



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments.

**2. Date of Board Meeting:** September 21, 2021

**3. Proposed Board Resolution:**

**Resolution:**

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 2, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 9/17/2021

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

Funds Budgeted and Available  Yes  No    Source CAPITAL FUNDS

**VP of FO Approval**    Signature DocuSigned by:  
Mike Rogers  
3EC87AD4710742D    Date: 9/17/2021

**6. Approval of President & CEO**    Signature DocuSigned by:  
Mark Thiele  
6072D2C8367A4C7...    Date: 9/17/2021



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**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT REID  
**SUBJECT:** CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CS ADVANTAGE USAA, INC. TO INSTALL NEW TPO ROOFING AT BELLERIVE SENIOR LIVING APARTMENTS.  
**DATE:** SEPTEMBER 2, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00.

**BACKGROUND:**

The HHA proceeded with assessing the Bellerive Apartment Building's seven-story flat roof to determine existing conditions. The asphalt roof has exceeded its life expectancy. To prevent water intrusion, a new TPO roof is required to withstand the elements for the next 20 years. HHA plans to install a warranted roof to prolong the performance of the entire building and address other roofing components to maximize energy performance requirements.

**ADVERTISEMENT:**

In July of 2021, HHA's Procurement Department issued a legal notice advertising IFB 21-35 Roof Replacement at Bellerive Senior Living Apartment Complex ("IFB 21-35") in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting "IFB 21-35" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GH8CC); and to the Houston Minority Supplier Development Council (HMSDC).

Interested parties were also able to access "IFB 21-35" by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GH8CC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of the United States Small Business Administration (SBA).

**EVALUATION PROCESS:**

On September 1, 2021, HHA's Procurement Department opened the following sealed bids in response to "IFB 21-35":

Rank	Firm/Company	M/WBE	Bid Price
1	CS Advantage USAA, Inc.	MBE	\$920,000.00
2	JR Jones Roofing Inc.	N/A	\$939,937.00
3	<b>All American Exterior Specialists, Inc.</b>	<b>M/WBE</b>	<b>*\$941,154.00</b>
4	Restoration Services	N/A	\$1,797,000.00
5	Sea Breeze Roofing, Inc.	N/A	\$1,990,600.00

CS Advantage USAA, Inc. will make a cash contribution to the Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities.

All American Exterior Specialists, Inc. bid is non-responsive because it did not include the required bid bond.

There are no conflicts of interest, and CS Advantage USAA, Inc. is not on the HUD Debarment List.

References have been 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 or designee to negotiate, execute and make necessary changes and corrections to a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 2, 2021, to Mark Thiele, Interim President & CEO.