



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration to authorize the Interim President & CEO to execute a contract with Restoration Services, Inc for roofing at the Youth Extension Center at Allen Parkway Village

2. Date of Board Meeting: March 12, 2020

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners, authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to enter into a contract, to replace and repair the roofs at the Youth Extension center at Allen Parkway Village with Restoration Services, Inc, the lowest bidder, in the amount of \$123,000. If the lowest bidder is unable to provide the materials, labor, and warranty specified in the bid documents for the specified price, the Board also authorizes the Interim President & CEO to negotiate with the other bidders, in order of lowest to highest pursuant to the memorandum dated March 12, 2020 from Cody Roskelley, Vice President of REID, to CEO, Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature _____ Date: _____

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature _____ Date: _____



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT REID
SUBJECT: CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO TO EXECUTE A CONTRACT WITH RESTORATION SERVICES, INC FOR ROOFING AT THE YOUTH EXTENSION CENTER AT ALLEN PARKWAY VILLAGE
DATE: MARCH 12, 2020

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract, to enter into a contract with Restoration Services, Inc to replace the roof at the Youth Extension Center at Allen Parkway Village.

BACKGROUND

The Youth Extension Building was built 2002, for children and youth of the property and surrounding area. The Youth Extension Center is currently occupied Boys & Girls Clubs of Greater Houston. It is the region’s leading youth-development organization.

Rank	Firm/Company	M/WBE	Pricing
1	Restoration Services, Inc	No	\$123,000.00
2	SBRI	No	\$134,126.00
3	D7 Roofing and Metal	MBE	\$137,000.00
4	PRC Roofing	No	\$138,000.00
5	Remedy Contractors	No	\$139,247.00
6	ERC	No	\$197,500.00
7	Roofing Designs	M/WBE	\$207,000.00

The scope of work and Independent Cost Estimate (ICE) were developed by Beam Professionals on 12-17-2019 and submitted to HHA’s Procurement and solicited on 2-12-2020. Seven (7) bids were received on 3-12-2020 and the lowest, responsive bidder was Restoration Services, Inc.

There are no conflicts of interest and Restoration Services, Inc is not on the HUD Debarment List. References were checked and returned positive.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners, authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to enter into a contract, to replace and repair the roofs at the Youth Extension center at Allen Parkway Village with Restoration Services, Inc, the lowest bidder, in the amount of \$123,000. If the lowest bidder is unable to provide the materials, labor, and warranty specified in the bid documents for the specified price, the Board also authorizes the Interim President & CEO to negotiate with the other bidders, in order of lowest to highest pursuant to the memorandum dated March 12, 2020 from Cody Roskelley, Vice President of REID, to CEO, Mark Thiele, Interim President & CEO.