



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

**RESOLUTION NO. 3616**

At the meeting of the Houston Housing Authority Board of Commissioners, **February 28, 2023**, the following resolution was moved by **Stephanie Ballard** and seconded by **Kris Thomas**:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to make any necessary changes, and corrections and to enter into a contract with Classic Leasing, for the purposes of Purchasing or Leasing for three (3) years, ten (10) vehicles to replace HHA’s fleet not to exceed the amount of \$400,000.00 pursuant to the memorandum dated February 14, 2023, from Cupid Alexander, Senior Vice President for Operations, to David A. Northern Sr., President and CEO.

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. Miller*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*Absent:** **M. Miller**

(SEAL)



DocuSigned by:

*David A. Northern, Sr.*

9E0B1D8C1AF04AA...

David A. Northern, Sr., Secretary  
HHA Board of Commissioners



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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Award of Contract for the Fleet Replacement to Classic Leasing for the purchase or lease of ten (10) vehicles.

**2. Date of Board Meeting:** February 28, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to make any necessary changes, and corrections and to enter into a contract with Classic Leasing, for the purposes of Purchasing or Leasing for three (3) years, ten (10) vehicles to replace HHA's fleet not to exceed the amount of \$400,000.00 pursuant to the memorandum dated February 14, 2023, from Cupid Alexander, Senior Vice President for Operations, to David A. Northern Sr., President and CEO.

**4. Department Head Approval**

Signature

DocuSigned by:  
*Cupid Alexander*  
9A8A1CCE493E47A...

Date: \_\_\_\_\_

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

Funds Budgeted and Available  Yes  No Source \_\_\_\_\_

**VP of FO Approval**

Signature

DocuSigned by:  
*Mike Rogers*  
3F C67AD4710742D...

Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature

DocuSigned by:  
*David A. Northern, Sr.*  
9E091D8C1AE0AAA...

Date: \_\_\_\_\_



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**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** CUPID ALEXANDER, SENIOR VICE PRESIDENT OF OPERATIONS  
**SUBJECT:** AWARD OF CONTRACT FOR FLEET REPLACEMENT TO CLASSIC LEASING  
**DATE:** FEBRUARY 14, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to enter into a contract for the purchase or multi-year leasing of ten (10) vehicles.

**BACKGROUND**

The Houston Housing Authority recommends the procurement of the leasing or purchasing of ten (10) vehicles for use by housing authority personnel for the work of the housing authority. Since the return of all employees to the office, the Procurement Department, which manages and maintains HHA's fleet, has seen an increase in requests for the use of agency vehicles to perform agency business at HHA properties.

The REID, IT, HCVP and Procurement departments all utilize HHA vehicles to conduct everyday business, from site visits to setting up for public events. Over the course of the last year, the Procurement department has not had the resources to meet all the vehicle requests that have come in.

Further, the current HHA fleet consists of four (4) operational vehicles and one (1) vehicle that is out of commission, and two (2) buses. Two (2) of the four vehicles are oversized trucks and the other two (2) are aged vehicles. Upon the purchase or lease of new vehicles, HHA Procurement will auction three (3) of the vehicles, leaving two (2) vehicles and two (2) buses for a total of fourteen (14) vehicles to perform HHA business. Vehicles are open to all departments to check out at all times on a first-come, first-serve basis.

The procurement of ten (10) vehicles will be aligned thus- five (5) small vehicles and five (5) large vehicles, all vehicles will be acceptable for use with Houston roads and weather conditions, including accessing areas that may have minor flooding, so that agency personnel can respond to emergencies both timely and safely.

The HHA Procurement Department requested competitive proposals for the purchase and lease of vehicles two times. Both instances resulted in a single proposal, from Classic Leasing. Both issuance of the solicitation, HHA called and spoke directly with fleet managers at vehicle dealerships and directly with leasing agencies that deal with company fleets.

**ADVERTISEMENT**

On January 13<sup>th</sup>, 2023, a legal notice advertising RFP 23-07 Fleet was posted in the Houston Chronicle and in the Houston Business Journal, followed by the Forward Times on January 18, 2023.

In addition to posting RFP 23-07 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to vehicle dealerships across the City of Houston and surrounding communities; and to leasing agents. Procurement staff also placed phone calls directly to dealerships in the Houston and surrounding markets discussing the posting of the RFP with their fleet managers.

Interested parties were also able to access RFP 23-07 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); 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**

The following HHA staff evaluated the three (3) responsive proposals received:

- Michal Rogers – Vice President Fiscal & Business Operations
- Cupid Alexander – Senior Vice President Operations
- Brian Terry – Director of Security

The proposal was reviewed individually and evaluated according to the following seven (7) criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile	5
Experience in Leasing and Selling Vehicles	10
Condition of the Vehicles	20
Age of the Vehicles	20
Fee Schedule	20
Vehicle Warranty	20
M/WBE Participation	5
<b>Total</b>	<b>100</b>

After each scoresheet was submitted the totals were tabulated as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
<b>1</b>	Classic Leasing	N/A	<b>86</b>

During the review process, it was noted that Classic Leasing is well qualified to provide vehicles to HHA. There are no conflicts of interest, and Berman Hopkins CPAs & Associates, LLP is not on the HUD Debarment List.

**RECOMMENDATION**

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

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