

FEB 1
2018

 **University Health System**

REGULAR BOARD MEETING



SAHA | SAN ANTONIO HOUSING AUTHORITY
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BOARD OF COMMISSIONERS

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Commissioner
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Commissioner
Jessica Weaver

President and CEO
David Nisivoccia

San Antonio Housing Authority
***Regular Board Meeting**
818 S. Flores St., San Antonio, TX, 78204
1:00 p.m., Thursday, February 1, 2018

1. Meeting called to order

The Board of Commissioners, or its committee, may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board or committee reserves the right to enter into closed meeting at any time during the course of the meeting.

2. Pledge of Allegiance/Moment of Silence

3. Minutes

- Approval of the December 7, 2017, Regular Board Meeting minutes
- Approval of the January 18, 2018, Special Board Meeting (Asset Management Retreat) minutes
- Approval of the January 18, 2018, Special Board Meeting (Resident Services Committee) minutes
- Approval of the January 18, 2018, Special Board Meeting (Operations and Choice Neighborhood Committee) minutes

CONSENT ITEMS

4. Consideration and approval regarding Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas, Procurement Policy (Steven Morando, Director of Procurement and General Services)
5. Consideration and approval regarding Resolution 5800, authorizing the award of a contract for property management software for Beacon Communities to Yardi Systems, Inc. for an annual cumulative amount not to exceed \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five; for a period of one year with the option to renew up to four additional one-year terms (Steven Morando, Director of Procurement and General Services; Kristi Baird, Director of Beacon Communities)
6. Consideration and approval regarding Resolution 5801, authorizing the award of contracts for carpet and flooring purchase, replacement and installation services agency-wide to Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston, Ltd. for an annual cumulative amount not to exceed \$325,000.00; for a period of one year with the option to renew up to four additional one-year terms (Steven Morando, Director of Procurement and General Services; Brandee Perez, Director of Federal Housing Programs; Kristi Baird, Director of Beacon Communities)

7. Consideration and approval regarding Resolution 5802, authorizing the award of a contract for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide to Firetrol Protection Systems, Inc. for an annual cumulative amount not to exceed \$200,000.00; for a period of one year with the option to renew up to four additional one-year terms (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
8. Consideration and approval regarding Resolution 5803, authorizing the award of a contract for Lila Cockrell Domestic Hot Water System Replacement to Brandt Companies for an amount not to exceed \$130,768.80 (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
9. Consideration and approval regarding Resolution 5804, authorizing an award of a Master Operating Lease Agreement for Print, Fax, Scan, Multifunction Devices (MFD), with support and maintenance including toner to Canon U.S.A., Inc., through the Texas Department of Information Resources (DIR) contract, to replace equipment currently under lease with the vendor or acquire new equipment as needed and will be structured under individual forty-eight month lease terms for a total amount not to exceed \$830,000.00; for a period of five years (Steven Morando, Director of Procurement and General Services; Jo Ana Alvarado, Director of Innovative Technology)

INDIVIDUAL ITEMS FOR CONSIDERATION

10. Update and discussion regarding the Procurement Activity Report (Steven Morando, Director of Procurement and General Services)
11. Update and discussion regarding the January 18, 2018, Resident Services Committee Meeting (Charles Clack, Chair, Resident Services Committee)
12. Update and discussion regarding the January 18, 2018, Operations and Choice Neighborhood Committee Meeting (Morris A. Stribling, DPM, Chair, Board of Commissioners)
13. President's Report
 - Dale Watson Concert Event
 - Annual MLK March
 - SAHA Reps Leadership Program Graduation
 - SAHA Education Investment Foundation receives \$100,000.00 grant from USAA Foundation, Inc.
 - Blueridge Homes Ribbon Cutting
 - 20th Annual Golden Gala Celebration
 - Staff Distributes Food to Community
 - SAHA Receives \$1,000 for Third Annual Toy Drive
 - SAHA Distributes Toys for Christmas
 - Santa Arrives on Hot Wheels for Alazan Toy Distribution
 - SAHA Panels San Antonio Fair Contracting Coalition Meeting
14. *Closed Session:
 - Real Estate/Consultation with Attorney**
 - Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).
 - Discussion regarding potential real estate purchases

Personnel/Consultation with Attorney

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- President and CEO Performance Evaluation

15. **Citizens to be Heard at approximately 2:00 p.m.** (may be heard after this time) Citizens wishing to speak on issues not related to items posted on the agenda should personally request to be placed on the Citizens to be Heard roster prior to 1:45 p.m. Citizens will be given three minutes to speak. Only one appearance per speaker will be permitted at any regular Board Meeting. If present, a speaker may cede time to another speaker, but no speaker may have the floor for more than 9 minutes. Groups of citizens from the same organization are asked to share nine minutes to address the Board on certain items. Organizations must be represented by an Officer or a Board member, and follow the same speaking rules as individuals.

The Board thanks you for coming to the meeting.

16. Adjournment

* Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need, and a closed meeting is permitted.

"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

MINUTES
SAN ANTONIO HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
December 7, 2017

SCHEDULED: 1 p.m. at 818 S. Flores St., San Antonio, TX, 78204

COMMISSIONERS PRESENT:

Morris A. Stribling, DPM, Chair
Charles R. Munoz, Vice-Chair
Jessica Weaver, Commissioner
Charles Clack, Commissioner
Thomas F. Adkisson, Commissioner
Francesca Caballero, Commissioner
Marie R. McClure, Commissioner

COMMISSIONERS ABSENT:

None

COUNSEL: Doug Poneck, Escamilla & Poneck, LLP

TRANSLATOR: BCC Communications

STAFF:

David Nisivoccia, President and CEO
Muriel Rhoder, Chief Administrative Officer
Ed Hinojosa, Chief Financial Officer
Timothy E. Alcott, Real Estate and Legal Services Officer
Adrian Lopez, Director of Community Development Initiatives
Janie Rodriguez, Director of Human Resources
Brandee Perez, Director of Federal Housing Programs

Steven Morando, Director of Procurement and General Services
Domingo Ibarra, Director of Security
Hector Martinez, Director of Construction Services and Sustainability
Thomas Roth, Director of Asset Management
Diana Kollodziej Fiedler, Director of Finance and Accounting
Lorraine Robles, Director of Development Services and Neighborhood Revitalization

Item 1: Meeting called to order

Chair Stribling, DPM, called the meeting to order at 1:08 p.m.

Item 2: Pledge of Allegiance/Moment of Silence

Recitation of pledge and moment of silence

Item 3: Minutes

- Approval of the November 2, 2017, Regular Board Meeting minutes
- Approval of the November 2, 2017, San Antonio Housing Facility Corporation Board Meeting minutes
- Approval of the November 16, 2017, Special Board Meeting minutes
- Approval of the November 16, 2017, Special Board Meeting (Operations and Choice Neighborhood Committee) minutes
- Approval of the November 16, 2017, Special Board Meeting (Finance Committee) minutes

Motion: Commissioner Clack moved to approve all sets of minutes. Commissioner Munoz seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner			X	
Thomas F. Adkisson, Commissioner			X	
Francesca Caballero, Commissioner			X	
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 4: Update and discussion regarding East Meadows (Mr. Vince Bennett, President, McCormack Baron Salazar Development, Inc. and Mr. Louis Bernardy, Senior Vice President and Director of Development, Texas, McCormack Baron Salazar Development, Inc.)

Mr. Vince Bennett, President of McCormack Baron Salazar Development, Inc. and Mr. Louis Bernardy, Senior Vice President and Director of Development, Texas, McCormack Baron Salazar Development, Inc. provided an update of the development of East Meadows. Mr. Bennett and Mr. Bernardy also had an opportunity to respond to the Board’s concerns regarding the development issues and challenges encountered throughout 2017, and how these issues will be resolved during the final phase of development.

CONSENT ITEMS

Item 5: Consideration and approval regarding Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract
Consent

Item 6: Consideration and approval regarding Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution
Consent

Item 8: Consideration and approval regarding Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60
Consent

- Item 9:** Consideration and approval regarding Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms
Consent
- Item 10:** Consideration and approval regarding Resolution 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60 terms
Consent
- Item 11:** Consideration and approval regarding Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the FY 2018 Fair Market Rents for the Housing Choice Voucher Program
Consent
- Item 12:** Consideration and approval regarding Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease of such property and its improvements and the execution of documents necessary to consummate such actions
Consent
- Motion:** Commissioner Adkisson moved to approve Consent Items 5, 6, 8, 9, 10, 11 and 12. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

INDIVIDUAL ITEMS FOR CONSIDERATION

- Item 7:** Consideration and approval regarding Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas, Procurement Policy
Item No. 7 was pulled from a Consent item, as Commissioner Caballero requested additional time to review the entire policy and ask questions of staff.
- Motion:** Commissioner Caballero moved to table Item No. 7 until the next Regular Board Meeting on February 1, 2018. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 13: Update and discussion regarding the Procurement Activity Report

Steven Morando, Director of Procurement and General Services, reported that through the calendar quarter ending September 30, 2017, the San Antonio Housing Authority Procurement Department issued sixteen formal and twenty-seven informal solicitations, receiving a total of 223 responses. This resulted in an average of 4.4 responses per formal solicitation and 5.7 responses per informal solicitation, for an overall average response rate of 5.2 per solicitation. New contracts awarded through the third quarter were \$26,468,726.84, and renewals were \$9,229,114.67, which resulted in a grand total awarded of \$35,697,841.51. Of this total, \$8,216,218.79 or 23.02 percent, were awarded to Small, Minority and Women-Owned Business Enterprises (SMWBE), and \$3,253,489.76 or 9.1 percent, were awarded to Section 3 business concerns.

Mr. Morando also said that through the calendar quarter ending September 30, 2017, SAHA contractors reported 85 of their 191 new hires qualified as Section 3 individuals, which represented 44.5 percent of all new hires. The new hires were composed of forty-six male and thirty-nine female individuals. Of the eighty-five new hires during this period, eighteen were hired as full time temporary employees. For the year-to-date, SAHA has hired twenty-three of its Section 3 temporary employees into full time positions within the agency.

Mr. Morando briefly reported on the current solicitations, closed/pending solicitations, solicitations in development and the blanket awards.

Item 14: Update and discussion regarding the November 16, 2017, Operations and Choice Neighborhood Committee Meeting

Chair Stribling provided an update of the topics discussed at the meeting held at the Central Office of San Antonio Housing Authority on November 16, 2017:

Update and discussion regarding Wheatley Choice Neighborhood and Westside Choice Neighborhood activities

Updates for both the east and westside neighborhoods were provided.

The following resolutions were approved to move forward to the Board meeting:

Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract.

Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution.

Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy.

Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60.

Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms.

Resolution 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60.

Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the FY 2018 Fair Market Rents for the Housing Choice Voucher Program.

Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease of such property and its improvements and the execution of documents necessary to consummate such actions.

Update and discussion regarding the Home Buyer Readiness Program

Ms. Lori Hall, Assistant Director of Real Estate and Homeownership, provided a recap of the 2017 SAHA Home Buyer Readiness Program (HBR) and reported that staff has delivered eleven series of workshops and produced 290 graduates.

Item 15: Update and discussion regarding the November 16, 2017, Finance Committee Meeting

Commissioner Adkisson provided an update of the topics discussed during the Finance Committee Meeting held on November 16, 2017:

Update and Discussion regarding the Quarterly Financial Report for the San Antonio Housing Authority

Diana Kollodziej Fiedler, Director of Finance and Accounting, reported and provided the financial highlights of the San Antonio Housing Authority for the three months ending September 30, 2017. The results of operations for the three months ending September 30, 2017, reflect a surplus before non-cash items of \$3.0 million, which was \$1.0 million over budgeted projections. Total Operating Revenue was approximately \$1.6 million below budget, due to unfavorable variances of \$441,000 in tenant revenue, \$977,000 in Section 8 Housing Assistance Payment (HAP) Revenue, and \$175,000 in miscellaneous revenue. Total Operating Expenses ended the period \$2.1 million below budget, due primarily to favorable variances of

\$979,000 in Section 8 HAP Expense, \$447,000 in Salaries and Benefits, and \$1.4 million in Other Expenses.

The Comparative Balance Sheet reflected an overall increase in Total Net Position of \$8.1 million from September 30, 2016, to September 30, 2017. Total Assets increased \$12.2 million due to increases of \$11.5 million and \$5.5 million in Current Assets and Other Non-Current Assets, respectively, offset by a \$4.7 million decrease in Fixed Assets.

Presentation

The SAHA Pension Plan Audit was presented by Marc Sewell of RSM US LLP, a leading provider of audit, tax and consulting services focused on the middle market.

Update and Discussion regarding the Pension Plan Audit for the period of January 1, 2016 to December 31, 2016

Muriel Rhoder, Chief Administrative Officer, provided information and insight regarding the Pension Plan Audit, which is subject to a yearly audit. The audit was conducted by RSM US LLP, commenced on May 15, 2017, and covered January 1, 2016, through December 31, 2016. Generally, the audit did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there was a lack of authoritative guidance or consensus. The audit identified a material weakness related to the oversight of key functions outsourced to third party providers and related financial reporting. One large transaction for the plan was not properly recorded in the financial statements. Additional internal control measures have been taken by SAHA to reduce the risk of future financial reporting discrepancies.

Item 16: President's Report

- AT&T Fiber Optics Discussions
- Dale Watson Benefit Concert
- Blueridge Homes Advertisement
- 20th Annual Golden Gala
- SAHA 3rd Annual Toy Drive
- Recognition of SAHA Veterans
- Annual Garage Sale Benefits EIF
- SAHA Takes on Halloween

Item 17: *Closed Session:

Real Estate/Consultation with Attorney

Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Real Estate to be Acquired for Development
- Victoria Commons Development

Personnel/Consultation with Attorney

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- President and CEO Performance Evaluation

Chair Stribling recessed for closed session at 3:26 p.m. No action was taken during closed session.

The regular board meeting was not reconvened.

Item 18: Citizens to be Heard

Lorraine Warner
George Alejos
Henry Rodriguez
Rodolfo Guevara, Jr.
Ricardo Guevara
Rodolfo Guevara, Sr.

Item 19: Adjournment

With no objections, Chair Stribling adjourned the meeting during Closed Session at 4:50 p.m.

ATTEST:

Morris A. Stribling, DPM
Chair

Date

David Nisivoccia
President and CEO

Date

**MINUTES
SPECIAL BOARD MEETING
ASSET MANAGEMENT RETREAT
January 18, 2018**

SCHEDULED: 8:00 a.m. at Central Office, 818 S. Flores, San Antonio, TX, 78204

COMMISSIONERS PRESENT:

Charles R. Munoz, Vice-Chair
Charles Clack, Commissioner
Thomas F. Adkisson, Commissioner
Francesca Caballero, Commissioner
Marie R. McClure, Commissioner
Jessica Weaver, Commissioner

COMMISSIONERS ABSENT:

Morris A. Stribling, DPM, Chair

BOARD LEGAL COUNSEL:

Doug Poneck, Escamilla & Poneck, LLP

STAFF:

David Nisivoccia, President & CEO
SAHA staff

Item 1: Meeting called to order
Vice-Chair Munoz called the meeting to order at 8:00 a.m.

Item 2: Review asset management planning process and agree on next steps
Mr. David Nisivoccia, President and CEO; Mr. Ed Hinojosa, Chief Financial Officer; Mr. Timothy E. Alcott, Real Estate and Legal Services Officer; Mr. Thomas Roth, Director of Asset Management; Mr. Richard Milk, Director of Policy and Planning; Ms. Brandee Perez, Director of Federal Housing Programs; Mr. Hector Martinez, Director of Construction Services and Sustainability; and Ms. Kristi Baird, Assistant Director of Beacon Communities presented on the following items: Introduction and Overview of SAHA's Vision, Mission and Strategic Goals, the Economic Environment, the Asset Management Planning Process, the Public Housing Program, the Beacon Communities, the Partnerships, Real Estate Development Activities, Repositioning of Underutilized Assets and Next Steps and Recommendations.

Item 3: Adjournment
With no objections, Vice-Chair Munoz adjourned at 11:45 a.m.

ATTEST:

Morris A. Stribling, DPM
Chair, Board of Commissioners

Date

David Nisivoccia
President and CEO

Date

MINUTES
SAN ANTONIO HOUSING AUTHORITY
RESIDENT SERVICES COMMITTEE
SPECIAL BOARD MEETING
January 18, 2018

SCHEDULED: 12:30 p.m. at SAHA Central Office, 818 S. Flores St., San Antonio, TX, 78204

COMMISSIONERS PRESENT:

Morris A. Stribling, DPM, Chair
Charles R. Munoz, Vice-Chair
Thomas F. Adkisson, Commissioner
Charles Clack, Commissioner
Francesca Caballero, Commissioner
Marie R. McClure, Commissioner
Jessica Weaver, Commissioner

COMMISSIONERS ABSENT:

None

COUNSEL: Doug Poneck, Escamilla & Poneck, LLP

TRANSLATOR: BCC Communications

STAFF:

David Nisivoccia, President and CEO
Muriel Rhoder, Chief Administrative Officer
Ed Hinojosa, Chief Financial Officer
Timothy E. Alcott, Real Estate and Legal Services Officer
Adrian Lopez, Director of Community Development Initiatives
Richard Milk, Director of Policy and Planning
Diana Kollodziej Fiedler, Director of Finance and Accounting
Janie Rodriguez, Director of Federal Housing Programs

Steven Morando, Director of Procurement and General Services
Domingo Ibarra, Director of Security
Hector Martinez, Director of Construction Services
Brandee Perez, Director of Federal Housing Programs
Thomas Roth, Director of Asset Management
Lorraine Robles, Director of Development Services and Neighborhood Revitalization
Kristi Baird, Assistant Director of Beacon Communities

Item 1: Meeting called to order

Committee Chair Clack called the meeting to order at 12:32 p.m.

Item 2: Update and discussion regarding the Community Development Initiatives Report

Mr. Adrian Lopez, Director of Community Development Initiatives, provided an update and summary of the major accomplishments and activities of the six objectives set to fulfill SAHA's Strategic Goal No. 1, "to empower and equip families to improve their quality of life and achieve economic stability." The report included the progress and status of community events conducted, access to resources, such as food distributions and health fairs, FSS/Jobs Plus accomplishments, trainings conducted to assist with leadership development and programs to assist residents achieve self-sufficiency, as well as, the financial strength of the organization due to various grants received throughout the year.

Item 3: Update and discussion regarding HUD Jobs Plus at Cassiano Homes

Ms. Aiyana Longoria, Assistant Director of Community Development Initiatives, reported that on December 17, 2015, SAHA was awarded a HUD Jobs-Plus grant to be implemented at the Cassiano Apartment Homes community. SAHA received the 2.7 million dollar award for a

program term of four years, which ends in 2020. The goal of the Jobs Plus Pilot Program is to address poverty among Public Housing residents through place-based, job-driven approaches to increase earnings and advance employment outcomes for participants. The program utilizes three approaches: Employment Related Services, Financial Incentives (Jobs Plus Earned Income Disregard, JP-EID), and Community Supports for Work. Beyond these core components, it is vital that the program also work in collaboration with other local agencies to provide a full complement of services to residents.

Ms. Longoria provided results of the second year outcomes completed under this grant. Program services officially launched on July 2016, and staff hit the ground running. The second year of program services have produced some great outcomes. Most notably was the goal for enrollment, which at the end of December, there were 175 enrolled in 2017, bringing the total number of active members to 302. An active member is an adult living at Cassiano who has completed a service plan, and has returned for follow up appointments or services. Ms. Longoria ended the report with the year three goals and a presentation created by a Jobs Plus team member, as she reflected on all 2017 activities.

Item 4: Update and discussion regarding the Elderly and Disabled Services Transportation Survey

Mr. Lopez informed the Committee of the current organizations SAHA is working with to provide transportation services to the elderly and disabled population. Mr. Lopez reported that the CDI department will be rolling out the transportation needs assessment survey to better understand the needs and methods of transportation among the Elderly and Disabled residents of SAHA EDS Properties. The survey will be computer based (Google Forms) and be administered by the case managers on-site. As case managers interact with residents throughout the day for various activities, they will engage with residents to take part in the survey, if their schedule permits. The survey will also be administered as case managers perform their yearly assessments on residents. The goal is to survey 424 households (approximately 20% of the total EDS households) from several communities including: Pin Oak 1, Kenwood North, George Cisneros, Villa Hermosa, Sunpark Lane, Fair Ave., Lewis Chatham, HB Gonzalez Apartments, Madonna Apartments, and Blanco Apartments. Each location has its own challenges because of proximity to facilities, medical providers and grocery stores, etc. These sites represent each quadrant of the city. The intent of the survey is to gauge the use of existing resources, identify gaps in resident knowledge of existing programs, and identify gaps in services based on geographic location. Copies of the initial draft transportation survey questions and a map of proposed properties to survey were also provided to the Board of Commissioners.

Item 5: Update and discussion regarding Client Services - Introduction of the Assistant Client Services Manager and Reporting

Ms. Brandee Perez, Director of Federal Housing Programs, had previously reported to the Board that the San Antonio Housing Authority's (SAHA's) Federal Housing Programs (FHP) Department had expanded the Client Services area by creating an Assistant Client Services Manager position dedicated to the needs of Public Housing clients. Ms. Perez introduced Ms. Luisa Mendez, as the new Assistant Client Services Manager, who will be serving under Client Services Manager, Laura Longoria. In her new role, Ms. Mendez is tasked with working closely with residents, staff, individuals and groups to determine options to resolve conflicts, problematic issues and concerns for the Federal Housing Programs. She will be responsible for developing, directing and administering client services activities for Public Housing residents and providing educational information regarding the Public Housing program. Additionally, she will respond to questions, advise and explain relevant housing operation rules, regulations and procedures to residents. Ms. Mendez will work jointly with the Resident Councils to determine

best solutions for resident needs, and will also be available to assist individual residents to address complex, sensitive and high-profile issues with the highest regard for customer service.

Ms. Perez also informed the Board that the addition of an Assistant Client Services Manager position dedicated to Public Housing clients, will allow the FHP department to expand effective client service strategies to both programs. The Assistant Client Services Manager is replacing the Ombudsman in addressing Public Housing complaints and reporting customer service issues to the Client Services Manager and the FHP Director.

Item 6: Public Comment

The meeting was attended by five residents.

Item 7: Adjournment

With no objections, Committee Chair Clack adjourned the meeting at 2:12 p.m.

ATTEST:

Morris A. Stribling, DPM
Chair, Board of Commissioners

Date

David Nisivoccia
President and CEO

Date

MINUTES
SAN ANTONIO HOUSING AUTHORITY
OPERATIONS AND CHOICE NEIGHBORHOOD COMMITTEE
SPECIAL BOARD MEETING
January 18, 2018

SCHEDULED: 2:00 p.m. at SAHA Central Office, 818 S. Flores St., San Antonio, TX, 78204

COMMISSIONERS PRESENT:

Morris A. Stribling, DPM, Chair
Charles R. Munoz, Vice Chair
Charles Clack, Commissioner
Francesca Caballero, Commissioner
Marie R. McClure, Commissioner
Jessica Weaver, Commissioner

COMMISSIONERS ABSENT:

Thomas F. Adkisson, Commissioner

COUNSEL: Doug Poneck, Escamilla & Poneck, LLP

STAFF:

David Nisivoccia, President and CEO
Muriel Rhoder, Chief Administrative Officer
Ed Hinojosa, Chief Financial Officer
Timothy E. Alcott, Real Estate and Legal Services Officer
Adrian Lopez, Director of Community Development Initiatives
Janie Rodriguez, Director of Human Resources
Jo Ana Alvarado, Director of Innovative Technology
Diana Kollodziej Fiedler, Director of Finance and Accounting

Steven Morando, Director of Procurement and General Services
Hector Martinez, Director of Construction Services and Sustainability
Domingo Ibarra, Director of Security
Lorraine Robles, Director of Development Services and Neighborhood Revitalization
Thomas Roth, Director of Asset Management
Richard Milk, Director of Policy and Planning
Brandee Perez, Director of Federal Housing Programs

Item 1: Meeting called to order

Chair Stribling called the meeting to order at 2:30 p.m.

Item 2: Update and discussion regarding Wheatley Choice Neighborhood activities relating to People, Housing and Neighborhood

Lorraine Robles, Director of Development Services and Neighborhood Revitalization, provided updates regarding the housing components of the Wheatley Choice Neighborhood report. The majority of Ms. Robles' report included updates regarding Phase II of the East Meadows Multi-Family Housing (215 Unit). The project is estimated to be at 98.87 percent complete. The project should have been completed by March 1, 2017, which currently puts the project approximately eight months behind schedule. Along with lease-up compliance, the project had their first on-site compliance review from TDHCA on September 28, 2017. TDHCA then provided a letter to the project owners received on November 14, 2017, stating there were seven findings of non-compliance. East Meadows has until February 12, 2018, to correct all areas of non-compliance and respond to TDHCA. SAHA is working with MBS and MBM to

ensure all items are corrected and submitted as required by TDHCA. Ms. Robles also reported on the project close-out and stated that SAHA is working with MBS and SLS for a final close-out of the project. MBS is requesting that TDHCA grant an extension to the January 15, 2018, deadline for Cost Certification. They are also requesting an extension of six months to the construction loan from January 15, 2018, to July 2018, so the project may be completed, stabilized and converted to permanent debt. SAHA staff is working diligently with MBS staff to obtain all required documentation in order to comply with all requirements to complete all tasks mentioned above.

Ms. Robles also reported on the public improvements of Phase III and stated that SAHA and MBS were in discussions with the City of San Antonio (COSA) to determine if the City could perform the final phase of public improvements for less than what the developer, MBS, had proposed. COSA responded on December 13, 2017, that they believed that TCI would not be able to perform the work for less, since the City is required to perform to a higher standard than a private developer; therefore, they will not take on the Public Improvement project. SAHA will work with MBS to hire a contractor to complete the final phase of public improvements, so that it is coordinated with the final housing phase. A draft contract will be provided at the beginning of the new year.

Ms. Arrie Porter, Assistant Director of Choice Neighborhood Program, provided an update regarding the opening and ribbon cutting of the new Robert L.M. Hilliard Clinic. The University Health System clinic is located near Interstate 25 and Walters Street and will provide medical services to the underserved of the community.

Adrian Lopez, Director of Community Development Initiatives, reported on updates, objectives, metrics and accomplishments for the department and focused on mental health interventions through behavioral health counseling. Mr. Lopez also reported that at the beginning of November 4, 2017, families arrived at East Meadows from the Virgin Islands, due to the two hurricanes that devastated this US Territory. All four families are headed by single female heads of household and have encountered difficulties accessing FEMA funds; however, HUD and SAHA staff have been able to assist the families by providing clear directives to the families to ensure they receive all of the assistance that is available to them.

Item 3: Update and discussion regarding Westside Choice Neighborhood activities

Ms. Robles, Ms. Porter, Ms. Hall and Mr. Lopez provided an update regarding the Alazan-Guadalupe Choice Neighborhood Implementation Grant Initiative. SAHA leadership, along with the Choice Team, completed the Westside Choice application. The document was submitted successfully to the U.S. Department of Housing and Urban Development on November 22, 2017. Community and partner meetings were held in an effort to ensure all residents had an opportunity to hear about the Alazan-Guadalupe Choice Neighborhood Initiative and to provide their input. The residents' input informed the process and development of subsequent People, Neighborhood and Housing strategies.

The Choice Team, along with Mr. Jason Arechiga, Development Project Manager, for the NRP Group, also provided a Choice Neighborhood Initiative Alazan-Guadalupe Neighborhood Transformation Plan update via presentation during the meeting.

Item 4: Update and discussion regarding Woodhill Apartments Buildings 23 and 24, demolition and partial redevelopment

Due to time constraints, item number four was deferred and will be presented at a later time.

Item 5: Resolution 5800, authorizing the award of a contract for property management software for Beacon Communities to Yardi Systems, Inc. for an annual cumulative amount not to exceed \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five; for a period of one year with the option to renew up to four additional one-year terms

Ms. Kristi Baird, Assistant Director of Beacon Communities explained to the Board that SAHA requires the services of a vendor to provide and install a vendor hosted property management software system that is cloud based with a seamless interface with SAHA's JD Edwards financial business software. This software will assist staff in all aspects of resident management to include Market, Tax Credit, Project Based Assistance, AHDP, HOME, Bond and Public Housing Programs. During the initial year, the system will be utilized by seventeen Beacon Communities to include 1,532 units. Usage of the system will increase as properties transition back from third party management companies to Beacon Communities. The second year, there will be an addition of three communities to include 716 units and finally, in the third year, there will be an addition of seven communities to include 1,144 units. The portfolio stabilizes in the fourth year with a total of twenty-seven communities and 3,392 units.

On October 4, 2017, SAHA issued a "Request For Proposals" (RFP) #1709-209-77-4709 for Property Management Software for Beacon Communities, which closed on October 19, 2017. A total of two proposals were received in response to the RFP: Emphasys Software and Yardi Systems, Inc. (AABE, NABE). A Best and Final Offer was requested from Yardi Systems, Inc., the highest rated responsive and responsible proposer who is being recommended for contract award. The cost for the property management software for Beacon Communities is not expected to exceed an annual cumulative amount of \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five. The recommended award amount for year one includes all start up costs associated with implementation for existing Beacon properties to include the annual subscription charge of \$43.00 per unit and costs for additional properties transitioned during the year. Thereafter, as properties are transitioned each year there will be an annual subscription fee of \$43.00 per unit plus a \$400.00 fee per property for transfer of data from the third party management companies.

Motion: Commissioner Clack moved to approve Resolution 5800. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Charles Clack, Commissioner	X			
Francesca Caballero, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 6: Resolution 5801, authorizing the award of contracts for carpet and flooring purchase, replacement and installation services agency-wide to Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston, Ltd. for an annual

cumulative amount not to exceed \$325,000.00; for a period of one year with the option to renew up to four additional one-year terms

Ms. Baird and Brandee Perez, Director of Federal Housing Programs, reported that SAHA requires the services of a vendor to provide purchase, replacement and installation of carpet and flooring for all SAHA properties to include those properties identified in the Beacon Communities portfolio and properties transitioning back from third-party management companies to Beacon Communities.

On October 20, 2017, SAHA issued an “Invitation For Bids” (IFB) #1710-910-09-4727 for carpet and flooring purchase, replacement and installation, which closed on November 28, 2017. SAHA staff is recommending contract awards to Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston, Ltd., because they are the lowest responsive and responsible bidders.

The cost for the purchase, replacement and installation of carpet and flooring for all SAHA and properties identified in the Beacon Communities portfolio is not expected to exceed an annual cumulative amount of \$325,000.00; and will be funded through the approved operating budgets.

Motion: Commissioner McClure moved to approve Resolution 5801. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair	X			
Charles Clack, Commissioner	X			
Francesca Caballero, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 7: Resolution 5802, authorizing the award of a contract for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide to Firetrol Protection Systems, Inc. for an annual cumulative amount not to exceed \$200,000.00; for a period of one year with the option to renew up to four additional one-year terms

Hector Martinez, Director of Construction Services and Sustainability, reported that SAHA requires the services of a vendor to provide inspection, testing and repair of the following: smoke detectors, manual pull devices, sprinkler systems, enunciators, visual indicators, strobes, control units, voice/alarm communications systems, call buttons, fire pumps and hydrants, fire suppression systems, and other devices to all SAHA properties, to include those properties identified in the Beacon Communities portfolio, and those transferring back from third-party management companies. Additionally, Victoria Plaza, Villa Tranchese and Fair Avenue Apartments are slated to receive new fire alarm and fire sprinkler systems, during the term of this contract.

On October 25, 2017, SAHA issued an “Invitation For Bids” (IFB) #1705-936-09-4650 for fire alarm and fire sprinkler life-safety systems, inspection, testing, and repair, which closed on

November 28, 2017. A total of three bids were received in response to the IFB: Fire & Life Safety America, Firetrol Protection Systems, Inc. and Texas Fire Pro. Firetrol Protection Systems was the lowest responsive and responsible bidder and is recommended for contract award.

The cost for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide is not expected to exceed an annual cumulative amount of \$200,000.00; and will be funded through the approved operating budgets.

Motion: Commissioner Weaver moved to approve Resolution 5802. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair			X	
Charles Clack, Commissioner	X			
Francesca Caballero, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 8: Resolution 5803, authorizing the award of a contract for Lila Cockrell Domestic Hot Water System Replacement to Brandt Companies for an amount not to exceed \$130,768.80

Mr. Martinez informed the Board that SAHA requires the services of a contractor with demonstrated professional competence and experience for the removal of an existing boiler, the purchase and installation of the new boiler, the re-installation of an existing boiler and other improvements to the Domestic Hot Water System at the Lila Cockrell Apartments. This project will include: the modernization of the existing mechanical room, which will include the replacement of all existing equipment and the addition of newly designed required equipment. The mentioned new equipment will include two new boilers, two storage tanks with controls (insulated), mixing valves, a twin system water softener, new copper piping throughout the system to all connection points, installation of new LED lighting, controls, air intake discharge vent through roof, double vented doors, and hard pipe for dryer exhaust to the exterior. Also included is some existing equipment demolition, such as the existing holding tank after remediation, the removal of the existing boiler, and the patching of all new and existing gyp wall pipe penetrations, etc.

On November 21, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-941-25-4733 for Lila Cockrell Domestic Hot Water System Replacement, which closed on December 15, 2017. Brandt Companies was the lowest responsive and responsible bidder and is recommended for contract award.

The cost for the domestic hot water system improvements at Lila Cockell Apartments is not expected to exceed an amount of \$130,768.80 to include a base bid amount of \$113,712.00, plus a 15% contingency in the amount of \$17,056.80 that will only be used, if necessary. This will be a Capital Fund Program funded project.

Motion: Commissioner McClure moved to approve Resolution 5803. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair			X	
Charles Clack, Commissioner	X			
Francesca Caballero, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 9: Resolution 5804, authorizing an award of a Master Operating Lease Agreement for Print, Fax, Scan, Multifunction Devices (MFD), with support and maintenance including toner to Canon U.S.A., Inc., through the Texas Department of Information Resources (DIR) contract, to replace equipment currently under lease with the vendor or acquire new equipment as needed and will be structured under individual forty-eight month lease terms for a total amount not to exceed \$830,000.00; for a period of five years

Ms. Jo Ana Alvarado, Director of Innovative Technology, reported that this request is to continue on SAHA's path toward a paperless, streamlined printing/scanning/faxing operation that aligns with Strategic Goal 3: Transform core operations to be a high performing and financially strong organization. With the passing of Resolution 5369, November 13, 2013, SAHA replaced 200 HP printers, over 175 fax machines, scanners and copiers with a fleet of 87 MFDs. The change in the way the organization prints, scans and faxes paved the way toward meeting SAHA's paperless goals. By replacing the HP printers with MFD, SAHA implemented centralized printing and high powered scanners for electronic filing. The renewal of the MFD contract leases will provide the opportunity to implement the latest technologies of cloud printing, print security and scan direct to Google Drive.

HUD encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in accordance with SAHA procurement policies. SAHA is currently a member of the State of Texas Cooperative Purchasing Program, which follows an acceptable competitive bid or proposal solicitation process. SAHA, as a cooperative member, may utilize any State of Texas contract, including those awarded by the DIR.

On November 24, 2014, the Department of Information Resources (DIR), issued a Request For Offers (RFO) DIR-TSO-TMP-224, for Print, Scan, Facsimile, Multifunction Devices, 3D Printers and Related Services and Managed Print Services that closed on February 17, 2015. A contract was awarded to Canon U.S.A., Inc. on June 23, 2015, for a period of one year with the option to extend the Contract for up to three optional one-year terms. Additionally, the parties by mutual agreement, may extend the term for up to ninety additional calendar days. The following Amendments have been issued to this Agreement extending the term of the Agreement as follows: Amendment Number 3 exercised the first year renewal option extending the term for one year through June 23, 2017, and Amendment Number 5 exercised the second year renewal option extending the term through June 23, 2018. Prior to expiration of this term, DIR may

extend the contract, upon mutual agreement, for up to one additional one-year term. SAHA will participate in the contract beginning February 1, 2018, through the remainder of the renewal options.

The cost for the master operating lease Agreement for the print, fax, scan, MFD, with support and maintenance including toner shall not exceed \$830,000.00 for the five year term and will be funded through the approved operating budgets.

Motion: Commissioner Caballero moved to approve Resolution 5804. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles R. Munoz, Vice-Chair			X	
Charles Clack, Commissioner	X			
Francesca Caballero, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 10: Closed Session:

Real Estate/Consultation with Attorney

Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Discussion regarding potential real estate purchases

Due to time constraints, Item 10 was also deferred to a later date.

Item 11: Adjournment

Chair Stribling adjourned the meeting at 4:25 p.m.

ATTEST:

Morris A. Stribling, DPM
Chair, Board of Commissioners

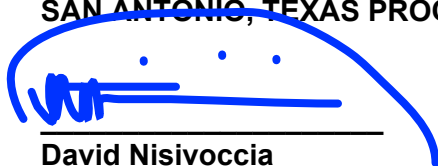
Date

David Nisivoccia
President and CEO

Date

BOARD OF COMMISSIONERS

RESOLUTION 5766, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS PROCUREMENT POLICY



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services

REQUESTED ACTION:

Consideration and approval regarding Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy.

FINANCIAL IMPACT:

None.

SUMMARY:

The Housing Authority of the City of San Antonio, Texas (SAHA's) current Procurement Policy was approved by the Board of Commissioners on August 6, 2009. Previously, Public Housing Authorities (PHA) were under the requirements of Title 24 of the Code of Federal Regulations (CFR) part 85.36. The U.S. Department of Housing and Urban Development (HUD) revised those requirements to Title 2 CFR part 200.317 through 200.326. This required PHAs to revise and update their Procurement Policies to conform to the revised regulations. We are also recommending additional revisions to the agency's procurement policy and procedures, all of which require approval, by SAHA's Board of Commissioners.

SAHA's revised comprehensive procurement policy complies with Federal, State and local laws and regulations; provides consistency, transparency, fairness, accountability and oversight; and optimizes competition and fostering economic opportunities for small, minority and women-owned businesses, as well as, Section 3 eligible residents.

HUD's adoption of 2 CFR 200 was intended to standardize rules and regulations for different Federal Agencies, which includes Procurement processes. Most of the changes are minimal and will not have any impact on SAHA's Procurement operations. The changes that do affect SAHA are identified below:

1. The Micro Purchase threshold amount has been changed to \$3,000, which represents an increase from our current \$2,000 amount (in 24 CFR 85.36 and in the HUD Procurement Handbook currently in effect).

2. The new Small Purchase threshold (aka, Informal Solicitations) amount was increased from \$100,000 to \$150,000. Because we are subject to following the more stringent rules of either HUD, State or local laws and regulations, our threshold will remain at \$50,000, as required by the State of Texas.

PHAs are also subject to the HUD Handbook 7480.2, Revision 2, which has not yet been updated by HUD. As such, there may be minor differences in the content of the current 24 CFR 85.36 and the new 2 CFR 200. Our agency will adopt the new regulations, while utilizing the content of the current HUD Handbook.

We have reviewed and are also recommending enhancements to our definitions section and changes in language, related to Change Orders, to include authority levels. The policy defines the authority of personnel involved in the Procurement process including the Contracting Officer and the Board of Commissioners, P-Cards, delegation of authority and appeals, as well as, a strong commitment to adhere to Board of Commissioners policy decisions.

Attached is the recommended policy with the replaced and requested changes shown in red.

STRATEGIC GOAL

Transform core operations to be a high performing and financially strong organization.

ATTACHMENTS:

Resolution 5766

Procurement Policy and Procedures (with changes from the previous policy shown in red)

**San Antonio Housing Authority
Resolution 5766**

RESOLUTION 5766, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS PROCUREMENT POLICY

WHEREAS, the Housing Authority of the City of San Antonio, Texas (SAHA) was established as a Texas Housing Authority in 1937 in order to operate Public Housing in the City of San Antonio, Texas; and

WHEREAS, the Commissioners of SAHA are responsible for the adoption of its policies under its Rules of Governance; and

WHEREAS, SAHA acknowledges that the public trust demands consistency, accountability, transparency and fairness in all procurements and as such requires the establishment of policies governing the purchase of goods, supplies and services; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires PHAs to establish a written procurement policy; and

WHEREAS, Public Housing Authorities (PHAs) were under the procurement requirements of Title 24 of the Code of Federal Regulations (CFR) part 85.36. HUD revised those requirements to Title 2 CFR part 200.317 through 200.326; and

WHEREAS, this required PHAs to revise and update their procurement policies to conform to the revised regulations. Additional revisions to the agency's procurement policy and procedures are also recommended, all of which require approval by SAHA's Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy.

Passed and approved the 1st day of February, 2018.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

**SAN ANTONIO HOUSING AUTHORITY
PROCUREMENT POLICY AND PROCEDURES**

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PROCUREMENT POLICY

INTRODUCTION:

This Procurement Policy (Policy) is established for the Housing Authority of the City of San Antonio, Texas, hereafter referred to as SAHA, for the acquisition of goods, supplies, commodities, materials, professional services, management and maintenance and repair services, construction services, equipment, and insurance in accordance with and subject to all federal, state and local laws, rules, codes and regulations including but not limited to the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD), HUD Handbook 7460.8, Rev. 2, "Procurement Handbook for Public Housing Agencies", **HUD Handbook 7401.5 "Public and Indian Housing Property/Casualty Insurance Requirements,"** HUD Handbook 1530.1, "Litigation Handbook", HUD Guidebook 7485. 3G, "Comprehensive Grant Program Guidebooks," the procurement standards of **Title 2 Code of Federal Regulations, Part 200 (200.118 through 200.226), referred to as "2 CFR 200". Title 24 Code of Federal Regulations Part 85.36,** American Recovery and Reinvestment Act, **HUD Notice PIH 2009-12,** SAHA's Fraud Prevention Policy, Code of Ethics, Conflict of Interest Policies as well as various HUD Notifications of Funding Availability (NOFA), and State of Texas Government and Local Government Codes.

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to:

1. Provide for the fair and equitable treatment of all persons or firms involved in purchasing by SAHA;
2. Assure that all goods, supplies, commodities, services, equipment, and insurance are procured legally, efficiently, effectively, and at the most favorable terms available to SAHA and consistent with good business practices;
3. Promote competition in contracting;
4. Provide safeguards and internal controls for maintaining a procurement system of the highest quality and integrity;
5. Provide consistency and transparency in all procurement activities;
6. Foster growth of small, minority and women-owned businesses;
- 7. Foster growth of Section 3 Business Enterprises;**
8. Provide economic opportunities for extremely low, very-low and low income persons especially those residing in public housing, and
9. Ensure comprehensive planning for all procurements to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues.

B. APPLICATION

This Policy applies to all activities to the extent required by law for the procurement of goods, supplies, commodities, services, construction, insurance, and equipment by SAHA, its instrumentalities and affiliates. It shall apply to all expenditures of funds by SAHA for public purchasing regardless of the source of funds **(to include grants)**, including contracts which do not involve an obligation of funds, such as concession **type contracts and Purchasing and Travel cards**; however, nothing in this policy shall prevent SAHA from complying with the terms and conditions of any grant, contract, gift, required reimbursement or bequest that is otherwise consistent with law. The term "procurement," as used in this Policy, includes contracts, modifications, amendments and change orders, as well as the purchase, lease or rental of supplies, goods, commodities, materials, equipment, construction, maintenance, and other services, **including those covered under properly established interlocal agreements. This Policy shall also govern procurements made by P-card or other purchasing cards.** This Policy shall not govern the following items: purchases or sale of real property, loan transactions and documents, employment contracts, limited partnership agreements, award of housing or other vouchers to non-profit agencies, and housing assistance payment contracts.

C. DELEGATED AUTHORITY

In adopting this Policy, the Board of Commissioners authorizes the President and CEO, who shall be referred to as the Contracting Officer for SAHA, to approve and implement appropriate procurement procedures that are consistent with this Policy. The President and CEO will ensure that procedures are implemented consistent with this Policy and all federal, state and local laws and ensure employees are held accountable for all violations of this Policy, laws, rules, regulations and the implemented procedures. **The President and CEO may delegate the Contracting Officer's responsibilities and authority; however, this must be documented in writing. The delegated authority will stay in effect until canceled or superceded in writing by the President and CEO.** While the Board of Commissioners retains the authority to approve all contracts and all expenditures in excess of the Contracting Officer's delegated authority, the Contracting Officer or his/her designee is hereby authorized to enter into contracts or commit funds up to \$50,000 per contract. The Contracting Officer or his/her designee is hereby authorized to approve change orders to contracts and authorize the expenditure of additional funds up to **\$25,000 per change order with a cap of \$50,000 per contract or 25% of the original contract value whichever is less.** In no event shall changes to contracts exceed 25% as limited by state law. The Contracting Officer or his/her designee will maintain a log of all executed change orders **of Board approved awards contract** indicating the amount and purpose of the change and report the information to the Board of Commissioners on a quarterly basis.

In addition, the Contracting Officer or his/her designee shall have the authority to approve all contract modifications and contract amendments to include contract extensions **of time** and change orders not involving the expenditure of additional funds above and beyond **the** approved contract amount. In addition, the Contracting Officer or his/her designee shall have the authority to exercise options to renew contracts that he/she deems to be in the best interest of SAHA **and/or was included in the original contract approval**. During an emergency as defined below, the Contracting Officer or his/her designee may approve any procurement of goods, supplies, materials, services or equipment needed to mitigate the emergency regardless of the dollar amount provided that the nature and value of said purchases, if such purchases exceed delegated authority, shall be reported to the Board of Commissioners consistent with this Policy. The Contracting Officer shall have the authority to enter into intergovernmental/**interlocal** agreements not to exceed the delegated authority to purchase supplies and services deemed beneficial to SAHA as allowed by law. The Contracting Officer may delegate in writing any and all authority granted by the Board of Commissioners for procurement as he/she determines such delegation to be in SAHA's best interest. Such delegated authority shall not be reassigned without the written approval of the President/CEO.

D. AMENDMENTS TO POLICY AND PROCEDURES

While the Procurement Policy will be only amended through resolution and approval of the Board of Commissioners, the operational procurement procedures to execute the Procurement Policy shall be established by the President/CEO and do not require approval by the Board of Commissioners to establish and/or amend. In addition, a system of sanctions for violations of ethical standards and operational procurement procedures and all applicable laws, rules and regulations governing procurement shall be established and enforced. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with this Policy, automatically supersede this Policy. Such changes shall be communicated to the Board of Commissioners and the SAHA staff in a timely manner to ensure compliance.

E. EMERGENCY PROCUREMENTS

An emergency for the purposes of this Policy is defined as an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to SAHA.

In case of an "emergency", as defined above, the Contracting Officer or his/her designee shall have the ability to conditionally override this Policy only to the extent necessary to ensure the continued operation of SAHA and mitigate the

emergency. If expenditures to mitigate the emergency exceed the delegated authority of the Contracting Officer, the Contracting Officer shall seek ratification of such expenditures at the next regularly scheduled meeting of the Board of Commissioners. All such emergency procurements to the extent practical under the then existing circumstances shall be conducted in accordance with all laws, rules, regulations and codes.

F. ETHICS IN PUBLIC CONTRACTING

1. This Policy shall incorporate SAHA's adopted Fraud Prevention Policy, Code of Ethics and Conflict of Interest Policy with the following exception: in order to eliminate the potential appearance of impropriety in procurement activities, all employees assigned to the Procurement Department shall not receive anything of value from a Contractor or potential Contractor. The term value for purposes of this exception shall be liberally construed against the acceptance of any good or service. **In the event there are any questions regarding this restriction, the Contracting Officer will provide direction to staff (e.g., gifts and food products provided during holidays, vendor sponsored events, etc.).**
2. Prohibition against Contingent Fees: Contractors shall not retain a person to solicit or secure a SAHA contract for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.
3. Former employees:
 - a. A former SAHA employee, officer, Commissioner or agent shall not knowingly act as a principal or agent for anyone other than SAHA in connection with any contract or claim in which said person participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while a SAHA employee, officer or agent, where SAHA is a party or has a direct and substantial interest for a period of one year after employment ceases.
 - b. A former SAHA employee, Commissioner or officer shall not engage in selling or attempting to sell goods, supplies, materials, services or equipment to SAHA for a period of one year after such employment ceases. The term "sell" means signing a bid or proposal; negotiating a contract; contacting any SAHA employee for the purpose of obtaining, negotiating or discussing changes in specifications, price, cost allowances or other terms of a contract; settling contract disputes; or

any other liaison activity with a view toward the ultimate consummation of a sale, even if the actual contract is negotiated by another person.

c. The Contracting Officer, in consultation with legal counsel, shall be responsible for reviewing and ruling on questions that arise from this section of the policy.

G. OPEN RECORDS/RIGHT TO INSPECTION

All information collected, acquired, submitted or prepared relating to a procurement after contract award shall be a matter of public record and open for inspection unless such information is **reviewed and** deemed proprietary, a trade secret, confidential by law, or exempted from disclosure by law.

H. SANCTIONS AND PENALTIES

This Policy and all procedures for its implementation establish standards of conduct for employees, Commissioners and Contractors that will assure the highest level of public service and promote transparency, accountability and fairness in the procurement process. Any violation of this Policy or procedure implementing this Policy will be subject to disciplinary actions up to and including the termination of employment consistent with SAHA's Personnel Policy and Procedures and termination of any contracts held by the Contractor. When negotiating and drafting contracts, SAHA shall take all reasonable precautions to mitigate loss to the agency and ensure a contractor's accountability. Such actions, as deemed appropriate under the circumstances then existing at the time of contract execution, may include but are not limited to the inclusion of liquidated damage clauses, and default provisions; however, at a minimum such actions must include clear performance standards for contractors. SAHA shall pursue all legal remedies to include but not limited to bond forfeiture, withholding of funds, termination for cause, liquidated damages, arbitration, debarment, suspension and litigation to ensure Contractors remain accountable to the public trust.

I. CAPITAL FUND STIMULUS GRANT POLICY

In order to expedite and facilitate the use of capital funds under the American Recovery and Reinvestment Act, the following policy for the use only of those funds is established and is hereby labeled as the Capital Fund Stimulus Grant Procurement Policy. All procurements executed by SAHA using these funds shall follow all laws, rules and regulations referenced within this Policy with the following exceptions: Any requirements relating to the procurement of goods and services arising under state and local laws and regulations shall not apply to Capital Fund Stimulus Grants; The procurement policy and procedures relating to change orders and use of contingency funds shall apply to the expenditure of these funds, and The small purchase limit above which SAHA shall formally solicit competitive bids or proposals shall be \$100,000. (formal bid/proposal). The

“Buy American requirements of Section 1605 of the Recovery Act” of 2009 shall be included as a part of any solicitation and award pertaining to procurements using Capital Fund Stimulus Grants.

J. SELF-CERTIFICATION

SAHA self-certifies that this Policy and its procurement system comply with all applicable Federal regulations; therefore, SAHA is exempt from prior HUD review and approval of individual procurement actions.

PROCUREMENT PROCEDURES

PROCUREMENT PROCEDURES

II. OPERATIONAL PROCUREMENT PROCEDURES

- A. PURPOSE:** In an effort to guide all procurement activity of SAHA and insure that such activity follows the Procurement Policy and all laws, rules and regulations, the President and CEO establishes these operational procurement procedures and shall from time to time amend such procedures.
- B. DEFINITIONS:** The following definitions shall be used as guidance when procuring goods and services for SAHA:
1. “Aggregate” - whole expenditure for goods and services purchased within a certain time frame out of a particular National Institute of Government Purchasers (NIGP) category.
 2. “Change Order” - A modification made to the contract by the Contracting Officer under the authority of the contract’s Changes or modification clause. Only the specific changes permitted by the particular Changes or modification clause may be made under a change order (e.g. modify the drawings, design, specifications, method of shipping or packaging, place of inspection, delivery, acceptance, or other such contractual requirement; **see form HUD-5370**). All change orders must be within the scope of the contract. Change Orders shall be issued for only unforeseeable events not anticipated by the original contract but arise as a result of work performed under the contract.
 3. “Component purchases” - (**a form of “bid splitting”**) purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
 4. “Contingency” - monetary reserve created in anticipation of foreseeable work within the scope of a project based upon experience and current conditions of the project but due to uncertainty, the total value of the work can not be accurately predicted at the time of drafting project specifications but unit prices for such work are included in contractor’s response to a solicitation. **The anticipated amount should be included when seeking approval from the Contracting Officer or the Board of Commissioners.**
 5. “Contract” – a mutually binding legal relationship obligating the seller to furnish the goods or services (including construction) and SAHA to pay for

them. It includes all types of commitments that obligate an agency to an expenditure of funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include: contract awards and notice of awards, job orders or task letters issued under basic ordering agreements, requirement contracts, or definite or indefinite-quantity contracts, letter contracts, orders such as purchase orders, under which the contract becomes effective by written acceptance or performance, bilateral (two-party) contract modifications and various cooperative and interagency agreements. Grants and cooperative agreements covered by 31 U.S.C. 6301, et seq are not contracts.

6. "Contract Modification" or "Amendment" - Any written alteration to a contract executed by the Contracting Officer.
7. "Contracting Officer" - The President/CEO or the person designated in writing by the President/CEO with the authority to **make procurement related decisions as they relate to procurement methods, evaluation panel selections, change orders, other requests for procurement related actions**, enter into and/or administer contracts and make related determinations and findings.
8. "Contractor", **"Vendor" and "Consultant"** - As used herein means the person or entity entering into a contract with SAHA to perform all of the work required under the contract documents.
9. "Competitive Proposal" (RFP/RFQ) – A procurement method using the solicitation, evaluation, and negotiation of proposals instead of sealed bids. It is used for requirements exceeding SAHA's small purchase threshold when conditions are not appropriate for sealed bidding **due to the complexity of the required goods or services, the determination that factors other than price alone should be evaluated, the importance of qualifications or when required by laws.**
10. "Cost Analysis" - cost breakdown where the individual cost elements and profit for a procurement including the complexity and risk of the work, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work are analyzed for reasonableness.
11. "Emergency" - an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to SAHA.

12. “Formal Bid” (IFB) – A bid which must be advertised and forwarded in a sealed envelope and be in conformance with a prescribed format to be opened at a specified time. **The requirement to conduct a formal bid process is currently \$50,000 and includes other advertising requirements that must be followed.**
13. “Independent Cost Estimate” (ICE) - An estimate is **generally** prepared by SAHA prior to obtaining offers. The degree of analysis will depend on the size and complexity of the purchase. This serves as SAHA’s yardstick as to the reasonableness of Contractor’s price and costs.
14. “Instrumentality” – A subsidiary branch of SAHA through which functions or policies are implemented.
15. “Intergovernmental”, **“Interlocal”** or “Interagency Agreement” - An agreement between SAHA and a Federal, State or local government agency (including other PHAs) for the provision of goods, supplies or services. The terms Cooperative Agreement, Intergovernmental Agreement, Consortium Agreement, **Memorandum of Understanding (MOU)** or Memorandum of Agreement are synonymous terms and may be used interchangeably.
16. “Labor surplus area business” – A business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
17. “Minority Business Enterprise” - A business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, African/Black Americans, Hispanic/Latino Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.
18. “Noncompetitive Proposals” – Procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate.

19. "Price Analysis" – An evaluation of price based on comparison to market prices, catalog prices, historical data, or other services.
20. "Procurement" – The acquiring by contract of goods, supplies and services, including construction through purchase, lease or other means. It begins at the point when SAHA establishes a need and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.
21. "Separate purchases" - **(a form of "bid splitting")** purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
22. "Sequential purchases" - **(a form of "bid splitting")** purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
23. "Small Purchase Procedures" and **"Informal Purchase Procedures"** – A simplified method for acquiring goods, supplies, materials and services that do not exceed SAHA's small purchase threshold established by law. This is currently restricted to \$50,000 by state law, **which is the most restrictive governing SAHA's procurement activity**, except for projects funded by the American Recovery and Reinvestment Act. **Solicitations involving amounts less than the \$50,000 threshold are also referred to as "informal" and the methods chosen for these procurements (as approved by the Contracting Officer) may include email/phone quotes, and short solicitations ("Quick Quotes").**
24. "Small business" – A business, which is independently owned, not dominant in its field of operation and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards set by applicable law shall be used unless SAHA determines that their use is inappropriate.

25. “Services” – Include labor, professional services, management consulting services, or a combination of services and supplies which shall include but are not limited to construction projects.

26. “Section 3 business concern” – **Section 3 business concern means a business concern, as defined in this section— (1) That is 51 percent or more owned by Section 3 residents; or (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in (1) or (2) above.**

~~(1) a business concern that is 51% or more owned by the residents of a housing development for which Section 3 funds are being expended, or whose full-time permanent work force includes these persons as employees in a proportion of not less than 30%; (2) a business that is 51% or more owned by Section 3 residents of other housing developments managed by SAHA, or whose full-time permanent work force includes these persons as employees in a proportion not less than 30%; (3) HUD youthbuild programs being carried out in the metropolitan area in which Section 3 covered assistance is expended; (4) business concern that is 51% or more owned by Section 3 residents (defined in part as any low or very low income person of the metropolitan area) or whose full-time permanent work force includes no less than 30% Section 3 residents or that subcontract in excess of 25% of the total amount of subcontracts to business concerns.~~

27. “Section 3 Resident” - for the purposes of this policy, those individuals that are eligible for Section 3 status, but may or may not be currently residing in a public housing or Section 8 property.

28. “Women-owned business” – a business that is at least 51% owned by a woman or women who are U.S. citizens and also controls or operates the business.

C. PROCUREMENT AUTHORITY AND RESPONSIBILITY

While the President and CEO serves as the contracting officer, management and all employees are ultimately responsible and accountable for complying with this Policy and related procurement procedures that are adopted administratively by

the President and CEO or his/her designee. Management and all employees shall ensure that all procurement activity of SAHA is conducted consistent with the best interest of SAHA and applicable laws, rules and regulations. Because planning is essential to managing the procurement function properly, all employees are responsible for periodically reviewing records of prior purchases, as well as future needs, to:

1. Identify patterns of procurement actions that could be performed more efficiently or economically;
2. Maximize competition and competitive pricing among contracts and decrease SAHA's procurement costs;
3. Reduce SAHA's administrative costs;
4. Ensure that supplies and services are obtained without any need for reprourement or the resolution of bid protests, and
5. Minimize errors that occur when there is inadequate lead time. In addition, all employees shall also consider storage, security and handling requirements when planning the most appropriate purchasing actions.

1. RESPONSIBILITIES OF DEPARTMENT DIRECTORS

All Department Directors are responsible for managing the procurement related activities of their departments, for ensuring staff compliance with the Policy and all implemented procedures, laws, rules and regulations, and for the following:

- a. Identifying a procurement need, communicating such need to SAHA's Procurement Department for solicitations, contracts, contract amendments, contract extensions, contract modifications and change orders, developing appropriate scopes of work and project specifications that are clear, objective, not restrictive of competition and comply with all adopted procedures and all laws, rules and regulations and reviewing proposed solicitations and contracting actions to ensure that they meet all identified needs;
- b. Developing an Independent Cost Estimate prior to solicitation, evaluating the most economical, equitable, and efficient approach to a procurement based upon this estimate and communicating such estimate to SAHA's Procurement Department;

- c. Establishing a contract administration system within his/her department to identify and document contractors' performance/conformance with the terms, conditions, and specifications of contracts and purchase orders and subsequently communicating with SAHA's Procurement Department about such performance;
- d. Assigning a responsible party to each procurement and ensuring that he/she understands his/her responsibilities and roles in procurement including those related to budget management and regulatory compliance, and are provided with sufficient training and ongoing supervision;
- e. Providing clear policy direction to subordinates responsible for managing projects;
- f. Coordinating with SAHA's Finance and Accounting Department to ensure that sufficient funding is available to accomplish work desired;
- g. Inspecting goods and services provided to ensure compliance with contract terms and specifications;
- h. Ensuring the receipt of all requisitions in the JD Edwards computer system within 3 business days of satisfactory performance of a service or physical receipt of goods or that procurement is notified within 3 business days of disputes;
- i. Conducting a Cost Analysis or Price Analysis in accordance with the selected procurement method;
- j. Inputting requisitions and receiving purchase orders prior to the commencement of work or ordering goods unless such procurement is in response to an emergency. If the procurement is in response to an emergency, the requisition must be inputted into JD Edwards no later than the next business day;
- k. Informing the Director of Procurement or his/her designee about the existence of an emergency;
- l. Establishing quality control mechanisms for all procurement activities within his/her department, **to include auditing 4% of all requisitions monthly by the department director and ensuring**

that property managers and the district managers audit 10% of the requisitions monthly, and

- m. Ensuring accountability in performance evaluations for employees engaged or overseeing procurement activities.

2. RESPONSIBILITIES OF CHIEF ~~FINANCIAL ADMINISTRATIVE~~ OFFICER

The Chief ~~Financial Administrative~~ Officer is responsible for the oversight of all procurement activity and enforcement of policies and procedures within SAHA and to ensure that all anticipated procurements are subject to an annual planning process to assure efficient and economical purchasing and establish expenditure patterns.

3. RESPONSIBILITIES OF THE DIRECTOR OF PROCUREMENT

In cooperation with the various Executive employees, Department Directors and staff, the Director of Procurement or his/her designee shall be responsible for ensuring the following:

- a. Compliance with the Policy, implemented procedures, laws, rules and regulations by reviewing and approving solicitations and contracts for SAHA;
- b. All expenditures are within the approval authority level within SAHA;
- c. Independent Cost Estimates are prepared prior to the solicitation;
- d. A Cost or Price Analysis is performed consistent with the selected procurement method prior to contract award or change order;
- e. Solicitations, contracts and change orders are in writing and clearly specify the desired goods and services;
- f. Development of contracts, contract modifications, contract extensions, and change orders in cooperation with Project Managers, legal counsel and Department Directors. **Any IT related purchases must be reviewed and approved by the Innovative Technology Director prior to submissions to the Procurement Department for solicitation;**
- g. Contracts are supported by sufficient documentation regarding the procurement process, including, at a minimum, the method of

procurement chosen **and approved by the Contracting Officer**; the solicitation documents, bids or proposals received, the rationale for selecting or rejecting bids or proposals and the basis for contract price;

- h. The dollar amount of a contract is not exceeded without authority;
- i. Coordinating, hearing and recommending decisions to the Contracting Officer on all bidding and selection-related protests and appeals relating to procurement;
- j. Maintaining the official and original **solicitation and** contract files for SAHA;
- k. Establishment of an agency-wide vendor performance system, and
- l. Auditing 10% of all purchase orders on a monthly basis to ensure compliance with all laws, rules and regulations, including the procurement policy and implemented procedures and directives.

4. RESPONSIBILITIES OF DIRECTOR OF FINANCE AND ACCOUNTING

The Director of Finance and Accounting or his/her designee in coordination with the various Department Directors is responsible for ensuring the following:

- a. Sufficient funding exists to accomplish the desired work,
- b. Expenditures are within Board-approved budgets and variances are reported to the Board of Commissioners, and
- c. Payment of all approved invoices according to the contract terms.

III. PROCUREMENT METHODS

A. Selection of Method

- 1. In order to directly purchase the required goods or services including construction and insurance, employees shall choose from the following procurement methods based upon the nature and anticipated dollar value of the total requirement. Purchases shall not be artificially divided so as to constitute component, sequential or separate purchases to avoid procurement requirements or requisition authority. The rationale for selection of the procurement unless obvious shall be stated in the procurement file.

2. During the procurement planning process if it is determined that the expenditure of any good, commodity, supply or service in the aggregate will exceed \$50,000 per calendar year, a formal procurement shall be conducted.
3. It shall be understood that credit cards or purchasing cards (P-cards) are not procurement methods but rather payment methods. All authorized users shall follow the procurement requirements stated within this procedure when making purchases with a credit card or purchasing card.
4. Ties in submitted proposals, bids or quotes shall be broken by casting lots as required by state law.

B. Micro Purchases (not exceeding ~~\$2000~~ \$3,000 in the aggregate)

1. Employees are required to obtain a minimum one quote provided the quote is considered **fair and** reasonable. **In most cases, it is encouraged that multiple quotes be obtained, based on the nature of the goods or services being obtained.**
2. To the greatest extent feasible and to promote competition and support small, minority and women-owned businesses as well as Section 3 business concerns, purchases should be distributed among qualified sources. However, component, separate or sequential purchases shall not be allowed to circumvent **any laws or SAHA's** procurement policy or procedures.
3. Award shall be made to the qualified vendor that provides the "best value" to SAHA considering price and other rationally related factors deemed important such as experience and vendor's past performance .
4. The employee with assistance from SAHA's Procurement Department shall make a determination based upon recent research, experience or recent purchases that the price is **fair** and reasonable **and fair** prior to award.
5. Quotes may be obtained orally in person or by phone, by fax, in writing or email but must be documented and presented to the Procurement Department with purchase requisition or forwarded to the Procurement Department if purchased by credit card.

C. Small Purchases (over ~~\$2000~~ \$3,000 but not exceeding \$50,000 in the aggregate)

1. Employees shall obtain a reasonable number of quotes preferably three. Employees shall attempt to solicit at least two quotes from historically underutilized businesses as listed by the Comptroller of the State of Texas.
2. To encourage competition and foster the growth of small and minority-owned businesses and Section 3 business concerns such purchases shall be distributed among qualified sources when feasible. However, component, separate or sequential purchases shall not be allowed to circumvent procurement policy or procedures.
3. Quotes may be obtained orally by telephone, fax, in writing or by email as allowed by law and regulations.
4. Award shall be made to the offeror providing the lowest acceptable quotation unless justified in writing based on price and other specified factors clearly identified in the solicitation.
5. The names, addresses and/or telephone numbers of the offerors and persons contacted, the date and amount of each quotations shall be documented and maintained as a public record unless otherwise provided in law or regulation. Such quotes shall be forwarded to Procurement Department with the purchase requisition.
6. Employees shall ensure that the price is reasonable and fair through a comparison of offers or by other means such as but not limited to prior purchases of the same nature, catalog prices, or personal knowledge.

D. Purchases exceeding the \$50,000 small purchase threshold in the aggregate

1. Sealed Bids: The preferred method for procuring goods, construction, supplies and non-complex service contracts. This method shall not be used when procuring Architectural and Engineering Services (A/E) **or other excluded categories of professional services**. Where deemed appropriate, multi-step bids may be utilized.
 - a. Conditions for use: Contracts shall be awarded based on competitive sealed bidding if the following conditions are present:
 - (1) a complete, adequate and realistic specification or purchase description is available;

- (2) two or more responsible bidders are willing and able to compete effectively for the work;
 - (3) the procurement lends itself to a firm fixed price contract; and
 - (4) the selection of the successful bidder can be made principally on the basis of price; however, the successful bidder must be deemed responsible.
- b. Solicitation and Receipt of Bids: An invitation for bids (IFB) shall be issued to include specifications and all contractual terms and conditions applicable to the procurement and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the IFB. The IFB shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped, secured in a safe place and not opened until the bid opening date and time. A bidder may withdraw his/her bid anytime prior to the bid opening.
- c. Bid Opening and Award: Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Award shall be made as provided in the IFB. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.
- d. Mistakes in Bids:
1. Correction or withdrawal of inadvertently erroneous bids may be permitted where appropriate anytime prior to the date and time of bid opening by written, faxed, or e-mail notice received in the office designated in the IFB.
 2. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of SAHA or fair competition shall be permitted. **If only one bid is submitted, however, negotiation of price is an acceptable option for SAHA to pursue.**

3. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw his/her bid if the mistake is clearly evident on the face of the bid or the bidder submits convincing evidence that a mistake was made. All decisions to allow withdrawal of bids after opening shall be supported by a written determination signed by the Contracting Officer or his/her designee.
4. If a mistake is made in an extended cost in a bid, the unit price in the bid shall prevail.

e. Bonds:

1. For construction contracts exceeding \$100,000, the contractor must submit the following unless otherwise exempted by law or regulations:
 - (a) a bid guarantee at the time of bid submittal for 5% of the bid price, and
 - (b) an assurance of completion as evidenced by a performance and payment bond in a penal sum of 100% of the contract price, separate performance and payment bonds, each for 50% or more of the contract price, 20% cash escrow, or a 25% irrevocable letter of credit.
 - (c) All bonds must be obtained from guarantee or surety companies acceptable to the U.S. Treasury (listed in U.S. Treasury Circular 570, commonly referred to as the T-list) and authorized to do business in the State of Texas. Individual sureties shall not be considered.
2. For all public work projects as defined by state law over \$25,000, Contractors shall execute a payment bond in the full amount of the contract price. Such bonds must be in compliance with (1)(c) above.
3. The Contracting Officer may establish bonding requirement for other procurement activity if deemed

to be in the best interest of SAHA and not unduly burdensome upon competition.

2. Competitive Proposals (preferred method for procuring professional services which allows for consideration of technical factors other than price, negotiations and withdrawal of proposal anytime prior to contract award)
 - a. Conditions for Use: Competitive Proposals including turnkey proposals for development may be used if there is an adequate method of evaluating technical proposals and if SAHA determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited.
 - b. Solicitation: Competitive proposals shall be solicited through a "Request for Proposals" (RFP) or Request for Qualifications (RFQ) issued by SAHA. The RFP shall clearly identify the relative importance of price and other evaluation factors and sub factors, including the weight given to each technical factor and sub factor. However, in RFQs price shall not be solicited in the proposal but shall be negotiated prior to award. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors and the content of their proposals until contract award.
 - c. Evaluation: Proposals shall be evaluated only on the criteria stated in the RFP. The price factor may be assigned a specific weight in the evaluation or may be considered in conjunction with technical factors. Proposals shall be evaluated by a panel with expertise on the subject matter. The Contracting Officer shall establish criteria for selecting panel members including standards for ensuring that panelists have no conflicts of interest with past or future work with SAHA or conflicts related to the RFP. The Procurement Department in cooperation with the department requesting the solicitation and Human Resources shall make recommendations for panel members to the Contracting Officer. A written justification must be prepared if a person is disqualified from seating

on a panel. The Procurement Department shall ensure that panel members are insulated in their evaluation activities from interference or input from others.

- d. Negotiation: All competitive proposals shall be subject to negotiations with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors specified in RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to, and advise offerors of, the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing a proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline for receipt of best and final offers shall be established. "Auctioning" which is revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.
- e. Award: After evaluation and negotiation, the contract shall be awarded to the responsive, responsible offeror whose qualifications, price and other factors are the most advantageous to SAHA.
- f. Architect/Engineer Services: These services are obtained by qualification based selection procedures (RFQ). Competitors' qualifications are evaluated based upon the criteria in the solicitation and the most qualified competitor is selected subject to the negotiation of fair and reasonable compensation. Price is not a factor in evaluation. Qualifications based selection procedures shall not be used to purchase other types of service even though architect/engineer firms are potential sources. **Additional categories that must follow the RFQ process are established by law and may be revised from time-to-time.**

3. NONCOMPETITIVE PROPOSALS

a. Conditions for use: Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids or competitive proposals, and one of the following applies:

- (1) The item is available only from a single source based on a good faith review of available sources;
- (2) An emergency as defined in the Policy exists and competitive procurements can not address the need in the timeframe allowed;
- (3) HUD authorizes the use of non competitive proposals; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

b. Justification: Each procurement based on non competitive proposals shall be supported by a written justification and approval in writing by the Contracting Officer or his/her designee. Such justification at a minimum shall include the following items:

- (1) Description of the requirement;
- (2) History of prior purchases and their nature (competitive vs. noncompetitive);
- (3) The specific exemption identified above that applies to this procurement;
- (4) Statement as to the unique circumstances that require award by non competitive proposals;
- (5) Description of the efforts made to find competitive sources (advertisement in trade journals or local

publications, phone calls to local suppliers, issuance of written solicitation, etc);

(6) Statement as to efforts that will be taken in the future to promote competition for the requirement; and

(7) Signature of the Contracting Officer or his/her designee authorizing the procurement.

c. Price Reasonableness: The reasonableness of the price shall be determined by performing a cost analysis.

F. COST AND PRICE ANALYSIS

1. General: A cost or price analysis shall be performed for all procurement actions, including contract modifications or change orders. The degree of analysis shall depend on the complexity of the procurement. The strength of competition will typically be sufficient to determine price reasonableness in sealed bidding and small purchases.
2. Submission of Cost or Price Information: If the procurement is based on noncompetitive proposals or when only one offer is received in sealed bidding, or for other procurements as deemed necessary, each offeror shall submit a cost breakdown showing projected costs and profit; commercial pricing and sales information sufficient to enable SAHA to verify the reasonableness of the proposed price such as catalogs, or documentation that the price is set by law or regulation.
3. Cost Analysis: Cost analysis shall be performed if an offeror is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted, a cost analysis shall be conducted on the individual cost elements and profit shall be analyzed separately by examining the complexity and risk of the work, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles. SAHA shall have a right to audit the contractor's books and records pertinent to such costs.

G. CANCELLATION OF SOLICITATIONS

1. Any solicitation may be cancelled before offers are due if SAHA no longer requires the goods, supplies, services, insurance or construction, SAHA can no longer reasonably expect funds to be available, proposed

amendments to solicitation would be of such magnitude that a new solicitation would be desirable or other similar reasons.

2. A solicitation may be cancelled and all bids or proposals rejected if the need for the goods, supplies, services, insurance or construction no longer exists at SAHA, ambiguous or otherwise inadequate specifications were part of the solicitation, the evaluation criteria did not include consideration of all factors significant to SAHA, prices exceed budgetary allocations and quantity can not be SAHA adjusted to come within available funds, bids or proposals were submitted in bad faith or were collusive in nature, or in the best interest of SAHA.
3. The reasons for cancellation shall be documented in the procurement file and all offerors shall be notified of such action and given an opportunity to compete on any resolicitation or future procurement of similar items.
4. If a solicitation is cancelled because all offers were unreasonable or after receipt of only one bid, SAHA may resolicit using other procurement methods

H. COOPERATIVE PURCHASING

SAHA may enter into Federal, State or local intergovernmental agreements to purchase or use common goods, insurance and services based upon economy and efficiency when contracts have been competitively awarded. All intergovernmental agreements shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment and other relevant terms and conditions. SAHA is encouraged to use Federal and State excess and surplus property instead of purchasing new equipment, goods, supplies and property whenever such use is feasible and reduces project costs. The supplies, goods, equipment and services obtained under a cooperative purchasing agreement must have been procured in accordance with all laws, rules and regulations.

I. CONTRACTING WITH RESIDENT ORGANIZATIONS

Notwithstanding the provisions above pertaining to full and open competition in procurements, the Contracting Officer may authorize use of the "alternative procurement process" to limit competition to resident-owned businesses or contract on a non-competitive basis with a resident management corporation, to the extent such procurement is deemed reasonably priced and will assist SAHA in meeting its Section 3 goals.

J. CONTRACTING FOR LEGAL SERVICES

Contracting for legal services shall be conducted in accordance to all applicable laws, rules, regulations and policy guidelines.

IV. CONTRACTOR QUALIFICATIONS AND DUTIES

A. CONTRACTOR RESPONSIBILITY

Procurement shall be conducted only with responsible contractors, for example, those who have the technical and financial competence to perform and who have a satisfactory record of integrity and safety on the job. Before awarding a contract, SAHA shall review the proposed contractor's ability to perform the contract successfully by considering factors such as the contractor's integrity, compliance with public policy, record of past performance and financial and technical resources to perform the work in the timeframe required and according to the stated specifications and scope of work. If a contractor is found to be not responsible, a written justification for such finding must be placed in the procurement file.

B. SUSPENSION AND DEBARMENT

Contracts shall not be awarded to debarred, suspended or ineligible contractors under HUD-imposed limited denial of participation in accordance with federal and state laws, rules and regulations. All contractors shall be checked prior to award for failure to pay franchise tax to the State of Texas, inclusion on the excluded parties list, limited denial list and state of Texas debarment lists.

C. ORGANIZATIONAL CONFLICTS OF INTEREST

1. "Organizational conflict of interest" is a situation in which the nature of the work to be performed under a SAHA contract and a contractor's organizational, financial, contractual or other interest are such that the contractor possesses an unfair competitive advantage in competing for the contract, the award may result in an unfair competitive advantage for future work or the contractor's objectivity in performing the contract work may be impaired.
2. SAHA shall neutralize such conflicts by requiring contractors to disclose any such conflicts when they submit their offers and exclude contractors who provide services relating to studies or specification writing from competing for any subsequent contract which is based on such services.

V. TYPES OF CONTRACTS, CLAUSES AND CONTRACT ADMINISTRATION

A. CONTRACT TYPES

Pursuant to law, any type of contract which is appropriate to the procurement and which will promote the best interests of SAHA may be

used with the exceptions of cost plus a percentage of cost and percentage of construction cost methods. The following are some examples of permissible type of contracts: requirement contracts, indefinite quantity contracts, definite quantity contracts and cost reimbursement contracts if less costly and the contractor's accounting system can allocate costs based upon cost principles, and time and materials contracts that include a ceiling price.

B. OPTIONS

Options for additional quantities or performance periods may be included in contracts, provided that the option is contained in the solicitation, is a unilateral right of SAHA, the contract states a limit on the additional quantities and the overall term of the contract, the options are evaluated as part of the initial competition, the contract states the period within which the options may be exercised, the option may be exercised only at the price specified in the contract or reasonably determinable from the contract and may only be exercised if determined to be more advantageous to SAHA than conducting a new procurement. The Contracting Officer shall have the authority to execute such options.

C. CONTRACT CLAUSES

In addition to containing a clause identifying the contract type and pricing arrangements and pertinent terms and conditions, all contracts shall include any clauses either by attachment or incorporation required by federal statutes, executive orders, and their implementing regulations and state law.

D. CONTRACT ADMINISTRATION

SAHA shall maintain a contract administration system designed to ensure that contractors perform in accordance with their contracts. Operational procedures shall contain guidelines for inspection of supplies, services or construction, adherence to insurance requirements, as well as monitoring contractor performance, status reporting on construction contracts and similar matters to include compliance with the good faith utilization plan submitted by the contractor outlining subcontracting opportunities for small, minority and women-owned businesses and providing economic opportunities for Section 3 residents.

E. CHANGE ORDERS and USE OF CONTINGENCY FUNDS

Change orders and the use of contingency funds shall be minimized in all projects through adequate planning to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues. Past experience with similar projects shall be one

guiding mechanism as to whether or not a condition is foreseeable. All change orders and contract modifications shall comply with the Changes clause in HUD 5370, HUD 5370-C1 and HUD 5370-EZ if applicable to the procurement. Change orders do not include foreseeable work within the scope of a project. Such foreseeable work shall be funded through contingency reserves.

All use of contingency funds must be pre-approved by the Contracting officer prior to commencement of work by the contractor. Change orders to contracts shall be administered in accordance with the following requirements:

1. All requests for change orders including orders for additional work and orders reducing work (credit change orders) submitted by Contractors or at the request of a Project Manager must be approved by Department Director or his/her designee, the Director of Procurement or his/her designee, **Department Officer or his/her designee**, the Chief Financial Officer **for amounts over \$2,500**, **Chief Operations Officer** and the Contracting Officer or his/her designee.
2. If the amount of the submitted change order **is \$25,000 or less and** does not exceed the \$50,000 cap per contract, the Contracting Officer shall be the final approval.
3. If the amount of a change order increases **or decreases** a contract by more than **\$50,000\$25,000 or more**, the Board of Commissioners shall be the final approval.
4. This change order procedure shall be applicable to all SAHA contracts.
5. The original contract price may not be increased by more than 25%. **If there is a decrease of more than 25%, approval of the contractor must be obtained.**
6. A cost analysis must be performed and submitted to the Procurement Department with the request for a change order.
7. Change orders shall not be divided or split to avoid the dollar threshold for Board approval.

VI. Appeal and Remedies

A. GENERAL

It is SAHA's policy to resolve all contractual issues informally at SAHA's level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at SAHA. When appropriate, SAHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute to help resolve the differences. HUD will only review protests in cases of violations of federal law or regulations or failure of SAHA to review a complaint or protest.

B. BID PROTESTS

Any actual or prospective contractor may protest the solicitation or award of a contract for material violation of SAHA's procurement policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals and any protest against the award of a contract must be received within ten calendar days after contract award or the protest will not be considered. All protests must be in writing and submitted to the Director of Procurement for a written decision. The Director of Procurement shall make a recommendation to the Contracting Officer who shall issue a written decision and findings to the Contractor within 30 days from receipt of the written protest. This decision is then appealable to the Board of Commissioners within 30 days of receipt of the written decision. Appeals which are not timely filed will not be considered and the decision becomes final.

C. CONTRACT CLAIMS

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Director of Procurement. The contractor may request a conference on the claim. The Director of Procurement shall after investigation submit a recommendation to the Contracting Officer concerning the claim. The Contracting Officer shall inform the contractor in writing within 30 days of the conclusion of the investigation of his/her decision and inform the Contractor of his/her appeal right to the Board of Commissioners and to HUD. All appeals to the Board of Commissioners shall be received within 30 days of receipt of the written denial of the Contracting Officer or such claim will not be considered and the Contracting Officer's decision becomes final.

VII. ASSISTANCE TO SMALL AND OTHER BUSINESSES INCLUDING SECTION 3 BUSINESS CONCERNS

A. REQUIRED EFFORTS

1. In compliance with all laws, executive orders, rules and regulations, SAHA shall maximize all opportunities to ensure that small, minority-owned and woman-owned business enterprises, and individuals or firms located in or owned in substantial part by persons residing in the area of SAHA's housing developments to participate in SAHA contracting. SAHA's efforts to foster economic growth shall include but are not limited to the following:
 - a. Including such firms when qualified on solicitation mailing lists;
 - b. Encouraging the participation of such firms through direct solicitation of bids or proposals whenever they are potential sources;
 - c. Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by such firms;
 - d. Provide training opportunities and intensive outreach;
 - e. Forming partnerships with community organizations with a commitment to assisting SAHA with this mission;
 - f. Requiring all contractors to submit utilization plans in formal bids and competitive proposals detailing their good faith efforts in creating economic opportunities for these groups; and
 - g. Requiring prime contractors, when subcontracting is anticipated, to also take the same steps outlined above to foster economic opportunities for these groups.

B: GOALS AND TARGETS

All procurement activities shall be periodically reviewed for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in SAHA prime contracts and subcontracting opportunities. In conjunction with the Board of Commissioners, SAHA will annually review its efforts in contracting with small, minority and women owned businesses and providing economic opportunities for Section 3 residents. Annual targets and aspirational goals for these programs shall be set in cooperation with the Board of Commissioners. A Contractor's

performance to meet such established goals unless a written justification for such failure is acceptable by the Contracting Officer shall be considered poor performance and will be a factor that is considered for future awards.

VIII. DISPOSITION OF SURPLUS PROPERTY

Personal and real property no longer necessary for SAHA's purposes shall be transferred, sold, or disposed of in accordance with applicable Federal, state and local laws and regulations. Contracting Officer shall be granted the authority to utilize online auctions for such services if deemed to be in the best interest of SAHA.

BOARD OF COMMISSIONERS

RESOLUTION 5800, AUTHORIZING THE AWARD OF A CONTRACT FOR PROPERTY MANAGEMENT SOFTWARE FOR BEACON COMMUNITIES TO YARDI SYSTEMS, INC. FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$108,990.00 FOR YEAR ONE, \$99,840.28 FOR YEAR TWO, \$153,591.49 FOR YEAR THREE, \$155,315.23 FOR YEAR FOUR, AND \$159,974.69 FOR YEAR FIVE; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Kristi Baird
Director of Beacon
Communities

REQUESTED ACTION:

Consideration and approval regarding Resolution 5800, authorizing the award of a contract for property management software for Beacon Communities to Yardi Systems, Inc. for an annual cumulative amount not to exceed \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five; for a period of one year with the option to renew up to four additional one-year terms.

FINANCIAL IMPACT:

The cost for the property management software for Beacon Communities is not expected to exceed an annual cumulative amount of \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five. The recommended award amount for year one includes all start up costs associated with implementation for existing Beacon properties to include the annual subscription charge of \$43.00 per unit and costs for additional properties transitioned during the year. Thereafter, as properties are transitioned each year there will be an annual subscription fee of \$43.00 per unit plus a \$400.00 fee per property for transfer of data from the third party management companies. We have allowed for an escalation in the annual subscription fee per year based on the Consumer Price Index (CPI), capped at three percent per year, for each unit that remains in the system. This service will be funded by the approved operating budgets.

SUMMARY:

SAHA requires the services of a vendor to provide and install a vendor hosted property management software system that is cloud based with a seamless interface with SAHA's JD Edwards financial business software. This software will assist staff in all aspects of resident management to include Market, Tax Credit, Project Based Assistance, AHDP, HOME, Bond and Public Housing Programs. During the initial year, the system will be utilized by seventeen Beacon Communities to include 1,532 units. Usage of the system will increase as properties transition back from third party management companies to Beacon Communities. The second year, there will be an addition of three communities to include 716 units and finally, in the third year, there will be an addition of seven communities to include 1,144 units. The portfolio stabilizes in the fourth year with a total of twenty-seven communities and 3,392 units.

On October 4, 2017, SAHA issued a “Request For Proposals” (RFP) #1709-209-77-4709 for Property Management Software for Beacon Communities, which closed on October 19, 2017. The RFP was published on the SAHA website, Electronic State Business Daily (ESBD), La Prensa, the Hart Beat, posted on NAHRO, Public Purchase and direct solicited to sixty-five firms. A total of two proposals were received in response to the RFP: Emphasys Software and Yardi Systems, Inc. (AABE, NABE). Both proposals were evaluated on the following criteria: project management, implementation and training methodology, response to requirements, financial stability and respondent experience, implementation schedule, interview and product demonstration/warranty, when/if conducted, price, and strength of the Section 3 and SWMBE plans. A Best and Final Offer was requested from Yardi Systems, Inc., the highest rated responsive and responsible proposer who is being recommended for contract award.

Yardi Systems, Inc. was founded in 1982, and is headquartered in Santa Barbara, California. This firm has been certified as an Asian/Indian American company by the County of Los Angeles Community Business Enterprise (CBE) Program. They have more than thirty-five regional offices with Texas locations in Austin and Dallas. Yardi Systems, Inc. is a software provider for real estate investment management and the property management industries. The company offers technology solutions to numerous submarkets in real estate: multifamily, single family, affordable, public, senior and military housing, as well as office, industrial, retail, and self-storage market segments. Their software includes tools for managing budgets, construction, scheduling, and maintenance, as well as lease renewal, compliance, customer relationship management, resident screening, and forecasting. Yardi has received no prior awards from SAHA. Their client base covers a full spectrum of private and public organizations dedicated to developing and managing real estate. Yardi has provided a scope of work similar to that issued in SAHA’s RFP for property management software to more than 200 Public Housing Authorities (PHA). Their Texas PHA’s include: Big Spring Housing Authority, Brownsville Housing Authority, Corpus Christi Housing Authority, Dallas Housing Authority, El Paso Housing Authority, and Lamesa Housing Program.

Contract oversight will be provided by Kristi Baird, Director of Beacon Communities, who will monitor the vendor’s adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor’s Section 3 Compliance report on a monthly basis, monitor compliance with the vendor’s SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL

Transform core operations to be a high performing and financially strong organization.

ATTACHMENTS:

Resolution 5800
Company Profile
Tabulation
Advertisement List

**San Antonio Housing Authority
Resolution 5800**

RESOLUTION 5800, AUTHORIZING THE AWARD OF A CONTRACT FOR PROPERTY MANAGEMENT SOFTWARE FOR BEACON COMMUNITIES TO YARDI SYSTEMS, INC. FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$108,990.00 FOR YEAR ONE, \$99,840.28 FOR YEAR TWO, \$153,591.49 FOR YEAR THREE, \$155,315.23 FOR YEAR FOUR, AND \$159,974.69 FOR YEAR FIVE; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, on October 4, 2017, SAHA issued a “Request For Proposals” (RFP) #1709-209-77-4709 for Property Management Software for Beacon Communities, which closed on October 19, 2017; and

WHEREAS, a total of two proposals were received in response to the RFP. A Best and Final Offer was requested from the highest rated proposer; and

WHEREAS, Yardi Systems, Inc. is the highest rated responsive and responsible proposer and is recommended for contract award; and

WHEREAS, the current award recommendation for property management software for Beacon Communities to include properties transitioning back from third party management companies is not expected to exceed an annual cumulative amount of \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five; and will be funded through the approved operating budgets; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5800, authorizing the award of a contract for property management software for Beacon Communities to Yardi Systems, Inc. for an annual cumulative amount not to exceed \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five; for a period of one year with the option to renew up for four additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 1st day of February 2018.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

Yardi Systems, Inc. Company Profile

Yardi Systems, inc. was founded in 1982 and is headquartered in Santa Barbara, California. They have more than 35 regional offices with Texas locations in Austin and Dallas. Yardi Systems, Inc. is a software provider for real estate investment management and the property management industries. The company offers technology solutions to numerous submarkets in real estate: multifamily, single family, affordable, public, senior and military housing, as well as office, industrial, retail, and self-storage market segments. Their software includes tools for managing budgets, construction, scheduling, and maintenance, as well as lease renewal, compliance, customer relationship management, resident screening, and forecasting.

This firm has been certified as an Asian/Indian American company by the County of Los Angeles Community Business Enterprise (CBE) Program.

Yardi has received no prior awards from SAHA. Their client base covers a full spectrum of private and public organizations dedicated to developing and managing real estate. Yardi has provided a scope of work similar to that issued in SAHA's RFP for property management software to more than 200 Public Housing Authorities (PHA). Their Texas PHA's include: Big Spring Housing Authority, Brownsville Housing Authority, Corpus Christi Housing Authority, Dallas Housing Authority, El Paso Housing Authority, and Lamesa Housing Program.

Scoring Matrix Property Management Software for Beacon Communities 1709-209-77-4789			
Criterion Description	Max Points Weight	Emphasys Software	Yardi Systems, inc.
Project Management, Implementation & Training:	1-5 20%		
Rater 1		2.00	4.00
Rater 2		3.00	5.00
Rater 3		3.00	5.00
Total Score		8.00	14.08
Average Score		2.67	4.67
Weighted Score		8.53	0.93
Response to Requirements:	1-5 15%		
Rater 1		2.00	5.00
Rater 2		3.00	5.00
Rater 3		3.00	4.00
Total Score		8.00	14.08
Average Score		2.67	4.67
Weighted Score		8.40	0.78
Financial Stability and Respondent Experience:	1-5 10%		
Rater 1		3.00	4.00
Rater 2		4.00	5.00
Rater 3		3.00	4.00
Total Score		18.00	13.08
Average Score		3.33	4.33
Weighted Score		8.33	0.43
Implementation Schedule:	1-5 5%		
Rater 1		3.00	3.00
Rater 2		4.00	5.00
Rater 3		3.00	4.00
Total Score		18.00	12.08
Average Score		3.33	4.08
Weighted Score		0.17	8.28
Interview & Product Demonstration:	1-5 15%		
Rater 1		2.00	5.00
Rater 2		3.00	5.00
Rater 3		2.00	4.00
Total Score		7.00	14.08
Average Score		2.33	4.67
Weighted Score		8.35	8.78
Price proposal:	1-5 25%		
Total Score		5.00	1.87
Weighted Score		1.25	0.47
Strength of the Section 3 plans:	1-5 5%		
Rater 1		2.00	1.00
Rater 2		3.00	1.00
Rater 3		2.00	1.00
Total Score		7.08	3.00
Average Score		2.33	1.00
Weighted Score		0.12	0.85
Strength of the SWMBE plans:	1-5 5%		
Rater 1		2.00	2.00
Rater 2		2.00	2.00
Rater 3		3.00	2.00
Total Score		7.08	6.00
Average Score		2.33	2.00
Weighted Score		0.12	0.10
Section 3 Preference: A firm may qualify for Section 3 status for up to an additional 5 points.#			
Category I: As detailed in Attachment C	5 (.25)		
Category II: As detailed in Attachment C	4 (.2)		
Category III: As detailed in Attachment C	3 (.15)		
Category IV: As detailed in Attachment C	2 (.1)		
Teta Weighted Score		3.27	3.58

Advertisement List
Solicitation # 1709-209-77-4709
Property Management Software for Beacon Communities

Entity	Contact Name	Email	Method of Contact(Specify)
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aiasa.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
CDC News		plans@cdcnews.com	
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org	
Goodwill Industries	Steven Hussain	shussain@goodwill.sa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
I Square Foot Plan Room		agcquoin@constructconnect.com saprojects@constructconnect.com	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com content@constructconnect.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	

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NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org	
South San Antonio Chamber of Commerce	Al Arreola Jr.	al@southsa.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESBD	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	

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HUBS OF CYBER			
ABSOLUTE FACILITY SOLUTIONS, LLC	Patrick Lynass	plynass@absolute-fs.com	800-527-4135
CRINER-DANIELS & ASSOCIATES INC	WALTER CRINER	walter2@crinerdaniels.com	713-787-0900
DIMDROP LLC	Victor Cintron	victor.cintron@dimdrop.com	832-516-5903
EXACLOUD SOLUTIONS LLC	Chidi Alams	chidi.alams@exacloudsolutions.com	469-609-7577
FRONTERA CONCEPTS, LLC.	CEO- John C. Garza	jgarza@fronteraconcepts.com	210-494-4159
INFODAT INTERNATIONAL, INC.	Sam Merchant	smerchant@infodatinc.com	713-277-4033
INTREPID SOLUTIONS, LLC	Ranganath Munirangaiah	rgowda@gmail.com	832-877-6543
IT CONFLICT LLC	Eric Sanchez	eric@itcaustin.com	512-348-8324
ORGANIZED SYNERGY CONSULTING GROUP, LLC	Schlida Young	sy@oscg-llc.com	773-459-9001
QUE SQUARED TECHNOLOGIES	Quintin Riggins	que2.technologies@gmail.com	254-718-3313
DeltaWare, Inc	Erin Albright	support@deltawareinc.com	
Frontera Concepts, LLC	John C. Garza	jgarza@fronteraconcepts.com	
RX Technology	Nathan Rizzo	nrizzo@rx-tech.com	
South Texas Horizons, LP	Derek Wright	dwright@5pe.com	
Section 3 Bidders			
No Section 3 vendors			
Direct Solicits			
Appfolio	Kevin McCormack	Kevin.mccormack@appfolio.com	866-648-1536
Property Matrix		sales@propertymatrix.com	800-795-4100
Yardi	Jeff Bischoff	Jeff.bischoff@yardi.com	877-933-8338
Emphasys Software	Delia Niswonger	dniswonger@emphasys-software.com	
MRI Software	Eric Schlachter	Eric.schlachter@mrisoftware.com	800-491-2580
Real Page	Ruth Banuelos	Ruth.banuelos@realpage.com	877-325-7243
Ardent Technologies Inc.	Rama K. Gorantla	ramakrishna@ardentinc.com	
Adept group	Vivian Yu	vivianyu50@yahoo.com	
Amcad	Christine Delawder	cdelawder@amcad.com	
Best Buy Gov, LLC	Jill Ranft	GOVEDSUPPORT@bestbuy.com	
Betis Group, Inc.	Adam Green	adam.green@betis.com	
Carvechi	Donald T Carson	dcarson@carvechi.com	
Checkpoint Services Inc	Kristen L. Cox	kristen.cox@checkpnt.com	
Cherbonnier Mayer &	Chad Lemaire	BCL@cmaontheweb.com	

Advertisement List
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Associates Inc			
Clear C2, Inc.	Mickey Patton	mpatton@clearc2.com	
Computer Transition Services	Helen R Burns	hburns@CTSINET.COM	
Convectus Solutions, LLC	Joanne Ung	joanne.ung@convectus.com	
Criner-Daniels & Associates	Walter Criner	walter2@crinerdaniels.com	
Duostar Consulting LLC	Gaylon Yancy	gyancy@duostar.net	
Ebusiness 1, Inc.	Ron Mcfarlane	ron.mcfarlane@eb1.us	
Ferkam Management Corp.	Fernando Yopez	FFYEPEZ@HOTMAIL.COM	
		govpaperwork@gha-	
GHA Technologies	George Hertzberg	associates.com	
Infolob Solutions Inc.	Vijay Cherukuri	accounts@infolob.com	
Intelinet Systems	John Jeffrey	jjeffrey@intelinetsystems.com	
ISM Services, Inc.	Michelle Ray	michelle.ray@ism-corp.us	
	Monica		
Lumina Group Inc.	Nemtzeanu	luminaconsulting@gmail.com	
Microsoft Corporation	Laura Dantoni	laurada@microsoft.com	
Mudiam, inc.	Reddy Rameswar	reddym@gmail.com	
Mustang Computers	Cody Johnson	cjohnson@mustangcomputer.com	
North Texas Horizons LLC	Derek Wright	dwright@5pe.com	
	Jacquelyn		
Odyssey Training Institute	Jackson	jacquie.jackson@gmail.com	
Office Tech	Jeffery Evans	jeffcd@sbcglobal.net	
Onepointe Solutions	Mike Triche	info@onepointesolutions.com	
Professional Resource Plus	Mack Adedipe	madedipe@prpit.com	
	Rangarao.Singam		
Ransi Technologies, LLC	neni	ranga.rao@ransitechnologies.com	
	Trish Grisolano		
Safari Micro Inc	X260	trish@safarimicro.com	
SBC Technology Partners	David Blufer	dbluffer@sbctechpartners.com	
Strategy 7 Corporation	Bruce Galinet	dawn@s7.com	
Landlord Max		sales@landlordmax.com	
I-CAM Software		sales@domin-8.com	
PMX Dynamics		info@pmxdynamics.com	
T-ReX Global		sales@trexglobal.com	
PropertyBoss Solutions		info@propertyboss.com	
Property Boulevard		sales@propertyboulevard.com	
PROMAS Property Management Solutions		sales@promas.com	
RenTec		sales@rentecdirect.com	
	Brittany		
RentManager	Christerson	Brittany.christerson@rentmanager.com	
TenantFile		sales@propertyware.com	
Integrated Property Management Software	Rue Fox	rfox@ipm-software.net	
		Wendy@buildium.com	
		mark@buildium.com	
Buildium		Justin@buildium.com	

BOARD OF COMMISSIONERS

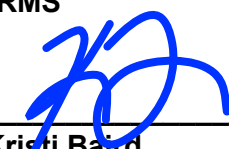
RESOLUTION 5801, AUTHORIZING THE AWARD OF CONTRACTS FOR CARPET AND FLOORING PURCHASE, REPLACEMENT AND INSTALLATION SERVICES AGENCY-WIDE TO IMPACT FLOORS OF TEXAS, MOERBE ENTERPRISES DBA LONE STAR CARPET, AND REDI CARPET SALES OF HOUSTON, LTD. FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$325,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Kristi Baird
Director of Beacon
Communities

REQUESTED ACTION:

Consideration and approval regarding Resolution 5801, authorizing the award of contracts for carpet and flooring purchase, replacement and installation services agency-wide to Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston, Ltd. for an annual cumulative amount not to exceed \$325,000.00; for a period of one year with the option to renew up to four additional one-year terms.

FINANCIAL IMPACT:

The cost for the purchase, replacement and installation of carpet and flooring for all SAHA and properties identified in the Beacon Communities portfolio is not expected to exceed an annual cumulative amount of \$325,000.00; and will be funded through the approved operating budgets.

SUMMARY:

SAHA requires the services of a vendor to provide purchase, replacement and installation of carpet and flooring for all SAHA properties to include those properties identified in the Beacon Communities portfolio and properties transitioning back from third-party management companies to Beacon Communities.

On October 20, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-910-09-4727 for carpet and flooring purchase, replacement and installation, which closed on November 28, 2017. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), La Prensa, the Hart Beat, posted on NAHRO, Public Purchase and direct solicited to 112 vendors. A total of five bids were received in response to the IFB: CDSI, Inc. dba Champion Diversified Services (HABE, HUB, Section 3 Business), Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, Redi Carpet Sales of Houston, Ltd, and Xochitl A Galvez dba Xcellent Interiors. All bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained within the solicitation document.

Based on the above, we are recommending contract awards to Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston, Ltd., because they are the lowest responsive and responsible bidders.

Impact Floors of Texas is a family-owned company that opened its doors in 1988. Their corporate office is located in Dallas with field office locations in Austin, Houston, Longview, and San Antonio, Texas. They provide carpet, vinyl, vinyl plank, and tile and wood flooring to their clients in Texas and Louisiana. This vendor is currently under contract with SAHA to provide carpet replacement and installation services. Their client list includes, but is not limited to, NRP Management, Bob Ross Realty, Shelter Corporation, Westdale Asset Management and Alpha Barnes Real Estate Partners. Impact Floors of Texas Section 3 Good Faith Effort Plan includes providing installation training on all types of flooring products.

Moerbe Enterprises dba Lone Star Carpet began servicing multifamily clients in Round Rock, Texas, in 1987. In 1990, they expanded to include Austin, where their headquarters is located. In 1995, they began servicing commercial accounts and in 2011, they expanded into San Antonio. Lone Star Carpet services all communities of Central Texas, offering residential and commercial installation of carpet, ceramic and porcelain tile, hardwood, laminate, and luxury and sheet vinyl flooring. This vendor has received no prior awards from SAHA. Their Texas clients include, but are not limited to, United Renovations, Courtland Partners, Pinnale, Capstone, Greystar, Churchill Forge Properties, Highland Commercial, Implicity Management, Sandalwood Management, MC Residential, Shelter Corporation, Mid-American Construction, and Hayden Properties. Their Housing Authority clients include: Austin Housing Authority and Round Rock Housing Authority. This vendor will have a thirty percent goal for Section 3 new hires.

Redi Carpet Sales of Houston, Ltd. was founded in 1981. Their corporate headquarters is located in Stafford, Texas, with branch office locations in Austin, Dallas, Houston, and San Antonio, Texas; Phoenix and Tucson, Arizona; Denver, Colorado; Jacksonville, Orlando, and Tampa, Florida; Atlanta, Georgia; Kansas City, Missouri; Charlotte, Raleigh and Greensboro/Winston-Salem, North Carolina; Las Vegas, Nevada; Oklahoma City and Tulsa, Oklahoma; Philadelphia, Pennsylvania; Salt Lake City, Utah; and DC, Richmond and Virginia Beach, Virginia. They offer a wide range of products to include: carpet, ceramic tile, vinyl, vinyl tile, engineered wood and laminate flooring. This vendor is currently under contract with SAHA to provide carpet replacement and installation services. Their client list includes, but is not limited to, Greystar Estate Partner, BH Management Services, and CWS Apartment Homes. Redi Carpet will have a thirty percent goal for Section 3 new hires.

Contract oversight will be provided by Kristi Baird, Director of Beacon Communities, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL:

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Resolution 5801
Company Profile
Advertisement List
Tabulation

**San Antonio Housing Authority
Resolution 5801**

RESOLUTION 5801, AUTHORIZING THE AWARD OF CONTRACTS FOR CARPET AND FLOORING PURCHASE, REPLACEMENT AND INSTALLATION SERVICES AGENCY-WIDE TO IMPACT FLOORS OF TEXAS, MOERBE ENTERPRISES DBA LONE STAR CARPET, AND REDI CARPET SALES OF HOUSTON, LTD. FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$325,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, on October 20, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-910-09-4727 for carpet and flooring purchase, replacement and installation, which closed on November 28, 2017; and

WHEREAS, a total of five bids were received in response to the IFB; and

WHEREAS, Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston are the lowest responsive and responsible bidders; and

WHEREAS, the current award recommendation for carpet and flooring purchase, replacement and installation agency-wide is not expected to exceed an annual cumulative amount of \$325,000.00 and will be funded through the approved operating budgets; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5801, authorizing the award of contracts for carpet and flooring purchase, replacement and installation services agency-wide to Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston, Ltd. for an annual cumulative amount not to exceed \$325,000.00; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 1st day of February 2018.

**Morris A. Stribling, DPM
Chair, Board of Commissioners**

Attested and approved as to form:

**David Nisivoccia
President and CEO**

Moerbe Enterprises dba Lone Star Carpet Company Profile

Moerbe Enterprises dba Lone Star Carpet began servicing multifamily clients in Round Rock, Texas in 1987. Lee and Shelley Moerbe are each 50% owners of the company. They expanded to include Austin in 1990, where their headquarters is located, started servicing commercial accounts in 1995 and in 2011 they expanded into San Antonio. Lone Star Carpet services all Central Texas Communities offering residential and commercial installation of carpet, ceramic and porcelain tile, hardwood, laminate, and luxury and sheet vinyl flooring.

This vendor has received no prior awards from SAHA. Their Texas clients include but are not limited to: United Renovations, Courtland Partners, Pinnale, Capstone, Greystar, Churchill Forge Properties, Highland Commercial, Implicity Management, Sandalwood Management, MC Residential, Shelter Corporation, Mid-American Construction, Hayden Properties. Their Housing Authority clients include: Austin Housing Authority and Round Rock Housing Authority.

Impact Floors of Texas Company Profile

Impact Floors of Texas is a family-owned company that opened its doors in 1988. Their partners are Reagan Stricklin (47.5%), Fred Epright (47.5%) and IFT, Inc.(5%). Their corporate offices are located in Dallas with field office locations in Austin, Houston, Longview, and San Antonio, Texas. They provide carpet, vinyl, vinyl plank, tile and wood flooring to their clients in Texas and Louisiana.

This vendor is currently under contract with SAHA to provide carpet replacement and installation services. Their client list includes but is not limited to: NRP Management, Bob Ross Realty, Shelter Corporation, Westdale Asset Management and Alpha Barnes Real Estate Partners.

Redi Carpet Sales of Houston, Ltd. Company Profile

Redi Carpet was founded in 1981. Their corporate headquarters is located in Stafford, Texas with branch office locations in Austin, Dallas, Houston, and San Antonio, Texas; Phoenix and Tucson, Arizona; Denver, Colorado; Jacksonville, Orlando, and Tampa, Florida; Atlanta, Georgia; Kansas City; Charlotte, Raleigh and Greensboro/Winston-Salem, North Carolina; Las Vegas, Nevada; Oklahoma City and Tulsa, Oklahoma; Philadelphia; Salt Lake City, Utah; and DC, Richmond and Virginia Beach, Virginia. They offer a wide range of products to include: carpet, ceramic tile, vinyl, vinyl tile, engineered wood and laminate flooring.

This vendor is currently under contract with SAHA to provide carpet replacement and installation services. Their client list includes but is not limited to: Greystar Estate Partner, BH Management Services, and CWS Apartment Homes,

Advertisement List
Solicitation # 1710-910-09-4727 Date (10/04/17)
Carpet and Flooring Purchase, Replacement and Installation Services

Entity	Contact Name	Email	Method of Contact(Specify)
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aiasa.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
Construct Connect		content@constructconnect.com	
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org	
Goodwill Industries	Steven Hussain	shussain@goodwill.sa.org maguilar@goodwillsa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	

Advertisement List
Solicitation # 1710-910-09-4727 Date (10/04/17)
Carpet and Flooring Purchase, Replacement and Installation Services

Entity	Contact Name	Email	Method of Contact(Specify)
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
SmartApartmentData.com		construction@SmartApartmentData.com	
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org	
South San Antonio Chamber of Commerce	Al Arreola Jr	al@southsa.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESB	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	
HUBS on CMBL			
Ace Floor Solutions, Llc.	Pete Gonzales	pete@acefloors.org	
Air Stream General	Rebecca Flores	bflores@air-streamservices.com	
Allied Associates Commercial	Elma Demory	elma@alliedacf.com	
Ariva Contracting, Llc	Adan Silva	adan@arivacontracting.com	
Azteca Designs, Inc	Cecilia A. Castellano	castellano@aztecadesigns.com	
Champion Cleaning Solutions,	Victor Lacayo	vlacayo@champion-cs.com	
Comfort Cleaning Llc	Lorenzo Pawnell	comfortcleanLLC@gmail.com	
Construmet Group Inc	Eloina P Guerrero	construmetinc@gmail.com	

Advertisement List
Solicitation # 1710-910-09-4727 Date (10/04/17)
Carpet and Flooring Purchase, Replacement and Installation Services

Entity	Contact Name	Email	Method of Contact(Specify)
Ferrer Group, Llc	Arturo Ferrer	arturo@americaniservices.com	
Heaven's Best	Marcus J. Pacheco	mjp45@yahoo.com	
Hygiene Merit, Llc	Ricardo A. Gonzalez	ricardo@hygienemerit.com	
Jose Luis Lopez	Jose Lopez	joseluis24033@gmail.com	
L5 Services, Llc	John P. Ximenes	level5services@gmail.com	
La Med Facility Maintenance	Lorrie Tijerina	lamedfm@hotmail.com	
Luminous Phoenix, Llc	Timothy Mata	lphoenix930@gmail.com	
Gomez Floor Covering	Linda Whitener	rwhitener@gomezfc.com	
Section 3 Bidders			
San Antonio Design Group	JA Saucedo	tsaucedo@sadesigngroup.com	
Xcellent Interiors	Xochitl Galvez	xochitl@xcellentinteriors.com	
Direct Solids			
Ambassador Carpet & Cleaning Services		acandcservices@gmail.com	
Azteca Designs		marketing@aztecadesigns.com castellano@aztecadesigns.com	
Cal-Tex Interiors		yolanda@caltexinteriors.com	
Dixie Carpet Installations	John Dean	johnd@dixiecarpet.com	
Floor Decor & Outlets	Angie Mojica	amojica@flooranddecoroutlets.com	
HD Supply	Scott Bullard	scott.bullard@hdsupply.com	
Home Depot	Darren Friesenhahn	darren_friesenhahn@homedepot.com	
Impact Floors	Various	mlusk@impactfloors.com joey@impactfloors.com	
Industrious Interiors	Cerissa Douglas	cerissa@industriousinteriors.net	
Lone Star Carpet	Stephanie Keller	stephanie@lonestarcarpets.com	
Maverick Floor	Wes Brown	wes@maverickfloor.com	
Mohawk Industries	Scott Cain	cain_scott@mohawkind.com	
Rasa Floors	Tara Lewis	tlewise@rasafloors.com	
RediCarpet	Alisha Abad	alisha.dillon-abad@redicarpets.com	
3910 Enterprises Inc.	Rejone Edwards	rejone@rejonedwards.com	
Ace Floor Solutions, Llc.	Pete Gonzales	pete@acefloors.org	
Action Restoration, Inc.	Susan Rising	srising@actiondki.com	
Allied Associates Commercial	Elma Demory	elma@alliedacf.com	
Best Floor Company, Inc.	Sherri Guy	sherri@bestfloorcompany.com	
Braly Builders Supply Co	Vicki Braly	vickibraly@embarqmail.com	
Breegle Building Products Inc	Bobby Diltz	bobby@breegle.com	
Business Floor Solutions, Inc.	Matthew Martinez	jere@bizfloor.biz	
Business Flooring Partners, Llc	Lisa Gonzalez	lisagonzalez@bfsflooring.com	
C2 Flooring	Melisa Martin	mmartin@c2flooring.com	
Champion Floors Inc	James Flores	championfloors@outlook.com	
Continental Flooring Company	Diane Conti	info@continentalflooring.com	

Advertisement List
Solicitation # 1710-910-09-4727 Date (10/04/17)
Carpet and Flooring Purchase, Replacement and Installation Services

Entity	Contact Name	Email	Method of Contact(Specify)
Cragg's Do It Best Lumber	Douglas Cragg	craggsdib@gvtc.com	
Crenshaw Flooring, Inc.	Lisa Crenshaw	lisa@crenshawflooring.com	
D.B. & J.A. Ward, Inc.	David Ward	wardfurniture@sbcglobal.net	
Diaz Floors And Interiors, Inc.	Andres Diaz	diazfloor8586@sbcglobal.net	
Elements Floor And Design Llc	Gabriela Gonzalez	ggonzalez@elementsfd.com	
Exclusive Floors & Interiors	Richard Flores	exclusivefloors@aol.com	
Floor King, Inc.	Bill Harder	bill@flooring.net	
Floors 2 Adore	Robert Marbley Jr.	floors2adore@yahoo.com	
Foam Products Of S A, Inc.	Tina Perez	tinap@fprodsa.com	
Fresh Air	Alex Nero	alexnero109@hotmail.com	
H & R Carpet Sales Inc	Cathy Reddell I	handrcarpet@aol.com	
Harris Carpet And Floors	Latell Harris	floors@harriscarpet.com	
Joel's Floors	Joel Guzman Sr.	joelsfloors@emarqmail.com	
Jrj Enterprise Llc	Denise Anderson	rdandersonus@windstream.net	
Lufkin Floors Unlimited, Inc	Jill Navarro	Jill@Gonavarro.com	
Mavich, Llc	FAITH GORDON	SALES@MAVICH.COM	
Mccoy-Rockford, Inc.	Kirsten Glenn	kglenn@mccoyinc.com	
McMahan's Flooring, Inc.	Sheri Whatley	sheri@mfidallas.com	
Mezquite Installation, Inc	Veronica Munoz	vmunoz@mezquiteinstallations.com	
Officesource, Ltd.	KAY HARIG	kay@o-ltd.net	
Pounds Holding	Larry Pounds	larry@poundsfloors.com	
Simba Industries	Vickie Kasten	sales@simbaindustries.com	
Somervell Floors, Inc.	Shirley Williamson	somervell.floors@gmail.com	
St Commercial Floors, Llc	Stephanie McGregor	stephaniejo@stcommercialfloors.com	
Team Flooring Llc	Gregg Johnson	gregg@teamflooringusa.com	
The Butler Enterprises	Cass Butler	bids@TheButlerEnterprises.com	
The Carpet Pile Of Texas, Inc.	Rudy Enriquez	carpetpile@sbcglobal.net	
Valley Designs, Inc.	Peggy L VASSBERG	lew@valleydesigns.com	
Wenzel Wenzel & Assoc Inc	CONNIE J WENZEL	gcwenzel@juno.com	
Western Floors, Inc	Jerry Davis	jerry@westernfloors.net	
3t Federal Solutions Llc	Sandeep S Yadav	sales@3tfederal.com	
Ace Floor Solutions, Llc.	Pete Gonzales	pete@acefloors.org	
Action Restoration, Inc.	Susan Rising	srising@actiondki.com	
Adllan Limited Liability Co	Olanrewaju Akinbinu	adllanllc@gmail.com	
Allied Associates Commercial	Owner/Elma Demory	elma@alliedacf.com	
Allied Supply Chain Support &	David Jackson Jr.	djacksonjr@allied-scscs.com	
Angelina Floors & More, Lp	Kevin Brown	floorsnmorelufkin@outlook.com	
Ashira Services	Alisahia Johnson	ashiraservices@gmail.com	
Benchmark Facility Solutions,	Brian Jones	brian.jones@bfsmanagement.com	
Blue Ribbon Carpet Care	Jerry W. Williams	jwwilli@sbcglobal.net	
Breegle Building Products Inc	Bobby Diltz	bobby@breegle.com	
Busy Bee's Carpet Care Llc	Antonio Foster	busybeescarpetcarellc36@yahoo.com	
Byrdson Services, Llc	Jim Griffin	jgriffin2440@yahoo.com	
Carpet Tech	Stephanie Henderson	Stephanie@callcarpettech.com	
Continental Flooring Co	Diane Conti	info@continentalflooring.com	

Advertisement List
Solicitation # 1710-910-09-4727 Date (10/04/17)
Carpet and Flooring Purchase, Replacement and Installation Services

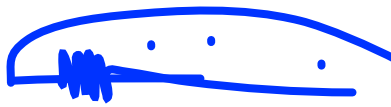
Entity	Contact Name	Email	Method of Contact(Specify)
Crossroads Diversified Svcs	Scott Miller	smiller@cdiv.com	
Dream Solution, Llc	Anthony Lozano	office@dreamsolutionstx.com	
Drexal 'S Paint	Drexal Robinson	drexalpaint@yahoo.com	
Floors 2 Adore	Robert Marbley Jr.	floors2adore@yahoo.com	
JML Solutions, Llc	Job Marcel Louimeus	Jmlcnslt@gmail.com	
K & H Elite	Keneshia Haye	khaye@khe1.com	
Landry General Enterprises	Pres./James Landry	lgebusiness@yahoo.com	
Latin-Glover, Incorporated	PAUL A. GLOVER	latingloverinc1@gmail.com	
LCB Industries, Inc.	Cindy Browning	cbrowning@servprooftyler.com	
Luminous Phoenix, Llc	Timothy Mata	lphoenix930@gmail.com	
Miles Llc	Maxine Mallory	mmallory@merrymaids.net	
Mockingbird Industries		mock.bird.sales@gmail.com	
Professional Carpet Systems	Rod Curtis	kriod5@yahoo.com	
QCS Unlimited Inc.	Clara Knox	info@qcs-clean.com	
T F Harper And Associates	Cindi Chrastecky	cchrastecky@tfharper.com	
The Butler Enterprises	Cass Butler	bids@TheButlerEnterprises.com	
Thomasol Group Llc	SEUN THOMAS	thomasolcleaning@gmail.com	
Torres Co.	Diego Torres, Jr.	dietorr3@aol.com	
W.B. Arthur	Frank Baumann III	trey@wbarthur.com	
Wenzel Wenzel & Assoc Inc	Connie J Wenzel	gcwenzel@juno.com	
A Plus Flooring		APlus.Cris@yahoo.com	
Maverick Flooring		maria@maverickfloor.com	
Carlson's Carpets		carlsonscarpets@aol.com	
Sherwin Williams	Belinda	sw7386@sherwin.com	

Bid Tabulation 1710-910-09-4727 Carpet and Flooring Purchase Replacement and Installation															
Item #	Carpet & Pad	Vender		Xcellent ** interiors		Champion Diversified Services*		Impact Floors##		Redi Carpet		Moerbe Enterprises dba Lone Star Carpet		Meerbe Enterprises dba^^ Lone Star Carpet Aite mate	
		Unit	Est. Qty	Cost	Extended Cost	Cost	Extended Cost	Cost	Extended Cost	Cost	Extended Cost	Cost	Extended Cost	Cost	Extended Cost
1	Farrington II Installed with pad Vacant Units	SQ.FT.	16000	\$7.25	\$116,000.00	\$1.96	\$31,360.00	\$1.12	\$17,920.00	\$1.14	\$18,240.00	\$1.16	\$18,560.00	\$1.16	\$18,560.00
2	Farrington II Installed with pad Occupied Units	SQ.FT.	2191	\$8.53	\$18,689.23	\$2.06	\$4,513.46	\$1.17	\$2,563.47	\$1.22	\$2,673.02	\$1.26	\$2,760.66	\$1.26	\$2,760.66
3	Concord Installed with pad Vacant Units	SQ.FT.	17000	\$8.47	\$143,990.00	\$1.90	\$32,300.00	\$1.13	\$19,210.00	\$1.14	\$19,380.00	\$1.14	\$19,380.00	\$1.14	\$19,380.00
4	Concord Installed with pad Occupied Units	SQ.FT.	1191	\$9.76	\$11,624.16	\$2.00	\$2,382.00	\$1.18	\$1,405.38	\$1.22	\$1,453.02	\$1.25	\$1,488.75	\$1.24	\$1,476.84
5	Regents Park Installed with pad Vacant Units	SQ.FT.	15500	\$6.94	\$107,570.00	\$1.90	\$29,450.00	\$1.15	\$17,825.00	\$1.14	\$17,670.00	\$1.15	\$17,825.00	\$1.15	\$17,825.00
6	Regents Park Installed with pad Occupied Units	SQ.FT.	2691	\$8.23	\$22,146.93	\$2.00	\$5,382.00	\$1.21	\$3,256.11	\$1.22	\$3,283.02	\$1.25	\$3,363.75	\$1.25	\$3,363.75
7	Winchester 26 Installed with pad Vacant Units	SQ.FT.	6500	\$6.13	\$39,845.00	\$1.80	\$11,700.00	\$1.64	\$10,660.00	\$1.22	\$7,930.00	\$1.06	\$6,890.00	\$1.06	\$6,890.00
8	Winchester 26 Installed with pad Occupied Units	SQ.FT.	1691	\$7.42	\$12,547.22	\$1.85	\$3,128.35	\$1.15	\$1,944.65	\$1.53	\$2,587.23	\$1.16	\$1,961.56	\$1.16	\$1,961.56
9	Winchester 26 Installed glued down Vacant Units	SQ.FT.	6500	\$6.28	\$40,820.00	\$1.70	\$11,050.00	\$1.06	\$6,890.00	\$1.11	\$7,215.00	\$1.23	\$7,995.00	\$1.23	\$7,995.00
10	Winchester 26 Installed glued down Occupied Units	SQ.FT.	3500	\$8.02	\$28,070.00	\$1.80	\$6,300.00	\$1.12	\$3,920.00	\$1.18	\$4,130.00	\$1.34	\$4,690.00	\$1.34	\$4,690.00
11	Installation Labor Only	SQ.FT.	2100	\$4.28	\$8,988.00	\$0.50	\$1,050.00	\$0.19	\$399.00	\$0.38	\$798.00	\$0.20	\$420.00	\$0.20	\$420.00
12	3/8" 5 lb. rebond foam pad only	SQ.FT.	64574	\$0.99	\$63,928.26	\$0.22	\$14,206.28	\$0.14	\$9,040.36	\$0.13	\$8,394.62	\$0.15	\$9,686.10	\$0.15	\$9,686.10
13	3/8" 8 lb. rebond foam pad only	SQ.FT.	18191	\$1.21	\$22,011.11	\$0.22	\$4,002.02	\$0.18	\$3,274.38	\$0.15	\$2,728.65	\$0.28	\$5,093.48	\$0.28	\$5,093.48
14	1-3/8" X 144" Aluminum Carpet Edge Gripper	EA.	113	\$2.57	\$290.41	\$12.00	\$1,356.00	\$12.00	\$1,356.00	\$0.83	\$93.79	\$8.50	\$960.50	\$8.50	\$960.50
15	1-1/4" X 36" Aluminum Seam Binder	EA.	226	\$11.60	\$2,621.60	\$15.00	\$3,390.00	\$6.00	\$1,356.00	\$0.83	\$187.58	\$6.80	\$1,536.80	\$6.80	\$1,536.80
16	1-3/8" X 72" Aluminum Carpet Trim	EA.	167	\$22.31	\$3,725.77	\$12.00	\$2,004.00	\$12.00	\$2,004.00	\$0.83	\$138.61	\$10.40	\$1,736.80	\$10.40	\$1,736.80
17	Roppe or equal Cove base 4"	LN.FT.	40000	\$0.70	\$28,000.00	\$0.70	\$28,000.00	\$0.95	\$38,000.00	\$0.59	\$23,600.00	\$0.72	\$28,800.00	\$0.72	\$28,800.00
18	Floor Patch/Leveling Compound	SQ.FT.	65000	\$0.08	\$5,200.00	\$0.22	\$14,300.00	\$0.45	\$29,250.00	\$0.23	\$14,950.00	\$0.20	\$13,000.00	\$0.20	\$13,000.00
	Vinyl Plank Flooring	Unit	Est. Qty												
19	Erthwerks Innsbruck or equal Installed	SQ. FT.	24,000	\$5.63	\$135,120.00	\$2.45	\$58,800.00	\$1.89	\$45,360.00	\$1.69	\$40,560.00	\$1.57	\$37,680.00	\$1.57	\$37,680.00
20	TrafficMaster Allure or equal installed	SQ. FT.	8000	\$5.48	\$43,840.00	\$2.45	\$19,600.00	\$3.49	\$27,920.00	No bid	No bid	\$3.18	\$25,440.00	\$3.18	\$25,440.00
21	Expo Plank or equal installed	SQ. FT.	8000	\$6.40	\$51,200.00	\$2.45	\$19,600.00	\$1.74	\$13,920.00	\$1.69	\$13,520.00	\$1.70	\$13,600.00	\$1.70	\$13,600.00
22	Floor Patch/Leveling Compound	SQ.FT.	4000	\$0.51	\$2,040.00	\$0.22	\$880.00	\$0.45	\$1,800.00	\$0.23	\$920.00	\$0.20	\$800.00	\$0.20	\$800.00
23	Roppe or equal Cove base 4"	LN.FT.	10000	\$0.70	\$7,000.00	\$0.70	\$7,000.00	\$0.95	\$9,500.00	\$0.72	\$7,200.00	\$0.72	\$7,200.00	\$0.72	\$7,200.00
24	1-3/8" X 72" Aluminum Carpet to Tile Transition Trim	EA.	40	\$7.16	\$286.40	\$17.50	\$700.00	\$12.00	\$480.00	\$12.00	\$480.00	\$10.40	\$416.00	\$10.40	\$416.00
25	Installation-Labor only	SQ.FT.	400	\$2.93	\$1,172.00	\$1.15	\$460.00	\$0.75	\$300.00	\$0.75	\$300.00	\$0.63	\$252.00	\$0.63	\$252.00
55	Total				\$916,726.09		\$312,914.11		\$269,554.35		\$198,432.54		\$231,536.40		\$231,524.49
56	Total w/Section 3 Preference 9% or max \$16,000				\$900,726.09		\$296,914.11		\$269,554.35		\$198,432.54		\$231,536.40		\$231,524.49
58															

** Section 3 Business Concern
 * Section 3 Requested, being reviewed
 ## Offers Shaw Como Plank in lieu of Traffic Master Allure
 ^^ For items 3 & 4 offers alternate of Mohawk Eagle Eye in lieu of Concord and for items 5 & 6 offers alternate of Mohawk Home Charm in lieu of Regents Park, all others remain as specified.
 For items 7-10 Winchester is discontinued, all vendors offered Shaw-Neyland as an "or equal" substitution.

BOARD OF COMMISSIONERS

RESOLUTION 5802, AUTHORIZING THE AWARD OF A CONTRACT FOR FIRE ALARM AND FIRE SPRINKLER LIFE-SAFETY SYSTEMS INSPECTIONS, TESTING AND REPAIR AGENCY-WIDE TO FIRETROL PROTECTION SYSTEMS, INC. FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$200,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Hector Martinez
Director of Construction
Services and Sustainability

REQUESTED ACTION:

Consideration and approval regarding Resolution 5802, authorizing the award of a contract for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide to Firetrol Protection Systems, Inc. for an annual cumulative amount not to exceed \$200,000.00; for a period of one year with the option to renew up to four additional one-year terms.

FINANCIAL IMPACT:

The cost for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide is not expected to exceed an annual cumulative amount of \$200,000.00; and will be funded through the approved operating budgets.

SUMMARY:

SAHA requires the services of a vendor to provide inspection, testing and repair of the following: smoke detectors, manual pull devices, sprinkler systems, enunciators, visual indicators, strobes, control units, voice/alarm communications systems, call buttons, fire pumps and hydrants, fire suppression systems, and other devices to all SAHA properties, to include those properties identified in the Beacon Communities portfolio, and those transferring back from third-party management companies. Additionally, Victoria Plaza, Villa Tranchese and Fair Avenue Apartments are slated to receive new fire alarm and fire sprinkler systems, during the term of this contract.

This is a requirement of NFPA 72, a standard published by the National Fire Protection Association that specifies the application, installation, location, performance, inspection, testing, and maintenance of fire alarm systems, fire and emergency warning equipment, and their components; CFR1910-164-Fire Detection Systems; and local, state, and federal statutes, rules and regulations.

On October 25, 2017, SAHA issued an "Invitation For Bids" (IFB) #1705-936-09-4650 for fire alarm and fire sprinkler life-safety systems, inspection, testing, and repair, which closed on November 28, 2017. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), La Prensa, the Hart Beat, posted on NAHRO, Public Purchase and direct solicited to sixty-eight vendors. A total of three bids were received in response to the IFB: Fire &

Life Safety America, Firetrol Protection Systems, Inc. and Texas Fire Pro. One bid was not considered, as it was received after the submittal deadline. The remaining bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained within the solicitation document. Based on the above, Firetrol Protection Systems is the lowest responsive and responsible bidder and is recommended for contract award.

Firetrol Protection Systems, Inc. was founded in 1984, and is headquartered in Dallas, Texas. They have field office locations in Austin, Beaumont, Corpus Christi, Houston, LaPorte, Lubbock and San Antonio, Texas; Mobile, Alabama; Phoenix and Tucson, Arizona; Oklahoma City and Tulsa, Oklahoma; and Nashville, Tennessee. This vendor provides fire alarm systems, preventative maintenance for automatic fire sprinkler systems, testing and servicing of special hazard fire suppression equipment, repair, service and inspection of automatic fire sprinkler systems, inspection, recharging, replacement and hydro-static testing of fire extinguishers, and integrated security to include solutions for critical security, life safety and loss prevention needs. This vendor is currently under contract with SAHA to provide fire safety inspection testing and repair services. They provide similar services for Metropolitan Methodist Hospital, VIA Metropolitan Transit, Texas Center for Infectious Diseases, and Baywood Hotels. Firetrol's Section 3 Good Faith Effort Plan includes a thirty percent goal for new hires.

Contract oversight will be provided by Mark DeLuna, Maintenance Superintendent, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Resolution 5802
Company Profile
Tabulation
Advertisement List

**San Antonio Housing Authority
Resolution 5802**

RESOLUTION 5802, AUTHORIZING THE AWARD OF A CONTRACT FOR FIRE ALARM AND FIRE SPRINKLER LIFE-SAFETY SYSTEMS INSPECTIONS, TESTING AND REPAIR AGENCY-WIDE TO FIRETROL PROTECTION SYSTEMS, INC. FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$200,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, on October 25, 2017, SAHA issued an "Invitation For Bids" (IFB) #1705-936-09-4650 for fire alarm and fire sprinkler life-safety systems, inspection, testing, and repair which closed on November 28, 2017; and

WHEREAS, a total of three bids were received in response to the IFB. One bid was not considered, as it was received after the submittal deadline; and

WHEREAS, Firetrol Protection Systems is the lowest responsive and responsible bidder and is recommended for contract award; and

WHEREAS, the current award recommendation for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide is not expected to exceed an annual cumulative amount of \$200,000.00; and will be funded through the approved operating budgets; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5802, authorizing the award of a contract for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide to Firetrol Protection Systems, Inc. for an annual cumulative amount not to exceed \$200,000.00; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 1st day of February 2018.

**Morris A. Stribling, DPM
Chair, Board of Commissioners**

Attested and approved as to form:

**David Nisivoccia
President and CEO**

Firetrol Protection Systems, Inc. Company Profile

Firetrol Protection Systems, Inc. was founded in 1984 and is headquartered in Dallas, Texas. They have field office locations in Austin, Beaumont, Corpus Christi, Houston, LaPorte, Lubbock and San Antonio, Texas; Mobile, Alabama; Phoenix and Tucson, Arizona; Oklahoma City and Tulsa, Oklahoma; and Nashville, Tennessee. This vendor provides fire alarm systems, preventative maintenance for automatic fire sprinkler systems, testing and servicing of special hazard fire suppression equipment, repair, service and inspection of automatic fire sprinkler systems, inspection, recharging, replacement and hydrostatic testing of fire extinguishers, and integrated security to include solutions for critical security, life safety and loss prevention needs.

This vendor is currently under contract with SAHA to provide agencywide fire safety inspection testing and repair services. They provide similar service for Metropolitan Methodist Hospital, VIA Metropolitan Transit, Texas Center for Infectious Diseases, and Baywood Hotels.

Bid Tabulation
1705-936-09-4650

Fire Alarm and Fire Sprinkler Life-Safety Systems, Inspection, Testing and Repair

Item	Firetrol	Fire & Life Safety America	Texas Fire Pro*
Fire Safety Systems Inspection and Testing Hourly Cost	\$90.00	\$95.00	
Fire Safety Systems Repairs Hourly Cost	\$90.00	\$95.00	
Fire Safety Systems Repair - Parts Cost Percentage of Markup	20%	30%	

*Bid received after submittal deadline and was not accepted by SAHA

Advertisement List
Solicitation # 1705-936-09-4650 Date (10/12, 17)
Fire Alarm and Fire Sprinkler Life-Safety Systems Inspection, Testing and Repair

Entity	Contact Name	Email	Method of Contact(Specify)
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aiasa.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
Construct Connect		content@constructconnect.com	
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org	
Goodwill Industries	Steven Hussain	shussain@goodwill.sa.org maguilar@goodwillsa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	

Advertisement List

Solicitation # 1705-936-09-4650 Date (10/12, 17)

Fire Alarm and Fire Sprinkler Life-Safety Systems Inspection, Testing and Repair

Entity	Contact Name	Email	Method of Contact(Specify)
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
SmartApartmentData.com		construction@SmartApartmentData.com	
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org	
South San Antonio Chamber of Commerce	Al Arreola Jr	al@southsa.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESBD	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	
HUBS on CMBL			
1 st Fire Protection Services	Clayton Cichon	clayton@1stfppservices.com	
3 C Electric, Llc		hoyle3celectric@yahoo.com	
A-1 Fire & Security Equipment		john.restivo@a1firesec.com	
AAA Fire & Safety Equipment		aaafire@netzero.net	
A-Alarm Fire & Security Syst		cathy.restivo@a1firesec.com	
Advanced Security Contrctrs		virginia@ascsecure.com	
All Clear Fire And Security		allclearml@gmail.com	
Alterman, Inc.		receptionist@goalterman.com	

Advertisement List

Solicitation # 1705-936-09-4650 Date (10/12, 17)

Fire Alarm and Fire Sprinkler Life-Safety Systems Inspection, Testing and Repair

Entity	Contact Name	Email	Method of Contact(Specify)
Amigo Services, Inc.		sylvia@amigoservices.us	
Arber, Inc.		corporate@arberinc.com	
Audio-Video I Corp.		pbeckham@audio-videocorp.com	
Beckwith Electronic Engrng		TSCHLUTER@BEEC.COM	
City Wide Fire Protection	Michelle Ramirez	sales@citywidefireprotection.com	
Convergint Technologies Llc		richard.wright@convergint.com	
Detection & Suppression Intl		e.alexander@firesdi.com	
Diebold, Inc.		kathy.rock@diebold.com	
Electron Security Systems		mikeboswell@1starnet.com	
Ener-Tel Services Inc.		brenda.gill@ener-tel.com	
Entech Sales & Service		Sales.Govt@ENTECHSALES.COM	
Fire King, Llc		VIRGIL.KING@FIREKINGLLC.COM	
IDN Acme		dhoffman@idnacme.com	
International Systems Of America	David Stokes Joe Major	dstokes@isa-net.com Jmajor@isa-net.com	
Life Safety Services, Llc		craig@lifesafetyservices.com	
Multilink Security, Inc.		dlbaker@multilinksecurity.com	
Security One Inc		robert@securityoneinc.com	
Sigma Surveillance Inc.		jessica@sts360.com	
STO Services & Solutions		sto.services.solutions@gmail.com	
Sydaptic Inc		pscott@sydaptic.com	
The Remi Group		kchilders@theremigroup.com	
Thigpen Energy, L.L.C.		bkendrick@thigpenenergy.com	
Total Protection Systems Inc		Sales@totalprotection.com	
Vanguard Fire Systems, L.P.		cindy@vgfire.com	
Section 3 Bidders			
No Section 3 Bidders Listed			
Direct Solers			
Ace fire Equipment & Prtctn	Sandi Matherly	Sandi.matherly@acefireequipment.com	
Allied Fire Protection LP	Odette Castillo	Odette@alliedfireprotection.com	
Angel Fire and Safety	Mike Schmitz Mike Swenson	Mschmitz@angelfireandsafety.com Mswenson@angelfireandsafety.com	
Atex Fire & Safety	Mike	mike@atexfire.com	
Atlas Fire and Alarm Systems	Raymond Valdez	Raymond@atlasfireandalarm.com	
Automatic Fire Alarm Assoc	Emily Bates	operations@afaa.org	
Bexar Fire & Safety Equip	Berta	Bgonzales1871@gmail.com	
Cintas Fire Protection	Rudy Cazares	cazaresr@cintas.com	
Fire Alarm Control sys.	Denton Terry	dentonterry@facssa.com	
Fire And Life Safety America	James Conniff	jmconniff@flsamerica.com	
Fire Control Systems	Matthew Merritt Christopher Pecore	admin@fcs-fl.com mrm@fcs-fl.com cmp@fcs-fl.com	
Fire Suppression Systems Ass		admin@fssa.net	

Advertisement List

Solicitation # 1705-936-09-4650 Date (10/12/17)

Fire Alarm and Fire Sprinkler Life-Safety Systems Inspection, Testing and Repair

Entity	Contact Name	Email	Method of Contact(Specify)
Firetrol Protection Systems		infosan@firetrol.net tthompson@firetrol.net	
Genesis fire Protection	Joyce	Joycem@genesisfire.com	
Impact Fire Services	Cody Brice Ruben Davila	cbrice@impactfiresvcs.com Rdavila@impactfiresvcs.com	
Koetter Fire Protection	Debbie Berryhill Jeff Bryant Rudy Oliva Matt Wallace	dberryhill@koetterfire.com Jbryant@koetterfire.com roliva@koetterfire.com mwallace@koetterfire.com	
Lone Star Fire & First Aid	Ramona Debbie	info@lonestarfafa.com Debbie@lonestarfafa.com	
M. Jacks Fire & Safety	Rick Hite	rhite@mjacks.com	
Mission fire and Safety	Website/confirmed	missionfs@att.net	
Mulder fire Protection	Brandy	Mfp.fire@yahoo.com	
Northstar Fire Protection	Zachary Fisher	Zachary.fisher@northstarfire.com	
P & W Fire Safety	David	pwfiresafety@gmail.com	
Rain Maker Fire/Sprinkler Sys	Mauricio Avila	sales@rainmakerfp.com	
Securadyne Systems	Website	kevin.mcdougal@securadyne.com	
SimplexGrinnell, LLP	Vince Baker Nitsa Pagan Aleigha Melton	vbaker@simplexgrinnell.com npagan@simplexgrinnell.com almelton@simplexgrinnell.com	
Skelton Fire Alarm	Website/confirmed	info@skeltonfirealarm.com	
SOS (Signal One Systems)	Richard Ehrhart	ehrhart@signalonesystems.com	
Southwest fire Protection	Ronnie Pilgrim	Ronniepilgrim2000@gmail.com	
Star	Larry Appel	lappel@securethinking.com	
Texas Fire and Safety Equip.	Scott Preston	Preston.txfire@yahoo.com	
The Brandt Companies		johnie.christ@brandt.us	
Trifecta Fire	Sales	sales@trifecta-fire.com	
Tyco Simplex Grinnell and Johnson Controls	Twayna Knowles	tknowles@simplexgrinnell.com	
Virtual Builders Exchange	Karen Sesters	Karen@virtualbx.com	
Western States Fire Prctn	Clayton Spainhower	Clayton.Spainhower@wsfp.us	

BOARD OF COMMISSIONERS

RESOLUTION 5803, AUTHORIZING THE AWARD OF A CONTRACT FOR LILA COCKRELL DOMESTIC HOT WATER SYSTEM REPLACEMENT TO BRANDT COMPANIES FOR AN AMOUNT NOT TO EXCEED \$130,768.80.



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Hector Martinez
Director of Construction
Services and Sustainability

REQUESTED ACTION:

Consideration and approval regarding Resolution 5803, authorizing the award of a contract for Lila Cockrell Domestic Hot Water System Replacement to Brandt Companies for an amount not to exceed \$130,768.80.

FINANCIAL IMPACT:

The cost for the domestic hot water system improvements at Lila Cockrell Apartments is not expected to exceed an amount of \$130,768.80 to include a base bid amount of \$113,712.00, plus a 15% contingency in the amount of \$17,056.80 that will only be used, if necessary. This will be a Capital Fund Program funded project.

SUMMARY:

Lila Cockrell Apartments were constructed in 1982, and are located on the southside of San Antonio. This community consists of sixty-five, one-bedroom and five, two-bedroom units located in four one-story concrete and steel framed buildings. The community has a central domestic water heating plant comprised of two natural gas-fired boilers, storage tank, pumps, piping, and limited controls located in a dedicated mechanical room.

SAHA requires the services of a contractor with demonstrated professional competence and experience for the removal of an existing boiler, the purchase and installation of the new boiler, the re-installation of an existing boiler and other improvements to the Domestic Hot Water System at the Lila Cockrell Apartments. This project will include: the modernization of the existing mechanical room, which will include the replacement of all existing equipment and the addition of newly designed required equipment. The mentioned new equipment will include two new boilers, two storage tanks with controls (insulated), mixing valves, a twin system water softener, new copper piping throughout the system to all connection points, installation of new LED lighting, controls, air intake discharge vent through roof, double vented doors, and hard pipe for dryer exhaust to the exterior. Also included is some existing equipment demolition, such as the existing holding tank after remediation, the removal of the existing boiler, and the patching of all new and existing gyp wall pipe penetrations, etc.

On November 21, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-941-25-4733 for Lila Cockrell Domestic Hot Water System Replacement, which closed on December 15, 2017. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), La Prensa,

the Hart Beat, posted on NAHRO, Public Purchase and direct solicited to 129 vendors. A total of four bids were received in response to the IFB: Brandt Companies, LLC, Geofill Material Technologies (SBE), K-Air Corporation (ABE, DBE, ESBE, MBE, SBE, VBE), and R.E.C. Industries, Inc. All bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained within the solicitation document. Based on the above, Brandt Companies is the lowest responsive and responsible bidder and is recommended for contract award.

COMPANY PROFILE:

Brandt Companies started as a Dallas-based air conditioning company in 1962. Their headquarters is located in Carrollton, Texas, with field office locations in Austin, Fort Worth, Houston, and Schertz, Texas. They specialize in HVAC, plumbing, and electrical equipment design and technical service; electrical and sheet metal prefabrication and installation; electrical systems installation; energy management temperature controls system design installation and implementation; new building commissioning and existing building retro-commissioning; and ECO-services-energy and environmentally conscious building solutions. These services are provided to industries that include, but are not limited to, health care facilities, government, education, corporate campus, laboratories, public assembly and places of worship, hospitality, and industrial sites. This contractor has received prior awards from SAHA for HVAC maintenance and repair. Their client list includes City of San Antonio, Bexar County, San Antonio International Airport, City of Laredo, AVANCE- San Antonio, Inc., and United States Postal Service. This contractor's Section 3 Good Faith Effort Plan includes a 30% goal for new hires.

Contract oversight will be provided by Mark DeLuna, Maintenance Superintendent, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Resolution 5803
Company Profile
Tabulation
Advertisement List

**San Antonio Housing Authority
Resolution 5803**

RESOLUTION 5803, AUTHORIZING THE AWARD OF A CONTRACT FOR LILA COCKRELL DOMESTIC HOT WATER SYSTEM REPLACEMENT TO BRANDT COMPANIES FOR AN AMOUNT NOT TO EXCEED \$130,768.80.

WHEREAS, on November 21, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-941-25-4733 for Lila Cockrell Domestic Hot Water System Replacement, which closed on December 15, 2017; and

WHEREAS, a total of four bids were received in response to the IFB; and

WHEREAS, Brandt Companies is the lowest responsive and responsible bidder and is recommended for contract award; and

WHEREAS, the current award recommendation for the domestic hot water system improvements at Lila Cockrell Apartments is not expected to exceed an amount of \$130,768.80 to include a base bid amount of \$113,712.00, plus a 15% contingency in the amount of \$17,056.80 that will only be used, if necessary. This will be a Capital Fund Program funded project; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5803, authorizing the award of a contract for Lila Cockrell Domestic Hot Water System Replacement to Brandt Companies for an amount not to exceed \$130,768.80.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 1st day of February 2018.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

The Brandt Companies Company Profile

The Brandt Companies started as a Dallas-based air conditioning company in 1962. Their headquarters is located in Carrollton, Texas with field office locations in Austin, Fort Worth, Houston, and Schertz, Texas. They specialize in HVAC, plumbing, and electrical equipment design and technical service; electrical and sheet metal prefabrication and installation; electrical systems installation; energy management temperature controls system design installation and implementation; new building commissioning and existing building retro-commissioning; and ECO-services-energy and environmentally conscious building solutions. These services are provided to industries that include but are not limited to: health care facilities, government, education, corporate campus, laboratories, public assembly and places of worship, hospitality, and industrial. They have provided similar work on projects at: New Parkland Hospital, George W. Bush Presidential Center, Brooke Army Medical Center, University of Texas at Dallas, State Farm New Regional Campus, and Dallas Cowboys Training Facility & Frisco Event Center.

This company has received prior awards from SAHA for HVAC maintenance and repair. Their client list includes City of San Antonio, Bexar County, San Antonio International Airport, City of Laredo, AVANCE- San Antonio, Inc., and United States Postal Service.

Bid Tabulation
1710-941-25-4733

Lia Cockrell Domestic Hot Water System Replacement

Item #	DESCRIPTION	Vendor		Goofill Construction	Delivery Days	K-Air Corporation**	The Brandt # Companies	Delivery Days	R.E.C. Industries, Inc.	Delivery Days	
		Unit Of Measure	Estimated Quantity								Cost
Base Bid											
	Item Description: Thermal and Moisture Protection										
1	Provide new roof penetration up to 10" diameter for new vent through roof.	Ea.	1	\$250.00	\$250.00	No Bid	\$350.00	\$350.00	\$714.76	\$714.76	
2	Provide repair of shingles at gas appliance vent through roof.	Squares	5	\$500.00	\$2,500.00	No Bid	\$45.00	\$225.00	\$572.49	\$2,862.45	
3	Provide repair of flashing at gas appliance vent through roof.	Sq.Ft	2	\$250.00	\$500.00	No Bid	\$30.00	\$60.00	\$509.96	\$1,019.92	
4	Provide new roof penetration boiler intake combustion hood	Ea.	1	\$2,000.00	\$2,000.00	No Bid	\$694.00	\$694.00	\$5,124.59	\$5,124.59	
5	Provide repair of roof shingles	Squares	5	\$500.00	\$2,500.00	No Bid	\$45.00	\$225.00	\$625.61	\$3,128.05	
Item Description: Plumbing											
6	Domestic HW Boiler Manufacture RayPak Model 4998	Ea.	2	\$9,660.00	\$19,320.00	No Bid	\$7,704.00	\$15,408.00	\$17,108.45	\$34,216.90	
7	Provide 2" gas cock shut off valve.	Ea.	2	\$50.00	\$120.00	No Bid	\$50.00	\$100.00	\$977.12	\$1,954.24	
8	Domestic HW Storage Tank Manufacture Lochinvar Model RGAS04	Ea.	2	\$9,487.00	\$18,974.00	No Bid	\$11,854.00	\$23,708.00	\$24,006.83	\$48,013.66	
9	Domestic HW Treatment System Manufacture Culligan Duplex Model CTM-450	Ea.	1	\$17,832.00	\$17,832.00	No Bid	\$15,000.00	\$15,000.00	\$24,671.68	\$24,671.68	
10	Expansion Tank AO Smith PM-32	Ea.	1	\$1,590.00	\$1,590.00	No Bid	\$1,278.00	\$1,278.00	\$4,080.53	\$4,080.53	
11	Water Mixing Skid Manufacture Lawler Model 805 Pre-Piped (86602-A)	Ea.	1	\$11,250.00	\$11,250.00	No Bid	\$11,843.00	\$11,843.00	\$12,696.38	\$12,696.38	
12	Manufacture GREENHECK Model FGH Sediment Filter manufacture WATTS # PWH55X4 Filter Housing with WATTS # PWS/WT40M5 5 micron filter, five filters per housing, provide dp gauge across filter.	Ea.	1	\$684.00	\$684.00	No Bid	\$607.00	\$607.00	\$406.22	\$406.22	
Item Description: Mechanical											
13	Provide Three (3) new hard ducts to replace existing flexible ducts for dryer exhaust	Ea.	3	\$600.00	\$1,800.00	No Bid	\$150.00	\$480.00	\$2,713.29	\$8,139.87	
Item Description: Electrical											
14	Provide new duplex receptacle 15-amp circuit in steel outlet box, recessed in gypsum board wall, with 1/2" EMT rough-in. For Water Softener	Ea.	1	\$500.00	\$500.00	No Bid	\$746.00	\$746.00	\$766.90	\$766.90	
15	4' Strip LED Ceiling Mounted Light Fixture manufacture Eaton Model 4SNLED-LD4-415L-LW-UNV-L8XX-CD1-U	Ea.	2	\$300.00	\$600.00	No Bid	\$266.00	\$532.00	\$424.99	\$849.98	
Item Description: Miscellaneous Materials											
16	Black Steel Schedule 40 (Gas Pipe) 3/4"	Ln Ft	2	\$50.00	\$100.00	\$8.25	\$0.51	\$1.02	\$36.49	\$72.98	
17	Black Steel Schedule 40 (Gas Pipe) 1"	Ln Ft	2	\$50.00	\$100.00	\$9.35	\$1.52	\$3.04	\$41.44	\$82.88	
18	Black Steel Schedule 40 (Gas Pipe) 1-1/4"	Ln Ft	50	\$20.00	\$1,000.00	\$11.20	\$2.07	\$103.50	\$45.52	\$2,276.00	
19	Black Steel Schedule 40 (Gas Pipe) 1-1/2"	Ln Ft	50	\$25.00	\$1,250.00	\$12.87	\$2.50	\$125.00	\$52.76	\$2,638.00	
20	Black Steel Schedule 40 (Gas Pipe) 2"	Ln Ft	50	\$30.00	\$1,500.00	\$18.25	\$3.36	\$168.00	\$77.25	\$3,862.50	
21	Copper Type "L" Hard 1/2"	Ln Ft	20	\$20.00	\$400.00	\$5.25	\$1.76	\$35.20	\$48.80	\$97.60	
22	Copper Type "L" Hard 3/4"	Ln Ft	20	\$25.00	\$500.00	\$5.45	\$2.86	\$57.20	\$53.21	\$1,064.20	
23	Copper Type "L" Hard 1"	Ln Ft	20	\$30.00	\$600.00	\$6.75	\$4.20	\$84.00	\$60.50	\$1,210.00	

25	Copper Type "L" Hard 1-1/4"	Ln Ft	20	\$32.50	\$650.00	\$8.85	\$177.00	\$5.77	\$115.40	\$87.12	\$1,342.40
26	Copper Type "L" Hard 1-1/2"	Ln Ft	20	\$35.00	\$700.00	\$9.50	\$190.00	\$7.43	\$148.60	\$78.06	\$1,561.20
27	Copper Type "L" Hard 2"	Ln Ft	20	\$37.50	\$750.00	\$10.55	\$211.00	\$11.86	\$233.20	\$92.60	\$1,852.00
28	Copper Type "L" Hard 2 1/2"	Ln Ft	20	\$40.00	\$800.00	\$11.25	\$225.00	\$16.99	\$339.80	\$123.97	\$2,479.40
29	1/2" CDX Decking	Sq.Ft.	160	\$3.00	\$480.00	\$9.75	\$1,560.00	\$41.40	\$6,624.00	\$83.92	\$13,427.20
30	2" x 4" Yellow Pine Framing	Ln Ft	50	\$7.00	\$350.00	\$6.75	\$337.50	\$0.71	\$35.50	\$41.35	\$2,067.50
31	Sheet rock ceiling replacement including tape, float and p	Sq.Ft.	100	\$4.00	\$400.00	\$22.45	\$2,245.00	\$7.17	\$717.00	\$18.21	\$1,821.00
32	Sheet rock wall replacement including tape, float and paint	Sq.Ft.	100	\$3.50	\$350.00	\$23.45	\$2,345.00	\$7.17	\$717.00	\$18.21	\$1,821.00
33	Sheet rock ceiling repair including tape, float and paint.	Sq.Ft.	100	\$25.00	\$2,500.00	\$13.65	\$1,365.00	\$5.00	\$500.00	\$18.21	\$1,821.00
34	Sheet rock wall repair including tape, float and paint.	Sq.Ft.	100	\$25.00	\$2,500.00	\$14.95	\$1,495.00	\$5.00	\$500.00	\$17.58	\$1,758.00
35	#30 roofing felt	Sq. Ft.	10	\$5.00	\$50.00	\$15.08	\$150.80	\$28.57	\$285.70	\$33.56	\$335.60
36	25 year shingle to match existing	Sq. Ft.	10	\$10.00	\$100.00	no bid	\$0.00	\$42.85	\$428.50	\$29.64	\$296.40
Total Unit Prices						\$89,150.00	\$12,801.50		\$87,165.16		\$197,836.05
Total Base price + Unit Prices						\$224,150.00	\$144,095.50		\$200,877.16		\$376,836.05

** K-Air Corp bid is incomplete
Brandt delivery is 10 business days after receipt of materials which is estimated at 4-6 weeks ARO

Advertisement List
Solicitation # 1710-941-25-4733 Date (09/27/2017)
Lila Cockrell Domestic Hot Water System Replacement

Entity	Contact Name	Email	Method of Contact(Specify)
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	Email
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	Email
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	Email
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	Email
American Institute of Architects	Paula	paula@aiasa.org	Email
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	Email
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	Email
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	Email
Construct Connect		content@constructconnect.com	Email
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	Email
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org	Email
Goodwill Industries	Steven Hussain	shussain@goodwillsa.org maguilar@goodwillsa.org	Email
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	Email
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	Email
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	Email
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	Email
MCA-SMACNA		mca-smacna@mca-smacna.org	Email
Minority Business Council	Hector Garcia	hector@hegarciaacpa.com	Email
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	Email
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	Email
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	Email
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	Email
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	Email

Advertisement List
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Lila Cockrell Domestic Hot Water System Replacement

Entity	Contact Name	Email	Method of Contact(Specify)
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	Email
SAABE	Melodie	mg.assoc.mgmt@gmail.com	Email
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	Email
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	Email
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	Email
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	Email
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	Email
SmartApartmentData.com		construction@SmartApartmentData.com	Email
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org	Email
South San Antonio Chamber of Commerce	Al Arreola Jr	al@southsa.org	Email
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	Email
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	Email
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	Email
TIBH Industries	Robert Olivo	robertolivo@tibh.org	Email
UTSA Minority Business Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu	Email
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	Email
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	Email
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	Email
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESBD	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	
HUBS on CMBL			
MLP Ventures, Inc.	Liborio Perez	mlp@att.net	Email
Business World	Edwin Serrano	govops@sbcglobal.net	Email
Tejas Premier	Andrew Wallace	andrew@tejaspremierbc.com	Email
Valla Construction Inc.	Michael Rivas	michael@valla-inc.com	Email
Vision Construction Company	Jeff Fennell	jfennell@visionconstructionco.com	Rejected
Accu-Aire Mechanical Llc	Monica Harris	accuair000@accuaironline.com	Email
Ace. Co	Betty Drennan	bettydrennan@acecosa.com	Email
AJ Commercial Services, Inc.	Rafalita Avalos	ravalos@ajcommserv.com	Email

Advertisement List
Solicitation # 1710-941-25-4733 Date (09/27/2017)
Lila Cockrell Domestic Hot Water System Replacement

Entity	Contact Name	Email	Method of Contact(Specify)
Alderom, Llc	Leticia Cisneros	alderomllc@yahoo.com	Email
Alliance Plumbing Specialist	KRISTEN PARISHER	K.PARISHER@YAHOO.COM	Email
Amstar, Inc.	Mary Teresa Flores	tflores@amstarincgc.com	Email
Ariva Contracting, Llc	Adan Silva	adan@arivacontracting.com	Email
Asher Contractors Llc	Martha M. Garza	martha@ashercontractors.com	Email
Bent Services, Inc.	Robert Bentivegna	lab@bentplumbing.com	Email
Cazadores Construction, Llc	Sara Ramos	lcr.cazadoresconst@sbcglobal.net	Email
Central Texas Express Metalwork, Llc	Kara Clayton	kara@myexpresscontracting.com	Email
Con-Cor Inc.	Lloyd Canales-Jary	cyjary@con-corinc.com	Email
E.Z. Mechanical, Inc.	Hermie Bonet	LSADLER@EZMECH.COM	Email
Frontline Support Solutions	Jose M Perez	jperez@frontlinesupportsolutions.com	Rejected
FST Construction	FERNANDO SANCHEZ	fstconstruction@yahoo.com	Email
Greenhall Llc	Cindy Green	cindy@greenhallco.com	Email
H.J. Otis Plumbing, Inc.	Brandi Dtis	brandi@hjtisplumbing.com	Email
Hill Bros. Construction	Kara Hill	kara@hillbroconstruction.com	Email
J. Sanchez Contracting, Inc.	Jose L. Sanchez	info@jsci-sa.com	Email
JBS Plumbing	Michael Blanquiz	jbsplumbing@sbcglobal.net	Email
Magnum Electrical Contrctrs	J. Edward Garcia	magnumelectric@att.net	Email
Mapco, Inc.	Michael Padron	michael@mapcoinc.net	Email
MBP General Contract Svcs	Jason Mata	jmata146@gmail.com	Email
Milcon Construction Llc	Rocky Aranda	rocky@milconco.com	Email
MKM Construction, Ltd.	Mark Marlowe	mkmconstruction@att.net	Email
MLP Ventures Inc.	Liborio Perez	mlp@att.net	Email
MMC Contracting Llc	Dina Juarez	Dina@MMCCContractingLLC.com	rejected
NJM, Inc.	Noe Garcia	ngarcia@njmincorporated.com	Email
Peak Contractors, Llc	Michael Herrera	mherrera@peakcontractorstx.com	Email
Pse Contracting, Llc	Fred Gonzales	fred@psecontracting.com	Email
Rco Construction, Llc	Roland Davila	rdavila@rcollc.com	Email
SA Leading Edge Tech	Richard R. Hernandez	solarguy330@gmail.com	Email
Sanco Contracting, Llc	SANTOS O. OROSCO	SANCO8142@SBCGLOBAL.NET	Email
Speedway Building Systems	Jane K. Crawford	sbssat@aol.com	Email
The Epsilon Group, Llc	Enrique Elizalde	theepsilongroup5@gmail.com	Email
The Porras Group, Llc	Angela Porras	info@brycohcconstruction.com	Email
The Sabinal Group, L.L.C.	Daniel Benavidez	danny@sabinal-group.com	Email
Treco Enterprises, Inc.	Edward Trevino	etrevino@treco.tx.com	Email
Section 3 Bidders			
Abeco Contracting	A. Juarez	cathy@abecoContracting.com	Email
All Pro General Const.	Raul Scott	rs@allprogenconst.com	Email
Allbrite Constructors of TX	Patrick Yates	jan@allbriteconstruction.com	Email
Ariva Contracting	Adan Silva	adan@arivacontracting.com	Email
Confidence Construction	Renee Harris	rharrisc21@yahoo.com	Email
Hill Bros. Construction	Kara Hill	kara@hillbroconstruction.com	Email
Jarvis Moore	Jarvis Moore	jarvisdsd@gmail.com	Email
JGG Construction	Joseph Gonzales	Integrated02@aol.com	Email

Advertisement List
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Entity	Contact Name	Email	Method of Contact(Specify)
Josiah Construction	Ricardo Guajardo	lgjosiahconstruction@gmail.com	Email
Mcfarland & Mcfarland	James McFarland	mcfarland9598@gmail.com	Email
Tejas Premier	Julissa Carielo	julissa@tejaspremierbc.com	Email
Man-Tra Solutions, LLC	Mike Aleman	maleman@chnup.com	Email
Ohaver Contracting	Donald Ohaver	dawnv@ohavercontractors.com	Email
Queen Bee Construction	Sharon O'Neal	queenbeeconst@yahoo.com	Email
Ram's Weatherization	Ramiro Reyes	ramscustomhomes@gmail.com	Email
	Direct Solids		
Cleanology Service	Mike	Mike@cleanologyservices.com	Email
Greco	Delores	greco@satx.rr.com	Email
Geofill Material Technologies	Jan Puente	jpunte.geofill@outlook.com	Email
RML Contracting	Mariano Garcia Mariano Garcia II	marianogarcia1211@gmail.com m.garcia@rmlcontractingllc.com	Email
Wisdom SB Contractors	Vaughn Hester	vaughn.hester@stup.com	Email
Limitless Construction Svcs	Erica Ponce	Eponce.pcs@gmail.com	Email
Wisdom SB Contractors	Shelton Brown	wisdomcontractors2016@gmail.com	Email
Commercor	R. Broniszewski	commercorconstruction@gmail.com,	Email
JMI Contractors	Logan	logan@jmi-contractors.com	Email
Vela Construction	Joe Vela	Joe.Vela@velagroupinc.com	Email
Robinson Gen Contracting	Yvette	ygarcia@robinsongc.com	Email
Frost & keeling	John Anness	jcanness@frostandkeeling.com	Email
Marc 3	Chester Rackley	chester@marc3llc.com	Email
M & M Weatherization	Nicole Ansualda	nansualda@mmwtx.com	Email
Total Lender Service	James Pujols	Jpujols55@yahoo.com	Email
Blackmon Mooring SA	Bryan Roller Tiffany Montano	broller@bmsmanagement.com tmontano@bmsmanagement.com	Email
Turn Around	Selwyn Witer	selselkk@gmail.com	Email
Marc General Construction	Cindy Weed	cweed@marcgc2015.com	Email
Peak Contractors, LLC	Michael Herrera	mherrera@peakcontractorstx.com	Email
Piatra Inc.	Mirela Glass	info@piatrainc.com	Email
PTI Remodeling, LLC	Thomas Hamilton	thomashamilton75@yahoo.com	Email
QA Construction Services,	Lily Gutierrez	qacs@QASYSTEMS.COM	Email
R. G. Williams Const & Remodeling	Robert G. Williams	rgw_77446@yahoo.com	Email
R.K. Bass Electric, Inc.	Andy Bass	cheryl@basselectric.com	Email
RPR Construction Company,	Patricia Pinkerton	ppinkerton@rprconstruction.com	Email
Seraphia's Lotts	S. A. Sampson-Lott	atita@sbcglobal.net	Email
Setex Construction Corp.	Nathan Rivres	setex@setexconstruction.com	Email
Slocum & Associates	Thomas Slocum	thomas.slocum1@gmail.com	Email
South Coast Construction	F. Farjadtehrani	mike@sccsi.net	Email
Steen Construction Co., Ltd.	Susan Steen	steenltd@sbcglobal.net	Email
The Butler Enterprises	Cass Butler	bids@TheButlerEnterprises.com	Email
Thomas Enterprises Inc.	James Thomas	jamesthomasenterprise@yahoo.com	Email

Advertisement List
Solicitation # 1710-941-25-4733 Date (09/27/2017)
Lila Cockrell Domestic Hot Water System Replacement

Entity	Contact Name	Email	Method of Contact(Specify)
TMG Contracting, LLC	Tony Gutierrez	TMG_03@msn.com	Email
Trubon Lee Inc.	Trubon Lee	trubon@leeservicesinc.com	Email
Universal Service Enterprises	Sid Naeimi	sidnaeimi@useengineering.com	Email
Veliz Company, Llc	Omar Veliz	oveliz@velizconstruction.com	Email
Volar Service Company	Jose Malacara	info@volarsc.com	Email
White Construction Company	Glinn H. White, Jr.	glinn@whiteconstructioncompany.com	Email
Partners Remodeling Restoration	Daniel Besa	Danielbesaprrw@yahoo.com	Email
Twin Hammers Roofing	Chris Sanchez	chris@twinhammersroofing.com	Email
H Karp Co	Harry Karp	hkarpjr@yahoo.com	Email
Halo Contracting	Angel Cepeda	angel@halogc.com	Email
JMI Contractors	Grant Jacobs	grant@jmicontractors.com	Email
Way Engineering	Jim Bellm	jbellm@wayeng.com	Email
3 C Electric, Llc	Wacey Hoyle	hoyle3celectric@yahoo.com	Email
A & A Electric Company Of Beaumont, Inc.	Lee Acevedo Jr	gina@aaelectricbmt.com	Email
Airco Mechanical	Jenifer Lloyd	jenifer@aircomechanical.com	Email
Batjer Service Llc	John Lomax	johnlomax@batjer.com	Email
Blade Runner Turbomachinery Services	Kenneth Shaw	brturbo@sbcglobal.net	Email
Burner Combustion Systems,	Chris Robison	crobison@burnercombustion.com	Email
Cleaver-Brooks Sales And Svc	Steven Mcguffey	smcguffey@cbsevice.com	Email
DXP Enterprises	Curt Tueffert	ctueffert@dxpe.com	Email
GBA Solutions	Bridget McCutchin	bridgetm@gbasolutions.us	Rejected
Goes Sales Of Texas, Inc.	Toni Ratliff	cherie@goessales.com	Email
Harrison Walker & Harper Lp	Randall Stanley	rstanley@hwh1887.com	Email
J.H. Mechanical, Inc.	Debbie Hayes	johnhayes@suddenlink.net	Email
James Lane Air Conditioning	Deloris Lane	Estimating@jameslane.com	Email
Johnson Controls Inc	William Halbert	william.c.halbert@jci.com	Email
Mechanical & Process Syst	Michael Gonsalvez	mike@mpsltd.us	Email
Reliable Turbine Services Llc	Amanda Becker	contracts@reliableturbine.com	Email
Rincon Air & Heat Company,	Joseph Rincon, III	j.rincon@rinconair.com	Email
Sight Glass Flights, Llc	Amber Ross	amber@sightglassflights.com	Email
South Coast Boiler Service,	Sherri Diegel	sherri@southcoastboiler.com	Email
South Texas Boiler Industries,	Joe D. Ruiz	jdruiz@stxboiler.com	Email
Steam Solutions, Inc.	Robert Grass	Steamsolutions@msn.com	Email
Sulzer Turbo Services	Justin Montgomery	justin.montgomery@sulzer.com	Email
T & B Mechanical, Inc.	Diane Bell	diane@tbmnc.net	Email
Tates Contracting, Llc	Johnny Tate	dcheriseperson@tatescontracting.com	Rejected
TDIndustries Inc	Chuck C Swallow	chuck.swallow@tdindustries.com	Email
The Brandt Companies, Llc	Johnie Christ Shawn Fanning	johnie.christ@brandt.us Shawn.Fanning@brandt.us	Email
TI Precision Welding Inc	Quang Tran	Quang@tprecision.com	Email
Coltcam Construction	Amelie Tinajero	amelietinajero@yahoo.com	Email

BOARD OF COMMISSIONERS

RESOLUTION 5804, AUTHORIZING THE AWARD OF A MASTER OPERATING LEASE AGREEMENT FOR PRINT, FAX, SCAN, MULTIFUNCTION DEVICES (MFD), WITH SUPPORT AND MAINTENANCE INCLUDING TONER TO CANON U.S.A., INC., THROUGH THE TEXAS DEPARTMENT OF INFORMATION RESOURCES (DIR) CONTRACT, TO REPLACE EQUIPMENT CURRENTLY UNDER LEASE WITH THE VENDOR OR ACQUIRE NEW EQUIPMENT AS NEEDED AND WILL BE STRUCTURED UNDER INDIVIDUAL 48 MONTH LEASE TERMS FOR A TOTAL AMOUNT NOT TO EXCEED \$830,000.00; FOR A PERIOD OF FIVE YEARS



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Johana Alvarado
Director of Innovative
Technology

REQUESTED ACTION:

Consideration and approval regarding Resolution 5804, authorizing an award of a Master Operating Lease Agreement for Print, Fax, Scan, Multifunction Devices (MFD), with support and maintenance including toner to Canon U.S.A., Inc., through the Texas Department of Information Resources (DIR) contract, to replace equipment currently under lease with the vendor or acquire new equipment as needed and will be structured under individual 48 month lease terms for a total amount not to exceed \$830,000.00; for a period of five years.

FINANCIAL IMPACT:

The cost for the master operating lease Agreement for the print, fax, scan, MFD, with support and maintenance including toner shall not exceed \$830,000.00 for the five year term and will be funded through the approved operating budgets.

SUMMARY:

This request is to continue on our path toward a paperless, streamlined printing/scanning/faxing operation that aligns with Strategic Goal 3: Transform core operations to a high performing and financially strong organization. With the passing of Resolution 5369, November 13, 2013, we replaced 200 HP printers, over 175 fax machines, scanners and copiers with a fleet of 87 MFD. The change in the way we print, scan and fax paved the way toward meeting our paperless goals. By replacing the HP printers with MFD, we implemented centralized printing and high powered scanners for electronic filing. The renewal of our MFD contract leases will provide the opportunity to implement the latest technologies of cloud printing, print security and scan direct to Google Drive.

HUD encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in

accordance with SAHA procurement policies. SAHA is currently a member of the State of Texas Cooperative Purchasing Program, which follows an acceptable competitive bid or proposal solicitation process. SAHA, as a cooperative member, may utilize any State of Texas contract, including those awarded by the DIR.

On November 24, 2014, the Department of Information Resources (DIR), issued a Request For Offers (RFO) DIR-TSO-TMP-224, for Print, Scan, Facsimile, Multifunction Devices, 3D Printers and Related Services and Managed Print Services that closed on February 17, 2015. A contract was awarded to Canon U.S.A., Inc. on June 23, 2015, for a period of one year with the option to extend the Contract for up to three optional one-year terms. Additionally, the parties by mutual agreement, may extend the term for up to ninety additional calendar days. The following Amendments have been issued to this Agreement extending the term of the Agreement as follows: Amendment Number 3 exercised the first year renewal option extending the term for one year through June 23, 2017, and Amendment Number 5 exercised the second year renewal option extending the term through June 23, 2018. Prior to expiration of this term, DIR may extend the contract, upon mutual agreement, for up to one additional one-year term. SAHA will participate in the contract beginning February 1, 2018, through the remainder of the renewal options.

Canon was established in 1955, with its corporate headquarters being located in Melville, New York. They are a provider of consumer, business-to-business, and industrial digital imaging solutions designing and distributing cameras, printers, scanners, copiers, facsimile, calculators, projectors, visual communication cameras, medical systems, and semiconductor equipment. Canon offers products to corporations, governments, medical, optical, and the broadcast industry throughout the world. Under the DIR Agreement, Canon offers print, scan, facsimile, copier, multifunction devices and managed print services for purchase, rent or lease. The company has had a contract through DIR for over 20 years.

Contract oversight will be provided by Jo Ana Alvarado, Director of Innovative Technology, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation survey to end users, and assist the department in the contract renewal or new solicitation process.

STRATEGIC GOAL

Transform core operations into a high performing and financially strong organization.

ATTACHMENTS:

Resolution 5804
Company Profile

**San Antonio Housing Authority
Resolution 5804**

RESOLUTION 5804, AUTHORIZING THE AWARD OF A MASTER OPERATING LEASE AGREEMENT FOR PRINT, FAX, SCAN, MULTIFUNCTION DEVICES (MFD), WITH SUPPORT AND MAINTENANCE INCLUDING TONER TO CANON U.S.A., INC., THROUGH THE TEXAS DEPARTMENT OF INFORMATION RESOURCES (DIR) CONTRACT, TO REPLACE EQUIPMENT CURRENTLY UNDER LEASE WITH THE VENDOR OR ACQUIRE NEW EQUIPMENT AS NEEDED AND WILL BE STRUCTURED UNDER INDIVIDUAL 48 MONTH LEASE TERMS FOR A TOTAL AMOUNT NOT TO EXCEED \$830,000.00; FOR A PERIOD OF FIVE YEARS.

WHEREAS, the U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. SAHA is currently a member of the State of Texas Cooperative Purchasing Program, which follows an acceptable competitive bid or proposal solicitation process. SAHA, as a cooperative member, may utilize any State of Texas contract, including those awarded by the DIR; and

WHEREAS, on November 24, 2014, the Department of Information Resources (DIR), issued a Request For Offers (RFO) DIR-TSO-TMP-224, for Print, Scan, Facsimile, Multifunction Devices, 3D Printers and Related Services and Managed Print Services that closed on February 17, 2015; and

WHEREAS, a contract was awarded to Canon U.S.A., Inc. on June 23, 2015, for a period of one year with the option to extend the Contract for up to three optional one-year terms; and

WHEREAS, the cost for the master operating lease Agreement for the print, fax, scan, multifunction devices (MFD), with support and maintenance including toner shall not exceed \$830,000.00 for the five year term and will be funded through the approved operating budgets; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5804, authorizing an award of a Master Operating Lease Agreement for Print, Fax, Scan, Multifunction Devices (MFD), with support and maintenance including toner to Canon U.S.A., Inc., through the Texas Department of Information Resources (DIR) contract, to replace equipment currently under lease with the vendor or acquire new equipment as needed and will be structured under individual 48 month lease terms for a total amount not to exceed \$830,000.00; for a period of five years.

- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 1st day of February 2018.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO


Canon U.S.A., Inc. Company Profile

Canon was established 1955 with its corporate headquarters being located in Melville, New York. They are a provider of consumer, business-to-business, and Industrial digital imaging solutions designing and distributing cameras, printers, scanners, copiers, facsimile, calculators, projectors, visual communication cameras, medical systems, and semiconductor equipment. Canon offers products to corporations, governments, medical, optical, and the broadcast industry throughout the world.

The company has received prior awards under the previous Department of Information Services (DIR) contract for the multifunction devices (MFD) utilized by SAHA as part of its 2013 initiative to reduce the number of printing devices and use of paper agency wide. Under the DIR Agreement, Canon offers print, scan, facsimile, copier, multifunction devices and managed print services for purchase, rent or lease. The company has had a contract through DIR for over 20 years.

MEMORANDUM

To: Board of Commissioners

From: David Nisivoccia, President and CEO 

Presented by: Steven Morando, Director of Procurement and General Services

RE: Procurement Activity Report

SUMMARY:

Current Solicitations: There are currently two Invitations for Bids and one Request for Proposals being advertised. The Invitations for Bids are for Resurfacing Sinks, Tubs, Showers and Countertops and Make Ready Services for Public Housing; and the Request For Proposals is for a Website Redesign and Maintenance.

Closed/Pending Solicitations: There are six solicitations that have closed and are currently being evaluated. The six solicitations include: Property, Casualty, and Construction Estimating Software (re-solicitation); Translation and Interpreter Services; Security Guard Services for Beacon Communities; Key Management System for Beacon Communities; Temporary Fence at Victoria Plaza; and Purchase of Utility Cart for Beacon Communities.

Solicitations in Development: Procurement is currently working on a number of solicitations for advertisement. These include: Physical Needs Assessment (PNA); Purchase of Two Pickup Trucks for Beacon Communities; Media Monitoring Solutions Services; Printing Services; Public Relations Consulting Services; Broadband Feasibility Study; Plumbing Services; Roof Replacement at Francis Furey Apartments; Roof Replacement at Tarry Towne Apartments; Architectural and Engineering (A & E) Services; Demolition Services for Infill Properties; Single Family Home Construction for Infill Properties; Developer for Culebra Road Property; Public Relations firm for DSNR Initiatives; Phone System Upgrade; Automatic Door Maintenance and Repair; Automatic Gate Maintenance and Repair; Disaster Mitigation/Restoration Services; Benefits Consultant; and Case Management Services.

Change Orders:

During the fourth quarter of 2017, the following Change Order was approved:

Contract: Roof Repair and Replacement at Bella Claire Apartments
Contractor: Garland/DBS, Inc.
Description: Total change order in the amount of \$27,048.73 for installation of gutters, replacement of rotten wood and general conditions. The change order resulted in a total contract amount that exceeded the Board approved amount by \$415.43.

Vehicle Purchases:

During the fourth quarter of 2017, SAHA did not purchase any vehicles.

PROPOSED ACTION:

None at this time.

FINANCIAL IMPACT:

Amounts paid according to award provisions.

STRATEGIC OBJECTIVE:

Transform core operations to be a high performing and financially strong organization.

ATTACHMENT:

Procurement Activity Report

Procurement Activity Report January 19, 2018

Solicitations Currently being Advertised				
SAHA Department	Type	Solicitation Name	Bidders Conference	Closes
Public Housing and Beacon Communities	IFB	Resurfacing Sinks, Tubs, Showers and Countertops	1/4/2018	1/26/2018
Innovative Technology	RFP	Website Redesign and Maintenance	1/12/2018	1/30/2018
Public Housing	IFB	Make Ready Services for Public Housing	1/19/2018	2/7/2018
Solicitations Under Evaluation				
SAHA Department	Type	Solicitation Name	Date Closed	Status
Beacon Communities	RFP	Property Management Software for Beacon Communities	10/19/2017	Board
Public Housing and Beacon Communities	IFB	Carpet and Flooring Purchase, Replacement and Installation Services	11/14/17	Meeting
Construction Services	IFB	Fire Alarm and Fire Sprinkler Life-Safety Systems, Inspection, Testing, and Repair	11/28/2017	2/1/2018
Construction Services	IFB	Lila Cockrell Domestic Hot Water System Replacement	12/15/2017	
Innovative Technology	DIR	Print, Fax, Scan, Multifunction Devices (MFD)	N/A	
Beacon Communities	RFP	Property, Casualty, Estimating Software (re-solicitation)	1/3/2017	Procurement
Communications and Public Affairs	QQ	Translation and Interpreter Services	9/13/2017	Negotiation
Beacon Communities	QQ	Security Guard Services for Beacon Communities	11/8/2017	Evaluation
Beacon Communities	QQ	Key Management System for Beacon Communities	11/28/2017	Due Diligence
Public Housing	QQ	Temporary Fence at Victoria Plaza	12/20/2017	
Beacon Communities	Co-op	Purchase of Utility Cart for Beacon Communities	N/A	
QQ Awarded under \$50,000.00				
SAHA Department	Type	Solicitation Name	Vendor	Award Amount
Beacon Communities	QQ	Bulk Waste Area Enclosure for Beacon Communities	Garcia Brothers Make Ready and Repairs	\$7,500.00

Future Solicitations		
SAHA Department	Solicitation Name	Projected Release Date
Asset Management	Physical Needs Assessment (PNA)	February 2018
Beacon Communiites	Purchase of Two Pickup Trucks for Beacon Communities	State Contract
CDI	Broadband Feasibility Study	February 2018
Communications and Public Affairs	Printing Services	February 2018
	Media Monitoring Solutions Services	March 2018
	Public Relations Consulting Services	April 2018
Construction Services	Plumbing Services	January 2018
	Roof Replacement at Francis Furey Apartments	US Communities
	Roof Replacement at Tarry Towne Apartments	US Communities
	Architectural and Engineering (A&E) Services	February 2018
DSNR	Demolition Services for Infill Properties	March 2018
	Single Family Home Construction for Infill Properties	March 2018
	Developer for Culebra Road Property	March 2018
	Public Relations firm for DSNR Initiatives	March 2018
Housing Choice Vouchers (Section 8)	Case Management Services	February 2018
Human Resources	Benefits Consultant	January 2018
Innovative Technology	Phone System Upgrade	January 2018
Public Housing	Automatic Door Maintenance and Repair	February 2018
	Automatic Gate Maintenance and Repair	February 2018
Risk Management	Disaster Mitigation/Restoration Services	CO-OP

To: Board of Commissioners

Date: February 1, 2018

From: Charles Clack, Committee Chair, Resident Services Committee

Subject: Update and discussion regarding the January 18, 2018, Resident Services Committee Meeting

A Resident Services Committee meeting was held on Thursday, January 18, 2018. Attendees included Board Chair Morris A. Stribling, DPM, Board Vice-Chair Charles R. Munoz, Committee Chair Charles Clack, Commissioner Marie R. McClure, Commissioner Jessica Weaver, Commissioner Thomas F. Adkisson, Commissioner Francesca Caballero, SAHA President and CEO David Nisivoccia and SAHA staff. The meeting was attended by five O.P. Schnabel Apartment residents.

Update and discussion regarding the Community Development Initiatives Report

Mr. Adrian Lopez, Director of Community Development Initiatives, provided an update of the accomplishments, targets, progress and status of major activities and events that were completed by SAHA in 2017, through a presentation.

Update and discussion regarding HUD Jobs Plus at Cassiano Homes

Ms. Aiyana Longoria, Assistant Director of Community Development Initiatives, provided an update regarding the HUD Jobs-Plus grant. The report consisted of the second year outcomes of the employment related services, the financial incentives, and the community supports for work. The update also included the year three goals that staff is setting on continuing outreach and enrollment of Cassiano residents into the program. To conclude, Ms. Aiyana provided an end of year Jobs Plus presentation prepared by a Jobs Plus Team Member.

Update and discussion regarding the Elderly and Disabled Services Transportation Survey

Mr. Lopez reported that the CDI department will be rolling out the transportation needs assessment survey to better understand the needs and methods of transportation among the Elderly and Disabled residents of SAHA EDS Properties. Copies of the initial draft transportation questions and a map of proposed properties to survey were also provided to the Board of Commissioners.

Update and discussion regarding Client Services - Introduction of the Assistant Client Services Manager and Reporting

Ms. Brandee Perez, Director of Federal Housing Programs, introduced Ms. Luisa Mendez as the new Assistant Client Services Manager, who will be serving under Client Services Manager, Laura Longoria. In her new role, Ms. Mendez is tasked with working closely with residents, staff, individuals and groups to determine options to resolve conflicts, problematic issues and concerns regarding Public Housing residents.



To: Board of Commissioners

Date: February 1, 2018

From: Morris A. Stribling, DPM, Chair, Operations and Choice Neighborhood Committee

Subject: Update and discussion regarding the January 18, 2018, Operations and Choice Neighborhood Committee Meeting

An Operations and Choice Neighborhood Committee meeting was held on Thursday, January 18, 2018. Attendees included Board Chair Morris A. Stribling, DPM, Vice-Chair Charles R. Munoz, Commissioner Charles Clack, Commissioner Francesca Caballero, Commissioner Marie R. McClure, Commissioner Jessica Weaver, SAHA President and CEO David Nisivoccia and SAHA staff.

The following topics were discussed at the committee meeting:

Update and discussion regarding Wheatley Choice Neighborhood and Westside Choice Neighborhood activities

Updates for both the east and westside neighborhoods were provided.

Update and discussion regarding Woodhill Apartments Buildings 23 and 24, demolition and partial redevelopment

Due to time constraints, this item was deferred to a later date.

The following resolutions were approved to move forward to the Board meeting:

Resolution 5800, authorizing the award of a contract for property management software for Beacon Communities to Yardi Systems, Inc. for an annual cumulative amount not to exceed \$108,990.00 for year one, \$99,840.28 for year two, \$153,591.49 for year three, \$155,315.23 for year four, and \$159,974.69 for year five; for a period of one year with the option to renew up to four additional one-year terms

Resolution 5801, authorizing the award of contracts for carpet and flooring purchase, replacement and installation services agency-wide to Impact Floors of Texas, Moerbe Enterprises dba Lone Star Carpet, and Redi Carpet Sales of Houston, Ltd. for an annual cumulative amount not to exceed \$325,000.00; for a period of one year with the option to renew up to four additional one-year terms

Resolution 5802, authorizing the award of a contract for fire alarm and fire sprinkler life-safety systems inspections, testing and repair agency-wide to Firetrol Protection Systems, Inc. for an annual cumulative amount not to exceed \$200,000.00; for a period of one year with the option to renew up to four additional one-year terms



Resolution 5803, authorizing the award of a contract for Lila Cockrell Domestic Hot Water System Replacement to Brandt Companies for an amount not to exceed \$130,768.80

Resolution 5804, authorizing an award of a Master Operating Lease Agreement for Print, Fax, Scan, Multifunction Devices (MFD), with support and maintenance including toner to Canon U.S.A., Inc., through the Texas Department of Information Resources (DIR) contract, to replace equipment currently under lease with the vendor or acquire new equipment as needed and will be structured under individual forty-eight month lease terms for a total amount not to exceed \$830,000.00; for a period of five years

Closed Session - Real Estate/Consultation with Attorney

Discussion regarding potential real estate purchases. Due to time constraints, this item was deferred to a later date.

President's Report
February 1, 2018

Dale Watson Concert Event

Over 100 boot scootin' two-steppers supported the Education Investment Foundation at the Annual EIF Benefit Concert, featuring Honky Tonk legend Dale Watson, D.T. Buffin and Garrett Capps and The Three Timers on Friday, January 19, 2018. All proceeds will help fund scholarships for students residing in SAHA programs. Two scholarship recipients also shared their story. Commissioners Tommy Adkisson and Francesca Caballero were also at the fundraiser.



Annual MLK March

On Monday, January 15, 2018, a group of 50 SAHA staff and their family members joined hundreds of community organizations and businesses and marched in the 50th Annual MLK March to commemorate and honor the nation's most revered civil rights leader, Dr. Martin Luther King, Jr. The 2.75 mile march started at the Martin Luther King, Jr., Academy, traveled up Martin Luther King Drive and ended at Pittman Sullivan Park. Board Chair Dr. Morris A. Stribling also joined the SAHA marchers.



SAHA Reps Leadership Program Graduation

Joel Tabar, Assistant Director of Assisted Housing Programs and Aiyana Longoria, Assistant Director of Community Development Initiatives, successfully completed graduation requirements from the Alexander Briseño Leadership Development Program. The two SAHA representatives presented their team action presentations on Friday, November 17, 2017, and graduated from the program on December 8, 2017. The Alexander Briseño Leadership Development Program is a six-month program curriculum that provides participants with the aptitude to meet the

intellectual and often emotional demands of leadership. Congratulations Joel and Aiyana for their dedication and hard work!



SAHA Education Investment Foundation receives \$100,000.00 grant from USAA Foundation, Inc.

The Education Investment Foundation was selected to receive a grant in the amount of \$100,000.00 from the USAA Foundation, Inc. for the ConnectHome Initiative. Congratulations to Yesenia Ochoa, Development Coordinator, and Munirih Jester, ConnectHome Coordinator, for submitting the application. SAHA also congratulates Ed Hinojosa, Richard Milk, and Jo Ana Alvarado on their great work and support of the ConnectHome program.

Blue Ridge Homes Ribbon Cutting

On Friday, December 8, 2017, the community joined SAHA in celebrating the completion of the first five homes coming to the Blueridge Homes Subdivision on the Westside of San Antonio. Blueridge Homes is the first of four subdivisions of the San Antonio Housing Authority's Westside Reinvestment Initiative to bring affordable, modern homes to the growing community. The completion of the first five homes is a milestone solidifying efforts to provide innovative, affordable housing in San Antonio. Commissioners Tommy Adkisson and Jessica Weaver were also at the festivities.



20th Annual Golden Gala Celebration

Hundreds of residents living in SAHA elderly and disabled communities danced the night away at the 20th Annual Golden Gala and Senior Expo on December 20, 2017. Each year, the event is held for all Public Housing residents and features a holiday meal, live entertainment and dance. Special recognition is given to veterans for their dedication and loyal service to our Country. In addition, SAHA awarded H2A Living (Healthy Habits, Active Living) Awards, recognizing residents for their public service contributions in promoting healthy eating, physical activity, volunteerism and leadership. This year, an award was dedicated to Sister Jo-Michele Sierra, a founding member of the Golden Gala who passed away in October of 2017. Commissioner Tommy Adkisson joined Resident Commissioners Charles Clack and Marie McClure at the event.



Staff Distributes Food to Community

SAHA staff were in the holiday spirit and helped distribute bags of nutritious groceries at the San Antonio Food Bank food distribution on Friday, December 8, 2017.



SAHA Receives \$1,000 for Third Annual Toy Drive

Loretta Garibay, Resident Opportunity (ROSS) Supervisor, and Samantha Suarez, ROSS Service Coordinator, received a \$1,000 donation from Noble Star Masonic Lodge No. 277 to purchase toys for the Third Annual Toy Drive.



SAHA Distributes Toys for Christmas

Thanks to SAHA employee contributions, approximately 300 children received holiday gifts through the San Antonio Housing Authority's Third Annual Toy Drive. SAHA received \$4,290 in monetary donations and gifts. The gifts collected were from SAHA employees and partner organizations who were in the spirit of giving. The families receiving gifts were identified as families who would not receive toys from the Blue Santa or Angel Tree Program, and SAHA filled the gap to ensure children had the joy of unwrapping a gift for the holidays. Commissioner Marie McClure also joined in the festivities.





Santa Arrives On Hot Wheels for Alazan Toy Distribution

With flames on a motorcycle sleigh, Least of Saints Santa Claus arrived with a crew of thirty motorcyclists to distribute more than 1,000 toys to children living at the Alazan-Apache Apartments.





SAHA Panels San Antonio Fair Contracting Coalition Meeting

The San Antonio Housing Authority conducted multiple presentations at the Fair Contracting Coalition (FCC) meeting on November 29, 2017, and shared current and forthcoming bid opportunities with local businesses. The FCC meetings provide an avenue for businesses to learn about prospective opportunities and to connect with other organizations. Representatives from TLI & Environmental Services, JR Ramon & Sons, All Pro General Construction and Catarina Velasquez with ConnectHome shared their business success in working with SAHA. Board Chair Dr. Morris A. Stribling also provided remarks during the meeting.

