

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Laser Printer Maintenance
Contract No. 14-033

DATE October 23, 2013

Staff recommends awarding a three-year service contract to Cartridge Care, Inc. for an amount not to exceed \$100,000. The contract is for laser printer maintenance and cartridge replacement services for the Agency's 175 laser printers.

Staff published a Request for Proposals (RFP) for these services in July 2013. Seventeen companies were notified by electronic mail of the RFP availability and the RFP was also advertised in local papers. Nine companies responded with proposals. Three staff from Finance-MIS evaluated the proposals independently and met to further analyze the proposals and discuss their ratings. The evaluation criteria stated in the RFP were: quality of solution and thoroughness of response, professional and technical competence, experience, service level agreements, financial strength and stability, cost, MBE/WBE status and EEO efforts, and environmental efforts. The staff reviewers rated Cartridge Care's proposal the highest, based upon the stated evaluation criteria. A summary of the ratings is attached. Although two of the RFP respondents appeared to submit lower costs than Cartridge Care, Cartridge Care's pricing was determined to be most favorable to the PHA when escalation costs and other the other factors listed above were taken into consideration.

Cartridge Care holds the current PHA contract for these services and their performance has been satisfactory. The pricing proposed by Cartridge Care is approximately 8% lower than their current contract rate.

Because this is a unit-price contract, staff has determined that it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund.

There are sufficient funds in the current Operating Budget (OB) and will be included in future OB.

RPM/RAJ

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Central Hi-Rise Exterior Fence Replacement
Contract No. 14-055; AMP 7

DATE October 23, 2013

Staff requests Board approval to reject the sole bid for replacing the exterior fence at Central Hi-Rise (AMP 7), Contract No. 14-055, that was received from Meisinger Construction in the amount of \$81,600. The contract was to remove and replace the existing wood privacy fence that surrounds the patio and garden area adjacent to the Central Hi-Rise community room. The bid tab for the October 11, 2013 bid opening is attached.

The proposed cost of \$81,600 exceeded both staff estimates and the amount budgeted for the work. Staff will rebid the contract early next year so the work can start in the spring of 2014.

Temporary repairs are being accomplished by PHA maintenance staff to make sure that the fence will be safe until the replacement work begins.

The contract was publicly advertised in accordance with the PHA Purchasing Policy. Seven contractors picked up copies of the bid documents and attended the pre-bid meeting. Staff contacted each of them to ask why they did not bid. Responses from four of the contractors included 1) they had insufficient manpower to get the job done; 2) they were concerned about the Section 3 requirements; and 3) the job was too large for their capabilities.

JPR/DAL

Attachments



FY 2014 AGENCY GOALS

Approved on October 23, 2013

PERFORMANCE EXCELLENCE

- 1. Public Housing:** Maintain “High Performer” status under HUD’s Public Housing Assessment System (PHAS). Ensure that PHA properties continue to be managed to the highest possible standards, including thorough and uniform applicant eligibility determination, fair lease enforcement, regular preventative maintenance, prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units, timely and accurate reporting of financial data, and all other components of quality property management and maintenance. Continue to advocate for full funding and program reform, while preparing contingency plans for possible radical cuts in federal funding. Expand the public housing inventory by completing construction of new units at Roosevelt Townhomes and Mt. Airy Homes, and building elsewhere if sufficient resources can be obtained. Where possible, convert hi-rise space from non-dwelling uses to apartments for eligible residents. Explore other opportunities to develop new multi-family housing for re-use of available subsidies and possible sales proceeds from the disposition of other properties.
- 2. Section 8 Housing Choice Vouchers:** Maintain “High Performer” status under HUD’s Section 8 Management Assessment Program (SEMAP). Maintain high utilization of vouchers and budget without exceeding authorized limits. Successfully implement and administer current agreements for Project-Based Vouchers (PBV), including Project-Based Vouchers (PBV) in supportive housing projects that support Minnesota’s Business Plan to End long-Term Homelessness. Renew expiring PBV contracts at successful projects and offer up to 50 more vouchers for PBV use through 2016. Continue to advocate for full voucher funding and program reform, while preparing contingency plans for possible radical cuts in federal funding. Continue the HUD-Veterans Affairs Supportive Housing Program (VASH) and the Family Unification Program (FUP) with approved special vouchers, working with partner agencies to receive required referrals. Apply for more special purpose vouchers, incremental vouchers or preservation vouchers if offered by HUD. Explore possible opportunities to develop new multi-family housing for PBV use.
- 3. Capital Improvements:** Continue renovating public housing properties and making capital improvements which promote fire safety and life safety as well as preserve the asset. Maintain high quality and timely design, bidding and construction, utilizing “green and sustainable” principles to conserve energy and water and protect the environment to the greatest extent feasible. Continue to actively involve residents, staff and the community in planning capital improvements. Promptly close out Capital Fund Recovery Grants. Apply for additional grants that may become available.

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT

4. **Equal Opportunity and Diversity:** Promote and enforce equal employment opportunity and affirmative action. Attract and retain a diverse and qualified work force. Manage workplace diversity by fostering respect for and valuing of diversity.
5. **Employee and Organizational Development:** Promote education, growth and advancement of employees through career planning, training opportunities and other resources. Continue internal rethinking strategies to promote organizational development, continuous improvement, and appropriate responses to budget challenges and program changes.
6. **Safety and Security:** Maintain safety and security at all PHA housing and work sites for residents, staff and the public. Promote non-violence in all aspects of the PHA's work. Continue safety efforts such as ACOP, Officer-in-Residence, Resident Doorwatch, limited use of off-duty police, and Workplace Violence Prevention programs, as well as making physical improvements to properties that enhance safety and security.
7. **W. Andrew Boss Building:** Continue to fully lease and manage the commercial space in the W. Andrew Boss Office Building according to sound business practices to generate reliable non-HUD revenue.

RESPECTED AND RESPONSIVE COMMUNITY PARTNER

8. **Fair Housing:** Work cooperatively with community representatives and other units of government to ensure non-discrimination in PHA programs and to affirmatively further fair housing objectives. Promote the value of diversity and respect for differences.
9. **Linking Residents to Community Services:** Promote links to community services through PHA Community Centers and at other sites to meet the changing needs of PHA residents, focusing on programs and services that enrich residents' lives, promote independence, increase community involvement and support successful tenancies in public housing. Continue and promote CHSP and other assisted living programs.
10. **Economic Opportunities for Section 3 Residents and Businesses:** To achieve Section 3 goals, the PHA will, to the greatest extent feasible:
 - a. Hire qualified residents and participants in PHA housing programs and other low income residents of the metropolitan area and promote training opportunities.
 - b. Contract with Section 3 businesses and require other businesses seeking PHA contracts to comply with Section 3 requirements.
11. **Housing Preservation and Development:** Work with other agencies and organizations to preserve, develop, and/or manage affordable housing and other cooperative and entrepreneurial efforts. Seek out opportunities to produce affordable housing for veterans and other eligible households by leveraging existing public housing or Section 8 resources. Refine conceptual development opportunities discussed at the Board "Mini-retreat" to utilize

shelved public housing subsidies. Support efforts to create and pass another state bonding bill for public housing development and rehabilitation.

12. **National and State Leadership Responsibilities:** Continue active leadership in national and state housing organizations especially to advocate for full funding and program reform, with special attention to HUD initiatives like the Rental Assistance Demonstration (RAD). Continue to provide assistance to other housing authorities and organizations seeking organizational development, business systems, or program support. Continue to lead by example, modeling a strong commitment to Equal Employment Opportunity, Fair Housing and Section 3 implementation, including linking residents to economic opportunities.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Copier Lease and Maintenance
Contract No. 14-026

DATE October 23, 2013

Staff recommends awarding a three-year lease and service contract to Ricoh USA, Inc. for an amount not to exceed \$70,000. The contract replaces the expiring Contract No. 10-081 for lease and maintenance of eight Xerox copiers.

Staff published a Request for Proposals (RFP) for this contract in September 2013. Six companies were notified by electronic mail of the RFP availability and the RFP was also advertised in local papers. One company requested the RFP from the advertisement. Five companies responded with proposals. Three staff from Finance-MIS evaluated the proposals independently and met to further analyze the proposals and discuss their ratings. The evaluation criteria stated in the RFP were: quality of solution and thoroughness of response, cost, professional and technical competence, service level agreements, financial strength and stability, MBE/WBE status and EEO efforts, and Section 3 participation. The staff reviewers rated Ricoh USA's proposal the highest, based upon the stated evaluation criteria. A summary of the ratings is attached. All the respondents offered similar equipment and service levels. Ricoh USA's proposal was also the lowest cost proposal. The pricing proposed by Ricoh USA is approximately 19% lower than the current contract rate from Xerox Corporation.

Because this is a unit-price contract it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund. However, the RFP asks about Section 3 efforts and proposals receive additional points for Section 3 compliance. The PHA will still

include this contract cost in annual reports of the total of contracting activity that is subject to Section 3.

There are sufficient funds in the current Operating Budget to cover the cost of the contract this year, and the cost will be included in future Operating Budget requests.

RPM/RAJ

Attachment: Summary of Proposal Ratings