TACOMA HOUSING AUTHORITY

RESOLUTION 2012-5-23 (2)

DATE: May 23, 2012

TO: Board of Commissioners

FROM: Michael Mirra, Executive Director

RE: Amendment to HVAC Contract with Holday-Parks

Background

In December 2010 THA procured a new vendor to perform routine Heating Ventilating and Air Conditioning (HVAC) maintenance on all THA properties. The specifications for the procurement included more extensive and aggressive requirements for providing quarterly routine maintenance on all our properties owned and managed by THA.

In March 2011, THA awarded the HVAC contract to Holday-Parks in the amount of $100,000 for the first year of services. The first six (6) months of the contract year, the vendor saw a lot of repairs that were due to lack of maintenance from previous contracts. The remaining six (6) months, the need for repairs had diminished substantially and there is a greater focus on routine maintenance.

We now need to renew the contract. The renewal will cover the period from April 2012-March 2013. The current contract does not address routine maintenance for our boilers and or furnaces; which are mainly present at our Senior sites. The amendment will add an additional Scope of Work for routine maintenance on our boilers and furnaces. Having routine maintenance on these facilities should minimize repairs.

We also need to increase the contract amount to account for another full year of repairs and routine maintenance throughout the portfolio, to cover the costs of the additional scope of work, and to add Salishan 7 HVAC needs to the contract. The funds are included in the property budgets and should not require a budget amendment.

Recommendation

Approve Resolution 2012-5-23 (2) authorizing THA to amend Holday-Parks' contract to add the additional Scope of Work and increase the Contract $150,000.00, making the total Contract amount $250,000.00.

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WHEREAS, Tacoma Housing Authority procured for routine HVAC maintenance and repair services in January 2011;

WHEREAS, the contract was signed in March 2011 and were for a duration of one year, with an option for three (3) one year extensions;

WHEREAS, the current contract with Holday-Parks, Inc. is a Not-to-Exceed $100,000;

WHEREAS, the accumulative budget from the routine maintenance and additional repairs are near or have exceeding the $100,000 limit authorized by the Executive Director;

WHEREAS, current and future routine HVAC maintenance and repairs services are and will be required by the Housing Authority;

WHEREAS, the original contract did not include properties with furnace or boiler repair; and

WHEREAS, the Holday-Parks, Inc. contract must be amended to add furnace and boiler routine maintenance and repairs and to increase the contract by $150,000.

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

1. The Executive Director be authorized and directed to amend Holday-Parks' contract to add the additional Scope of Work and increase the Contract $150,000.00, making the total Contract amount $250,000.00.

Approved: May 23, 2012

Janis Flauding, Chair