

AGENDA
ALBANY HOUSING AUTHORITY
BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING
Tuesday, July 11, 2017 at 3:00 P.M.
200 South Pearl Street
Board Room

1. Roll Call

Present Absent

Michael Whalen
 Father James Lefebvre
 Kelly Kimbrough
 Linda Mallory Mitchell
 Mark Bobb-Semple
 Melvena Jenkins
 Mary Ann Hines

2. Community Forum

3. Reading and approval of the minutes of the previous meeting held June 13, 2017

4. Action Calendar

07-17-27 Approval to enter into 1 year contract with MCW, Inc. of Malta, NY to provide Janitorial Services in accordance with their proposal submitted in response to Invitation for Bids # 0025-C-17-016 which was publically issued and advertised in accordance with AHA’s procurement policy. The incumbent, Jan Pro of the Capital District, and Executive Cleaning Services of Albany, Inc. Albany, NY also submitted bids and AHA scored MCW highest of the three. The contract will be for an initial term of 12 months with options to extend the contract for 4 additional 12 month terms on mutual agreement pending legal review.

07-17-28 Approval to amend the current AHA Cell phone policy (attached) which authorizes the Executive Director to approve personal cell phone usage for business to be compensated \$25.00 per month for phone only and \$32.00 per month to include data.

07-17-29 Approval to award Contract #12-2017-3A Exterior Painting and Masonry Repairs at 138-140 Franklin Street, 44 Broad Street, 45 Broad Street and 96 Schuyler Street to the lowest responsible bidder, PCC Contracting, Inc., in an amount not to exceed \$398,000 pending determination of available funds.

2nd lowest bidder: Creative Energy \$425,000.
 3rd lowest bidder: DeBrino Caulking, Inc. \$437,825.00.

07-17-30 Approval to enter into a one (1) year contract with lowest bidder K. Sepulveres Consulting for Low Income Housing Tax Credit (LIHTC) File Review Services in accordance with their proposal submitted in response to Request for Proposals # 0025-C-16-026 which was publically issued and advertised in accordance with AHA’s procurement policy. Contract terms allows a maximum of 4 additional one (1) year option period, at AHA’s discretion.
 Additional bidders: Quantum Realty Management, LLC and Quadel Consulting

5. Reports of Committees
6. Unfinished Business
7. New Business
8. Report of the Executive Secretary
 - A. Monthly Management Report
 - B. Monthly Financial Report
 - C. Personnel Report
 - D. Items for Advisement and Discussion
 1. **Purchase of 2017 Ford Explorer Police vehicle.** This purchase will replace the current Dodge Charger Police vehicle. Having come to the end of its useful life the Charger will be sold at auction through the govdeals.com website. The replacement 2017 Explorer price is \$28,980.64 coming off the NYS Contract for Police Vehicles - Onondaga Bid #7418 2017. The vendor is Van Bortel Ford of East Rochester, NY. Estimated time for delivery is 12-16 weeks. Accounting is analyzing short term financing for purchase versus cash flow.
 2. **North Albany Post Repair.** 44 posts will be replaced by the lowest responding bidder, Stuart Development Firm for a total amount of \$25,020.16 (\$568.64/each) per the results of the solicitation and cost analysis.
 3. **200 South Pearl Street Roof Repair:** The roof at the main office is in need of repair. Three prices were procured, Mid State industries of Schenectady, NY. was the low bidder in the amount of \$27,921.00 This price reflects the complex nature of the repair due to its location (city sidewalk) and the extensive use of scaffolding.
 - Bank Balance as of 7/6/2017
9. Adjournment –

NEXT MEETING:

Tuesday, August 8, 2017 @ 3:00 p.m.
200 South Pearl Street, Albany, New York 12202