



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Community Development Authority
February 22, 2012 at 4:30 pm
The Forum
Beloit City Hall
100 State Street**

1. Call to Order and Roll Call
2. Citizen Participation
3. Community Development
 - a. Review and Consideration of Resolution 2012-08, Authorizing the Community Development Authority to Acquire 747 Eleventh Street for a Price Not to Exceed \$23,000 (Schneider)
4. Housing Authority
 - a. Presentation of December Activity Report (Pollard)
 - b. Presentation of December Financial Report (Pollard)
 - c. Review and Consideration of Resolution 2012-07, Approving the 2011 Section 8 Management Assessment Program (SEMAP) Submission (Pollard)
 - d. Review and Consideration of Resolution 2012-03, Authorizing the Beloit Housing Authority to Dispose of Non-Operating Appliances and Equipment (Pollard)
 - e. Review and Consideration of Resolution 2012-04, Authorizing the Beloit Housing Authority to Award Furnace Replacement Contract to Fleming Heating & Air (Pollard)
 - f. Review and Consideration of Resolution 2012-05, Authorizing the Beloit Housing Authority to Award Water Heater Replacement Contract to Ryan Heating (Pollard)
5. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: February 17, 2012

Approved: Julie Christensen, Ex. Director

** Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 3a

TOPIC: Purchase of 747 Eleventh Street

ACTION: Approve Resolution 2012-08, Authorizing the CDA to Acquire 747 Eleventh Street for a Price Not to Exceed \$23,000

PRESENTER: Scott Schneider

STAFF REPORT:

The Wisconsin Neighborhood Stabilization Program 3 (WNSP 3) is authorized under the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. The Department of Housing and Urban Development awarded \$5,000,000 in NSP 3 funds to the State of Wisconsin Department of Commerce. \$1,293,000 of these NSP3 grant funds were awarded to the Rock County NSP Consortium of which \$655,750 will be utilized in Beloit's Census Tract 16, one of the areas most affected by foreclosures. These funds are used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

The property at 747 Eleventh Street is eligible for rehabilitation under NSP 3 and is currently listed for sale for \$23,000. Staff toured the property, and felt that this is a house that we should pursue for this program. Staff estimates the repairs and enhancements to be \$59,000. It is a three bedroom, one bathroom 1,344 square foot house. Comparable sale prices for that area had not been generated by the time that this staff report was written.

The NSP 3 grant has very rigid expenditure deadlines, and the State has developed a schedule for the City of Beloit to ensure these timelines are met:

- The remaining three acquisition-rehab properties shall be purchased by June 30, 2012.
- 50 percent of the entire grant allocation must be spent by December 31, 2012.
- 100 percent of the entire grant must be spent by December 31, 2013.

The NSP 3 contract requires the Beloit CDA to rehab four houses, demolish two houses, and work with Family Services to rehab and rent one house. To date, we have purchased one

house for rehab, so we need to acquire three more houses for rehab. There is approximately \$96,000 budgeted for each property to cover the costs of purchase, rehab, and maintenance. This house is expected to fit underneath that allocation. Funds not used for this rehab can be redirected to other NSP3 activities, such as a more expensive rehab project or adding additional houses to the scope.

This property is currently being marketed to homeowner occupants, but they will accept offers from entities such as ours. It is unknown as to when the seller might respond to our offer.

STAFF RECOMMENDATION:

Staff is recommending approving of Resolution No. 2012-08, Authorizing the CDA to Acquire 747 Eleventh Street for a Price Not to Exceed \$23,000.

ATTACHMENTS:

Resolution, Rehab Estimate, and Photos

RESOLUTION 2012-08

**AUTHORIZING THE COMMUNITY DEVELOPMENT AUTHORITY TO ACQUIRE
747 ELEVENTH STREET FOR A PRICE NOT TO EXCEED \$23,000**

WHEREAS, the City of Beloit has received \$655,750 for the Neighborhood Stabilization Program 3 (NSP3) from the Wisconsin Department of Commerce under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

WHEREAS, the City Council has established a strategic goal to promote quality housing in all neighborhoods; and

WHEREAS, the City Council passed a resolution designating the Community Development Authority as the oversight agency for Beloit's Neighborhood Stabilization Program3 (NSP3); and

WHEREAS, 747 Eleventh is a property eligible for the NSP3 program, and is considered to be a good fit for this program.

NOW THEREFORE BE IT RESOLVED THAT the Community Development Authority does hereby authorize the purchase of 747 Eleventh Street up to a total amount of \$23,000.

Adopted this 22nd day of February, 2012.

Community Development Authority

Thomas Johnson, Chairperson

ATTEST:

Julie Christensen
Executive Director

747 Eleventh Cost Estimate

1,344 sq. ft., 2 story house

INSIDE	Cost
Refinish hardwood floor, carpet & vinyl in other areas	\$5,500.00
New furnace	\$2,800.00
Painting throughout	\$4,000.00
20 windows for house, 4 for basement, 4 for garage, 3 for porch	\$10,550.00
New plumbing	\$3,500.00
New electrical everywhere	\$8,000.00
KITCHEN: New cabinets & counters, new sink & faucet	\$5,500.00
LIVING ROOM: new light fixture	\$250.00
DINING ROOM: new light fixture	\$200.00
Porches - back, stabilize, ventilate, caulk. Front, ventilate, raise sw corner	\$2,000.00
BEDROOM 1: new light, closet door	\$350.00
BEDROOM 2: New closet doors, light fixture	\$400.00
BEDROOM 3: new light fixture	\$100.00
2ND FLR BATH: remove wall to closet, provide shower & tub, new toilet, new sink, new closet	\$2,000.00
OUTSIDE	
New Garage doors & openers, remove drywall	\$850.00
Vinyl siding	\$9,000.00
Wrap fascia, soffit, windows	\$2,500.00
Fix privacy fences	\$300.00
Exterior steel doors	\$700.00
2 new screen doors	\$600.00
Total	\$59,100.00







REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: December Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were two vacancies in public housing units in December and three upcoming vacancies in January of 2012. Public housing accounts receivable on occupied units totaled \$1,377.92 and vacated units totaled \$2,301.30 at the end of December, 2011 which brings the totaled outstanding public housing accounts receivable to \$3,679.22. Three applicants were pulled from the public housing waiting list in December; three applicants were briefed. Twenty-one public housing inspections and Eleven annual and interim re-certifications were completed in December.

Section 8:

599 vouchers were housed by December 31, 2011 with 9 voucher holders either searching for units or waiting for passed inspections. Eight portable vouchers were paid by BHA in December with another nine families waiting to Port-Out. 49 Section 8 inspections were completed in December, and the Housing Specialists completed 78 annual or interim re-certifications in December. No applicants were notified and none were briefed.

ATTACHMENTS:

December Activity Report

220 Portland 4D
 220 Portland 5A
 220 Portland 5B
 220 Portland 5C
 220 Portland 5D
 220 Portland 6A
 220 Portland 6B
 220 Portland 6C
 220 Portland 6D
 220 Portland 7A
 220 Portland 7B
 220 Portland 7C
 220 Portland 7D

Public Housing Inspections

21 Inspections completed. There were 8 annual inspections; there were 3 move-in inspections. There were 2 move-out inspections. There was no housekeeping inspections, or preventative maintenance inspections. There were eight 11 month warranty inspections on Phase 1 properties.

Public Housing Activities

Annual Recerts:	5
Interim Recerts:	6
Notice to Vacate:	5
New Tenants:	3
Transfers:	0
Possible Program Violations:	5

Public Housing Briefings

Number Notified:	3
Number Briefed:	3

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

December

599 under lease - 100% Occupancy
 8 Portable Vouchers – 8 Not Absorbed (5/Port-In)
 9 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

49 inspections were completed in November. 31 were annual inspections. 5 were initial inspections, 11 were re-inspections and 2 were special inspections.

Section 8 Activities

New Participants:	1	
Annual Recerts:	36	
Interim Recerts:	42	
Abatements:	9	
Movers:	19	
Possible Program Violations:	3	program violations

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS

Applications Taken:	28 applicants applied in December (2011)
Waiting List:	N/A Public Housing, N/A Section 8
	1 Applicants removed for Repayment Default
	3 applicants removed for unreported income
	1 Applicant removed for unauthorized occupants
	Some applicants are on both lists, some are not
	Section 8 waiting list opened 4/4/11

REPORT TO THE БЕЛОIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4b

TOPIC: Monthly Reports

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant for the month ending December 31, 2011. Beloit Apartments Redevelopment, LLC - Phase 1 & 2 activities are included with Public Housing for purposes of this report. These reports are unaudited for the fiscal year end at this time.

Through the month of December, the Low Income Public Housing (LIPH) program income was \$895,010 and the Housing Choice Voucher (HCV) program was \$3,403,431, for a combined income of \$4,298,442, which is \$7,610 less than budgeted year-to-date. Public Housing revenues include payment of \$45,800.89 for fire damage at 1012 Mary Street that may be reclassified by the auditors at a later date.

Through the month of December, the Low Income Public Housing (LIPH) program expenses were \$687,994 and the Housing Choice Voucher (HCV) program expenses were \$3,454,570. Combined program expenses are \$4,142,564, which is \$14,745 more than the approved budget year to date. Fire damage repairs for 1012 Mary Street were reclassified to the building asset account this month at the direction of the auditors.

Through the month of December, the Housing Authority shows an overall surplus of \$155,877 year-to-date. Public Housing surplus is \$133,974, Redevelopment-Phase 1 & 2 surplus is \$73,042, Section 8 administrative surplus is \$7,904, Section 8 FSS Coordinator Grant surplus is \$47,413, and Section 8 HAP deficit is \$106,456.

Through the month of December, the FSS program has 7 of the 25 enrolled tenants holding escrow accounts totaling \$10,935.82. One participant was terminated from the program this month and forfeited their \$920.15 balance from their FSS Escrow account. The Homeownership program had 5 tenants receiving homeownership assistance payments in December totaling \$2,009.

ATTACHMENTS:

Monthly Financial Report

Cash Flow Statement
Beloit Housing Authority
December 31, 2011

	LIPH YTD Actual	PH Phase I Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income					
Dwelling Rent/Utilities	119,694.30	39,008.00	-	299,152.00	(140,449.70)
Interest on Investments	2,267.18	14.54	1,220.88	5,180.00	(1,677.40)
Other Income	110,927.58	52,272.50	22,465.48	15,100.00	170,565.56
HUD Admin Fees	-	-	327,989.00	341,544.00	(13,555.00)
HUD Grants/Subsidies	516,131.00	54,695.35	2,982,756.00	3,629,856.00	(76,273.65)
Total Income	749,020.06	145,990.39	3,334,431.36	4,290,832.00	(61,390.19)
Expenses					
Administrative					
Salaries/Benefits	213,685.02	-	267,848.79	525,882.00	44,348.19
Office Expenses	32,332.54	13,727.46	34,208.38	70,509.00	(9,759.38)
Office Contracted Services	9,989.62	-	9,522.37	26,505.00	6,993.01
Oper Sub Transfer/Mgmt Fee Pd	54,695.35	7,838.12	-	-	(62,533.47)
Housing Assistance Pmts	-	-	3,089,212.21	3,154,111.00	64,898.79
Maintenance					
Salaries/Benefits	172,626.81	-	-	200,076.00	27,449.19
Materials & Supplies	7,563.16	2,010.22	-	17,250.00	7,676.62
Maintenance Contracts	15,547.59	23,656.69	-	16,450.00	(22,754.28)
Utilities	45,917.89	4,569.52	-	67,000.00	16,512.59
Other Operating					
Protective Services	1,147.34	-	-	1,800.00	652.66
Insurance	19,245.60	14,095.33	2,828.40	24,271.00	(11,898.33)
PILOT	7,377.65	3,443.85	-	23,215.00	12,393.50
Other Operating Expenses	34,917.83	3,606.64	29,363.04	1,000.00	(66,887.51)
Total Expenses	615,046.40	72,947.83	3,432,983.19	4,128,069.00	7,091.58
Net Admin Income (Loss)	133,973.66	73,042.56	7,904.38		
Net HAP Income (Loss)			(106,456.21)		
Total YTD Income (Loss)	133,973.66	73,042.56	(98,551.83)		



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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c

TOPIC: Resolution No. 2012-07
Approval of the 2011 Section 8 Management
Assessment Program Submission (SEMAP) for the
Beloit Housing Authority

ACTION: Approval of Resolution No. 2012-07

PRESENTER: Cathy Pollard

STAFF REPORT:

HUD requires all housing authorities to submit an annual Section 8 Management Assessment Program Submission (SEMAP). This tool is utilized to determine the performance of the Housing Authority's Housing Choice Voucher Program.

SEMAP measures several areas of performance including Waiting List Selection, Rent Reasonableness, Utility Allowance Monitoring, HQS Compliance, Family Self-Sufficiency participation and Decentralization Monitoring.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 2012-07.

ATTACHMENTS:

Resolution No. 2012-07 and attached detail

RESOLUTION NO. 2012-07

**APPROVING THE 2011 SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
SUBMISSION (SEMAP) FOR THE БЕЛОIT HOUSING AUTHORITY**

WHEREAS, the Beloit Housing Authority is required by the United States Department of Housing and Urban Development (HUD) to submit annual management reports for the Section 8 Program; and

WHEREAS, the Section 8 Management Assessment Program submission for 2011 has been reviewed and discussed.

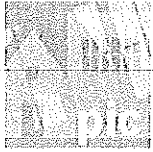
NOW THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners does approve the 2011 SEMAP for the Beloit Housing Authority for submission to HUD via PIC on-line systems.

Adopted this 22nd day of February, 2012.

Thomas Johnson, Chairman
Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director



Assessment Profile | Reports | Submission

Cathy Pollard (MHT790)
PIC Main

List Summary Certification Profile Comments
Field Office: 5IPH MILWAUKEE PROGRAM CENTER
Housing Agency: WI064 БЕЛОIT HOUSING AUTHORITY
PHA Fiscal Year End: 12/31/2011

SEMAP

Logoff

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name Janesville/Beloit

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	505	1-BR FMR	590	2-BR FMR	735	3-BR FMR	962	4-BR FMR	990
PS	455	PS	531	PS	662	PS	866	PS	891

Save Add Delete

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Annual HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract at least annually (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

21

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

26

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

2

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

133

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances.(24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

1

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

[Go to Comments](#)

[Deconcentration Addendum](#)

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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d

TOPIC: Resolution No. 2012-03 Authorizing the Beloit Housing Authority to Dispose of Non-Operating Appliances and Equipment

REQUESTED ACTION: Approval of Resolution 2012-03

PRESENTER: Cathy Pollard

STAFF REPORT:

Pursuant to the policy to dispose of non-operating appliances and equipment, the Maintenance Supervisor has generated a list of seven refrigerators and four stoves that are used and non-operational (See Attachment). He has determined that these appliances have met and/or exceeded their useful life. There are local scrap dealers who will remove the appliances for scrap at no cost to the Beloit Housing Authority.

STAFF RECOMENDATION:

Staff recommends the approval of Resolution 2012-03

ATTACHMENTS:

Resolution 2012-03

List of Non-Operating Appliances

ATTACHMENTS:
Monthly Financial Report

RESOLUTION NUMBER 2012-03

**AUTHORIZATION FOR THE BELOIT HOUSING AUTHORITY (BHA) TO DISPOSE
OF NON-OPERATING APPLIANCES AND EQUIPMENT**

WHEREAS, the Beloit Housing Authority periodically replaces damaged and/or non-operating appliances and equipment that are beyond economical repair; and

WHEREAS, the Beloit Housing Authority keeps a record of all disposed property by manufacturer name, model number, and serial number and maintains this record in its computerized inventory database; and

WHEREAS, the Beloit Housing Authority disposes of these items by use of scrappers at no cost to the Authority; and

WHEREAS, the annual audit also monitors the disposal of all appliances and equipment as does the BHA Director and Fee Accountant;

NOW THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority Board of Commissioners authorize the BHA Director to approve the timely disposal of the damaged and non-operating appliances and equipment itemized on Attachment A.

Adopted this 22nd day of February, 2012.

Thomas Johnson, Chairman
Beloit Community Development
Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4e

TOPIC: Resolution No. 2012-04
Authorization To Award the Bid to Replace Furnaces
In Public Housing Units to Fleming Heating

REQUESTED ACTION: Approval of Resolution No. 2012-04

PRESENTER: Cathy Pollard

STAFF REPORT:

HUD requires the Beloit Housing Authority (BHA) follow CDA approved procurement polices. The procurement policy states at least three quotes will be secured in a sealed bid process for any contract using HUD funds. From those sealed bids a selection will be made for the lowest, qualified bidder.

Three (3) sealed bids were collected through an advertised process. Of those three bids, Fleming Heating is the lowest qualified bidder with a bid of \$8,600. It is recommended the CDA Board approve the acceptance of the Fleming Heating bid for furnace replacement.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2012-04

ATTACHMENTS:

Resolution No. 2012-04 and attached detail

RESOLUTION NO. 2012-04
BELOIT HOUSING AUTHORITY (BHA) RECOMMEND THAT THE
COMMUNITY DEVELOPMENT AUTHORITY (CDA) APPROVE
AWARDING THE FURANCE REPLACEMENT CONTRACT TO
FLEMING HEATING & AIR

WHEREAS, the Beloit Housing Authority (BHA) Staff reviewed and evaluated the bids:

Ryan Plumbing & Heating	\$9,200.
Arch, Inc.	\$10,400.
At Your Service Heating	\$12,400.
Al Beyer (No quote submitted on bid form)	\$0.; and
Fleming Heating	\$8,600

WHEREAS, after consideration of the bid amount and proof of liability insurance;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners authorize awarding said Contract to our lowest bidder, Fleming Heating & Air, in the amount of \$8,600.

Adopted this 22nd day of February, 2012

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4f

TOPIC: Resolution No. 2012-05
Authorization To Award the Bid to Water Heaters
In Public Housing Units to Ryan Heating

REQUESTED ACTION: Approval of Resolution No. 2012-05

PRESENTER: Cathy Pollard

STAFF REPORT:

HUD requires the Beloit Housing Authority (BHA) follow CDA approved procurement polices. The procurement policy states at least three quotes will be secured in a sealed bid process for any contract using HUD funds. From those sealed bids a selection will be made for the lowest, qualified bidder.

Three (3) sealed bids were collected through an advertised process. Of those three bids, Ryan Heating is the lowest qualified bidder with a bid of \$7,725. It is recommended the CDA Board approve the acceptance of the Fleming Heating bid for furnace replacement.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2012-05

ATTACHMENTS:

Resolution No. 2012-05 and attached detail

RESOLUTION NO. 2012-05
BELOIT HOUSING AUTHORITY (BHA) RECOMMEND THAT THE
COMMUNITY DEVELOPMENT AUTHORITY (CDA) APPROVE
AWARDING THE HOT WATER HEATER PLACEMENT CONTRACT
TO RYAN HEATING

WHEREAS, the Beloit Housing Authority (BHA) Staff reviewed and evaluated the bids:

Janesville Plumbing	\$10,420.
At Your Service Heating	\$7,860.
Fred Rykowski	\$8,640.; and
Ryan Heating	\$7,725

WHEREAS, after consideration of the bid amount and proof of liability insurance;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners authorize awarding said Contract to our lowest bidder, Ryan Heating, in the amount of \$7,725.

Adopted this 22nd day of February, 2012

Thomas Jophnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority