

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2014-8

WHEREAS, as of June 30, 2014, the Princeton Housing Authority has vacated tenant accounts receivable consisting of five (5) individuals; and

WHEREAS, the Executive Director has requested that the vacated tenant outstanding balances, for 5 individuals, in the amount of \$3,394 be written off;

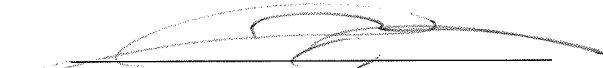
WHEREAS, the Executive Director is currently pursuing collection and will continue to pursue collection even after the balances are written off.

NOW THEREFORE, BE IT RESOLVED that the governing body of the Princeton Housing Authority does hereby resolve to write off the vacated tenant accounts receivable totaling \$3,394.00.

Motion McGowen Second Brooks

Governing Body Member: Aye Nay Abstain Absent

Leighton Newlin	✓
Henry Pannell	✓
Tobin Levy	✓
Linda Sipprelle	✓
Rev. Dr. Deborah Brooks	✓
Alvin McGowen	✓
Bertha Logan	✓


Secretary's Signature

9/16/14
Date

T. Casperson	118.00
L. Delma	97.00
J. Moore	2,194.00
M. Tedeschi	127.00
S. Turcus	858.00

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2014-9

WHEREAS, the Princeton Housing Authority is required to procure an annual audit by an Independent Public Accountant; and

WHEREAS, the PHA advertised the RFP for Auditing Services in the Princeton Packet; and

WHEREAS, one firm requested RFP documents and one audit proposals was received and evaluated according to the points system indicated in the request for proposals; and

WHEREAS, Polcari & Company, CPA of Wayne, NJ received the highest scoring on the evaluation and submitted a proposal with the same cost as 2013.

NOW THEREFORE, BE IT RESOLVED that the governing body of the Princeton Housing Authority does hereby resolve to approve the Agreement for Audit Services (Audit Contract), in the amount of \$9,262, to Polcari & Company, CPA for the twelve month period ending June 30, 2014.

Motion Brooks Second McGowen

Governing Body Member:	Aye	Nay	Abstain	Absent
Leighton Newlin	✓			
Toby Levy	✓			
Henry Pannell	✓			
Linda Sippelle	✓			
Rev. Dr. Deborah Brooks	✓			
Alvin McGowen	✓			
Bertha Logan	✓			


Secretary's Signature

9/16/14
Date

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2014-10

WHEREAS, the PHA has a need to provide supportive services to its senior and disabled residents along with Social Worker expertise to the administrative staff for handling resident health and safety issues; and

WHEREAS, the PHA and PSRC have a working relationship that dates back to 1973; and


WHEREAS, the attached MOU between the PHA and PSRC covers the period of July 1, 2014- June 30, 2015; and

WHEREAS, AED Parsons recommends that the PHA approve the MOU with the PSRC for the twelve month period beginning July 1, 2014;

NOW THEREFORE, BE IT RESOLVED that the governing body of the Princeton Housing Authority does hereby resolve to approve the MOU with the PSRC along with a payment of \$12,000 to PSRC for the services to be provided.

Motion Sipprelle Second Bertha Logan

Governing Body Member:	Aye	Nay	Abstain	Absent
Leighton Newlin	✓			
Toby Levy	✓			
Henry Pannell	✓			
Linda Sipprelle	✓			
Rev. Dr. Deborah Brooks	✓			
Alvin McGowen	✓			
Bertha Logan	✓			


Secretary's Signature
9/16/14
Date

**PRINCETON HOUSING AUTHORITY
&
PRINCETON SENIOR RESOURCE CENTER**

MEMORANDUM OF UNDERSTANDING

This agreement made the 1st day of July, 2014, by and between the Princeton Housing Authority, hereinafter called “PHA” and the Princeton Senior Resource Center, hereinafter called “PSRC”.

The PHA and PSRC have a long history of cooperation dating back to 1974 which has evolved with the needs of the community and changing times.

The PHA wishes to contract with PSRC to provide services to older and disabled residents living in all of the PHA developments including Clay Street, Spruce Circle, Redding Circle, Karin Court, Maple Terrace and Franklin Terrace.

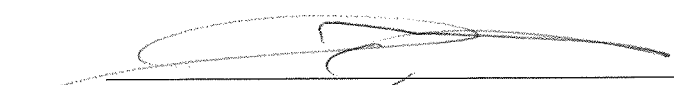
Services provided by PSRC will include, but are not limited to:

- Assessment and case management
- Caregiver support
- Assistance with benefit applications
- Consultations and brief counseling for individuals and families
- Information and linkage to area resources
- Volunteer visitors (HomeFriends)
- Linkage to transportation services, including voucher sales
- Programs during the year that promote health and socializing
- Professional consultation to PHA staff and accompaniment on visits on “sensitive issues”
- Arranging and overseeing programs and donations from outside providers that benefit residents, such as chore days, health screenings, intergenerational visiting, concert tickets.
- Monthly bulletin of programs offered
- An annual report of programs and services offered.

PHA will provide:

- Contact information on new residents so that they can be introduced to services.
- A signed confidentiality release form from any resident that they wish to discuss.
- Annual updated tenant lists with apartment and phone numbers.
- Office space at Spruce Circle, including three offices and 9-5 weekday use of the community room, including utilities, maintenance and custodial service for this space, and including supplies used by the custodian*. The “in-kind” value of these services and facility is approximately \$15,541 annually.

PHA will pay PSRC for these services a sum of \$12,000 per year, to be paid in July.



Scott Parsons , Executive Director
Princeton Housing Authority

9/22/14
Date

Susan W. Hoskins, Executive Director
Princeton Senior Resource Center

Date

*Supplies provided by PHA: paper towels, toilet paper, trash bags.
Supplies provided by PSRC: hand and dish soap, cleaning supplies.

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF
THE PRINCETON HOUSING AUTHORITY**

RESOLUTION 2014-11

Awarding contract for roof replacement at Redding Circle – Family Site

WHEREAS, the Princeton Housing Authority has a need to procure services for the above captioned work items; and

WHEREAS, the Princeton Housing Authority is permitted to contract for such services pursuant to both the New Jersey Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-17 et. Seq.) and the New Jersey Public Contracts Law (N.J.S.A. 40A:11-1 et. Seq.); and

WHEREAS, pursuant to the Housing Authority’s Procurement Policy guidelines and N.J.S.A. 40A:11-4, the contract for renovations as set forth above was advertised for bid in the appropriate newspapers; and

WHEREAS, on September 10, 2014, ten (10) bids were received; and

WHEREAS, after review it was determined that Northeast Roof Maintenance, Inc. submitted the lowest responsible and responsive bid in accordance with N.J.S.A. 40A:11-4a in the amount of \$188,225.

WHEREAS, in their letter dated September, 16, 2014, our architects, Habitech Architects, recommended awarding the contract to Northeast Roof Maintenance, Inc.

NOW THEREFORE, BE IT RESOLVED that the governing body of the Princeton Housing Authority hereby authorizes and directs the Executive Director of the Housing Authority to execute said contract with Northeast Roof Maintenance, Inc. in the amount of \$188,225 and to take any and all necessary administrative actions to implement this resolution.

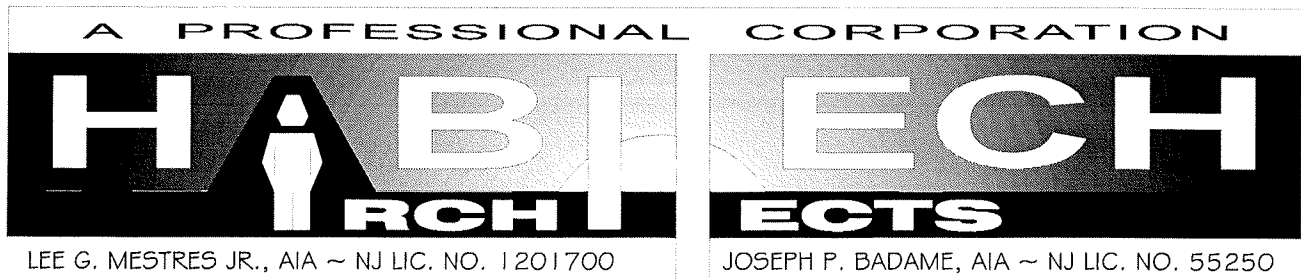
Motion Brooks Second Pannell

Governing Body Member: Aye Nay Abstain Absent

Leighton Newlin	✓
Henry Pannell	✓
Tobin Levy	✓
Linda Sippelle	✓
Rev. Dr. Deborah Brooks	✓
Alvin McGowen	✓
Bertha Logan	✓


Secretary’s Signature

9/16/14
Date



September 16, 2014

Scott Parsons
Assistant Executive Director
Housing Authority of the Borough of Princeton
1 Redding Circle
Princeton, New Jersey 08542

RE: Receipt of Bids – September 10, 2014; 10:00 a.m.
Shingle Roof Replacement at Redding Circle – Family Site

Dear Mr. Parsons:

The following is a summary of our portion of the review and evaluation of the bids received Wednesday, September 10, 2014 at 10:00 a.m. In making your final recommendation, kindly incorporate this information with your own evaluation and others that you may have requested of other Lakewood Housing Authority Staff and other sources:

BACKGROUND and SCOPE:

Generally, the work includes, but is not limited to: removing and replacing the existing asphalt shingles with new architectural shingles from the roofs of the two-story apartment buildings located in the Family Site portion of the Redding Circle development. The Office building and Maintenance building will also be included. Ancillary work, such as, gutter cleaning, minor soffit repairs, abandoned TV aerial removal and roof sheathing inspection/replacement will also be included.

BIDDING and BID RESULTS:

Advertising of the job was substantial seven sets of documents were distributed during the bidding period. A number of contractors who performed work for the Housing Authority and/or Architect in the past were among those who picked up plans. Ten of the contractors submitted bids. The bid results are attached. The architect's cost estimate of probable project cost is also attached.

SUBMITTED BID PACKAGE:

APPARENT LOW BIDDER: Northeast Roof Maintenance, Inc. - Their submitted package appears to be in order and complete. All documents in the required bid package were

submitted and appear to be properly executed. The contractor properly filled in his bid amounts in words and numerals and listed the subcontractors for the major trades to work on the project.

CONTRACTOR TELEPHONE INTERVIEWS:

A discussion with the Contractor revealed that they are using all the specified or approved equal products and that they are comfortable that their bid number includes all of the specified work. They indicated that they understood the scope and intent of the work and had the capability and resources to successfully execute the work. They indicated that they would sign a contract if it were awarded to their company.

CONTRACTOR PAST PERFORMANCE:

The Architect conducted several phone interviews with past clients for whom the Contractor performed work. All indicated that the Contractor performed his work in a very professional manner and indicated that they would work with them again.

STATUS OF BOND, CONSENT OF SURETY, AND BONDING COMPANY:

The contractor submitted a valid bid bond in the amount of 10% of the bid amount, not to exceed \$20,000 as required from the Companion Property and Casualty Insurance Company. The company is listed on the Treasury Circular 570 as a company certified to write bonds in the State of New Jersey. A consent of surety for a performance bond from the same company was included in the bid package.

STATUS OF THE DEBARRED LISTING WITH HUD:

Northeast Roof Maintenance, Inc. - A search of the HUD web site for parties excluded from federal procurement programs indicated that Northeast Roof Maintenance, Inc. was not on the list. A search made for variations of the company name as well as the owner's name and variations also produced no results.

CONFORMANCE WITH PUBLIC WORKS CONTRACTOR REGISTRATION ACT (P. L. C 238):

Northeast Roof Maintenance, Inc. - According the affidavit required in the "Form of Proposal", in accordance with New Jersey Public Law C 238, the contractor is a Public Works Contractor, registered with the Department of Labor of the State of New Jersey.

PROJECT COST:

The architect's estimate for this work was \$195,000.00.

The bid submitted by the contractor of \$188,225.00, while lower than the Architect's estimate is reasonable. It is believed by the author that the work can be done for this figure.

CONCLUSION:

The low bidder appears qualified, and capable of doing the work and apparently willing to enter into contract. He is not debarred and is a registered New Jersey Public Works Contractor. The bid price is within the estimate scale.

If legal counsel indicates that all other bidding requirements have been met, we recommend that the Lakewood Housing Authority award this contract to Northeast Roof Maintenance, Inc. for the sum indicated above if sufficient funding can be secured.

DISCLAIMER:

While Habitech has made a good faith effort to evaluate and determine the suitability of the contractor, it cannot and will not guarantee the future performance of companies with which it has no relation to, prior knowledge of, nor control over. These evaluations are meant to assist the Housing Authority and to form a part of the investigation undertaken by the Lakewood Housing Authority from within and from other sources. Only after evaluating all these sources should a final decision be made regarding the award of a contract to the bidder.

Sincerely,



LEE G. MESTRES JR. AIA

cc:

ENCLOSURES:

Completed Bid Tabulation Form
Architect's Estimate of Probable Cost
Excerpt from Treasury Circular 570
Excerpts from the HUD debarred list

DISTRIBUTION:

Emailed, Tuesday, September 16, 2014 to:
Scott Parsons, Assistant Executive Director, Princeton Housing Authority
Marshell Williams

END
Review of bids and comments

BID TAB FORM

Bidder: Northeast Roof Maintenance, Inc.	Base Bid: \$188,225.00 Alternate Bid: (\$63,000.00)
Bidder: Roof Management	Base Bid: \$233,300.00 Alternate Bid: (\$39,500.00)
Bidder: Architectural Concepts Constrtuction	Base Bid: \$255,000.00 Alternate Bid: (\$68,500.00)
Bidder: Patriot Roofing	Base Bid: \$281,430.00 Alternate Bid: (\$86,700.00)
Bidder: Jim Miller	Base Bid: \$310,000.00 Alternate Bid: (\$106,000.00)
Bidder: MTB LLC	Base Bid: \$329,753.00 Alternate Bid: (\$54,953.00)
Bidder: VMG Group	Base Bid: \$345,000.00 Alternate Bid: (\$35,000.00)
Bidder: Gen II Contractors	Base Bid: \$362,185.00 Alternate Bid: (\$40,256.00)
Bidder: NJK Contractors	Base Bid: \$379,920.00 Alternate Bid: (\$52,000.00)
Bidder: DA Nolt	Base Bid: \$412,298.00 Alternate Bid: (\$82,173.00)
Bidder:	Base Bid: \$0.00 Alternate Bid: \$0.00
Bidder:	Base Bid: \$0.00 Alternate Bid: \$0.00

