

**THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
BOARD MEETING  
AGENDA  
JULY 28, 2022**

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- 1. Roll Call.**
- 2. Motion to Approve the June 23, 2022, Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
- 3. Motion to Approve the Previously Received Activity Report for July 2022.**
  - Clean Slate Presentation**
- 4. Acknowledgement of Public Comments.**
- 5. Resolution No. 33 of 2022 – Ratifying the Executive Director’s Decision to Write-Off Collection Losses in the amount of \$58,194.60 from Tenant Accounts Receivable for the Months of April 2022 through June 2022.**
- 6. Resolution No. 34 of 2022 – Accepting the Audited Financial Statements as of and for the Year Ended December 31, 2021, and the related Independent Auditor’s Reports for the Housing Authority of the City of Pittsburgh.**
- 7. Resolution No. 35 of 2022 – Authorizing the Executive Director or Designee to Award a Contract to Woltz and Wind Ford for Ford Fleet Vehicle Maintenance Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 8. Resolution No. 36 of 2022 – A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Certa Site LLC for Fire Hose Inspections Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 9. Resolution No. 37 of 2022 – A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Marshall Electric and Tri-River Holdings LLC for Electrical Support Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 10. Resolution No. 38 of 2022 – Authorizing the Executive Director or Designee to Award a Contract to Tobey-Karg Service Agency, Inc., and Tri-Rivers Property Maintenance for RHVAC Support Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 11. Resolution No. 39 of 2022 – A Resolution – To Set Aside 25 Housing Choice Vouchers for the 811 Program for Persons with Mental Health Disabilities.**
- 12. Resolution No. 40 of 2022 - Authorizing the Executive Director or his Designee to Enter Into An Emergency Contract with Reliant IT to Provide a Security Camera System for the Mazza Pavilion Hi-Rise.**
- 13. Executive Report.**
- 14. New Business.**
- 15. Adjournment.**

**RESOLUTION No. 33 of 2022**

**A Resolution – Ratifying the Executive Director’s decision to Write off Collection Losses in the amount of \$58,194.60 from Tenant Accounts Receivable for the Months of April 2022 through June 2022**

**WHEREAS**, the net amount of past-due accounts of tenants who are no longer occupying a dwelling unit and who have not responded to collection notices from the Housing Authority of the City of Pittsburgh (HACP) during the months of April 2022 through June 2022 is \$58,194.60, and

**WHEREAS**, reasonable means of collection have been exhausted against these accounts; and

**WHEREAS**, the total collection losses written off from the Tenant Accounts Receivables (TARs) balance is \$58,194.60 which is 2.76% of the total rent and associated charges of \$2,110,954.29 for the 2<sup>nd</sup> quarter of 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director’s decision to write off collection losses of \$58,194.60 from the Tenant Accounts Receivables (TARs) balance for April 2022 through June 2022 is hereby ratified.

**RESOLUTION No. 34 of 2022**

**A Resolution - Accepting the Audited Financial Statements as of and for the Year Ended December 31, 2021, and the related Independent Auditor's Reports for the Housing Authority of the City of Pittsburgh**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) is required by the United States Department of Housing and Urban Development (HUD) to have its financial statements and programmatic compliance audited by Independent Certified Public Accountants; and

**WHEREAS**, Maher Duessel was properly procured and approved by the Board of Commissioners to complete the required financial statement and compliance audits for the fiscal year ended December 31, 2021; and

**WHEREAS**, Maher Duessel has completed its audit work and prepared; an Independent Auditor's Report on the financial statements of the HACP, an Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, as well as, an Independent Auditor's Report on Compliance for its Major Program and on Internal Control Over Compliance Required by OMB Circular A-133; and

**WHEREAS**, representatives of the Board of Commissioners have maintained regular direct contact with Maher Duessel during the planning, execution and review phases of the audit and recommends these reports for acceptance; and

**WHEREAS**, Maher Duessel has issued an unqualified opinion on the financial statements, thus indicating the financial statements present fairly, in all material respects, the financial position of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Board of Commissioners formally accepts the aforementioned independent auditor reports for the year ending December 31, 2021.

**RESOLUTION No. 35 of 2022**

**A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Woltz and Wind Ford for Ford Fleet Vehicle Maintenance Authority-Wide for the Housing Authority of the City of Pittsburgh**

**WHEREAS**, The Housing Authority of the City of Pittsburgh (HACP) retains a vehicle maintenance vendor to service the Ford fleet vehicles in order to support operational needs across the Authority; and

**WHEREAS**, on April 24, 2022, the HACP issued an Invitation for Bid (IFB) #300-09-22 seeking qualified companies to provide Ford Fleet Vehicle Maintenance; and

**WHEREAS**, the IFB #300-09-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

**WHEREAS**, two (2) companies responded to the IFB #300-09-22 for Ford Fleet Vehicle Maintenance, specifically: Tom's Fleet and Woltz and Wind Ford; and

**WHEREAS**, Woltz and Wind Ford was determined to be the most responsive and responsible bidder.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or Designee is hereby authorized to enter into a contract in the amount not to exceed \$174,500.00 with Woltz and Wind Ford for Ford Fleet Vehicle Maintenance for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

**Section 2.** The total five (5) year authorized amount of \$174,500.00 shall made payable from the program income and/or Moving to Work (MtW) funds.

**RESOLUTION No. 36 of 2022**

**A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Certa Site LLC for Fire Hose Inspections Authority-Wide for the Housing Authority of the City of Pittsburgh**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) utilizes a 3<sup>rd</sup> Party to perform Fire Hose Inspections across all HACP locations to maintain local and federal safety compliance; and

**WHEREAS**, on April 24, 2022, the HACP issued an Invitation for Bid (IFB)#300-07-22 seeking qualified companies to provide Fire Hose Inspections Authority-Wide; and

**WHEREAS**, IFB #300-07-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP.

**WHEREAS**, one (1) company responded to the IFB #300-07-22 for Fire Hose Inspections, specifically: Certa Site LLC; and

**WHEREAS**, Certa Site LLC was determined to be a responsive and responsible bidder.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1** The Executive Director or Designee is hereby authorized to enter into a contract in the amount not to exceed \$156,469.50.00 with Certa Site LLC for Fire Hose Inspections Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

**Section 2** The total five (5) year authorized amount of \$156,469.50 shall be payable from program income and /or Moving to Work (MTW) funds.

**RESOLUTION No. 37 of 2022**

**A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Marshall Electric and Tri-River Holdings LLC for Electrical Support Authority-Wide for the Housing Authority of the City of Pittsburgh**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) utilizes Electrical Services across all HACP locations for Electrical Support; and

**WHEREAS**, on May 24, 2022, the HACP issued an Invitation for Bid (IFB) #300-11-22 seeking qualified companies to provide Electrical Support Authority-Wide; and

**WHEREAS**, the IFB #300-11-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

**WHEREAS**, three (3) companies responded to the IFB #300-11-22 for Electrical Support, specifically: Marshall Electric and Tri-River Holdings LLC; and

**WHEREAS**, Marshall Electric and Tri-River Holdings LLC were determined to be the most responsive and responsible bidders.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1** The Executive Director or Designee is hereby authorized to enter into a contract in the amount not to exceed \$500,000.00 with Marshall Electric and Tri-River Holdings LLC for Electrical Support Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

**Section 2** The total five (5) year authorized amount of \$500,000 shall be split amongst the two (2) winning vendors and made payable from program income and/or Moving to Work (MTW) funds.

**RESOLUTION No. 38 of 2022**

**A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Tobey-Karg Service Agency, Inc. and Tri-Rivers Property Maintenance for Refrigeration, Heating, Ventilation, and Air Conditioning Support Authority-Wide for the Housing Authority of the City of Pittsburgh**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) utilizes Refrigeration, Heating, Ventilation, and Air Conditioning (RHVAC) Support Services across all HACP locations; and

**WHEREAS**, on May 31, 2022, the HACP issued an Invitation for Bid (IFB) #300-03-22 seeking qualified companies to provide RHVAC Support Authority-Wide; and

**WHEREAS**, the IFB #300-03-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

**WHEREAS**, two (2) companies responded to the IFB #300-03-22 for RHVAC Support: Tobey-Karg Service Agency, Inc., and Tri-Rivers Property Maintenance; and

**WHEREAS**, Tobey-Karg Service Agency, Inc. and Tri-Rivers Property Maintenance were both determined to be responsive and responsible bidders.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1** The Executive Director or Designee is hereby authorized to enter into a contract in the amount not to exceed \$201,746.00 with Tobey-Karg Service Agency, Inc., and Tri-Rivers Property Maintenance for RHVAC Support Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

**Section 2** The total five (5) year authorized amount of \$201,746.00 shall be split amongst the two (2) winning vendors (each being awarded \$100,873.00) and made payable from program income and/or Moving to Work (MTW) funds.

**RESOLUTION No. 39 of 2022**

**A Resolution – To Set Aside 25 Housing Choice Vouchers for the 811 Program for Persons with Mental Health Disabilities**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) partnered with various entities to create housing opportunities for a diverse group of families, to include and not limited to families with diverse special needs, to include physical and mental health needs; and

**WHEREAS**, on or about May 8, 2017 the HACP entered into a Memorandum of Understanding (MOU) with the Pennsylvania Housing Finance Agency (PHFA) to set aside 25 vouchers awarded by the Department of Housing And Urban Development (HUD), under the Section 811 Project Rental Program to assist persons with mental health disabilities who are ages 18-61; and

**WHEREAS**, the HACP agreed to allocate 25 vouchers with a preference for adults with serious mental disabilities and, as a targeted population of persons who are 18-61 years of age; and

**WHEREAS**, the HACP pursuant to the MOU agreed to use the Allegheny Department of Human Services as the referral source for the 25 vouchers for the stated population.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his Designee is hereby authorized to set aside 25 vouchers awarded by HUD under the Section 811 Project Rental Program to assist persons with mental health disabilities who are ages 18-61; and

**Section II.** The expense of the 25 vouchers will be paid for with program income and/or Moving to Work (MTW) funds.

## **RESOLUTION No. 40 of 2022**

### **A Resolution - Authorizing the Executive Director or his Designee to Enter Into An Emergency Contract with Reliant IT to Provide a Security Camera System for the Mazza Pavilion Hi-Rise**

**WHEREAS**, a fire occurred at the Mazza Pavilion Hi-Rise on June 10, 2022, causing sprinkler systems throughout the building to be activated; and

**WHEREAS**, the water from the activated sprinkler systems destroyed the installed security cameras and caused them to be damaged and inoperable; and

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) has a continuing need for security cameras at the Mazza Hi-Rise as a part of its plan to synthesize resources from law enforcement, private security, and technology to enhance the safety and security of the HACP communities; and

**WHEREAS**, when the residents return to their units, as they were relocated based on the conditions after the referenced fire, the HACP will need to have security cameras in place for the security of the residents; and

**WHEREAS**, on March 24, 2022, Reliant IT was authorized through Board Resolution 16 of 222, to install security cameras at the Allegheny Dwellings and Bedford Dwellings family communities; and

**WHEREAS**, Reliant IT has performed the work at the referenced sites to the satisfaction of the HACP to include meeting the timeline deadlines; and

**WHEREAS**, as time is of the essence to restore the security system cameras at the Mazza Pavilion Hi-Rise when the residents return to their units, the HACP selected Reliant IT to provide the services and equipment; and

**WHEREAS**, the term of the emergency contract is for one (1) year with the option to extend four (4) one-year contracts; and

**WHEREAS**, this procurement was conducted in accordance with applicable State and Federal regulations and the procurement policies and procedures of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his Designee is hereby authorized to enter into an emergency contract with Reliant IT, to install security cameras at the Mazza Pavilion Hi-Rise, for a one (1) year term with an option to extend four (4) one-year contracts, for a five (5) year combined total not to exceed \$70,000.00; and

**Section 2.** The contract shall be payable from program income and/or Moving to Work (MTW) funds.