

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Elevator Maintenance Services
Contract No. 13-014

DATE September 26, 2012

Staff recommends approval to award a three-year contract, with an optional fourth and fifth year extension, for maintenance and service of all elevators in PHA-owned buildings to All City Elevator of St. Paul. Staff estimates that approximately \$14,300 per month (\$171,000 annually) will be expended in each of the first three years of the contract with scheduled increases in the optional fourth and fifth years.

Under this contract all elevator equipment in the sixteen PHA hi-rise apartment buildings, two community center buildings and the W. Andrew boss Building/Central Administrative Office will receive regularly scheduled examination, adjustment, cleaning, and lubrication as necessary to keep the equipment in proper working order. The contract provides 24-hour emergency callback service as required to restore non-operating or mal-functioning equipment to safe and satisfactory operation. In addition, annual safety equipment inspections and safety tests will be conducted to determine the need for elevator equipment replacement or repairs. HUD requires PHAs to verify that they perform annual inspections of elevators and other building systems as part of the PHAS Physical Conditions assessment. The contract also includes all repairs and replacement of parts required to ensure proper elevator operation and to prevent avoidable breakdowns.

A Request for Proposals (RFP) for these services was advertised in newspapers and trade journals, and staff sent copies of the RFP to elevator firms that have expressed an interest in

working for the PHA. Proposals were received from three firms. Each responding firm was independently evaluated by PHA staff on several criteria stated in the RFP, including related experience, technical competence, ability to provide service, M/W/DBE participation, minimum monthly service hours, callbacks, cost and general response to the PHA's invitation to submit a proposal.

The evaluation committee interviewed all three proposers, and following negotiations and receipt of "Best and Final offers," selected All City as the contractor best able to meet the PHA's elevator service and maintenance needs. All City holds the PHA's current contract for elevator service and maintenance and they have performed satisfactorily. A copy of the Employer Information Report for All City and the second highest proposer are attached.

The pricing submitted by all three proposers is less than the staff's estimate for the work. All three proposers indicated that the PHA's elevator modernization efforts and the exemplary work of the current contractor in keeping the elevators in good running order, were significant factors in this lower than expected pricing.

The cost of elevator service contracts is included in the total of contracting activity the PHA reports to HUD for Section 3 compliance, but under the PHA's policy these contracts are exempt from the requirements for contributions to the Section 3 Training Fund and submission of an Action Plan. There are sufficient Operating Budget funds available for the contract.

SEA/mlp

Attachment: EEO-1

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Vinyl Flooring at PHA Properties
Contract No. 13-025

DATE September 26, 2012

Staff requests approval to award a contract for furnishing and installing vinyl tile and accessories in all PHA buildings, on an as-needed basis, to the lowest responsible bidder, Natus Corporation, Saint Paul, MN, at the unit bid prices indicated on the attached copy of the September 4, 2012 bid tabulation. The low bidder was determined by a formula (stated in the bid specifications), which included weighting factors for the various bid items based on past experience. Using this formula Natus Corporation was the lowest bidder with a bid of \$1,430.00; the second low bidder was Floors by Beckers with a bid of \$1,439.75.

This contract is for as-needed replacement or installation of vinyl composition tile, vinyl base and stair treads at PHA properties. While this contract will remain in effect for one year, there is a contract provision allowing the PHA to extend this contract by one additional year, up to a total of two years, if mutually agreeable to both the PHA and Natus Corp. Natus Corporation's unit prices are within staff's estimates for the work.

Natus Corp. has performed satisfactorily under previous PHA contracts for similar work. Copies of the Employer Information Report for Natus Corporation and Floors by Beckers are attached. Because this is a unit-price contract, it is not subject to the PHA's requirements of submitting a Section 3 Action Plan or contributing to the Section 3 Training Fund. Natus Corp. is a women-owned business enterprise (WBE.) Staff expects to spend approximately \$200,000 per year under this contract. There are sufficient Operating Budget and Capital Fund Program funds available for this contract.

Attachments

TDA/mlp

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Executive Director Consulting

DATE September 26, 2012

Staff recommends that the Board authorize the Executive Director to perform limited consulting activity on his own time for the Fargo Housing and Redevelopment Authority (FHRA). With Board approval, Mr. Gutzmann would accept the FHRA's request that he help them update their agency's strategic plan.

FHRA Executive Director Lynn Fundingsland contacted Mr. Gutzmann in August to seek his assistance facilitating their strategic plan. Mr. Fundingsland envisioned a two day commitment of time for Mr. Gutzmann; the first day meeting with FHRA senior staff and the second day facilitating a retreat with FHRA senior staff and Board members.

FHRA would pay Mr. Gutzmann \$76/per hour not to exceed 25 hours as well as cover Mr. Gutzmann's lodging and travel expenses associated with this work. Mr. Gutzmann would perform the services entirely on his own time, using vacation time, evenings or weekends.

Mr. Gutzmann last performed consulting work in 2008 for the Hawaii Housing Authority. As with all previous outside consulting or training activities, the work of the PHA always comes first and remains Mr. Gutzmann's top priority.

JMG/

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Operating Budget Revision No. 1
Fiscal Year 2013

DATE September 26, 2012

Staff requests Board approval to increase the Fiscal Year 2012 Low Rent Budget by \$7,700 to accommodate a staffing change in the Maintenance Department. The Board approved the original Fiscal Year 2012 Operating Budget at the February 22, 2012 Board Meeting.

The requested budget increase consists of the following changes as explained below:

1. Increase Salary Expense by \$5,510;
2. Increase Benefits Expense by \$2,190.

The budget approved in February included 27 Full-Time Equivalent (FTE) Maintenance Mechanic positions. Staff has determined that a Leadperson is necessary to adequately handle the training required in our Maintenance Department. To keep the budget FTE neutral, one Maintenance Mechanic position will be reduced to 6 months funding (0.5 FTE) and a Leadperson will be added for 6 months funding (0.5 FTE). It is anticipated that the next budget will fund 1.0 FTE Leadperson and only 26 FTE Maintenance Mechanics.

There are sufficient funds available in the Low Rent program to cover the increased cost to the Agency.

RPM

Attachment

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NUMBER 12-09/26-1

RESOLUTION IN RECOGNITION OF DEDICATED SERVICE

By

CHERYL HAWLEY

WHEREAS, Cheryl Hawley served the people of Saint Paul as an employee of the Saint Paul Public Housing Agency (PHA) from February 4, 1980 until September 4, 2012; and

WHEREAS, she provided distinguished service in many ways, including the following:

- She diligently performed all of the duties of Human Services Coordinator for over 32 years, earning the appreciation and respect of residents and colleagues at the PHA and other community agencies.
- When asked by supervisors, she readily accepted the duties and responsibilities of Assistant Housing Manager many times, to meet the needs of the Agency and its residents.
- She assisted hundreds of PHA hi-rise residents with care and compassion, helping them assess their needs and connect with other agencies that could help them stabilize their lives and live independently.
- She faithfully served on the PHA's Safety Committee for many years, inspecting properties and helping develop and implement safety programs and procedures to help keep residents and staff safe and secure.
- She played a key role in organizing and coordinating Metro State University's student nurse clinics at PHA hi-rises that promoted better health for residents and led to Metro State presenting its "Community Partner of the Year" award to the PHA in 2012.
- She demonstrated her commitment to the PHA's mission, residents and staff in many more ways, contributing to the Agency's long history of high performance.

NOW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Saint Paul Public Housing Agency, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation and respect the service provided to the Agency and the community by Cheryl Hawley and we wish her well in her retirement.

September 26, 2012