



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Deliberation and/or action to authorize the negotiation and execution of a contract with Forrest Industrial Group to furnish and install natural gas furnaces and thermostats at Cuney Homes Apartments

**2. Date of Board Meeting:** July 21, 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 a contract with Forrest Industrial Group, LLC to furnish and install natural gas furnaces and thermostats at Cuney Homes Apartments, in the amount not to exceed \$570,606.55, pursuant to the memorandum dated June 30, 2020 from Cody Roskelley, Vice President of REID, to 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: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT REID  
**SUBJECT:** DELIBERATION AND/OR ACTION TO AUTHORIZE THE NEGOTIATION AND EXECUTION OF A CONTRACT WITH FORREST INDUSTRIAL GROUP, LLC TO FURNISH AND INSTALL NATURAL GAS HEATERS AND THERMOSTATS AT CUNEY HOMES APARTMENTS  
**DATE:** JUNE 30, 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 with Forrest Industrial Group, LLC to furnish and install natural gas furnaces and thermostats at Cuney Homes Apartments.

**BACKGROUND**

The heaters at Cuney Homes Apartments have reached their usefulness, need replacement, and are being brought up to energy efficiency standards. This is a needed capital improvement for the property therefore capital funds will be used.

The Scope of Work (SOW) and Independent Cost Estimate (ICE) were developed by REID and submitted to HHA's Procurement Department.

In April and May of 2020, HHA's Procurement Department placed a legal notice advertising Invitation for Bid (IFB) 20-17 Cuney Homes Heater Replacement Project in the Houston Chronicle and Forward Times Newspapers. IFB 20-17 Cuney Homes Heater Replacement Project was also posted on HHA's Procurement webpage, and HHA's Procurement Department sent e-mails announcing this solicitation to the Bidders on HHA's Bidder's List and those Bidders registered with the City of Houston Office of Business Opportunity.

Additionally, HHA's Procurement Department sent e-mails announcing this solicitation to the City of Houston Office of Business Opportunity, the Greater Houston Black Chamber of Commerce, the Houston Office of the United States Small Business Administration, Etched Communications, the Houston Minority Supplier Development Council (HSMDC), the National Association of Minority Contractors Greater Houston Chapter.

**EVALUATION PROCESS**

On May 27, 2020, HHA's Procurement Department received the following sealed bids:

Rank	Firm/Company	M/WBE	Pricing
1	Forrest Industrial Group, LLC	MBE	\$570,606.55
2	Roofing Designs	W/MBE	\$571,489.69
3	Environmental & Construction Service (ERC)	N/A	\$681,974.33
4	FMG Construction, LLC	MBE	\$831,712.00
5	HD Supply	N/A	\$960,706.45
6	Lakefield HVAC	MBE	\$1,206,878.73
7	Elston Aire	WBE	\$1,943,777.00

After the bids were opened, and vetted, and it was determined that Forrest Industrial Group, LLC was the lowest responsive and responsible bidder.

Forrest Industrial Group, LLC has agreed to subcontract 15% of the work to Reid's Contracting (an MBE), and will hire and train Section 3 participants to fill employment opportunities listed in the solicitation.

There are no conflicts of interest and Forrest Industrial Group, LLC 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 a contract with Forrest Industrial Group, LLC to furnish and install natural gas furnaces and thermostats at Cuney Homes Apartments, in the amount not to exceed \$570,606.55, pursuant to the memorandum dated June 30, 2020 from Cody Roskelley, Vice President of REID, to Mark Thiele, Interim President & CEO.