



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3815

At the meeting of the Houston Housing Authority Board of Commissioners, on **September 16, 2024**, the following resolution was moved by **Alton Smith** and seconded by **Kenneth C. Li**:

Resolution: That the Houston Housing Authority Board of Commissioners authorize the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) with Amazon Business and Tejas Office Products for the purchase of office supplies and other required materials and supplies. pursuant to the memorandum dated September 3, 2024 from Austin Y. Crotts, Procurement Manager to David A. Northern Sr. President & 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
J. Proler, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E.G. Carter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Smith, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Kirkendoll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Aceves-Lewis*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Li	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Not Present: C. Aceves-Lewis*

(SEAL)

David A. Northern, Sr.

David A. Northern, Sr. (Sep 17, 2024 20:52 CDT)

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



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Amazon Business and Tejas Office Products.

2. Date of Board Meeting: September 17, 2024

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorize the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) with Amazon Business and Tejas Office Products for the purchase of office supplies and other required materials and supplies. pursuant to the memorandum dated September 3, 2024 from Austin Y. Crofts, Procurement Manager to David A. Northern Sr. President & CEO.

4. Department Head Approval Signature *Austin Crofts*
Austin Crofts (Sep 10, 2024 14:17 CDT) Date: _____

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature *Michael D. Rogers*
Michael D. Rogers (Sep 10, 2024 13:31 CDT) Date: _____

6. Approval of President & CEO

Signature *David A. Northern, Sr.*
David A. Northern, Sr. (Sep 10, 2024 14:44 EDT) Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN SR., PRESIDENT & CEO
FROM: AUSTIN Y. CROTTIS, MANAGER OF PROCUREMENT
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH AMAZON BUSINESS AND TEJAS OFFICE PRODUCTS.
DATE: SEPTEMBER 3, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President and CEO to take all necessary actions to negotiate, execute and make any necessary changes and corrections to a one-year contract, with an option to renew four (4) additional years (in one-year increments) with Amazon Business and Tejas Office Products.

BACKGROUND:

The intent of RFP 24-21 Office Supplies is to ensure HHA is provided with negotiated pricing for office supplies and other required materials and supplies for the main office and properties. Consequently, the PMC's will be required to purchase office supplies from contracted suppliers. All supplies are purchased on an "as needed basis".

Leveraging the aggregated requirements of the PMC's into HHA's solicitations ensures that similar goods and services are procured efficiently across HHA's property portfolio.

To encourage competition and obtain the best pricing from the proposers, RFP 24-21 Office Supplies contained the following historical top ten (10) historical office supplies items HHA purchased by quantity from June 1, 2018, to June 30, 2018:

8.5 x 11 Copy Paper 20#	Desk Pad Calendars
6 Section Folders	Small Binder Clips
Tape	Dry Erase Markers
Post-it Notes	Paper Towels
Mini Binder Clips	Air freshner

The total price for the historical top ten (10) items would be used for comparative purposes during the review of the responses to RFP 24-21 Office Supplies.

ADVERTISEMENT

On May 17, 2024, HHA's Procurement Department posted a legal notice advertising Request for Proposal 24-21 (RFP 24-21) Office Supplies on its website, and in the Forward Times, Houston Business Journal and Houston Chronicle Newspapers.

In addition to posting RFP 24-21 on its website, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List. The Bidder’s list was created using HHA’s vendors’ registration data and a search of potential proposers online.

Interested parties were also able to access RFP 24-21 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”); and, the Houston Chapter of the National Association of Minority Contractors (“NAMC”).

EVALUATION PROCESS

On July 10, 2024 HHA’s Procurement Department opened four (4) sealed proposals, which were evaluated, independently, by the following HHA staff members:

- Anna Hawkins – Sr. Executive Assistant to the President & CEO
- Christie Reyna – Executive Administrative Assistant
- Jacqueline Branch – Executive Administrative Assistant

All responses to RFP 24-21 received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Ability to Process Blanket Purchase Orders	15
Establish a Dedicated Website	15
Conduct Business Reviews	10
Provide Customer Service	10
Pricing – The total price of historical top ten (10) office supply items	25
Pricing – Discount Pricing	25
Total Score	100

Table below provides the scores of the responses reviewed and scored by the committee and finalized by HHA’s Procurement Department:

Rank	Firm/Company	M/WBE	M/WBE Participation	Evaluation Rating
1	Amazon Business	N/A	Yes	92
2	Tejas Office Products	MBE	Yes	76
3	Pacific Star	MBE	Yes	68
4	Global Industrial	N/A	N/A	57

The Evaluation Committee, after analyzing the scores, determined a shortlist was not needed, and recommended the award to Amazon Business and Tejas Office Products.

The agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Amazon offers supplies through 3rd party sellers that are M/WBE

businesses. Personnel authorized to make purchases can select and purchase from these sellers. Tejas is agreeing to utilize 30% of HHA's spend with M/WBE businesses.

References have been checked and returned positive. There are no conflicts of interest and firm(s) are not on the HUD Debarment List

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorize the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) with Amazon Business and Tejas Office Products for the purchase of office supplies and other required materials and supplies. pursuant to the memorandum dated September 3, 2024 from Austin Y. Crotts, Procurement Manager to David A. Northern Sr. President & CEO.