

RESOLUTION NO. _____

**AUTHORIZATION TO RENEW FLOOR COVERING REPAIR
AND REPLACEMENT CONTRACT**

Item No. 5H

WHEREAS, funds for floor covering repairs and replacements are contained in the 2023 Operating Budget; and

WHEREAS, staff developed a bid proposal for floor covering repairs and replacements at various LMHA sites; and

WHEREAS, on October 22, 2019 bids were received and tabulated; and

WHEREAS, the Procurement Committee reviewed the bids received and determined William Greenwell to be the most responsive and responsible bid received; and

WHEREAS, the Procurement Committee recommends award of this contract to William Greenwell for one (1) year, with four one-year renewal options; and

WHEREAS, the initial year, the first and second one-year renewal contracts have expired and William Greenwell and LMHA would like to exercise the third one-year renewal.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with William Greenwell for floor covering repair and replacement as needed for various LMHA sites, in an amount not to exceed \$180,000 annually.

RESOLUTION BACKGROUND STATEMENT
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I. STATEMENT OF FACTS:

There is a constant need for floor covering repairs and replacements at various LMHA properties. The number of floor covering repairs and replacements has been on the rise at LMHA's scattered site units due to the age of the floor covering as well as normal wear and tear. Therefore, when the units become vacant, the majority of the floor covering has to be replaced. This has had an adverse effect on the expenditures for unit turnovers and has been an administrative burden due to multiple procurements.

Funds for this contract are allocated in the 2023 Operating Budget.

Staff developed specifications and advertised for bids on October 2, 2019. The project team used the LMHA's Website and the Housing Agency Marketplace (e-Procurement), reaching at least 616 companies that we can confirm received an "invitation for bids", and it includes 21 MBE, 13 FBE and 0 DBE companies from the tri-state area (Kentucky, Indiana and Ohio). The breakdown is as follows:

MBE / African-American Business Enterprise	228 (37%)
MBE / Hispanic-American Business Enterprise	32 (5%)
MBE / Asian Pacific-American Business Enterprise	3 (0%)
MBE / Asian Indian-American Business Enterprise	3 (0%)
MBE / Native American Business Enterprise	9 (1%)
FBE / Woman-owned Business Enterprise	137 (22%)
QDVO / Qualified Disabled Veteran Owned	19 (3%)
NONE / (Not Woman- or Minority-owned)	268 (43%)

From the 616 companies listed above, a total of 7 companies downloaded and reviewed the Plans and Specifications for the Floor Covering Repair and Replacement at Various Sites and they are as follows:

MBE / African-American Business Enterprise	2 (29%)
FBE / Woman-owned Business Enterprise	1 (14%)
NONE (Not MBE, WBE or DBE owned)	5 (71%)

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I. STATEMENT OF FACTS (cont'd):

The bid amounts below are based on the sum of unit pricing of 24-line items.

<u>Vendor</u>	<u>Bid</u>
L.H. Barrett & Company	\$261.36
G.P. New Enterprise	\$186.94
William Greenwell	\$ 99.77

The bid submitted by William Greenwell in the amount of \$99.77 was determined to be the lowest and most responsible and responsive bid received.

As this project is funded through the Operating Budget, the MBE participation goal is 25%, the FBE is 10%, and the DBE is 0.5%. However, William Greenwell, will be doing the entire job with his own workforce, and therefore, the MBE, FBE, and DBE Goals requirements are not applicable.

The Procurement Committee previously discussed this project during the initial awarding of the contract and recommended the contract to William Greenwell not to exceed \$180,000 annually.

During the current contract period \$158,587.18 has been spent.

II. ALTERNATIVES:

- A. Award a contract for floor covering repairs and replacement at various LMHA sites as needed, not to exceed \$180,000 annually.
- B. Do not approve the contract at this time.

III. RECOMMENDATION:

Staff recommends Alternative "A".

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IV. JUSTIFICATION:

LMHA does not have qualified staff to perform floor covering repair and replacement services. Therefore, contracting for this service would provide professional floor covering installation while allowing LMHA staff to address routine in-house work in an expedient manner.

The bid submitted by William Greenwell in the amount of \$99.77 was determined to be the lowest and most responsible and responsive bid received. The Procurement Committee discussed this project and recommended the award of the initial contract to William Greenwell in the amount not to exceed \$180,000 annually.

Based on the \$158,587.18 expenditure during the current contract period, the not to exceed amount will be increased to \$180,000.

The annual contract allows LMHA to secure quality services at consistent, competitive prices for one year with four (4) one-year renewal options, rather than at fluctuating rates on a case-by-case basis. The annual contract eliminates the administrative burden of multiple procurements.

LMHA staff completed the Contract Renewal Evaluation Form. This vendor received an overall rating of Above Average (Above Average/Average/Below Average).

V. BUDGET APPROVAL:

Funds for this contract are allocated in the 2023 Operating Budget.

Aaron Dean, Director of Finance

Date

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VI. PROCUREMENT CERTIFICATION:

The procurement of this contract is in compliance with the Louisville Metro Housing Authority Procurement Policy and Procedures.

Steve Webb, Purchasing Agent

Date

Submitted by: Uclesia Sistrunk,
Director of Property Management

Greg Crum, Assistant Director of Property Management
December 20, 2022