

Regular Meeting of the Board of  
Commissioners  
Thursday, August 24, 2017 8:30 AM  
1805 Harney St, Omaha, Nebraska 68102  
1823 Harney Street  
Omaha , NE 68102

1. ROLL CALL
2. ANNOUNCEMENT OF OPEN MEETINGS LAW
3. PUBLIC COMMENTS
4. REPORT OF CHIEF EXECUTIVE OFFICER
5. CONSENT AGENDA
  - 5.1. Minutes of Previous Regular Board Meeting
  - 5.2. Resolution 2017-66 Vacant Tenant Write offs
  - 5.3. Resolution 2017-67 Purchase F150 Pickup Truck
  - 5.4. Resolution 2017-68 Mold Rehab Renovation 2618 Washington

**RESOLUTION NO. 2017 – 68**  
**CONTRACT FOR 2618 WASHINGTON STREET RENOVATIONS**

**WHEREAS**, the Housing Authority of the City of Omaha (“OHA”) single-family property located at 2618 Washington Street, Omaha Nebraska, requires renovation to make the house habitable.

**WHEREAS**, OHA staff found that this home has been significantly damage by mold resulting from high humidity levels during the summer months, drafty windows and clogged gutters.

**WHEREAS**, an environmental consultant retained by OHA has recommended renovation of the unit to include replacement of drywall, replacement of lower kitchen cabinets, replacement of vinyl and carpet floors and gutter cleaning.

**WHEREAS**, a Request for Quotes (RFQ) was issued on June 23, 2017 and three contractors submitted bids prior to the deadline and those bids were from Ken & Associates at \$16,500.00, South O Roofing for \$17,140.00 and Rife Construction for \$35,977.00.

**WHEREAS**, this contract is being presented to the Board of Commissioners for approval because Ken & Associates was the low bidder on two projects this month for a total of \$32,650.00.

**WHEREAS**, OHA staff recommends that the OHA Board of Commissioners approve a contract for the renovation of 2618 Washington Street with Ken & Associates in the amount of \$16,500.00.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners of the Housing Authority of the City of Omaha hereby approves a contract with Ken & Associates for the renovation of 2618 Washington Street in the amount of \$16,500.00.

\_\_\_\_\_  
Jennifer Taylor, Chairman  
OHA Board of Commissioners

ATTEST

I, Judith Carlin, Assistant Secretary of the Housing Authority of the City of Omaha, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Omaha held August 24, 2017.

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Judith Carlin, Secretary  
Housing Authority of the City of Omaha

5.5. Resolution 2017-69 Mold Rehab Renovation 3643 Valley

# Memorandum



To: The Board of Commissioners

From: Steve Schrader, Director of Procurement & Capital Budgets

Date: August 24, 2017

Re: Recommendation for Contract – Renovation of 3643 Valley Street Mold Rehab

## RECOMMENDED ACTION:

The Housing Authority of the City of Omaha (hereinafter “OHA”) Staff recommends the OHA Board of Commissioners approve firm fixed contract with **Ken & Associates** to rehabilitate a single family residence located at 3643 Valley Street for an amount not to exceed of \$16,150.00. This contract would be for a term of 90 days.

This contract is being presented to the Board of Commissioners for approval because Ken & Associates was the low bidder on two projects this month for a total of \$32,550.00 for similar jobs.

## PREVIOUS ACTION:

OHA Staff found this home significantly damaged by high humidity levels, drafty windows and vandalism.

## EXPLANATION:

The OHA Contract Facilitator, upon notification from the Zone 5 manager Tabitha Wachal, visited 3643 Valley Street to find an uninhabitable situation. Mold was growing around every window (casing or trim) and the lower four feet of drywall around each room. The lower kitchen cabinets had to be removed due to mold and decay. This unit had also been vandalized with spray paint after the tenant vacated the residence.

After a full assessment of the situation, the environmental consultant recommended rehabilitation of this residence; to include but not limited to the replacement of drywall, main level window replacement, vinyl floors in kitchen and basement bathroom, restoration of the basement bathroom and replacement of lower kitchen cabinets.

## METHOD OF PROCUREMENT:

A Request for Quotes (RFQ) was issued on June 23, 2017.

Staff contacted four contractors who indicated they had the qualifications and experience necessary for the job. All have done business with OHA in the past. Three contractors walked through the home to assess the damage. Each contractor had until July 14, 2017 at 2 pm to return bids to OHA at 1805 Harney. Three contractors responded with bids.

Contractor	Bid	DBE	Section 3
Ken & Associates	\$16,150.00	Yes	Yes
HHERS	\$22,800.00	Yes	Yes
Rife Construction	\$41,494.00	No	No
Futures	No response	Yes	Yes

## RESPONSIVE AND RESPONSIBLE:

Staff evaluates all bidders to determine that they are both responsive and responsible. Ken & Associates is responsive and responsible.

**PROJECT COST:**

Job cost not to exceed \$16,150.00.

**SOURCE OF FUNDS:**

2016 Capital Fund Grant

**ONGOING FISCAL IMPACT:**

None.

**MBE/WBE INFORMATION:**

OHA’s disadvantaged business enterprise (DBE) policy requires awarding ten percent of all contracts awarded annually to MBE/WBE business concerns. Ken & Associates is a Disadvantaged Business Enterprise (DBE).

**SECTION 3 INFORMATION:**

Ken & Associates is a Section 3 Business Concern. Ken & Associates does not anticipate hiring additional personnel to support this contract.

**SPONSORS:**

Murphy Knight, Contract Administrator	_____
Carl Calvert, Project Facilitator	_____
Steve Schrader, Director of Procurement and Capital Budgets	_____
Greg Knudtson, Finance Director	_____
Brian Hanson, General Counsel	_____
Gale Sayers, COO	_____

**RECOMMENDED BY:**

\_\_\_\_\_  
Judith Carlin, CEO

**RESOLUTION NO. 2017 – 69**

**CONTRACT FOR 3643 VALLEY STREET RENOVATIONS**

**WHEREAS**, the Housing Authority of the City of Omaha (“OHA”) single-family property located at 3643 Valley Street, Omaha Nebraska, requires renovation to make the house habitable.

**WHEREAS**, OHA staff found that this home has been significantly damage by mold resulting from high humidity levels during the summer months, drafty windows and vandalism.

**WHEREAS**, an environmental consultant retained by OHA has recommended renovation of the unit to include replacement of drywall, window replacement, vinyl floor replacement, restoration of the basement bathroom and replacement of kitchen cabinets.

**WHEREAS**, a Request for Quotes (RFQ) was issued on June 23, 2017 and three contractors submitted bids prior to the deadline and those bids were from Ken & Associates at \$16,150.00, HHERS for \$22,800.00 and Rife Construction for \$41,494.00.

**WHEREAS**, this contract is being presented to the Board of Commissioners for approval because Ken & Associates was the low bidder on two projects this month for a total of \$32,650.00.

**WHEREAS**, OHA staff recommends that the OHA Board of Commissioners approve a contract for the renovation of 3643 Valley Street with Ken & Associates in the amount of \$16,150.00.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners of the Housing Authority of the City of Omaha hereby approves a contract with Ken & Associates for the renovation of 3643 Valley Street in the amount of \$16,150.00.

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Jennifer Taylor, Chairman  
OHA Board of Commissioners

ATTEST

I, Judith Carlin, Assistant Secretary of the Housing Authority of the City of Omaha, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Omaha held August 24, 2017.

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Judith Carlin, Secretary  
Housing Authority of the City of Omaha

5.6. Resolution 2017-70 HVAC Replacement & Repair Service Contract Renewal

5.7. Resolution 2017-71 Carpet and VCT Tile Contract Renewal

# Memorandum



To: The Board of Commissioners

From: Steve Schrader, Director of Procurement & Capital Budgets

Date: August 24, 2017

Re: Recommendation for Contract Renewal – Carpet & VCT Replacement

**RECOMMENDED ACTION:**

Omaha Housing Authority (hereinafter “OHA”) staff recommends the OHA Board of Commissioners approve contract renewals to **Keystone Carpets and Carpetland** in an amount not to exceed \$150,000.00 jointly and severally. These contract renewals are for one (1) year with the right to renew three (3) additional terms with Board of Commissioner approval.

PREVIOUS ACTION:	Resolution	Effective Date	Amount	Cumulative Amount	Renewals available	Number of Vendors	Expire Date
Contract 16-CARPET-48	2016-48	9/15/2016	\$ 280,000	\$ 280,000	4	1	9/14/2017
CURRENT RECOMMENDED ACTION:							
First Renewal	2017-TBD	9/15/2017	\$ 150,000	\$ 430,000	1	1	9/14/2018

VENDOR INFORMATION:	Expended last 10 months	Task Orders	Cumulative Amount	MBE/WBE	Section 3 Business	Section 3 Participant
Keystone Carpet	\$96,599	\$ 27,863	\$ 124,462	No	No	Yes
Carpetland	\$33,112	\$ 0	\$ 33,112	No	No	Yes
			<b>\$ 157,574</b>			

PROJECT COST:	Original Solicitation	Funding Source	Contract Type
OHA typically expends between \$200,000 and \$250,000 per year for carpet and tile replacement services. OHA expended \$157,574 in the last ten months for an annual rate of \$189,088.	IFB	Carpet replacement is funded by the property.	I.D.I.Q. *

**SPONSOR(S):**

- Susan Gilroy, Director of Operations \_\_\_\_\_
- Terence Jackson, Director of Operations \_\_\_\_\_
- Murphy Knight, Contract Administrator \_\_\_\_\_
- Steve Schrader, Procurement Director \_\_\_\_\_
- Greg Knudtson, Finance Director \_\_\_\_\_
- Brian Hansen, General Counsel \_\_\_\_\_
- Gale Sayers-Proby, COO \_\_\_\_\_

**RECOMMENDED BY:**

\_\_\_\_\_  
*(Signature of Judith Carlin, CEO)*

Draft for review and approval by the OHA Procurement Committee August 22, 2017

**RESOLUTION NO. 2017 – 71**  
**CARPET & VCT TILE REPLACEMENT CONTRACT RENEWAL**

**WHEREAS**, the Housing Authority of the City of Omaha (OHA) currently has contracts with Keystone Carpets and Carpetland for carpet and VCT tile replacement services at all OHA and Housing in Omaha, Inc. (HIO) properties; and

**WHEREAS**, the contract expires on September 14, 2017, and has an option to renew for four additional one-year terms upon OHA Board Approval; and

**WHEREAS**, OHA seeks to exercise the one-year renewal option of the contract; and

**WHEREAS**, the previous contract amount was for \$280,000.00, with \$157,574.00 expended to date, and staff would like to increase the funding by \$150,000.00, jointly and severally, for a total contract amount of \$430,000.00; and

**WHEREAS**, funding will be allocated from operating budgets of each property or capital funds, depending on the project; and

**WHEREAS**, OHA Staff recommends that the OHA Board of Commissioners approve a one-year renewal to the contracts currently held with Keystone Carpet and Carpetland and hereby increases the contracts in an amount not to exceed \$150,000.00, jointly and severally, for carpet and VCT tile replacement services at all OHA and HIO owned properties.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners of the Housing Authority of the City of Omaha hereby approves a one-year renewal to the contracts currently held with Keystone Carpet and Carpetland, and hereby increases the contracts in an amount not to exceed \$150,000.00, jointly and severally, for carpet and VCT tile replacement services at all OHA and HIO properties.

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Jennifer Taylor, Chairman  
OHA Board of Commissioners

ATTEST

I, Judith Carlin, Secretary of the Housing Authority of the City of Omaha, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Omaha held August 24, 2017.

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Judith Carlin, Secretary  
Housing Authority of the City of Omaha

- 5.8. Resolution 2017-72 Contract Renewal Accounting Services
- 5.9. Resolution 2017-73 Five Year Action Plan
- 6. BUDGET AND FINANCES
  - 6.1. Program Financials
  - 6.2. Agency Wide Balance Sheet
  - 6.3. Vendor Payables
- 7. ASSET MANAGEMENT
  - 7.1. Omaha Housing Authority
  - 7.2. Housing In Omaha
- 8. HOUSING CHOICE VOUCHER PROGRAM
- 9. HOUSING IN OMAHA, INC. (HIO)
- 10. SUPPORT DEPARTMENT REPORTS
  - 10.1. Development
  - 10.2. Procurement/Contracting/Capital Budgets
  - 10.3. Human Resources
  - 10.4. Family and Community Services
  - 10.5. Public Safety
  - 10.6. Legal
- 11. NEW BUSINESS
- 12. EXECUTIVE SESSION
- 13. Adjournment