assets

Cash		
Cash Unrestricted	2,737,958.12	
Cash Restricted Mod	85,620.92	
Cash Restricted Tenant Security Deposit	89,304.77	
Cash Restricted Other	1,923,911.39	
Total Cash		**4,836,795.20**
Accounts Receivable		
Tenant Accounts Receivable	157,186.27	
Accounts Receivable Other	22,361.00	
Allowance For Doubtful Account - Tenant	(1,893.86)	
Notes, Loans, and Mortg Rec Current	1,004.60	
Total Accounts Receivable		**178,658.01**
Prepaid and Ohter Assets		
Prepaid Insurance	140,516.26	
Prepaid Other	35,806.56	
Inventory	45,926.34	
Inventory Allowance	(1,609.54)	
Total Prepaid and Ohter Assets		**220,639.62**
Current Assets		
Current Assets	125,551.97	
Total Current Assets		**125,551.97**
Fixed Assets		
Land	1,062,204.17	
Building	33,166,454.17	
Furniture and Equipment Admin	444,908.50	
Furniture and Equipment Dwelling	421,556.67	
Leasehold Improvements	1,585,353.00	
Accumulated Depreciation	(19,471,120.91)	
Construction in Progress	146,643.31	
Fixed Assets	1,648,564.36	
Capital Grants Cost	1,861,771.61	
Total Fixed Assets		**20,866,334.88**
Non Current Assets		
Notes, Loans, Mort Rec - NonCurrent	290,000.00	
Total Non Current Assets		**290,000.00**
Total Assets		**26,517,979.68**

Liabilities

Current Liabilities		
Accounts Payable less 90 Days	7,720.78	
Other Current Liabilities	70,296.06	
Employee Withholdings	(332.25)	
Other Current Liabilities	46,517.24	
Accrued Compensated Abs Current	32,514.32	
Tenant Security Deposit	90,945.91	
Accrued Wages and Payroll Taxes	42,571.47	
Unearned Rent	1,147.91	
Accounts Payable Other Gov	57,767.09	
Accrued Interest Payable	44,672.37	
Current Portion of Long Term Debt	47,939.17	
Total Current Liabilities		**441,760.07**
Long Term Liabilities		
Other Liabilities	358,055.53	
Accrued Comp Non Current	14,492.10	
Long Term Debt net of Current Capital	11,605,622.80	
Total Long Term Liabilities		**11,978,170.43**
Total Liabilities		**12,419,930.50**

Owner's Equity

Owner's Equity

Balance Sheet

As of Date: 10/20/2026

Net Worth	12,595,416.82	
Restricted Net Position	85,260.92	
Net Investment in Capital Assets	1,826,137.67	
Total Owner's Equity		**14,506,815.41**
Net Income (Loss)		**(408,766.23)**
Total Owner's Equity		**14,098,049.18**
Total Liabilities and Owner's Equity		**26,517,979.68**

Sunnyside Housing Authority
Income Statement

Fiscal Year End Date: 12/31/2026

	1 Month(s) Ended August 31, 2026	2 Month(s) Ended August 31, 2026
Revenue		
Rental Income		
Dwelling Rent	134,395.27	266,354.87
Tenant Revenue Other	1,307.70	2,609.10
Total Rental Income	**135,702.97**	**268,963.97**
Operating Income		
Interest Income Restricted	27.48	54.87
Total Operating Income	**27.48**	**54.87**
Other Income		
Interest Earned on General Fund Investments	0.56	1.11
Interest Earned	36.91	73.81
Other Income - Misc. Revenue	4,153.72	4,153.72
Total Other Income	**4,191.19**	**4,228.64**
Other Receipts		
Operating Subsidy	30,444.09	56,905.09
Total Other Receipts	**30,444.09**	**56,905.09**
Total Revenue	**170,365.73**	**330,152.57**
Expenses		
Administrative Expense		
Administrative Salaries	33,690.65	66,952.12
Legal Expense	79.50	795.00
Staff Training	0.00	105.00
Travel	359.84	1,194.95
Office	109.99	943.88
Employee Benefit Contribution - Admin	11,302.92	36,619.12
Sundry	55.89	299.83
Telephone/Cell Phones/Internet	590.70	1,857.30
Forms & Office Supplies	386.73	1,388.03
Postage & Misc. Sundry Expense	611.16	1,217.33
Administrative Contracts	1,990.82	7,019.75
Other Administration Expenses	(9.99)	(9.99)
Total Administrative Expense	**49,168.21**	**118,382.32**
Utilities Expense		
Water	17,781.77	34,577.37
Electricity	3,027.82	5,783.41
Gas	489.68	1,004.66
Sewer	11,314.34	22,628.68
Total Utilities Expense	**32,613.61**	**63,994.12**
Ordinary Maintenance and Operation		
Labor	37,564.75	74,844.89
Materials	14,995.41	36,147.01
Contract Costs	20,836.58	56,581.93
Employee Benefit Contributions - Maintenance	13,991.57	44,128.35
Total Ordinary Maintenance and Operation	**87,388.31**	**211,702.18**
General Expense		
Workman Comp	0.00	8,179.60
Other General Expense	5,830.46	11,660.92
Total General Expense	**5,830.46**	**19,840.52**
Total Expenses	**(175,000.59)**	**(413,919.14)**
Net Income (Loss)	**(4,634.86)**	**(83,766.57)**

RAINTER COURT
RAINIER DEVELOPMENT
RENT INCREASES - 2027

The Washington State Department of Commerce has established the maximum annual rent increase for 2027 at **10.0%** for properties subject to the Washington Residential Landlord-Tenant Act.

The Fiscal Year 2027 HUD Fair Market Rents for the Yakima market area are:

1 Bedroom: $1,000
2 Bedroom: $1,310
3 Bedroom: $1,810

After review of current operating costs, utility expenses, insurance, maintenance costs, and market conditions, staff recommends the following rent increases effective February 1, 2027:

Rainier Court

Description	Amount
Current Rent	$375.00
Max Increase	$412.50
Proposed Rent Effective 02/01/2027	$412.00
Percentage Increase	9.867%

Rainier Development - 1 Bedroom

Description	Amount
Current Rent	$340.00
Max Increase	$374.00
Proposed Rent Effective 02/01/2027	$374.00
Percentage Increase	10.000%

Rainier Development - 2 Bedroom

Description	Amount
Current Rent	$456.00
Max Increase	$501.60
Proposed Rent Effective 02/01/2027	$500.00
Percentage Increase	9.649%

All proposed rents remain below the maximum allowable increase for 2027 and remain substantially below published FY 2027 HUD Fair Market Rents for the Yakima market area. Staff recommends approval of the above rent schedule effective February 1, 2027.

RESOLUTION 2026-20

A RESOLUTION AUTHORIZING THE PURCHASE OF A CANON imageFORCE C5140 MULTIFUNCTION COPIER FOR THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON

WHEREAS, the Housing Authority of Sunnyside, Washington utilizes a multifunction copier to support administrative operations, tenant communications, financial reporting, regulatory compliance, and records management; and

WHEREAS, the Housing Authority has evaluated replacement copier options and determined that replacement of the existing copier equipment is necessary to maintain efficient operations and support the ongoing business needs of the Housing Authority; and

WHEREAS, management reviewed available copier replacement proposals and determined that the Canon imageFORCE C5140 multifunction copier provides the best overall value based upon performance, reliability, operational capacity, and long-term organizational needs; and

WHEREAS, the purchase price of the Canon imageFORCE C5140 multifunction copier is $9,894.86; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Sunnyside, Washington authorizes:

1. The purchase of one Canon imageFORCE C5140 multifunction copier in the amount of $9,894.86;

2. The Executive Director is authorized to execute any purchase documents, maintenance agreements, and other documents necessary to complete the acquisition of the copier;

3. Funds for the purchase shall be paid from the appropriate Housing Authority budget account; and

4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON THIS 21st DAY OF OCTOBER 2026.

ATTEST:

_____
Chairperson

_____
Secretary

HOUSING AUTHORITY OF SUNNYSIDE ORGANIZED SEAL 1943 WASHINGTON



SUNNYSIDE

HOUSING AUTHORITY

Canon
CANON SOLUTIONS AMERICA

Brian Kaner
Senior Account Executive
Ellensburg, Cle Elum, Yakima, Richland, Walla Walla, Pasco, Pendleton, Hermiston, Umatilla, Boardman

Canon Solutions America, Inc.
www.csa.canon.com
bkaner@cusa.canon.com
C 509.591.1108

Current COSTS

Current Devices and Cost																
Product Group	Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Lease	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs
Enterprise	CANON	IRADVC5240A					0	RRD14670		6,193	0.01547	$95.81	1,677	0.12125	$203.34	$299.14
Total	Total						0			6,193		96	1,677		203	$299.14

TOTAL CURRENT COSTS
$299.14



Canon

CANON SOLUTIONS AMERICA

Replacement Option

Same for Same

Same for Same Lease

Product Group	Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Lease	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs
Enterprise	CANON	5140			3000	1000	0	NEW	266.32	6,193	0.0082	$26.18	1,677	0.0481	$32.56	$58.75
Total	Total						0		$266.32	6,193		26	1,677		33	$58.75

TOTAL NEW COSTS

$325.07

Total Cost over the next 5 years

$54.86

Same For Same Purchase

Product Group	Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Purchase Cost	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs
Enterprise	CANON	5140			3000	1000	62.2	RRD14670	9894.86	6,193	0.0082	$26.18	1,677	0.0481	$32.56	$58.75
Total	Total						62.2		$9,894.86	6,193		26	1,677		33	$58.75

TOTAL NEW COSTS

$120.95

Total Cost over the next 5 years

($2,297.48)

imageFORCE C3130



Product Description

- Print/Copy Speed: up to 30 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control and Verify System at Startup with Auto Recovery

Space And Power Requirements

- Total Dimensions (W x D x H): 23.98" x 29.33" x 45.08"
- Total Installation Space (W x D x H): 38.50" x 29.33" x 45.08"
- Main Unit Power Requirements: 120V/12A
- Main Unit Plug: NEMA 5-15P

Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageFORCE C3130	22.24	29.33	35.31		
Cassette Feeding Unit-BB1	22.24	27.09	9.76		
Inner Finisher-N1	18.46	20.67	8.62	None	
Total	23.98	29.33	45.08		

Dimensions shown for each accessory are its net size. The total dimensions shown include spacing and accessory overlap.

Replacement Option

Replace with 3100

3100 series lease

Product Group	Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Lease	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs
Enterprise	CANON	3130			3000	1000	0	NEW	220.73	6,193	0.00808	$25.80	1,677	0.05	$33.85	$59.65
Total	Total						0		$220.73	6,193		26	1,677		34	$59.65

TOTAL NEW COSTS

$280.38

Total Cost over the next 5 years

($2,626.35)

3100 series Purchase

Product Group	Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Purchase Cost	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs
Enterprise	CANON	3130			3000	1000	74.24	NEW	7101.2	6,193	0.00808	$25.80	1,677	0.05	$33.85	$59.65
Total	Total						74.24		$7,101.20	6,193		26	1,677		34	$59.65

TOTAL NEW COSTS

$133.89

Total Cost over the next 5 years

($4,314.55)

imageFORCE C3126



Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageFORCE C3126	22.24	29.33	35.31		
Cabinet Type-Y	22.24	27.09	9.76		
Inner Finisher-N1	18.46	20.67	8.62	None	
Super G3 FAX Board-BR1	-	-	-	None	
Total	23.98	29.33	45.08		

Product Description

- Print/Copy Speed: up to 26 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control and Verify System at Startup with Auto Recovery

Space And Power Requirements

- Total Dimensions (W x D x H): 23.98" x 29.33" x 45.08"
- Total Installation Space (W x D x H): 38.50" x 29.33" x 45.08"
- Main Unit Power Requirements: 120V/12A
- Main Unit Plug: NEMA 5-15P

ImageRUNNER
ADVANCE

BLI 2022 - 2024
Most Reliable A3 Brand Award

From Keypoint Intelligence



In a **5-year period**, from 2017–2021, Keypoint Intelligence tested many products across the industry, including 23 Canon A3 MFPs, finding:

EXCEPTIONAL MISFEED RATE

Only 6 jams out of nearly **4.5M** pages

That's a rate of **1 in 742,500.**

LOW SERVICE RATE

Only 2 service calls across all **23** devices

IN 5 YEARS

"The durability stats rung up by Canon A3 MFPs in the last **five years** is astounding, **plain and simple.**"

Pete Emory,
DIRECTOR OF RESEARCH & LAB SERVICES US/ASIA AT KEYPOINT INTELLIGENCE

ALWAYS RAISING THE BAR HIGHER!

- ✔ HIGH DURABILITY
- ✔ HIGH DEVICE UPTIME
- ✔ HIGH PRODUCTIVITY

For more information,
call 1.800.815.4000
or visit csa.canon.com

Canon

BLI Reliability Award based on devices tested from 2017 through 2021.

Canon and imageRUNNER are registered trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. All other referenced product names and marks are trademarks of their respective owners. For a full listing of specifications, see product brochures. Specifications and availability subject to change without notice. Not responsible for typographical errors.
©2022 Canon U.S.A., Inc. All rights reserved.
CSA-22-0669-7179

BLI Awards *from* Keypoint Intelligence

imageRUNNER ADVANCE DX



BLI 2022 A3 Line of the Year Award

From Keypoint Intelligence

WINNER *for* 5 *of the* LAST 7 YEARS

0 MISFEEDS in over **1 MILLION IMPRESSIONS** across **6 MODELS** tested in 2021

imageRUNNER ADVANCE



BLI 2022 - 2024 Most Reliable Brand

From Keypoint Intelligence

ONLY 6 JAMS out of nearly **4.5 MILLION PAGES** *(That's a rate of 1 in 742,500)* and **ONLY 2 SERVICE CALLS** across all **23 DEVICES** in a **5-YEAR PERIOD**

uniFLOW online



BLI 2022 Pick Outstanding Cloud Management Solution

From Keypoint Intelligence

WINNER *for* 4 *of the* LAST 4 YEARS

THANKS TO ITS:

- Support for Hybrid Work
- Output Management Features
- Capture Features
- Cloud Service Integration

"It is clear that Canon has an A3 MFP for any customer, and it is also clear that users can rely on Canon A3 MFPs to get the job done accurately and efficiently."

Pete Emory,
DIRECTOR OF RESEARCH & LAB SERVICES US/ASIA AT KEYPOINT INTELLIGENCE

To learn more click here.

For more information,
call 1.800.815.4000
or visit csa.canon.com

Canon

BLI Reliability Award based on devices tested from 2017 through 2021.

Winner of the BLI A3 Line of the Year Award 2016, 2017, 2018, 2020, 2022.

Canon and imageRUNNER are registered trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. All other referenced product names and marks are trademarks of their respective owners. For a full listing of specifications, see product brochures. Specifications and availability subject to change without notice. Not responsible for typographical errors.
©2023 Canon U.S.A., Inc. All rights reserved.

CSA-23-0054-7183

Copier Replacement

SHA's current copier is approaching replacement consideration. Management evaluated two replacement options provided by Canon:

1. imageFORCE C3130
2. imageFORCE C5140

Both devices meet SHA's current operational requirements and include service and supply support under the proposed maintenance agreement.

The imageFORCE C3130 represents the lowest-cost option and provides the greatest direct financial savings. However, the purchase price difference between the two devices is approximately $2,794, while both machines have comparable service and copy costs.

Option	Purchase Price
imageFORCE C3130	$7,101
imageFORCE C5140	$9,895

The additional investment for the C5140 provides:

- Faster print and scan speeds
- Greater paper handling capacity
- Higher-duty cycle and durability
- Additional capacity for future organizational growth
- Reduced likelihood of performance limitations as document production increases

SHA is currently managing increasingly complex administrative functions, including HUD compliance, RAD conversion planning, tenant communications, and regulatory reporting. Staff anticipates continued reliance on high-volume scanning, printing, and document management.

While the C3130 would adequately meet today's needs, the C5140 offers a more robust platform better suited to support long-term operations and future growth. The cost difference is relatively modest when spread over the expected life of the equipment.

Although the imageFORCE C3130 is the lowest-cost alternative, management believes the imageFORCE C5140 provides the best overall value to SHA.

The C5140 offers enhanced performance, durability, and capacity for an additional investment of approximately $2,800. Given the expected useful life of the copier and SHA's operational needs, management recommends purchasing the imageFORCE C5140 rather than entering into a lease agreement or selecting the lower-capacity model.

Staff Recommendation: Approve the purchase of the Canon imageFORCE C5140 multifunction copier and authorize management to execute the purchase agreement.

Canon

imageFORCE
C5170/C5160
C5150/C5140

THE POWER OF NEXT



- Color A3 Multifunction Printer
- Prints up to 70 ppm (BW/Color, Letter)
- Scans up to 270 ipm (300 dpi BW/Color Duplex)
- Up to 4800 x 2400 dpi Print Resolution

Device shown with optional accessories.

INTUITIVE BY NATURE, **PRODUCTIVE** FOR BUSINESS

THE POWER OF NEXT

To push the boundaries of what's possible, you must be bold. The **Power of Next** represents Canon's latest phase of ambitious and advanced print innovation with the comprehensive line-up of imageFORCE technology. This highly productive lineup is designed to help you **print better**, **do more**, and **stay ahead** in today's digital workplace. Backed by a strong commitment to the *Kyosei* philosophy—which promotes living and working together for the common good—Canon ushers in a new era of purposeful printing—where cutting-edge innovation meets environmental responsibility.

imageFORCE C5100 SERIES

Thoughtfully manufactured with today's mid-to-high-volume print environments in mind, the imageFORCE C5100 series supports productive performance and intuitive design. From vibrant color prints to advanced scanning features, is designed to help organizations operate efficiently, enhance output quality, and keep up with daily demands.

Performance for Any Pace



70 ppm
Optimal speed for enterprise departments with higher volume printing and scanning.



60 ppm
Best suited for busy enterprise spaces or schools with increased volume demands.



50 ppm
Perfect for busier professional settings such as fast-paced co-working spaces.



40 ppm
Ideal for smaller workspaces with regular color print and scan requirements.



PRINT BETTER

BRILLIANT QUALITY AND RELIABLE RESULTS

Achieve stunning, high-resolution prints with advanced precision, vibrant colors, and the trusted performance Canon is known for.

EXCEPTIONAL IMAGE QUALITY

D² Exposure Technology (Defined and Detailed)

Cutting-Edge OLED Technology: Combines Solid State Exposure using OLED and Silicon technologies to help produce excellent image quality and consistency.

Brilliant 4800 dpi: Canon's unique D² Exposure technology is designed to achieve up to 4800 x 2400 dpi resolution.

Outstanding Precision: Help minimize color shift and provide precise color registraion across printed pages.

Crisp Text and Fine Line: Printed text appears smooth, highly defined against colored backgrounds.





COMMAND PRECISION IN EVERY PRINT

Canon's imagePASS is a powerful print server that helps to advance the performance of your Canon device and supports professional, high-quality results by enhancing processing speeds, sharpening color accuracy, and administering complex tasks.

The imageFORCE C5100 series also has dual controller support, which helps to expand performance by designating the native Canon controller as a primary and imagePASS-T1 controller as a secondary.

HELP EXPAND PRINT EFFICIENCY WITH WORKFLOW SOLUTIONS

Manage tasks, track costs, and print and scan all on one platform with the optional uniFLOW Online, a powerful cloud-based solution that helps to reduce IT workload and adds flexibility to your print environment.

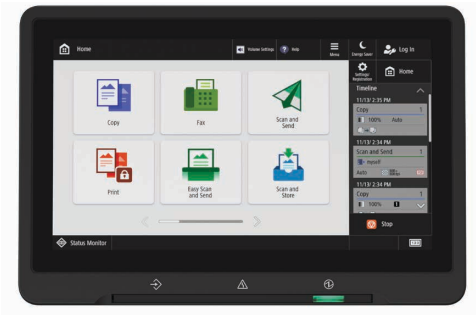
PRINT BETTER, BUILT TO PERFORM

The imageFORCE C5100 series features Canon's unique and sturdy anti-loosening welded frame, designed to handle long-term usage and promote peak performance.

DO MORE

INTUITIVE WORKFLOWS FOR EVERYDAY USE

Help elevate daily efficiency with seamless workflows, simple and intuitive print technology, integrated solutions, and flexible media handling.



SIMPLE USER INTERFACE

Each model within the imageFORCE line-up supports a consistent user interface, enabling operators to effortlessly run the device with a minimal learning curve.

- Large 10.1" responsive and intuitive touchscreen.
- Familiar interface with icons categorized by color.
- Easy customization settings for language, accessibility, and display preferences.

VERSATILE PRINT APPLICATIONS

Support for various paper sizes, finishes, and media types that adapt seamlessly to diverse office printing needs.



Brochures



Postcards



Flyers



Booklets



Envelopes



Long Sheets
12⅝" x 51¼"

CLOUD READY SOLUTIONS

Canon's imageFORCE systems have the ability to integrate seamlessly with a range of powerful Canon and third-party software to help your workflow evolve. For example, you can easily print and scan to—and from—your favorite cloud storage services with Cloud Connector.

GAIN CONTROL OF YOUR FLEET

Centralize the management of your print fleet and maximize uptime with the support of imageWARE Enterprise Management Console. A standard feature on Canon devices, this console helps to monitor device status and consumables, apply security settings, update firmware, capture meter readings, and much more—anytime and anywhere.

HASSLE-FREE SETUP AND MAINTENANCE

Canon U.S.A.'s range of Smart Services is designed to help support you at every stage of the device management life cycle. Benefits include:

- Setting up and deploying your devices quickly.
- Enabling proactive service and fast issue resolution.
- Access upgrades and replace parts with ease.

PRINTING THAT PERFORMS. SCANNING THAT DELIVERS.

Performance doesn't need to stop at print. Scan speeds of up to 270 images per minute. Scan full-color documents quickly and accurately at single-pass duplex scan speeds. Whether you're digitizing reports, ID cards, or mixed media files, you can capture clean, high-resolution scans that integrate seamlessly into your digital workflows.

STAY AHEAD

FUTURE-READY. SECURITY-FOCUSED. ECO-CONSCIOUS.

Make the move forward with cutting-edge print technology that is built to help your organization be more productive, and more prepared for the unexpected.

SECURITY FEATURES TO HELP SAFEGUARD YOUR INFRASTRUCTURE

Defend your data and your device with robust security features designed with the modern workplace in mind. These include:

Security Environment Estimation: Recommends security settings based on the device's operating environment.

Verify System at Startup: At device start-up, helps to verify that the boot process, firmware, and applications have not been altered or tampered with. Includes automatic recovery of boot process.

FIPS 140-3 Storage Encryption: A U.S. government standard for cryptographic modules, supporting data encryption and security in hardware and software systems.

SIEM Integration: Integrates your print devices into your universal security and event monitoring strategy.

Trellix™ Embedded Control: Utilizes whitelisting to help prevent execution of unrecognized malware or tampering of existing firmware/applications.

Control Access: Provides flexible authentication methods for PIN, username/password, or badge authentication accessibility, and display preferences.

CANON'S FUTURE-READY UNIFIED FIRMWARE PLATFORM

With Canon's Unified Firmware Platform (UFP), a common source code for firmware development embedded within the imageFORCE products, your device can benefit from regular updates—including additional functionality to existing models—and the latest features.



BUILT WITH A FOCUS ON SUSTAINABILITY

From product design to power use, Canon's commitment to the environment takes center stage with the imageFORCE series of printers. Features include:

Low Energy Consumption: A combination of highly efficient fusing technologies and low-melting-point toner helps to minimize power requirements and achieve low energy consumption.

Cardboard Packaging: Designed with more recycled materials than ever before and featuring both interior and exterior cardboard components.

Prestigious Certifications: ENERGY STAR® certified and Rated EPEAT Gold and EPEAT Climate+.

CONFIGURATION OPTIONS

imageFORCE
C5170/C5160
C5150/C5140

Internal Output Options



Inner 2Way Tray-M1

- 2-tray, 100-sheet capacity each tray



Inner Finisher-N1

- 2-tray, 550-sheet capacity
- Corner and double stapling up to 50 sheets
- Supports Staple-Free Stapling and Staple on Demand

Long Sheet Options



Long Sheet Catch Tray-D1



Long Sheet Feeding Tray-A1

Finishing Options



Staple Finisher Lite-A1*

- Staple capacity of up to 65 sheets
- Output capacity of up to 1,750 sheets
- Supports Staple on Demand



Staple Finisher-AB3

- 2-tray, up to 3,250-sheet capacity
- Corner and double stapling up to 65 sheets
- Supports Staple-Free Stapling and Staple on Demand



Booklet Finisher-A2 With Tri-Fold

- 2-trays, up to 3,250 sheet capacity
- Corner and double stapling up to 65 sheets
- Supports Staple-Free Stapling and Staple on Demand
- Booklet-making up to 20 sheet
- Built in C-Fold up to 6 sheets

Paper Folding Option



Paper Folding Unit-L1

- Offers Z-Fold



Controller Option



imagePASS-T1

Note: Device includes standard support for UFR II/PCL/PS Printing.

Paper Feeding Options



Cassette Feeding Unit-AY1

- Two 550-sheet cassettes
- Supports up to 12" x 18"
- 14 lb. Bond to 110 lb. Cover



High Capacity Cassette Feeding Unit-F1

- Up to 2,450-sheet capacity, Letter Only
- 14 lb. Bond to 110 lb. Cover



Paper Deck-F2

- Up to 2,700-sheet capacity, Letter Only
- 14 lb. Bond to 140 lb. Index



Cabinet Type-V

* Requires the following Unified Firmware Platform (UFP) versions: V4.1 or later: imageFORCE C5100 series

Please reference specification sheet and configurator tool on Canon's website for detailed specifications and supported configurations.

PRINTER SPECIFICATIONS

imageFORCE C5170/C5160 C5150/C5140

Technology/Type	OLED/A3 Color Multifunction
Core Functions	Standard: Print, Copy, Scan, Send, Store Optional: Fax, Up to 4 lines
Print/Copy Speed (BW and Color)	imageFORCE C5170 Up to 70 ppm[1] (Letter) Up to 42 ppm (Letter-R) Up to 40 ppm (Legal) Up to 35 ppm (11" x 17") imageFORCE C5160 Up to 60 ppm[1] (Letter) Up to 36 ppm (Letter-R) Up to 34 ppm (Legal) Up to 32 ppm (11" x 17") imageFORCE C5150 Up to 50 ppm[1] (Letter) Up to 30 ppm (Letter-R) Up to 29 ppm (Legal) Up to 27 ppm (11" x 17") imageFORCE C5140 Up to 40 ppm[1] (Letter) Up to 24 ppm (Letter-R) Up to 23 ppm (Legal) Up to 20 ppm (11" x 17")
Scan Speed (ipm, BW and Color, Letter)	Single-Scanning 135/135 (300 x 300 dpi, Send), 80/80 (600 x 600 dpi, Copy), Double-sided Scanning 270/270 (300 x 300 dpi, Send), 160/90 (600 x 600 dpi, Copy)
Memory	6.0 GB RAM
Solid-State Drive	Standard: 256 GB Optional: 1TB
Warm-up Time	Quick Startup Mode: Approx. 4 Seconds[2]
	From Sleep Mode: Approx. 7 Seconds[3] (imageFORCE C5170) Approx. 6 Seconds[3] (imageFORCE C5160/C5150/C5140)
	From Power On: Approx. 6 Seconds[4]
Paper Capacity (Letter, 20 lb. Bond)	Standard: 1,200 Sheets Maximum: 6,350 Sheets
Supported Media Types	Paper Cassettes: Thin, Plain, Recycled, Eco, Color, Heavy, Bond, Transparency, Pre-punched, Letterhead, Envelope (Requires standard envelope feeder attachment)
	Multi-Purpose Tray: Thin, Plain, Recycled, Eco, Color, Heavy, Coated, Tracing, Bond, Transparency, Label, Pre-punched, Letterhead, Tab, Envelope
Supported Media Sizes	Upper Cassette: Letter, Executive, Statement-R, Envelopes [COM10 (No.10), Monarch, DL, ISO-C5], Custom Size (3-7/8" x 5-7/8" to 11-3/4" x 8-1/2")
	Lower Cassette: 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement-R, Envelopes [COM10 (No.10), Monarch, DL, ISO-C5], Custom size (3-7/8" x 5-7/8" to 12" x 18")
	Multi-Purpose Tray: 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement, Statement-R, Envelopes[COM 10 (No.10), Monarch, DL, ISO-C5], Custom size/Free Size (3-7/8" x 5-1/2" to 12-5/8" x 18"), Long sheet[5] (3-7/8" x 18" to 12-5/8" x 51-1/4")
Supported Media Weights	Upper Cassette: 14 lb. bond to 140 lb. index (52 to 256 gsm) Lower Cassette: 14 lb. bond to 110 lb. cover (52 to 300 gsm)
	Multi-Purpose Tray: 14 lb. bond to 110 lb. cover (52 to 300 gsm)
	Duplexing: 14 lb. bond to 140 lb. index (52 to 256 gsm)
Dimensions (W x D x H)	24-3/8" x 28-1/2" x 36-7/8" (620 x 722 x 937 mm)[6]
Weight	Approx. 231.5 lb. (105 kg)[7]
Environmental Standards	ENERGY STAR® certified EPEAT Gold EPEAT Climate+

[1] When paper is fed from Upper Cassette, High Capacity Cassette, Feeding Unit-F1, or Paper Deck Unit-F2.
[2] Time from device power-on to when the copy icon appears and is enabled to operate on the touch panel display.
[3] Time from exiting Sleep mode to when printing is operational.
[4] Time from device power-on until copy ready (not print reservation).
[5] Long Sheet Feeding Tray-A1 is required.
[6] Includes main unit and standard ADF.
[7] Includes consumables.

WHAT WILL YOU CREATE WITH

THE POWER OF NEXT?



Trellix

CANON GENUINE TONER, CARTRIDGE & PARTS

epeat GOLD

ENERGY STAR

Canon

usa.canon.com/business

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has certified this model as meeting the ENERGY STAR energy efficiency criteria through an EPA recognized certification body. ENERGY STAR and the ENERGY STAR mark are registered U.S. marks. Canon, imageFORCE, imagePASS, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. Canon products offer certain security features, yet many variables can impact the security of your devices and data. Canon does not warrant that use of its security features or recommendations will prevent security issues. Customers should perform their own due diligence and consult with their security expert to determine what security features to implement for their organization. Nothing herein should be construed as legal or regulatory advice concerning applicable laws; customers must have their own qualified counsel determine the feasibility of a solution as it relates to regulatory and statutory compliance. Some security features may impact functionality/performance; you may want to test these settings in your environment. Trellix and the Trellix logo are trademarks or registered trademarks of Musarubra US LLC or its subsidiaries in the U.S. and other countries. All other referenced product names and marks are trademarks of their respective owners. All printer output images are simulated.
All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Authorized Representative for details. Products shown with optional accessories. Subscription to a third-party cloud service required. Subject to third-party cloud service providers terms and conditions. uniFLOW is a registered trademark of NT-ware Systemprogrammierung GmbH. Canon U.S.A. does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21, or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. Specifications and availability subject to change without notice. Not responsible for typographical errors.

©2025 Canon U.S.A., Inc. All rights reserved.

06/25-1853-13007

Canon

imageFORCE
C3150/C3135
C3130/C3126

THE POWER OF NEXT





- Color A3 Multifunction Printer
- Prints up to 50 ppm (BW/Color, Letter)
- Scans up to 270 ipm (Up to 300 dpi BW/Color Duplex)
- Up to 4800 x 2400 dpi Print Resolution

imageFORCE C3150 device shown with optional accessories.



imageFORCE C3100 Series

Built for today's busy mid-volume print environments, the imageFORCE C3100 Series delivers **tactical** performance with a **reliable** design.

Engineered for everyday productivity, it is designed to provide outstanding image quality and enhanced efficiency within a compact design.

THE POWER OF NEXT

To push the boundaries of what's possible, you must be bold. The **Power of Next** represents Canon's latest phase of ambitious and advanced print innovation with the comprehensive line-up of imageFORCE technology. This highly productive lineup is designed to help you **print better**, **do more**, and **stay ahead** in today's digital workplace. Backed by a strong commitment to the *Kyosei* philosophy—which promotes living and working together for the common good—Canon ushers in a new era of print.

Performance for Any Pace



50 ppm

Ideal for users printing and scanning in busy mid-volume professional settings.



35 ppm

Built for small teams that need quick, reliable document turnaround for daily office tasks.



30 ppm

Designed for small offices with steady, moderate printing and scanning needs.



26 ppm

Best for light-use workspaces requiring high-quality color on an occasional basis.



PRINT BETTER

BRILLIANT QUALITY AND RELIABLE RESULTS

Achieve stunning, high-resolution prints with advanced precision, vibrant color quality, and Canon's professional-grade reliability.

OUTSTANDING IMAGE QUALITY

D² Exposure Technology (Defined and Detailed)

Cutting-Edge OLED Technology: Combines Solid State Exposure using OLED and Silicon technologies for excellent image quality and consistency.

Brilliant 4800 dpi: Canon's unique D² Exposure technology is designed to achieve 4800 x 2400 dpi resolution.

Outstanding Precision: Helps minimize color shift and provides consistent color registration.

Sharp and Crisp Text: Printed text appears smooth, highly defined against colored backgrounds.









PRINT BETTER, BUILT TO PERFORM

The imageFORCE C3100 Series features Canon's unique and sturdy anti-loosening welded frame, designed to handle long-term usage and promote peak performance.

HELP EXPAND PRINT EFFICIENCY WITH WORKFLOW SOLUTIONS

Manage tasks, track costs, and print and scan all on one platform with the optional uniFLOW Online, a powerful cloud-based solution that helps to reduce IT workload and adds flexibility to your print environment.



DO MORE

INTUITIVE WORKFLOWS FOR EVERYDAY USE

Help elevate daily efficiency with seamless workflows, simple and intuitive print technology, integrated solutions, and flexible media handling.



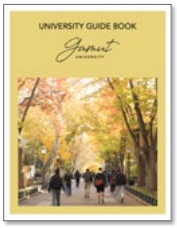
SIMPLE USER INTERFACE

Each model within the imageFORCE line-up supports a consistent user interface, enabling operators to effortlessly run the device with a minimal learning curve.

- Large 10.1" responsive and intuitive touch screen.
- Familiar interface with icons that are categorized by color.
- Easy customization settings for language, accessibility, and display preferences.

FLEXIBLE FINISHING CAPABILITIES

Support for various paper sizes, finishes, and media types that adapt seamlessly to diverse office printing needs.



Brochures



Postcards



Flyers



Booklets



Envelopes

PRINTING THAT PERFORMS. SCANNING THAT DELIVERS.

Performance doesn't need to stop at print. This highly capable color multifunction device is built to help boost your productivity—empowering your workforce to handle everyday tasks with speed, accuracy, and smart document handling, from start to finish.

Scan Speeds of up to 270 ipm: Scan full-color documents quickly and accurately at single-pass duplex scan speeds.

Digitalization: Whether you're digitizing reports, ID cards, or mixed media files, you can capture clean, high-resolution scans that integrate seamlessly into your digital workflows.

CLOUD READY SOLUTIONS

Canon's imageFORCE systems have the ability to integrate seamlessly with a range of powerful Canon and third-party software to help your workflow evolve. For example, you can easily print and scan to—and from—your favorite cloud storage services with the optional Cloud Connector.[1]

GAIN FULL CONTROL OF YOUR FLEET

Centralize the management of your print fleet and help maximize uptime with the support of imageWARE Enterprise Management Console. imageWARE Enterprise Management Console helps to monitor device status and consumables, apply security settings, update firmware, capture meter readings, and much more—virtually anytime and anywhere.

HASSLE-FREE SETUP AND MAINTENANCE

Canon U.S.A.'s range of Smart Services are available as an option and are designed to help support you at every stage of the device management life cycle. Benefits include:

- Setting up and deploying your devices quickly.
- Enabling proactive service and fast issue resolution.
- Access upgrades and replace parts with ease.

STAY AHEAD

FUTURE-READY. SECURITY-FOCUSED. LOW IMPACT DESIGN.

Make the move forward with cutting-edge print technology that is built to help your organization be more productive and more prepared for the unexpected.

SECURITY FEATURES DESIGNED TO HELP SAFEGUARD YOUR INFRASTRUCTURE

Implement security features designed with the modern workplace in mind. These include:

Security Environment Estimation: Recommends security settings based on the device's operating environment.

Verify System at Startup[2]: At device start-up, helps to verify that the boot process, firmware, and applications have not been altered or tampered with. Includes automatic recovery of boot process.

FIPS 140-3 Storage Encryption: A U.S. government standard for cryptographic modules, supporting data encryption and security in hardware and software systems.

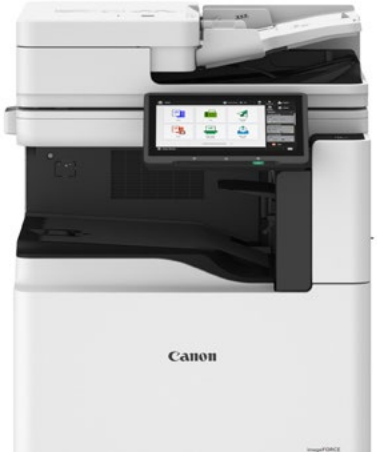
SIEM Integration[3]: The ability to integrate your print devices into your universal security and event monitoring strategy.

Trellix™ Embedded Control[2]: Utilizes whitelisting to help prevent execution of unrecognized malware or tampering of existing firmware/applications.

Control Access: Provides flexible authentication methods for PIN, username/password, or badge authentication accessibility, and display preferences.

CANON'S FUTURE-READY UNIFIED FIRMWARE PLATFORM

With Canon's Unified Firmware Platform (UFP), a common source code for firmware development embedded within the imageFORCE products, your device can benefit from regular updates—which may include additional functionality to existing models—and the latest features.



BUILT WITH SUSTAINABILITY FEATURES

From product design to power use, Canon's commitment to the environment can be seen with the imageFORCE series of printers. Features include:

Low Energy Consumption: A combination of highly efficient fusing technologies and low-melting-point toner helps to minimize power requirements and achieve low energy consumption.

Cardboard Packaging: Canon has reduced its use of plastic materials by switching from conventional foam packaging to interior cardboard packaging materials for the main unit—a material that is widely recyclable.

Prestigious Certifications: ENERGY STAR® certified and rated EPEAT Gold.

C3100 SERIES CONFIGURATION AND ACCESSORIES

imageFORCE
C3150/C3135
C3130/C3126

Internal Output Options



Inner Finisher-N1

- 2-tray 545-sheet capacity
- Corner and double stapling up to 50 sheets within the footprint of the main unit
- Supports Staple-free Stapling and Staple On Demand
- Supports optional internal 2/3-hole puncher (Inner 2/3 Hole Puncher-D1)



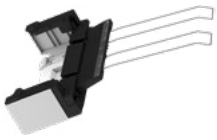
Inner 2Way Tray-M1

- Requires 1st Copy Tray Kit-C1

Long Sheet Option



Long Sheet Catch Tray-F1



Long Sheet Feeding Tray-A1

Can support up to 47.25-inch sheet

Finishing Options



Booklet Finisher-AH1

- 2-tray, 3,250-sheet capacity
- Corner and double stapling up to 50 sheets
- Saddle Stitch Staple up to 20 sheets and saddle-folding up to 3 sheets
- Supports Staple-free Stapling and Staple On Demand
- Supports optional internal 2/3-hole puncher (2/3 Hole Puncher Unit-A1)



Staple Finisher-AH1

- 2-tray, 3,250-sheet capacity
- Corner and double stapling up to 50 sheets
- Supports Staple-free Stapling and Staple On Demand
- Supports optional internal 2/3-hole puncher (2/3 Hole Puncher Unit-A1)



Staple Finisher Lite-B1

- Staple capacity of up to 50 sheets
- Output capacity of up to 1,750 sheets
- Staple On Demand: Up to 50 sheets



Paper Feeding Options



Cassette Feeding Unit-AZ1

- Two 550-sheet cassettes
- Supports up to 12" x 18"
- Supports 14 lb. Bond to 140 lb. Index
- Available for imageFORCE C3150 only



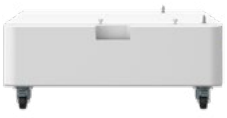
Cassette Feeding Unit-BB1

- Two 550-sheet cassettes
- Supports up to 12" x 18"
- Supports 14 lb. Bond to 140 lb. Index
- Available for the C3135/C3130/ C3126 Only



High-Capacity Cassette Feeding Unit-G1

- 2,450-sheet capacity
- Supports LTR
- Supports 14 lb. Bond to 140 lb. Index



Cabinet Type-Y



Paper Deck-F3

- 2,700-sheet capacity
- Supports LTR
- Supports 14 lb. Bond to 140 lb. Index

Please reference specification sheet and configuration tool on Canon's website for detailed specifications and supported configurations.

PRINTER SPECIFICATIONS

imageFORCE
C3150/C3135
C3130/C3126

Technology/Type	OLED/A3 Color Multifunction
Core Functions	Standard: Print, Copy, Scan, Send, Store Optional: Fax, Up to 4 lines
Print/Copy Speed (BW)	**imageFORCE C3150:** • Up to 50 ppm (Letter) • Up to 50 ppm (Statement-R) • Up to 30 ppm (Letter-R) • Up to 25 ppm (11" x 17")
	imageFORCE C3135: • Up to 35 ppm (Letter) • Up to 35 ppm (Statement-R) • Up to 23 ppm (Letter-R) • Up to 17 ppm (11" x 17")
	imageFORCE C3130: • Up to 30 ppm (Letter) • Up to 30ppm (Statement-R) • Up to 20 ppm (Letter-R) • Up to 15 ppm (11" x 17")
	imageFORCE C3126: • Up to 26 ppm (Letter) • Up to 26 ppm (Statement-R) • Up to 20 ppm (Letter-R) • Up to 15 ppm (11" x 17")
Scan Speed (ipm, BW/CL, Letter)	Single-Scanning: Up to 135/135 (300 x 300 dpi, send), Up to 80/80 (600 x 600 dpi, copy) Double Sided-Scanning Up to 270/270 (300 x 300 dpi, send), Up to 160/90 (600 x 600 dpi, copy)
Memory	RAM 5.0 GB
Solid-State Drive	Standard: 256 GB Optional: 1 TB
Warm-up Time	Quick Startup Mode: 4 seconds or less[4]
	From Sleep Mode: 10 seconds or less[4]
	From Power On: 10 seconds or less[5]
Paper Supply Capacity (LTR, 20 lb. Bond)	Standard: 1,200 sheets Maximum: 6,350 sheets
Supported Media Types	Upper Cassette: Thin, Plain, Recycled, Color, Heavy, Bond, Transparency, Pre-punched, Letterhead, Envelope[6]
	Lower Cassette: Thin, Plain, Recycled, Color, Heavy, Bond, Transparency, Pre-punched, Letterhead, Envelope[7]
	Multi-purpose Tray: Thin, Plain, Recycled, Color, Heavy, Coated, Tracing, Bond, Transparency, Labels, Pre-punched, Letterhead, Envelope
Supported Media Sizes	Upper Cassette: Standard size: Letter, Executive, Statement-R. Custom Size: 4-1/8" x 5-7/8" to 11-3/4" x 8-1/2" (105.0 x 148.0 mm to 297.0 x 215.9 mm). Envelopes[6]: ISO-C5
	Lower Cassette: Standard size: 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement-R. Custom Size: 4-1/8" x 5-7/8" to 12" x 18" (105.0 x 148.0 mm to 304.8 x 457.2 mm) Envelopes[7] : COM10 No.10, Monarch, DL
	Multi-purpose Tray: Standard size: 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement, Statement-R. Custom size: 3-7/8" x 5-1/2" to 12-5/8" x 18" (98.4 x 139.7 mm to 320.0 x 457.2 mm). Free size: 4" x 5-7/8" to 12" x 18". Long sheet[8] : 3-7/8" x 18" to 12-5/8" x 47-1/4". Envelopes: COM10 No.10, Monarch, ISO-C5, DL. Envelope custom size: 3-7/8" x 3-7/8" to 12-5/8" x 18".
Supported Media Weights	Upper Cassette: 14 lb bond to 140 lb index (52 to 256 gsm)
	Lower Cassette: 14 lb bond to 140 lb index (52 to 256 gsm)
	Multi-purpose tray: 14 lb bond to 110 lb cover (52 to 300 gsm)
	Duplexing: 14 lb bond to 80 lb cover (52 to 220 gsm)
Dimensions (W x D x H)[9]	22-1/4" x 29-3/8" x 35-3/8" (565 x 745 x 897 mm)
Weight	Approx. 200.6 lb (91 kg)[10]
Environmental Standards	ENERGY STAR® Certified EPEAT Gold

[1] Term license required.
[2] This feature is off by default and must be turned on by the user. Warm up times are affected once turned on.
[3] Third-party SIEM system required. Subject to third-party SIEM system terms and conditions. Canon cannot ensure compatibility with all third-party SIEM systems.
[4] Time from device power-on to when the copy icon appears and is enabled to operate on the touch panel display.
[5] Time from device power-on, until copy ready (not print reservation).
[6] Envelope Feeder Attachment B (standard) is required except ISO-C5.
[7] Envelope Feeder Attachment A (standard) is required.
[8] Long Sheet Feeding Tray-A1 is required and Staple Finisher-AH1 or Booklet Finisher-AH1 is required.
[9] Standard (including 1-Pass DADF).
[10] Including the optional 1st Copy Tray Kit-C1 and regular toner.

WJS ENTERPRISES, INC.

5701 Crawford Street, Ste H
Harahan, LA 70123
504.837.5666

21161 Highway 36
Covington, LA 70435
985.646.8047

11725 Industriplex Blvd, Ste 3
Baton Rouge, LA 70809
225.752.0957

www.wjsenterprises.com

WHAT WILL YOU CREATE WITH

THE POWER OF NEXT?



Trellix

CANON GENUINE TONER, CARTRIDGE & PARTS

epeat GOLD

ENERGY STAR

Canon

usa.canon.com/business

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has certified this model as meeting the ENERGY STAR® energy efficiency criteria through an EPA recognized certification body. ENERGY STAR® and the ENERGY STAR® mark are registered U.S. marks. Canon, imageFORCE, imagePASS, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. Canon products offer certain security features, yet many variables can impact the security of your devices and data. Canon does not warrant that use of its security features or recommendations will prevent security issues. Customers should perform their own due diligence and consult with their security expert to determine what security features to implement for their organization. Nothing herein should be construed as legal or regulatory advice concerning applicable laws; customers must have their own qualified counsel determine the feasibility of a solution as it relates to regulatory and statutory compliance. Some security features may impact functionality/performance; you may want to test these settings in your environment. Trellix and the Trellix logo are trademarks or registered trademarks of Musarubra US LLC or its subsidiaries in the U.S. and other countries. All other referenced product names and marks are trademarks of their respective owners. All printer output images are simulated.
All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Authorized Representative for details. Products shown with optional accessories. Subscription to a third-party cloud service required. Subject to third-party cloud service providers terms and conditions. uniFLOW is a registered trademark of NT-ware Systemprogrammierung GmbH. Canon U.S.A. does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21, or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. Specifications and availability subject to change without notice. Not responsible for typographical errors.

©2026 Canon U.S.A., Inc. All rights reserved.

04/26-0622-13042

RESOLUTION 2026-21

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE ELIMINATING THE GROUNDSKEEPER POSITION

WHEREAS, the Housing Authority of the City of Sunnyside is responsible for the efficient operation and maintenance of its housing properties; and

WHEREAS, the Board of Commissioners has reviewed the Authority's operational needs, workload requirements, and staffing structure related to grounds maintenance services; and

WHEREAS, the Board has determined that the existing Groundskeeper position no longer represents the most efficient method of providing grounds maintenance services throughout the year; and

WHEREAS, the Board desires to restructure grounds maintenance operations to better align staffing levels with seasonal workload demands and operational requirements; and

WHEREAS, the elimination of the Groundskeeper position is an organizational restructuring decision and is not related to the performance or conduct of any employee currently occupying the position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE THAT:

1. The existing Groundskeeper position is hereby abolished effective December 1, 2026.
2. Employees currently occupying the Groundskeeper position shall be separated from employment due to the elimination of the position.
3. Such separation shall be classified as a layoff resulting from organizational restructuring and position elimination.
4. The Executive Director is authorized and directed to provide all required notices and complete all administrative actions necessary to implement this Resolution.
5. The Executive Director is further authorized to take such actions as may be necessary to carry out the intent of this Resolution.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE, WASHINGTON, AT A REGULAR MEETING THEREOF HELD ON THE 21st DAY OF OCTOBER 2026.

ATTEST:

_____

Chairperson

_____

Secretary

HOUSING AUTHORITY OF SUNNYSIDE ORGANIZED SEAL 1943 WASHINGTON

SUNNYSIDE HOUSING AUTHORITY
204 South 13th Street Sunnyside, WA 98944
Phone: 509-837-5454 Fax: 509-837-4150 TTY : 711 Email: info@sunnysideha.org

Job Title: Full Time Groundskeeper/Laborer

Classification: Non-Exempt

Category: Maintenance Trades & Labor

Salary Range: Minimum Wage - $22.79 hourly

Definition
Responsible for the maintenance of grounds by performing a variety of semi-skilled tasks as a member of a crew under close supervision.

Typical Work

- Under close supervision, performs hand labor in lawn and landscape areas such as hand and chemical weeding; seeding, fertilizing, mowing and trimming grass; hand watering; pruning and trimming trees and shrubs. Position is involved in litter control, recycling activities, and sprinkler irrigation/maintenance.

Protects the privacy of all client related information; keeps a strict confidentiality of SHA business both while at work and during off duty hours.

Performs other duties as required.

Knowledge and Abilities
Knowledge of various types of equipment including standard safety and storage practices related to their operation. Complies with SHA safety policies at all times. Position typically requires the ability to perform heavy, outside work in inclement weather; lift heavy loads; operate various types of motor-operated equipment and hand tools; follow verbal and written directions; ability to meet and deal with public in a pleasant and courteous manner.

Legal Requirements
Valid driver's license with no more than three moving violations within the last three years preferred.

Desirable Qualifications
High school diploma or GED; AND one year of experience in the care and maintenance of grounds; AND physical ability to do required work.

_____ _____
Employee Signature Date

Equal Housing Opportunity

RESOLUTION 2026-22

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE ESTABLISHING A SEASONAL GROUNDSKEEPER POSITION AND AUTHORIZING RECRUITMENT

WHEREAS, the Housing Authority of the City of Sunnyside has reviewed its operational and maintenance needs and determined that grounds maintenance services are primarily seasonal in nature; and

WHEREAS, the Board of Commissioners finds that a seasonal staffing model will more effectively align personnel resources with operational demands while maintaining Authority properties in a safe, attractive, and sanitary condition; and

WHEREAS, the Board has determined that the establishment of a Seasonal Groundskeeper position is in the best interests of the Housing Authority and the residents it serves; and

WHEREAS, the Seasonal Groundskeeper position will be governed by a separate job description establishing the duties, qualifications, work schedule, compensation, and terms of employment associated with the position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE THAT:

1. The position of Seasonal Groundskeeper is hereby established effective January 1, 2027.
2. The Executive Director is authorized to finalize and implement a job description for the Seasonal Groundskeeper position.
3. The Executive Director is authorized to recruit, advertise, interview, and select qualified applicants for the Seasonal Groundskeeper position in accordance with Housing Authority personnel policies.
4. Former employees affected by the elimination of the Groundskeeper position may apply for consideration and shall be evaluated through the same recruitment and selection process as all other applicants.
5. Nothing in this Resolution shall be construed to guarantee employment, re-employment, or preferential hiring status to any applicant.
6. The Executive Director is authorized to take all actions necessary to implement this Resolution.

PASSED AND APPROVED by the Board of Commissioners of the Housing Authority of the City of Sunnyside, Washington, at a regular meeting thereof held on the 21 day of October 2026.

ATTEST:

_____
Chairperson

_____
Secretary



SUNNYSIDE
HOUSING AUTHORITY

204 South 13th Street Sunnyside, WA 98944
Phone: 509-837-5454 Fax: 509-837-4150 TTY : 711 Email: info@sunnysideha.org

Job Title: Seasonal Groundskeeper/Laborer

Classification: Non-Exempt Seasonal Employee

Category: Maintenance Trades & Labor

Salary Range: Minimum Wage - $22.79 hourly (or as established by the Board of Commissioners)

Definition

Responsible for the maintenance of Housing Authority grounds by performing a variety of semi-skilled tasks as a member of a maintenance crew under close supervision. This position is seasonal in nature and is generally scheduled during periods requiring increased grounds maintenance and landscaping activities.

Typical Work

- Performs mowing, trimming, edging, weeding, fertilizing, and watering.
- Maintains flower beds, landscaped areas, and common grounds.
- Performs litter control and debris removal.
- Assists with irrigation maintenance and repair.
- Operates grounds maintenance equipment safely.
- Reports unsafe conditions and property damage.
- Performs other duties as assigned.

Knowledge and Abilities

Knowledge of grounds maintenance equipment, landscaping practices, irrigation systems, and safe equipment operation. Ability to perform manual labor outdoors, follow directions, work independently, interact courteously with residents and the public, and maintain confidentiality.

Legal Requirements

Valid driver's license with no more than three moving violations within the last three years preferred.

Desirable Qualifications

High school diploma or GED and one year of grounds maintenance, landscaping, irrigation, or related experience.

Special Conditions

This is a seasonal, temporary position. Employment is limited to the seasonal period authorized by the Executive Director and is not guaranteed beyond the established season.

_____ _____

Employee Signature Date

RESOLUTION 2026-23

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE SELECTING BUREAU VERITAS TO PROVIDE RENTAL ASSISTANCE DEMONSTRATION (RAD) PHYSICAL CONDITION ASSESSMENT AND ENERGY AUDIT SERVICES AND AUTHORIZING CONTRACT EXECUTION

WHEREAS, the Housing Authority of the City of Sunnyside is pursuing participation in the United States Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program and requires a Physical Condition Assessment and Energy Audit as part of the RAD conversion process; and

WHEREAS, the Housing Authority issued a Request for Proposals seeking qualified firms to provide RAD Physical Condition Assessment and Energy Audit services; and

WHEREAS, proposals were received and evaluated based upon qualifications, technical approach, understanding of RAD requirements, experience, deliverables, schedule, and overall responsiveness to the Authority's needs; and

WHEREAS, the Board of Commissioners has reviewed the recommendation of staff and finds that Bureau Veritas submitted the proposal that best meets the Housing Authority's requirements and provides the greatest overall value to the Authority; and

WHEREAS, the proposed contract amount is $33,125, and funding for these services is available through the Housing Authority's RAD Conversion Project budget and related predevelopment funds; and

WHEREAS, the Board finds that entering into an agreement with Bureau Veritas is in the best interests of the Housing Authority and will support the successful completion of the RAD conversion process;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE THAT:

1. Bureau Veritas is hereby selected to provide Rental Assistance Demonstration (RAD) Physical Condition Assessment and Energy Audit services for the Housing Authority.
2. The Executive Director is authorized to negotiate final contract terms and execute a professional services agreement with Bureau Veritas in an amount not to exceed $33,125.
3. Funding for this contract shall be paid from the Housing Authority's RAD Conversion Project budget and related predevelopment funding sources.
4. The Executive Director is authorized to execute any related documents and take all actions necessary to implement this Resolution.

5. The Executive Director is authorized to administer the contract and approve services performed in accordance with the approved agreement.
6. Any actions previously taken by the Executive Director consistent with the purpose and intent of this Resolution are hereby ratified and confirmed.
7. The Executive Director is authorized to take all actions necessary to implement this Resolution.

PASSED AND APPROVED by the Board of Commissioners of the Housing Authority of the City of Sunnyside, Washington, at a regular meeting thereof held on the 21st day of October 2026.

ATTEST:

_____
Chairperson

_____
Secretary



To: Board of Commissioners
From: Elizabeth Alba, Executive Director
Date: October 21, 2026
Subject: Evaluation and Ranking of Proposals for RAD Physical Condition Assessment (PCA) and Energy Audit Services

Purpose
The Sunnyside Housing Authority solicited proposals for professional services to conduct a Rental Assistance Demonstration (RAD) Physical Condition Assessment (PCA) and associated Energy Audit. Two proposals were received and reviewed:

1. Bureau Veritas
2. Nova Group

The proposals were evaluated based on responsiveness to the Request for Proposals (RFP), technical qualifications, understanding of RAD requirements, project methodology, deliverables, schedule, and overall value to the Housing Authority.

Evaluation Methodology
The proposals were evaluated using the following weighted criteria:

Evaluation Criteria	Weight
Understanding of RAD PCA Requirements	25%
Technical Approach & Methodology	20%
Energy Audit & Utility Analysis	15%
Relevant Experience & Qualifications	15%
Deliverables & Reporting	10%
Schedule & Responsiveness	10%
Risk Allocation / Contract Terms	5%
Total	100%

Proposal Scoring Results

Evaluation Criteria	Weight	Bureau Veritas	Weighted Score	Nova Group	Weighted Score
Understanding of RAD PCA Requirements	25%	95	23.75	80	20.00
Technical Approach & Methodology	20%	95	19.00	85	17.00
Energy Audit & Utility Analysis	15%	95	14.25	80	12.00
Relevant Experience & Qualifications	15%	90	13.50	90	13.50
Deliverables & Reporting	10%	95	9.50	80	8.00
Schedule & Responsiveness	10%	75	7.50	95	9.50
Risk Allocation / Contract Terms	5%	70	3.50	90	4.50

Evaluation Criteria	Weight	Bureau Veritas	Weighted Score	Nova Group	Weighted Score
Total Score	100%		91.00		84.50

Evaluation Summary

Bureau Veritas

Strengths

- Demonstrated a thorough understanding of HUD RAD PCA requirements.
- Provided the most detailed methodology for completing the PCA, Energy Audit, and HUD eTool submissions.
- Included a comprehensive quality control process with draft reports, Housing Authority review, revisions, and final deliverables.
- Presented a detailed approach to utility benchmarking, energy conservation measures, and long-term capital planning.
- Proposal was specifically tailored to the Authority's RAD assessment needs.

Considerations

- Proposed a longer project completion schedule than Nova Group.
- Contract terms included a more restrictive limitation of liability.

Nova Group

Strengths

- Offered the shortest project schedule.
- Included additional environmental services that may be valuable for future financing or redevelopment activities.
- Provided more favorable liability provisions.

Considerations

- Proposal appeared more focused on general HUD financing due diligence than on the specific RAD PCA requirements outlined in the RFP.
- Less detail was provided regarding the PCA methodology, energy audit process, and HUD eTool deliverables.

Recommendation

Based on the evaluation criteria established for this procurement, Bureau Veritas received the highest overall technical score of 91.00 points and demonstrated the strongest understanding of the Housing Authority's RAD PCA requirements.

Accordingly, staff recommends that the Board of Commissioners:

Authorize the Executive Director to enter into negotiations and execute an agreement with Bureau Veritas for RAD Physical Condition Assessment and Energy Audit services, subject to final contract review and approval.

August 25, 2026

Via Email: Elizabeth@sunnysideha.org

Ms. Elizabeth Alba
Executive Director
Sunnyside Housing Authority
204 S 13th Street
Sunnyside, WA 98944

RE: 7 Sites – Sunnyside, WA
Proposal No: 183971.26P

Dear Ms. Alba:

We are pleased to provide Sunnyside Housing Authority (hereinafter referred to as "Client") with the following proposal. If accepted, Bureau Veritas Technical Assessments LLC (hereinafter referred to as "BVTA") will perform the services listed below (collectively, the "Services") meeting the specifications hereafter described.

Property(ies)

Property Address	Number of Units
1302 S. 9th Street	4
1311 S. 11th Street	6
1500 Federal Way	80
1500 S. 6th Street	10
1520 S. 6th Street	10
427 Cemetery Road	10
510 Reeves Way	20
Total	*140*

Proposed Service(s) & Fee(s)

Service(s)	Lump Sum Fee(s)
RAD PCA	$26,125.00
eTool ($1000 per site)	$7,000.00
TOTAL	**$33,125.00**

All fees referred to in this document are expressed in US Dollars. Pricing is not inclusive of taxes. If applicable, taxes shall be included at the time of invoicing, payable by the client and remitted by BVTA to the taxing municipality. The proposed fees are limited to the specific Services described in this Proposal, performed according to the requirements of the corresponding ASTM standard practices, or Client-specified Protocols.

Deliverable(s)
The quoted price includes the delivery of:

# of	Report Type	Method of Delivery
7	Draft & Final	Email Full PDF

Unless otherwise specified, BVTA will submit all reports in Final format. Timing for completion of any requested

post-delivery modifications to the report will be determined at the time of the request.

BVTA's proposed fees include electronic deliverables only. If hard copy or fixed media deliverables are required in addition to electronic deliverables, BVTA will provide pricing for production and delivery upon request.

Timing
BVTA's report(s) will be delivered within 40 full business/working days after receipt and approval of the signed proposal document.

After engagement, a call will be placed to the designated onsite Point of Contact (POC) provided by the Client in order to schedule the site visit(s), where applicable. The Client acknowledges that the Point of Contact provided shall be deemed an agent of the Client for the purposes of providing access and conveying information pertaining to the Site.

Projects Placed on Hold or Canceled
Should the Client place the awarded project on hold or cancel the engagement after contract execution, the Client agrees to pay project-specific costs incurred by BVTA, such as administrative processing, regulatory database searches and non-recoverable travel fees, as well as a percentage of the project fee, depending upon the time the project is placed on hold or cancelled. Please note that BVTA invoices canceled jobs at the time of cancellation. Jobs on hold will be automatically invoiced 30 days from the date of the hold request. Requests to cancel or place projects on or off hold must be received by BVTA in writing (email acceptable) from the Client. Invoices billed as a result of projects being placed on hold or canceled are fully collectible.

Payment & Details
An invoice for payment will be submitted with the initial report deliverable(s) and will be payable within 30 days or upon the closing of the transaction, whichever comes first. Upon receipt of the initial report deliverable(s); the invoice is fully collectible. Please forward payments to: Accounting Department, Bureau Veritas Technical Assessments LLC, PO Box 74007289, Chicago, IL 60674-7289 or contact your BVTA administrator to pay via credit card or to receive wiring instructions. BVTA recommends payment by credit card for amounts less than $1000. Please ensure that Proposal #183971.26P or invoice number is clearly identified on all payments and correspondence for proper credit.

Documents to be Furnished by Client
In order to facilitate a cursory review of pre-existing documents for each Project, BVTA asks to be furnished with electronic or printed copies of available site information. Such documents may include:

PNA/CNA/PCNA Services:

- Inspection Reports (sewer, boiler, chiller, etc)
- REAC Report (most recent, if applicable)
- Zoning Reports
- Capital Expenditure Schedules (prior or planned)
- Rehabilitation budget & scope (draft or final)
- Prior Assessments (CNA, PNA, PCA, etc.)
- Current Rent Roll/Room List
- Building Systems Maintenance Records
- Owner Elected Repair list (if available)
- Original Building Plans (can be viewed on-site)
- Fire Protection/Life Safety Plans
- Certificates of Occupancy/Facility License
- Site Plan/Floor Plans
- Accessibility Transition Plans/Self Evaluations

Note: Documents to be reviewed should be provided to BVTA within five (5) business days and not less than one (1) day prior to the onsite. In the event that documents can only be made available at the Site, BVTA will perform a cursory review during the site visit as time permits. If documents are received after the site visit date, or if the volume of documentation is determined by BVTA to be excessive, then the Project may be subject to additional review fees at the rate of $215.00 per hour. Any additional review fees will be mutually agreed upon by BVTA and the Client at the time of review request and will be authorized using a Change Order.

Terms & Conditions
BVTA will perform its Services subject to the attached "Terms & Conditions", which are incorporated by reference and made a part of this Proposal. Please indicate your acceptance of this Proposal by signing the attached "Project Authorization" page where indicated and return it to BVTA.

Please feel free to contact me at (800) 733-0660 x.7297936 or Leilani.York@bureauveritas.com should you have

any questions. BVTA welcomes the opportunity to be of service.

Sincerely,

Bureau Veritas Technical Assessments LLC



Leilani York
Associate Vice President of Sales

Attachments:
Description of Services
Terms & Conditions
Project Authorization

Description of Services

RAD Physical Condition Assessment

The goal of this project is to prepare a HUD Rental Assistance Demonstration (RAD) Physical Condition Assessment (PCA) report that complies with HUD guidelines and is HUD compliant.

Part 1: Physical Condition Assessment

(25% of occupied units, 100% of vacant units and common areas)

The traditional PCA identifies repairs necessary in the first year following restructuring and the repairs and replacements during the next 20 years; only offering "traditional" and "green" components that meet local building code; and cost estimates using both "traditional" and "green" principles. This assessment report provides comments on the benefits (financial and otherwise) of the green alternative.

Part 2: Energy Audit

This component consists of the preparation of an energy audit and completion of the energy portion of the RAD Excel Tool for each component and energy conservation measure (ECM).

Part 3: Utility Consumption Baseline

This component contains data on all utility usage at the property, both tenant-paid and owner-paid, including all common areas for a full 12-month period. It establishes a baseline to allow for benchmarking and future measurement of consumption and costs. The utility baseline creates a whole building consumption profile, addressing missing utility data, vacancies, and weather patterns in achieving establishing a standard on which future consumption can be compared.

Physical Condition Assessment

The assessment shall be conducted, at a minimum, in accordance with the HUD specified RAD requirements and Fannie Mae Physical Needs Assessment Guidance. The additional services to be performed shall include the following:

- Visit the subject property to observe the current general condition of the building and site improvements, interview on-site personnel about the property, and review available construction documents to become generally familiar with the depicted construction, life safety, mechanical, electrical and plumbing systems, and general building environment.
- Provide a general description of the property and improvements, including flood-zone designation, and comment generally on observed conditions.
- Bureau Veritas will assess the condition and remaining useful life of major building components such as roof, exterior finish and waterproofing, doors and windows, landscape, fencing/railings, walkways/parking areas, major utilities, electrical systems, lighting, mechanical, plumbing, finishes, and common areas.
- Observe and generally comment upon the condition of approximately 25% of the units. This is typically sufficient to comment on the condition of the property.
- Identify those components observed that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "replacement reserve" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. Replacement reserve term will be **20** years. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last five (5)-year period, or currently under contract. Bureau Veritas shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- Provide a limited statement of observations regarding the property's general compliance with Title III of the Americans with Disabilities Act. This will *not* constitute a full ADA survey but will help to indicate whether the Client is exposed to accessibility issues and whether a more comprehensive review is advisable.

- List the current utility service providers and inquire as to whether there are any documented life safety/code violations on record with local building, zoning and fire departments.
- Bureau Veritas will perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. BV will also interview Project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.

Energy Audit

Prior to conducting the Energy Audit, Bureau Veritas proposes to complete the following tasks for all Client locations:

- Obtain and review the previous 12 months (or as available) of utility bills including electricity, natural gas, fuel oils, and water.
- Establish base year consumption and review base year costs and utility rates.
- Enter utility data into HUD energy and water benchmarking system and obtain a benchmark score for each development compared to other HUD public housing authority sites.
- Analyze benchmark scores and establish performance targets for each development.

Bureau Veritas will collect and analyze utility data for the properties for the past 12 months and review the prior property condition assessment or applicable engineering study, if available. In addition, BV will interview Client Property Managers and Facility Engineers with knowledge of the property, notably building systems and components, to provide a general overview of the facilities and identify opportunities for energy cost savings.

The facility utility data will be entered into the HUD energy and water benchmarking tools and a separate benchmark score will be obtained for each development. The benchmarking tools will compare the subject property to a large, national database of data for similar multi-family properties. The database normalizes factors such as weather (general regional weather patterns), occupancy, conditioned area, and other building-specific characteristics. Seasonal trends are evaluated and a calculated peer-comparative HUD benchmark score is obtained by evaluating actual building consumption versus national average.

The Energy Audits consist of an on-site assessment to determine current conditions; itemization of energy consuming equipment (boilers, air conditioning equipment, air handlers, domestic hot water); review of interior and exterior lighting systems; review of appliances; and review of efficiency of all such equipment. In addition, BV will review structural and envelope components, such as building construction, windows, type of glass, insulation levels of walls and roof, building air tightness, and air infiltration.

Bureau Veritas will make recommendations on identified Energy Conservation Measures (ECMs) with detailed cost estimates and cost savings. We will p rate all projects based on the SIR. The Energy Audit will consist of the following:

- Comprehensive field audit of all Client sites, including common areas and apartment spaces (typically 10% of each type and size of apartment), community spaces, administrative and management offices, storage spaces, mechanical rooms, and metering rooms.
- Review of all available modernization plans implemented in the last 20 years.
- Evaluation of all HVAC equipment, boilers, furnaces, air conditioning equipment, pumps, fans, motors, and irrigation systems.
- Evaluation of the apartment appliances and lighting.
- Evaluation of the type and condition of heat/cooling controls/thermostats and recommendations to upgrade with digital programmable or smart thermostats.
- Inventory of common area or apartment laundry systems.

- Review of energy metering systems and evaluation of potential for check meters/sub meters.
- Audit of apartment appliances and laundry systems, central laundry systems, and incinerators, individually.
- Evaluation of condition and energy efficiency levels of refrigerators, domestic water heaters, air conditioners, and other project-furnished and tenant-furnished utilities; and recommendations for upgrades to Energy Star appliances and advanced controls.
- Review of current maintenance and operations procedures, and recommendations to optimize maintenance.
- Evaluation of the type and condition of roof, walls, windows, doors, insulation levels, weather-stripping, and heat loss from units.
- Evaluation of the type of window glazing, U-value, heat loss, and glazing/solar shading; and identification of opportunities to add storm windows or replace windows (if economically feasible based on condition), and solar films and shading/overhangs to reduce solar gain during the summer.
- Evaluation of the condition of doors and weather-stripping, crack length of doors and windows, and overall heat loss factor.
- Thermal insulation levels and R-values of roof, attic, floor, crawl space, and wall insulation levels and opportunities to reduce heat loss.
- Audit of all water-using equipment and identification of opportunities for upgrade with water efficient fixtures in kitchens and bathrooms.
- Lighting system audit of common areas, apartments, administrative office spaces, and community rooms; and audit and identification of energy savings opportunities for exterior building and parking lot lighting systems.
- Survey, recording, and evaluation of the EER/SEER of the window and split unit air conditioners serving the units and other areas to identify opportunities to replace older units with Energy Star alternatives; and identification of opportunities for centralized systems, as applicable.
- Evaluation of the efficiency, sizing, and performance of all motors and pumps in the entire facility, and identification of opportunities for VFD controls.
- Evaluation of existing (or potential new installation of) Energy Management and Control System (EMS).
- Evaluation of the feasibility of distributed generation systems including cogeneration/CHP for the facility.
- Prioritization of energy efficiency projects based on project effective payback.
- Development of detailed cost to implement each energy retrofit or improvement.

If Bureau Veritas encounters any perceived hazardous materials at the site during the energy audits, it will be brought to the attention of the Client.

Utility Consumption Baseline

Bureau Veritas will review existing utility consumption data for a twelve month period from which a weather normalized baseline will be developed using ASHRAE approved methods. BV will visit a representative sample of the units and determine utility uses such as for space heating, hot water production, cooking, air conditioning, lighting, electronics, and miscellaneous equipment. Usage will be adjusted to a pro-forma 100% occupancy based on available utility bills. Where the RAD transaction involves proposed changes in services, such as the addition of air conditioning, Bureau Veritas will evaluate the impact on utility consumption.

Deliverables

1. A draft narrative report and eTool (with completion of these worksheets: Component Replacement Summary, Utility Types and Rates, Cap Needs Input, 20 Year Schedule, Detailed 20 Year Schedule, Rehab Escrow Needs, Utility Savings, at least Cell D28 of Water Savings, Utility Data Collection, and the Reserves 20 Year Schedule) shall be submitted electronically for review prior to the completion of the final RPCA report.

2. The SHA will review the draft deliverables and discuss any necessary corrections with the selected Contractor that are necessary for the drafts to be finalized. The selected Contractor should expect at least two (2) rounds of revisions of the draft deliverables prior to finalization.

3. The final narrative report shall be transmitted electronically to the SHA and submitted electronically, along with the completed eTool, in HUD's eTool system.

Terms & Conditions

1. Billings, Payment and Credit. The Client shall pay Bureau Veritas Technical Assessments LLC for the Services performed in accordance with the prices set forth in the Proposal. Invoices shall be submitted in accordance with the Proposal. Payment of the Bureau Veritas Technical Assessments LLC invoices shall be the primary, absolute and non-contingent obligation of the Client, and shall not be conditioned upon the closing of a loan transaction or any other event. Upon receipt of the initial report deliverable(s), the invoice is fully collectible. If Bureau Veritas Technical Assessments LLC does not receive payment in full within thirty (30) calendar days of the date of the invoice, the account shall be deemed delinquent. Unpaid delinquent balances shall bear interest from the invoice date at one and one-half percent (1.5%) per month, or at the maximum lawful interest rate (whichever rate is less). If a delinquency occurs, Bureau Veritas Technical Assessments LLC may, at its option (and without relieving the Client from its payment obligation), revoke and disclaim the Client's right to rely on any report delivered pursuant to the Proposal, until payment in full is made.

   The Client shall be liable to Bureau Veritas Technical Assessments LLC for all costs and expenses of collection, including reasonable attorney and paralegal fees, and court costs. Time is of the essence with respect to this provision. Bureau Veritas Technical Assessments LLC's non-exercise of any rights or remedies, whether specified herein or as otherwise provided by law, shall not be deemed a waiver of any rights or remedies, nor preclude Bureau Veritas Technical Assessments LLC from the future exercise of such rights or remedies. If a third party is accepting a Proposal as agent for the Client, such third party represents and warrants to Bureau Veritas Technical Assessments LLC that it is duly authorized to bind the Client to the terms of the Proposal and guarantees payment for services.

2. Right of Entry; Force Majeure. The Client shall arrange for the right of entry to the subject property ("Site") by Bureau Veritas Technical Assessments LLC, its agents, employees, consultants, contractors and subcontractors, for the purpose of performing all acts as may be reasonably necessary to perform the Services within the agreed scope of work. Bureau Veritas Technical Assessments LLC may require that an authorized knowledgeable representative of the owner be present at the Site as a condition to the performance of the Services and may require that site personnel operate major building systems and equipment at the time the Services are performed. Bureau Veritas Technical Assessments LLC's ability to comply with the schedule for performance described in the Proposal is contingent upon timely Site access. Bureau Veritas Technical Assessments LLC shall not be responsible for damages or delays in performance caused by force majeure, acts of God, events beyond the control of Bureau Veritas Technical Assessments LLC, or events that could not have been reasonably foreseen and prevented.

3. Documents; Samples. All field notes, calculations, estimates and other documents, data or information prepared by or on behalf of Bureau Veritas Technical Assessments LLC in connection with the performance of its Service (collectively, "Documents"), shall remain the sole property of Bureau Veritas Technical Assessments LLC. All Documents prepared by Bureau Veritas Technical Assessments LLC for the Client with respect to any Site shall be used solely for the intended purposes described in the Proposal, and solely with respect to the subject Site. Unless otherwise agreed, Bureau Veritas Technical Assessments LLC shall retain all Documents for three (3) years following submission of Bureau Veritas Technical Assessments LLC's report to the Client. In its sole discretion and without prior notice to the Client, Bureau Veritas Technical Assessments LLC may dispose of all field samples within thirty (30) calendar days after submission of Bureau Veritas Technical Assessments LLC's report to the Client.

4. Matters Known to Client. The Client, itself or through the site owner, shall provide Bureau Veritas Technical Assessments LLC with any and all information known to the Client, or suspected by the Client, which pertains to: (a) the existence or possible existence at, on, under or in the vicinity of the Site, of any hazardous materials, pollutants, lead-based paint, radon or asbestos; (b) any conditions at, on, under or in the vicinity of the Site, which might represent a potential safety hazard or danger to human health or the environment; (c) any permit, manifest, title record, or other record of compliance or non-compliance with any federal, state or local laws, or court or administrative order or decrees; (d) known or suspected deficiencies or adverse conditions associated with structures or other physical improvements on Site; or (e) modifications or changes from the original plans and specifications of Site improvements which could affect the recommendations or conclusions reached by Bureau Veritas Technical Assessments LLC in the performance of its Services.

5. Preliminary Findings. Preliminary findings (often referred to as verbals) can be provided to the client in order to quickly apprise them of **preliminary** data obtained as a result of Bureau Veritas Technical Assessments LLC's visual observations at the project site. They are not intended to be exhaustive or conclusive or to substitute for the final written report; as they do not include the information obtained from a number of other equally important and necessary elements of the complete assessment report. Bureau Veritas Technical Assessments LLC recommends against making any decisions based upon such limited, preliminary, verbal results.

6. **WARRANTIES AND INDEMNIFICATION.** In performing the Services, Bureau Veritas Technical Assessments LLC shall exercise the degree of skill and care ordinarily exercised by consultants in the same community and in the same time frame providing similar services for projects of comparable size, complexity, schedule and other characteristics of the Project (the "Standard of Care"). **EXCEPT AS SET FORTH IN THE IMMEDIATELY PRECEDING SENTENCE, BUREAU VERITAS TECHNICAL ASSESSMENTS LLC MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES OR ANY OF ITS ORAL OR WRITTEN REPORTS. CLIENT ACKNOWLEDGES AND AGREES THAT (I) THE SERVICES MAY REQUIRE JUDGMENTS TO BE MADE BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC THAT ARE BASED UPON LIMITED DATA RATHER THAN UPON SCIENTIFIC CERTAINTIES; (II) BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S APPROACH, RECOMMENDATIONS, AND ASSOCIATED COST ESTIMATES, IF ANY, ARE BASED ON INDUSTRY PRACTICES AND AVERAGES; (III) PROFESSIONAL OPINIONS ARE RENDERED WITH RESPECT TO OBSERVATIONS MADE AND DATA OBTAINED AT THE TIME OF ASSESSMENT; AND (IV) ULTIMATE OUTCOMES COULD BE INCONSISTENT WITH THE CONCLUSIONS, RESULTS AND PROJECTIONS OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. ALL INFORMATION REGARDING OPERATIONS, PLANS, SPECIFICATIONS, CONDITIONS OR TEST DATA WHICH IS PROVIDED TO BUREAU VERITAS TECHNICAL ASSESSMENTS LLC BY CLIENT, OWNERS OR THIRD PARTIES (INCLUDING WITHOUT LIMITATION, ANY POINT OF CONTACT AT THE SITE), IS DEEMED BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC TO BE CORRECT AND COMPLETE WITHOUT INDEPENDENT VERIFICATION BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. BUREAU VERITAS TECHNICAL ASSESSMENTS LLC ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF SUCH INFORMATION AND SHALL NOT BE LIABLE IF RELIANCE ON SUCH INFORMATION RESULTS IN INCORRECT CONCLUSIONS OR RESULTS. CLIENT SHALL RELEASE BUREAU VERITAS TECHNICAL ASSESSMENTS LLC FROM ANY AND ALL LIABILITIES, LOSSES, COSTS, DAMAGES, CLAIMS, OBLIGATIONS, FEES AND EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES"), IF RELYING ON SUCH INFORMATION RESULTS IN INCORRECT CONCLUSIONS OR RESULTS.**

7. **LIMITATION OF LIABILITY. IN NO EVENT SHALL BUREAU VERITAS TECHNICAL ASSESSMENTS LLC BE LIABLE FOR LATENT**

OR HIDDEN CONDITIONS, CONDITIONS NOT ACTUALLY OBSERVED BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC WITHIN THE LIMITED SCOPE OF WORK, THE POTENTIAL CONSEQUENCES OF OBSERVABLE CONDITIONS, CONDITIONS OF WHICH CLIENT HAD KNOWLEDGE OF AT THE TIME OF THE ASSESSMENT, OR ANY UNAUTHORIZED ASSIGNMENT OF OR RELIANCE UPON THE REPORTS. THE LIABILITY OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC, AND THAT OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND SUBCONTRACTORS, TO CLIENT OR TO ANY THIRD PARTY, INCLUDING ANY COMPANY AFFILIATED WITH SUCH PARTIES, OR ANY OFFICER, DIRECTOR, EMPLOYEE, AGENT, SUBCONTRACTOR, SUCCESSOR, OR ASSIGN OF SUCH PARTIES, FOR ANY LOSSES, WHETHER IN CONTRACT OR TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), RELATED TO THE SERVICES, THE AGREEMENT OR OTHERWISE, SHALL NOT EXCEED AN AGGREGATE OF $25,000.00 PER PROJECT. IN NO EVENT SHALL BUREAU VERITAS TECHNICAL ASSESSMENTS LLC BE LIABLE TO CLIENT FOR ANY EXEMPLARY, PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS) ARISING FROM OR IN ANY WAY CONNECTED WITH ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THE AGREEMENT, EVEN IF THE AFFECTED PARTY HAS KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.

8. **WAIVER OF JURY TRIAL. THE CLIENT AND BUREAU VERITAS TECHNICAL ASSESSMENTS LLC HEREBY KNOWINGLY, VOLUNTARILY AND IRREVOCABLY WAIVE ANY AND ALL RIGHTS TO A TRIAL BY JURY IN ANY ACTION, PROCEEDING, CLAIM, OR COUNTERCLAIM, WHETHER IN CONTRACT OR TORT, AT LAW OR IN EQUITY, ARISING OUT OF OR IN ANY WAY RELATED TO THE SERVICES OR THIS AGREEMENT.**

9. **RELIANCE AND ASSIGNMENT. BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S WRITTEN REPORT SHALL CONTAIN BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S STANDARD RELIANCE LANGUAGE UNLESS ALTERNATE LANGUAGE HAS BEEN PRE-APPROVED BY THE CLIENT AND BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. IF NO PRE-APPROVED ALTERNATE LANGUAGE EXISTS, THE SERVICES, THE REPORTS AND OTHER RELATED WORK PRODUCT PROVIDED BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC MAY BE RELIED UPON BY THE CLIENT, ITS SUCCESSORS AND ASSIGNS WITH RESPECT TO A LOAN SECURED BY THE SUBJECT PROPERTY, AND ANY RATING AGENCY RATING, OR ANY ISSUER OR PURCHASER OF, ANY SECURITY COLLATERALIZED OR OTHERWISE BACKED BY SUCH LOAN. NO OTHER PERSON OR ENTITY MAY RELY ON THE REPORT WITHOUT THE ADVANCE WRITTEN CONSENT OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC, AND NO OTHER THIRD-PARTY BENEFICIARIES ARE INTENDED. EXCEPT AS DESCRIBED ABOVE, THE CLIENT SHALL NOT ASSIGN THE PROPOSAL, ANY REPORT OR ANY RELATED WORK PRODUCT, WITHOUT THE PRIOR WRITTEN CONSENT OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. ANY UNAUTHORIZED REUSE OR REDISTRIBUTION OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S WORK PRODUCT OR REPORTS SHALL BE AT THE CLIENT'S AND RECIPIENT'S SOLE RISK, WITHOUT LIABILITY TO BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. CLIENT WILL HOLD BUREAU VERITAS TECHNICAL ASSESSMENTS LLC HARMLESS FROM ANY AND ALL LIABILITY, OBLIGATION, COST AND EXPENSE ARISING FROM OR RELATED TO ANY UNAUTHORIZED DISTRIBUTION OR USE BY CLIENT OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S WORK PRODUCT OR REPORTS. BUREAU VERITAS TECHNICAL ASSESSMENTS LLC SHALL NOT ASSIGN ITS OBLIGATIONS UNDER THE PROPOSAL; HOWEVER, BUREAU VERITAS TECHNICAL ASSESSMENTS LLC MAY EMPLOY, BY SUBCONTRACT, SUITABLY TRAINED PERSONS OR ENTITIES ACCEPTABLE TO BUREAU VERITAS TECHNICAL ASSESSMENTS LLC TO PERFORM THE SERVICES.**

10. Confidentiality. Bureau Veritas Technical Assessments LLC shall not disclose information regarding the Proposal, the Services or any Documents, except to the Client, employees, consultants, subcontractors, or other persons engaged by Bureau Veritas Technical Assessments LLC to perform the Services, third parties designated by the Client (subject to the reliance limitations described herein), or as required by law. Notwithstanding the terms of this Section, Bureau Veritas Technical Assessments LLC shall comply with all judicial orders, government directives, and laws, regulations and ordinances, regarding the reporting to appropriate public agencies of potential dangers to public health, safety or the environment.

11. Miscellaneous. Bureau Veritas Technical Assessments LLC is an independent contractor of Client, and not Client's agent, employee or partner. The Agreement shall be governed by the laws of the State of Maryland and the parties irrevocably consent to the jurisdiction of the courts of the State of Maryland and of the United States District Court for the District of Maryland, if a basis for federal jurisdiction exists. In the event a dispute relating to an Bureau Veritas Technical Assessments LLC report results in litigation, and the claimant does not prevail at trial, then the claimant shall pay all costs incurred by Bureau Veritas Technical Assessments LLC in the defense of the claim, including reasonable attorney's fees. Each provision of the Agreement shall be considered separable, and if, for any reason, any provision or provisions herein are determined to be invalid and contrary to any existing or future law, such invalidity shall not affect those portions of this Agreement that are valid. This Agreement constitutes the entire agreement, and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the Services to be provided pursuant to this Agreement. The provisions of the Agreement may only be modified by a written instrument signed by an authorized representative of each party.

Project Authorization

To contract with BVTA for this project, please review and edit the information below, sign, and return the entire agreement to BVTA.

Client Contact & Report Addressee:
Ms. Elizabeth Alba
Sunnyside Housing Authority
204 S 13th Street
Sunnyside, WA 98944
Phone: 509-837-5454 x 7
Email: elizabeth@sunnysideha.org

Report & Invoice Recipient:
Ms. Elizabeth Alba
Sunnyside Housing Authority
204 S 13th Street Sunnyside,
WA 98944

Project Information:
Property Name: 7 sites
City/County: Sunnyside
Address:
State/Zip: WA 98944

Building Information:
Type of Project: Housing Agency - Public

Property Address	Number of Units
1302 S. 9th Street	4
1311 S. 11th Street	6
1500 Federal Way	80
1500 S. 6th Street	10
1520 S. 6th Street	10
427 Cemetery Road	10
510 Reeves Way	20
Total	*140*

Report Delivery Date: 40 business days from receipt of signed "Project Authorization" to proceed, site contact and mobilization fee, if required.

Service(s)	Fee(s)
RAD PCA	$26,125.00
eTool ($1000 per site)	$7,000.00
TOTAL	**$33,125.00**

# of Reports	Report Type	Delivery Method
7	Draft & Final	Email Full PDF

Electronic Report Deliverables: *BVTA's standard electronic delivery is through automated email links to our reports. If you prefer an alternate delivery method, please select one of our options listed below:*

☐ Dropbox™ ☐ Posted to BVTA Website ☐ Posted to Your Website

Site Point of Contact: *(the POC shall be deemed an agent of the client for providing access and conveying site data)*

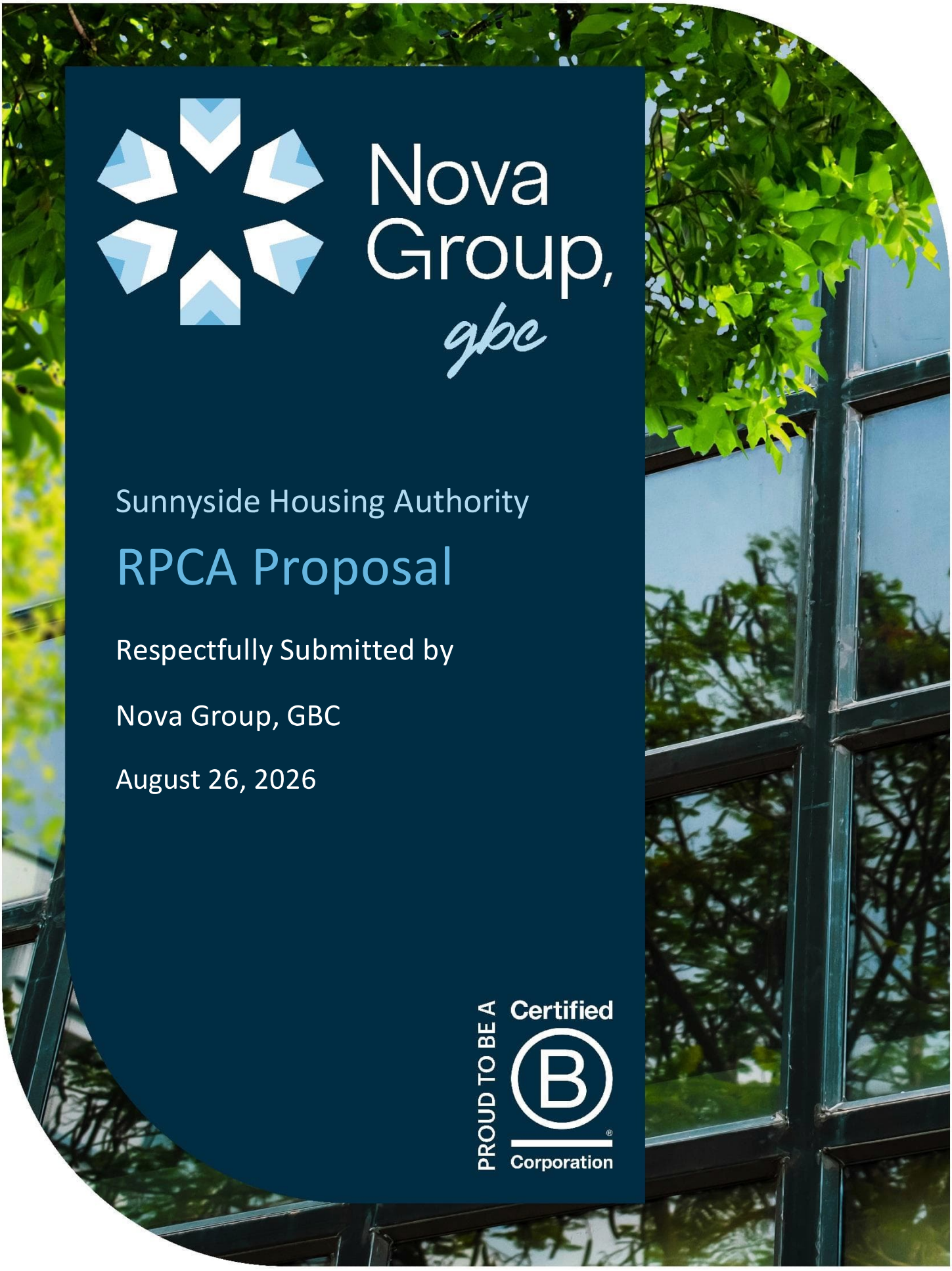
POC:	POC Phone:
POC E-mail:	POC Cell:

Invoicing: *(Select **ONE** of the following to assure invoices appear as required by your Accounts Payable Department)*
Consolidated Invoicing by: ☐ One (1) Consolidated Invoice *(e.g. 1 invoice per signed Engagement)*
Individual Invoicing by: ☐ Property(ies) ☐ Service Type(s) ☐ Property and Service Type

I have read and verified the accuracy of the information set forth above, and in Proposal No. 183971.26P, including the legal name of the Client. I hereby certify that I am an employee authorized to sign this contract on behalf of the Client, and by my signature below I hereby accept the Proposal, as addressed to my company, including the attached Terms and Conditions, and authorize BVTA to proceed with the Services as described. Should any project information change, I understand that additional fees may accrue, and the due date may be extended.

Authorized Signature **(Printed Name)** **Phone #**

Company Name **Title** **Date**



Nova Group, gbc

Sunnyside Housing Authority

RPCA Proposal

Respectfully Submitted by

Nova Group, GBC

August 26, 2026

PROUD TO BE A Certified B Corporation

5320 West 23rd Street, Suite 270
St. Louis Park, MN 55416

August 26, 2026

Elizabeth Alba
Executive Director
Sunnyside Housing Authority
204 S. 13th Street
Sunnyside WA 98944

Dear Elizabeth,

Nova Group, GBC (Nova) is pleased to submit this proposal to provide Rental Assistance Demonstration (RAD) due diligence services for the Sunnyside Housing Authority (SHA). With more than 35 years of experience and over 2,500 HUD-related assessments completed nationwide, Nova has the expertise to support SHA's RAD conversion objectives.

As a Certified B Corporation and General Benefit Corporation, Nova is committed to responsive service, technical excellence, and clear communication. We appreciate the opportunity to submit this proposal and look forward to supporting the Sunnyside Housing Authority's RAD conversions with our Physical Condition Assessment and CNA e-Tool, environmental consulting, and energy audit reporting.

Thank you for your consideration.

Warm regards,



Jeb Bonnett
Director, HUD Services
Jeb.bonnett@novagroupgbc.com | (804) 955-8373

Respondent Information

Who We Are

Company Overview

Nova is a renowned international advisory firm with a multidisciplinary presence, delivering a wide array of environmental, engineering, and sustainability services across the globe, including North America, Europe, Asia, and Australia. Established in Minnesota in 1987, Nova has grown into a respected player within the private environmental and engineering sector. In 2023, Nova achieved status as a Certified B Corp. Our company's overall environmental and social performance is measured and independently verified by a third party, B Lab. Our focus is on people, property, planet. These pillars guide our decisions, reflecting an approach that extends beyond profits.

Nationwide Reach

Now operating in more than 24 countries, our global teams combine deep regional expertise with a strong understanding of our clients' needs to deliver innovative, cost-effective solutions.

US Office Locations

285 Staff Professionals.

550+ Professional Associates.

Map Key

Headquarters

Regional Offices

Home Offices



Our Services

Due Diligence & Assessment Services

- Real Estate Due Diligence
- Environmental Site Assessments
- Property Condition Assessments
- Facilities & Construction
- Valuation & Advisory
- Health & Safety
- Environmental Compliance
- Zoning Services
- HUD Services
- Full List Can Be Found Here

Sustainability Services

- ASHRAE Level I, II, and III Energy Audits
- Water & Waste Assessments
- Climate Resilience Assessments
- Building Performance Standards
- Benchmarking Compliance
- GHG Emission Inventories
- Carbon Reporting Frameworks
- Green Building Certifications

Our Clients

- Real Estate Owners, Managers, & Developers
- Mortgage Lenders
- Institutional Investors
- Private Equity Firms
- Bankers & Attorneys
- Non-Profits
- Industrial Firms
- Schools and Hospitals
- Government Agencies
- Housing Authorities
- Insurance Companies

Corporate Headquarters
Minneapolis, MN

USING BUSINESS AS A FORCE FOR GOOD

Quotation for Services

Client Name:	Sunnyside Housing Authority	**Nova Account Manager:**	Dan Frink
		Email Address:	dan.frink@novagroupgbc.com
Address:	204 S. 13th St Sunnyside, WA 98944	**Nova Office Address:**	Nova Group, GBC 5320 West 23rd Street, Suite 270 St. Louis Park, MN 55416
Contact:	Elizabeth Alba	**Account Manager Phone:**	(804) 512-4759
Contact Phone:	509-837-5454 ext 7 509-831-4196	**Nova Office Fax:**	
Email Address:	elizabeth@sunnysideha.org		
Fax Number:		**Proposal Number:**	P8753-2026
		Proposal Date:	8/26/2026

Project Name: Sunnyside
Project Location: 1302 S. 9th Street, 1311 S. 11th Street, 1500 Federal Way, 1500 S. 6th Street , 1520 S.
Sunnyside, WA 98944

Scope of Work:

Reports to be delivered in 25 business days of authorization. Please note – this proposal is valid for 30 days. If engaged outside of this window, pricing and timing will need to be reviewed.

MAP CNA e-Tool – The MAP CNA e-Tool shall be completed in accordance with ASTM E2018-24: Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process as amended and the 2021 Multifamily Accelerated Processing (MAP) Guide as amended.

MAP Phase I ESA - The MAP Phase I ESA shall be completed in accordance with ASTM E1527-21: Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process as amended, generally accepted industry standards, and conducted to meet the United States Environmental Protection Agency (USEPA) Standards and Practices for All Appropriate Inquiries (AAI), 40 Code of Federal Regulations (CFR) Part 312, in addition the 2020 Multifamily Accelerated Processing (MAP) Guide as amended.

MAP HEROS Part 50 Environmental Review (ER) – For a 223(f) Refinance, the HEROS Part 50 Environmental Review (ER) shall be completed in accordance with the 2021 Multifamily Accelerated Processing (MAP) Guide as amended. The pricing for HEROS assumes a refinance level of HEROS. If level of HEROS increases to rehab level, a change order will need to be discussed.

LBP O&M Plan

MAP ACM Screening (BASELINE) – The MAP Asbestos-Containing Materials (ACM) Inspection Screening and Report shall be completed in accordance with the “baseline survey” requirements of ASTM E 2356-18, “Standard Practice for Comprehensive Building Asbestos Surveys” as amended and the 2021 Multifamily Accelerated Processing (MAP) Guide as amended. ACM O&M Plan

MAP Radon Testing – MAP Radon Testing shall be completed in accordance with the American Association of Radon Scientists and Technologists, Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings (ANSI-AARST MAMF-2017) as amended and the 2021 Multifamily Accelerated Processing (MAP) Guide as amended.

Energy Audit Level II - Energy audit will meet the minimum requirements of an ASHRAE Level II Energy Survey and Analysis, conducted in accordance with the Standard for Commercial Building Energy Audits (ASHRAE 211-2018), and will incorporate the specific scope requirements outlined by the client in Addendum No. 1 to the Request for Proposals for Architect/Engineering Services (RFP-2026-02), dated February 10, 2026.

Category	Item	Est Qty	Rate	Unit	Line Total
Lump Sum	Energy Audit	1	$18,000.0	each	$18,000.00
Lump Sum	Radon Testing	1	$17,500.0	each	$17,500.00
Lump Sum	~~Lead Based Paint O&M~~	1	~~$3,500.00~~	each	~~$3,500.00~~
Lump Sum	HUD ASBESTOS SURVEY/TESTING	1	$15,000.0	each	$15,000.00
Lump Sum	HEROS	1	$5,000.00	each	$5,000.00
Lump Sum	HUD MAP ESA	1	$9,500.00	each	$9,500.00
Lump Sum	HUD MAP PCNA/EETOOL	1	$12,000.0	each	$12,000.00
				Total:	$77,000.00

INVOICING INFORMATION:

Verify billing address. We will invoice the Client listed at above address. Is this correct? (choose one): Yes: ☐ No: ☐

If No, please provide correct Billing Name, Address, and Email:

_____

_____

If this is a Multi-Site Engagement/Portfolio, how do you choose to be invoiced (choose one): One Invoice ☐ Separate Invoices/Site ☐

Deliverables: Nova's Carbon-Neutral reports will be delivered electronically via email.

The undersigned is an authorized representative of Sunnyside Housing Authority and authorizes Nova Group, GBC to proceed in accordance with the services described above and agrees that Sunnyside Housing Authority will be responsible for payment.

Client Name: Sunnyside Housing Authority
Authorized Signature: _____
Title: _____
Date: _____

Terms of payment for services are net 30 days with interest added to unpaid balances as specified on our attached General Conditions which are part of this proposal.

NOVA GROUP, GBC

AGREEMENT OF GENERAL CONDITIONS

SECTION 1. **SERVICES AND COMPENSATION.**

1.1 Nova Group, GBC, a Minnesota corporation ("**NOVA")**, shall provide **CLIENT** the services described in the **NOVA** Proposal or Authorization Agreement attached hereto (the "Services") in accordance with the terms thereof and hereof. In the event that these General Conditions are inconsistent with the terms of the attached Proposal or Authorization Agreement, the terms of such Proposal or Authorization Agreement shall govern. **CLIENT** shall pay for the Services as agreed, and a statement of probable cost made to **CLIENT** shall not be binding on **NOVA** unless stated as a "not-to-exceed cost." **NOVA** shall provide additional services as requested by **CLIENT** or as required due to a material increase in the scope of the Services, and **CLIENT** will pay for those additional services at the rate shown on the attached Proposal, Authorization Agreement or Schedule of Charges.

SECTION 2. **GENERAL RESPONSIBILITIES.**

2.1 **NOVA** will test samples submitted by **CLIENT** or will obtain and test samples as agreed upon by the parties. **CLIENT** acknowledges that **NOVA** will not sample each increment of the area or object to be tested. **CLIENT** acknowledges that the results of such testing will indicate actual conditions only of the specific increments sampled from which **NOVA** can make certain inferences, but that **NOVA** cannot and does not guarantee that its procedures will produce results representative of the entire area or object from which the incremental sample was taken.

2.2 **NOVA** shall not be responsible for the performance of any activity or obligation other than the Services. The performance of the Services by **NOVA** shall not be construed to relieve any third party of their responsibilities. For mold and other environmental issues, if the original conditions that created the issues are not corrected, mold and other environmental concerns may return. **NOVA** does not guarantee that mold and environmental concerns have been completely remediated.

2.3 **NOVA** shall be responsible only for the supervision of its employees in the performance of the Services, and **NOVA** shall not be responsible for superintending, supervising or directing the work of any third party or for job site safety.

2.4 Nothing in this agreement shall be construed to require **NOVA** to assume the status of a generator, storer, treater, hauler or disposal facility within the scope of the Resource Conservation Recovery Act, 42 USC Chapter 82, or within any state law regarding the handling, treatment, storage or disposal of water or hazardous materials.

2.5 **CLIENT** shall provide **NOVA**, in writing if requested, all information known to **CLIENT** regarding existing and proposed conditions of the site relevant to the Services.

2.6 **CLIENT** shall promptly notify **NOVA** if any new information or data of which **CLIENT** becomes aware that materially differs from information previously provided to **NOVA**. **CLIENT** warrants the completeness and accuracy of information supplied by it to **NOVA** and acknowledges that **NOVA** is relying upon such information without verification by **NOVA** of its completeness and accuracy.

2.7 **CLIENT** shall, at its expense, be responsible for obtaining all necessary permits and approvals relating to the Services. **NOVA** will provide reasonable assistance to **CLIENT** for that purpose.

SECTION 3. **ACCESS AND RESTORATION.**

3.1 **CLIENT** shall provide **NOVA** access to the site related to the Services, and **NOVA** agrees to take reasonable precautions to minimize damage to the site. However, **CLIENT** acknowledges that some damage may occur to the site or sampled materials during the normal course of the Services. The correction of any such damage shall be the responsibility of **CLIENT** or, at **CLIENT'S** option, **NOVA** will correct the damage for a charge based upon **NOVA'S** then current rate.

SECTION 4. **SAMPLES.**

4.1 All test samples remaining after the Services have been performed shall be discarded by **NOVA** at **NOVA'S** expense, unless **CLIENT** requests, in writing, within thirty days of receipt of the written report relating to those samples, that **NOVA** store or ship those samples at cost, plus 15 percent.

SECTION 5. **REPORTS.**

5.1 As part of the Services, **NOVA** will provide **CLIENT** with written reports containing test results and, when appropriate, recommendations and suggestions relating to compliance with established criteria for remedial action.

5.2 All reports, notes, calculations and other data prepared or collected by **NOVA**, in performance of the Services, shall be considered instruments of service and shall remain the property of **NOVA**.

5.3 If **CLIENT** does not pay for the Services as agreed, **CLIENT** shall return to **NOVA**, upon demand, all reports and other work finished by **NOV**A to **CLIENT** or **CLIENT'S** agents and such reports and work shall not be used by **CLIENT** for any purpose.

5.4 **NOVA** shall retain all material documents relating to the Services for five years following the submission of the report relating to the Services.

SECTION 6. **PAYMENT, INTEREST, AND BREACH.**

6.1 Unless otherwise agreed, invoices for the Services shall be issued monthly and shall be payable in full upon receipt. Invoices issued will be **NOVA'S** standard invoice. If another invoice format is required, **NOVA** reserves the right to charge **CLIENT** for the sum required to prepare **CLIENT'S** invoice in its own format**.** Invoices not paid when due are subject to interest from the 31st day at the rate of 1 percent per month, or the maximum rate allowed by law, whichever is less, for any unpaid portion thereof.

6.2 **CLIENT** acknowledges and agrees that **NOVA** may, at its option, increase its billing rates on each anniversary of the date of this Agreement. **NOVA** shall promptly notify **CLIENT** of any such increases.

6.3 If **CLIENT** fails to pay in full any invoice within 60 days of the date thereof, **NOVA** may, at its option, declare this Agreement to be in default and terminate all of its duties hereunder without liability to **CLIENT** or others. Upon termination hereof, **CLIENT** shall pay **NOVA** for services rendered, plus reasonable termination expenses.

6.4 If **CLIENT** cancels the Services, the **CLIENT** agrees to pay all the service-specific costs incurred, such as regulatory database and non-recoverable travel costs, plus fees based on the percentage of the Services completed at the time of cancellation.

SECTION 7. **INSURANCE.**

7.1 Upon request, **NOVA** will furnish **CLIENT** a Certificate of Insurance. If **CLIENT** requests additional or increased insurance coverage, **NOVA** will, if possible, purchase such insurance at **CLIENT'S** expense in accordance with the Schedule of Charges. **NOVA** shall not be liable to anyone for claims covered by such policies beyond the limits and conditions of those policies.

SECTION 8. **STANDARD OF CARE.**

8.1 **NOVA** shall perform the Services using that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same locality. NO OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED RESPECTING THE SERVICES.

SECTION 9. **DISPUTES, VENUE FOR RESOLVING DISPUTES AND CONTROLLING LAW, .**

9.1 Any dispute related to or arising from the Services or any Agreement between CLIENT and NOVA shall be governed by Minnesota law. All disputes shall be decided solely and exclusively by a Minnesota State Court located in Carver County, Minnesota. Both NOVA and CLIENT unconditionally agree to the sole and exclusive jurisdiction of Minnesota State Court in Carver County.

9.2 In addition to all rights and remedies available at law or under any agreement between CLIENT and NOVA, the prevailing party will be entitled to recover as damages its costs and reasonable attorneys' fees.

SECTION 10. **INDEMNIFICATION.**

10.1 **CLIENT** understands that by engaging **NOVA** to perform the Services, **NOVA** is relying on **CLIENT'S** performance of its obligations hereunder and **CLIENT** is requesting **NOVA**, for **CLIENT'S** benefit, to undertake what may be uninsurable obligations. Therefore, **CLIENT** shall indemnify, defend and hold harmless **NOVA**, its affiliates, and their respective directors, officers, employees, agents and subcontractors, from and against all claims, damages, losses, and related expenses (including, without limitation, reasonable attorneys' fees), arising out of or in any way connected with: (i) the breach of **CLIENT'S** duties under Section 2.5, including without limitation, damage to subterranean structures and utilities that are not properly identified by **CLIENT** to **NOVA**; (ii) the termination of this Agreement pursuant to Section 6.3; (iii) the presence, discharge, release or escape of hazardous substances of any kind; (iv) service for the investigation of remedial work related to asbestos, hazardous waste, air, soil or ground water contamination, or other hazardous materials, vapors or substances; and (v) the interpretation of the results of the Services other than for the purposes disclosed by **CLIENT** to **NOVA** in writing. CLIENT's indemnification obligations above are conditioned on: (a) NOVA giving CLIENT prompt written notice of the claim, except that the failure to provide prompt notice will only limit the indemnification obligations to the extent CLIENT is prejudiced by the delay or failure; (b)CLIENT being given full and complete control over the defense and settlement of the claim (as long as the settlement does not include any payment of any amounts by or any admissions of liability, whether civil or criminal, on the part of NOVA); (c) NOVA providing assistance in connection with the defense and settlement of the claim, as CLIENT may reasonably request; and (d) NOVA's compliance with any settlement or court order made in connection with the claim.

SECTION 11. **LIMITATION OF LIABILITY.**

11.1 **Either party's** liability to each other, and all persons claiming through **either party**, for damages as to which the indemnification set forth in Section 10 does not apply, is not permitted by state law, or that arises out of breach of any other obligation to **either party or others**, will be limited to an amount not to exceed the amount NOVA charges CLIENT for the SERVICES. Notwithstanding anything herein to the contrary, the foregoing shall not limit NOVA's liability in instances of fraud, willful misconduct, or gross negligence.

SECTION 12. **MISCELLANEOUS**

12.1 This Agreement is the entire Agreement between **NOVA** and **CLIENT** and it supersedes all prior written or oral agreements with respect to the subject matter hereof, including **CLIENT'S** additional or different terms and conditions that may be contained in any purchase order, work order, acknowledgement form, or other document forwarded by **CLIENT** to **NOVA** and to which notice of objection is hereby given. No amendment or assignment of this Agreement shall be effective unless agreed to in writing and signed by authorized representatives of both parties.

12.2 **NOVA'S** services are performed as an independent contractor and not as the **CLIENT'S** employee, agent, partner or joint venturer.

12.3 **NOVA** shall have no liability for any failure to perform or delay in performance due to any circumstances beyond its reasonable control.

12.4 **Reliance**. Any reports issued in conjunction with the Services are for the use and benefit of, and may be relied upon by CLIENT. Any other party ("future relying party") may only rely on the Report with Nova's express written consent, which must specifically grant the future relying party the right to rely on the Report. Additionally, all individuals or entities who receive, review or rely on the Report acknowledge and agree: (1) to be bound by all limitations of liability agreed to between CLIENT and NOVA; (2) the Report contains limitations and exclusions; (3) the Report is specifically limited to conditions that existed on specific dates and times and these and conditions may have changed; and (4) the Report has been prepared pursuant to an agreed upon Scope of Services. Therefore, any reliance must be limited by the Report's limitations and exclusions and the Scope of Services. Nova disclaims reliance upon any representations, warranties or statements relating to the Report whatsoever, expressed or implied, beyond those expressly stated in the Report, including any implied representation or warranty as to the accuracy or completeness of any information regarding the subject property furnished to Nova. This disclaimer must be provided to any person or entity who receives or reviews the Report.

RESOLUTION 2026-24

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE APPROVING THE DISPOSAL OF SURPLUS APPLIANCES

WHEREAS, during its operations, the Housing Authority of the City of Sunnyside periodically determines that specific appliances have failed to reliably function or have exceeded their useful lives and are replaced with new or otherwise serviceable appliances; and

WHEREAS, kitchen appliances removed from service have been inspected and determined to be beyond economical repair or of no practical value due to age, condition, and years of service; and

WHEREAS, the Board of Commissioners finds that the disposal of such appliances is in the best interest of the Housing Authority and is consistent with the Authority's Disposal Policy; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SUNNYSIDE THAT:

1. The appliances identified by staff as surplus property are hereby declared surplus and listed in Exhibit A attached to this Resolution.
2. The Executive Director is authorized to dispose of such surplus appliances in accordance with the Housing Authority's Disposal Policy and all applicable laws and regulations.
3. The Executive Director is authorized to execute any documentation necessary to effectuate the disposal of the surplus property.
4. The Executive Director is authorized to take all actions necessary to implement this Resolution.

PASSED AND APPROVED by the Board of Commissioners of the Housing Authority of the City of Sunnyside, Washington, at a regular meeting thereof held on the 21st day of October 2026.

_____
Chairperson

Attest:

_____
Secretary



EXHIBIT A

Asset #	Model #	Serial #	Type
1990	N/A	N/A	Stove
1909	WFG320M0BW2	VE9241194	Stove
1989	SAH2200P01	RS911801009	Stove
1993	SAH2200P01	RS997071089	Stove
1905	WFG320M0BW2	VE9208235	Stove
2063	WFE320M0JW0	RA1354152	Stove
1939	SAH2200P01	RS94609/089	Stove
1952	SAH2200P01	RS911021009	Stove
1991	SAH2200P01	RS07401/0579	Stove
2004	GTE18DTNDRWW	DR135939	Fridge
1668	GTR12CBEGRWW	AD057646	Fridge
1985	SAR2200P01	RS04405/1185	Stove
1943	SAH2200P01	RS99705/089	[unclear]
1258	Too faded	—	Stove
1893	SAH2200P01	RS94237/046	Stove
2042	RGA5300MWW	DS8L154K	Stove
2019	FFHT1814WW1	BA135142409	Fridge
2077	FFHT1814WW1	BA1362049	Fridge
0803	TBX18S[unclear]RWH	HR1981871	Fridge
1560	GTN18CBE0RWW	RA177498	Fridge
1493	GTN18SBE2RWW	TV744392	Fridge
1805	GTE18CTHBRWW	FG7434[unclear]	Fridge
1762	GTE18CTHBRWW	MF159199	Fridge
1712	GDX12FGBRWW	MM001514	Fridge
1744	GTE18CTHHRWW	LF801820	Fridge
1425	GTR18BBSARWW	LM8132067	Refrigerator
1690	GTR12QBEAWW	HD055718	Refrigerator
1728	GTE18CTHMRWW	ZD736471	Refrigerator
2009	FFET1022UWO	BA94104367	Refrigerator
1911	FFLE3911QWO	4E708C0207	Washer/Dryer
2018	FFHT1814WWO	[unclear]	Refrigerator
2031	WFE320M0JWO	RA12347143	Stove
1925	N/A	N/A	Stove
1857	[unclear] 29EH7WW	TH101907R	Stove
1930	SMH3200P01	R5991007/08	Stove
1959	SAR2200P01	R599201/089	Stove
1588	RBS30DP2WW	SA2057012	Stove
1875	FFEF3052TWC	WF91024551	Stove
1946	SAR2200P01	R5991062/089	Stove
2016	RAS3200P01WW	LR972255	Stove
1577	RBS30DP1WW	GV1010968R	Stove
4743	Too faded	—	Stove
1838	N/A	—	Stove
1724	RBS26DH1WW	GD220759R	Stove
2141	JBP45DM1WW	ZV038504R	Stove
1922	WFC320M0GW2	VE92141914	Stove
1916	WFC320M0BW2	VE92141858	Stove
1963	SMR2200P01	R5997023/089	Stove
1765	Too faded	—	[unclear]