



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS  
BOARD MEETING**

*January 13, 2010*

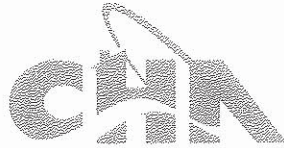
*Charlotte Housing Authority  
1301 South Boulevard  
Charlotte, NC 28202*

*Mission Statement*

*“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”*

*David Jones-Chairman  
Rodney W. Moore-Vice Chairman*

*Dan Page  
Will Miller  
Joel Ford  
Lucille Puckett  
Benjamin Hill  
Geraldine Sumter*



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

***SPECIAL  
BOARD MEETING***

**BOARD OF COMMISSIONERS' MEETING**

***January 13, 2010***

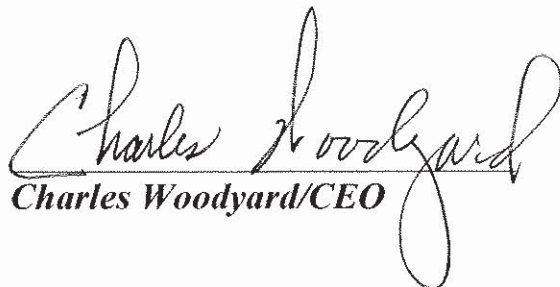
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***NOTICE*** is hereby given that a ***Special*** Board meeting of the Board of Commissioners' of the Housing Authority of the City of Charlotte will be held on ***January 13, 2010*** as follows:

**TIME/Date:**        ***10:00 A.M.***  
                              ***January 13, 2010***

**LOCATION:**         ***1301 South Boulevard***  
                              ***Charlotte, NC 28203***

**TOPIC:**             ***Procurement Issues***

  
***Charles Woodyard/CEO***

# Housing Authority of the City of Charlotte Special Meeting of the Board of Commissioners

*Central Office  
1301 South Boulevard  
Charlotte, NC 28203*

*January 13, 2010*

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*10:00 p.m. - Special Board Meeting Convenes:*

## **Special Meeting Agenda:**

1. Pledge of Allegiance
2. Additions to the Agenda
3. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *January 8, 2010 (Tab 3)*
4. **Consent Agenda Action Items:**
  - A. Approve Procurement Contract – BAJ Access – CHA Wide
  - B. Approve Procurement Contract – Water Line Relocation – Sunridge Community Center
  - C. Approve Procurement Contract – Re-Roofing Services – Victoria Square
  - D. Approve Procurement Contract – Paving Services – Various Sites
  - E. Approve Procurement Contract – Re-Roofing Services – Robinsdale

## **Executive Session**

**Business Agenda items for the January 13, 2009 Special Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**3.A Approve Procurement Contract – BAJ Access – CHA Wide**

<b>Action:</b> <b>Approve Contract for the Procurement of Surveillance Camera Services for work CHA-WIDE from BAJ ACCESS for \$628,340.50.</b>
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**Staff Resource:**      Ralph Staley/Steve Lamphere/Cheryl Campbell

**Key Business:**      Finance and Administration/Capital Assets

**Strategic Goal:**      Attain Long Term Financial Viability

**Explanation:**  
On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<b><u>Dollar Threshold</u></b>	<b><u>Procurement Classification</u></b>
\$100,000	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

The contract with BAJ Access for surveillance cameras and installation services for \$628,340.50 (bid of \$613,015.50 plus 2.5% or \$15,325.00 contingency, to be used at Owner’s direction for possible unexpected field conditions) requires Board approval in order to proceed with the improvements.

In May, staff approached CMPD about our desire to install surveillance cameras at CHA properties as a proactive crime prevention measure and a tool to assist in meeting the 5% crime reduction goal in our Moving Forward plan reducing crime. One of our requirements for this work is to provide CMPD a way to seamlessly have access to the recordings at CHA properties. CMPD has expressed a desire to gain access to our system and give the patrol officers and their command center

this additional tool. BAJ Access Security installed the camera system currently being utilized by CMPD.

They are well known and held in high regard by CMPD. Therefore, staff visited each property with representatives from BAJ to identify camera locations that would maximize visual coverage.

Utilizing the same technology as CMPD uses for our camera systems will allow import of CHA data directly into CMPD's system with no modification or cost to the CMPD system. Therefore, CHA selected BAJ Access Security to access our sites for coverage and submit pricing.

**Noncompetitive Procurement:**

This Procurement utilizing noncompetitive proposal method is authorized and may be used when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and is authorized under the following circumstances, 24 CFR 85.36(d)(4)(i)(A) and (C).

The Surveillance Network Contract will include all items and services to be purchased to include the design, install and set-up the CHA wide network of surveillance equipment in accordance with the current network requirements of the Charlotte, Mecklenburg Police Department. This coordination and network set-up of surveillance cameras, recorders and other network systems will guarantee that the CHA surveillance system, when completed, will work seamlessly with CMPD's existing surveillance systems installed at various locations throughout the city.

CMPD patrol officers and their command center will now have the ability to immediately view CHA surveillance data at any time. By being on the same system it will give CMPD more resources to assist with addressing the crime issues and investigation in solving crimes.

CHA staff has met with nine of the family sites to discuss the project and obtain survey data specifically related to their perceptions about crime in their community. Response to this planned project from residents has been extremely positive. All family properties with the exception of Savanna Woods and Tall Oaks are included. These two properties were excluded due to planned re-positioning.

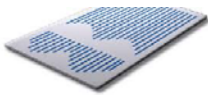
Direct factory purchased equipment is approximately 73% of the costs of this project. Of the remaining 27% labor expense, 18% (of the 27%) is being provided by an MWBE electrical subcontractor.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
TBD/Pending	\$628,340.50	BAJ Access	\$0.00

**Committee Discussion:**  
None

**Funding:**  
ARRA Grant

**Attachment:** BAJ Quote.



# Quotation

4400 Morris Park Drive, Suite B  
Charlotte, NC 28227  
Telephone: 704-545-9933  
FAX: 704-545-9910  
E-mail: james.stroup@bajaccess.com

**BAJ ACCESS SECURITY, INC.**

To: Mr. Allison Preston  
Charlotte Housing Authority

Quotation #:  
Date: December 30, 2009  
Project: Housing CCTV

ITEM	QUANT.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		This quotation is to provide working CCTV systems at the sites listed below		
A	1	Southside Homes	\$139,852.36	\$139,852.36
B	1	Victoria Square	\$30,911.24	\$30,911.24
C	1	Dillehay Courts	\$89,316.63	\$89,316.63
D	1	Leafcrest Homes	\$47,595.56	\$47,595.56
E	1	Meadow Oaks	\$42,666.55	\$42,666.55
F	1	Tarlton Hills	\$45,751.30	\$45,751.30
G	1	Robindale	\$36,253.16	\$36,253.16
H	1	Gladedale	\$29,682.93	\$29,682.93
I	1	Wallace Woods	\$34,179.55	\$34,179.55
J	1	Cedar Knoll	\$38,923.21	\$38,923.21
K	1	Sunridge	\$27,971.12	\$27,971.12
L	1	Mallard Ridge	\$26,891.20	\$26,891.20

Quotation valid for 60 days.

Quotation prepared by: James Stroup

This quotation on the goods and services named are subject to the terms and conditions

<p>TERMS: Equipment: - Net 30 Days from date of invoice    Services/Installation: - Net 10 Days from completion date  Freight: - F.O.B. Shipping Point unless otherwise specified. Applicable State Sales Taxes will be added to Invoice.</p>
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**3.B Approve Procurement Contract –Water Line Relocation - Sunridge Community Center**

**Action:** Approve Contract for the Procurement of Upgrade Services at the Community Center at Sunridge from Econ International for \$84,944.

**Staff Resource:** Ralph Staley/Steve Lamphere/Cheryl Campbell

**Key Business:** Finance and Administration/Capital Assets

**Strategic Goal:** Attain Long Term Financial Viability

**Explanation:**

On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this Vendor, this Procurement action for \$84,944 (bid of \$78,444 plus \$6,500 for waterline relocation and incidental contingency) will exceed the total dollar threshold during the twelve month period and must be approved by the CHA Board. The Purchase contract with Econ International for Community Center Upgrade services at Sunridge requires Board approval of this agenda item to proceed with the improvements. Staff obtained six (6) quotes for the necessary work, with Econ International being low bidder.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
TBD/Pending	\$84,944	Econ International	\$108,722.00*

\*(previously competitively bid HVAC and Fire Restoration projects)



**Committee Discussion:**

None

**Section 3/MWBE Consideration:**

100% MWBE; Section 3 to be determined at pre-construction conference.

**Funding:**

ARRA Grant

**Attachment:**

None

**3.C Approve Procurement Contract - Re-Roofing Services - Victoria Square**

**Action: Approve Contract for the Procurement of Re-Roofing Services for work at Victoria Square from Hall Builders for \$53,500.**

**Staff Resource:** Ralph Staley/Steve Lamphere/Cheryl Campbell

**Key Business:** Finance and Administration/Capital Assets

**Strategic Goal:** Attain Long Term Financial Viability

**Explanation:**

On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<b><u>Dollar Threshold</u></b>	<b><u>Procurement Classification</u></b>
\$100,000	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this vendor, this Procurement action for \$53,500 (bid of \$52,000 plus \$1,500 for roof decking contingency) will exceed the total dollar threshold during the

twelve month period and must be approved by the CHA Board. The Purchase contract with Hall Builders for re-roofing services at Victoria Square requires Board approval of this agenda item to proceed with the improvements. Staff obtained two (2) quotes for the necessary work, with Hall Builders being low bidder.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
TBD/Pending	\$53,500	Hall Builders	\$194,597.00*

\*(previously competitively bid roofing projects, awarded 1 of 3 Lots)

**Committee Discussion:**

None

**Section 3/MWBE Consideration:**

100%, Hall Builders is a MWBE; Section 3 to be determined at pre-construction conference.

**Funding:**

ARRA Grant and Capital

**Attachment:**

None

**3.D Approve Procurement Contract - Paving Services - Various Sites**

**Action:** Approve Contract for the Procurement of Paving Services for work at various CHA sites from Red Clay Industries, Inc. for \$78,447.

**Staff Resource:** Ralph Staley/Steve Lamphere/Cheryl Campbell

**Key Business:** Finance and Administration/Capital Assets

**Strategic Goal:** Attain Long Term Financial Viability

**Explanation:**

On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

**Dollar Threshold**      **Procurement Classification**

\$100,000                      Construction, Maintenance or Repair contracts.  
 \$50,000                        Purchase of apparatus, supplies, materials and equipment.  
                                       Also including service contracts, consultants, architects and  
                                       engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this vendor, this Procurement action for \$78,447 will exceed the total dollar threshold during the twelve month period and must be approved by the CHA Board. The Purchase contract with for additional paving services provided for work as shown below for additional patching required per current field conditions (price based on unit price requested in original bid):

Site	CO Amount	Patching	Funding
Dillehay	\$ 17,930	4,902 sf	ARRA
Victoria	\$ 171	218 sf	ARRA
Claremont	\$ 4,322	1,309 sf	ARRA
Edwin	\$ 140	157 sf	ARRA
Gladedale	\$ 6,290	1,935 sf	ARRA
Southside	\$ 14,595	3,520 sf	ARRA
Mallard	\$ 10,049	2,155 sf	ARRA
Wallace Woods	\$ 24,950	new work	ARRA
Total C.O.	\$ 78,447		

<b><u>Contract Number</u></b>	<b><u>Cost</u></b>	<b><u>Vendor</u></b>	<b><u>Total Paid To Date</u></b>
TBD/Pending	\$78,447	<b>Red Clay Industries</b>	\$206,595

**Section 3/MWBE Consideration:**  
 Section 3: 2 contracts (\$62,000) & 3 hires/MWBE – 21%

**Committee Discussion:**  
 None

**Funding:**  
 Project budget.

**Attachment:**  
 None

**3.E Approve Procurement Contract - Re-Roofing Services - Robinsdale**

<b>Action:</b> Approve Contract for the Procurement of Re-Roofing Services for work at Robinsdale from Baker Roofing for \$61,981.
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**Staff Resource:** Ralph Staley/Steve Lamphere/Cheryl Campbell

**Key Business:** Finance and Administration/Capital Assets

**Strategic Goal:** Attain Long Term Financial Viability

**Explanation:**  
On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

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Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

For this Vendor, this Procurement action for \$61,981 (bid of \$60,481 plus \$1,500 for roof decking contingency) will exceed the total dollar threshold during the twelve month period and must be approved by the CHA Board. The Purchase contract with Baker Roofing for re-roofing services at Robinsdale requires Board approval of this agenda item to proceed with the improvements. Staff obtained three (3) quotes for the necessary work, low bidder was non-responsive due to lack of general contractor's license.

<b><u>Contract Number</u></b>	<b><u>Cost</u></b>	<b><u>Vendor</u></b>	<b><u>Total Paid To Date</u></b>
TBD/Pending	\$61,981	Baker Roofing	\$109,808.00*

\*(previously bid Seneca & McAlpine roofing)

**Committee Discussion:**

None

**Section 3 MWBD Consideration:**

Section 3 and MWBD has been included as part of the overall scoring process.

**Funding:**

ARRA Grant.

**Attachment:**

None.

**MINUTES OF THE SPECIAL BOARD MEETING  
OF THE COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE CITY OF CHARLOTTE  
CONFERENCE CALL  
HELD ON FRIDAY, JANUARY 8, 2010**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a *Special* meeting via *conference call* on Friday, January 8, 2010 at 11:00 a.m.

**Present:**        *Chairman David Jones*  
                      *Vice-Chairman Rodney Moore*  
                      Commissioner Joel Ford  
                      Commissioner Ben Hill  
                      Commissioner Lucille Puckett  
                      Commissioner Will Miller

**Also Present:** Charles Woodyard, CEO  
                      Cheryl Campbell, Deputy COO  
                      Steve Lamphere, Procurement Director  
                      Ralph Staley, CFO

Chairman Jones officially called the conference call meeting to order at approximately 11:00 a.m. All parties were connected via conferencecall.com process.

**Business Agenda**

**3.A    Approve Procurement Contract – Emergency Roofing Repairs at the Carole Hoefener Center:**

Approve contract for the procurement of emergency roofing repair services for work at Carole Hoefener Center form Baker Roofing for \$8,450.00.

Note: There following comments were received: Commissioner Ford stated that for the record he recently visited the Hoefener Center and the surrounding outside grounds were in deplorable condition. He asked Cheryl Campbell, Deputy COO, whose responsibility was it to keep the grounds maintained? She responded that it is the responsibility of Park & Recreation. Although the center has been closed during the leak situation, she would be in contact with the proper person concerning this matter immediately.

Commissioner Miller questioned when was the gym closed? Ms. Campbell responded that some time around Thanksgiving. Chairman Jones stated that since the leak was discovered at Thanksgiving why hasn't it been brought before the Board in a timelier manner? Ms. Campbell, explained that CHA's structural engineer had to review and evaluate the site to determine the point of entry of the water, and then what will be the next step.

Commissioner Ford questioned when is the work due to commence? Ms. Campbell stated that the contractor was on standby, could have a crew ready on Monday, January 11, 2010.

Mr. Woodyard requested a timeline of occurrences from staff for review. Additionally he questioned Ms. Campbell that once the roof is repaired is it possible Park & Rec would move out of the building? She was unable to answer and would get back to Mr. Woodyard once she speaks with Park & Rec.

Chairman Jones then asked for a motion. This was the first motion given:

Motion was made by: Commissioner Ford fashioned a motion to approve up to \$8,450.00 directing staff to call two other roofers for quotes.

Motion was seconded by: Vice-Chairman Moore

Note: After discussion the motion was pulled and restated as follows.

Chairman Jones asked for a re-stated motion: The final motion for approval was: Approve roofing up to \$8,450.00 and then allow staff to go through the procurement process.

Motion was made by: Commissioner Ford

Motion was seconded by: Vice-Chairman Moore

Outcome: Passed unanimously

Chairman Jones then asked for a motion of adjournment.

Motion was made by: Vice-Chairman Moore

Motion was seconded by: There was not a seconded

Outcome: Passed unanimously

\*\*\*\*\*

Minutes respectfully prepared by: Barbara G. Porter  
Executive Assistant to the CEO