

HG Senior Housing, Inc.

4780 North State Road 7, Lauderdale Lakes, FL 33319 Phone: (954) 739-1114 ■ Fax: (954) 535-0407 ■ TRS/Florida Relay Service 711

Agenda

Meeting of the Board of Directors
Tuesday, June 18, 2019

In compliance with Section 286.0105 of the Florida Statutes if any person shall decide to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you would like a copy of the agenda please contact the Executive Assistant at nszugajew@bchafi.org or (954) 739-1114 #2350.

Broward County Housing Authority on behalf of HG Senior Housing, Inc. shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by HG Senior Housing, Inc. Please contact the Executive Assistant at (954) 739-1114 #2350 at least twenty-four hours prior to the event in order for the agency to reasonably accommodate your request. If you are hearing or speech impaired, please dial 711 for the Florida Relay Service.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Minutes:** Board of Directors Meeting held May 21, 2019.....Page 2
- IV. **Approval of Agenda**
- V. **Comments from the Public on Agenda Items**
- VI. **Resolution 2019-03:** Award contract to Marvia Builders, LLC for elevator upgrades and improvements.....Page 9
- VII. **Comments from the Public**
- VIII. **Comments from the Assistant Secretary**
- IX. **Comments from the Directors**
- X. **Adjournment**

Directors:

Mark O'Loughlin, President ■ Mercedes J. Núñez, Secretary ■ Michael S. Long ■ Russell Marcus ■ Karyne Pompilus

Minutes of HG Senior Housing, Inc.

I. Call to Order: Meeting of the Board of Directors of HG Senior Housing, Inc. was called to order at 10:49 a.m. on Tuesday, May 21, 2019 at Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, Florida by Director Mark O'Loughlin, President.

II. Roll Call: Ms. Deibert called the roll and certified that a quorum was present.

Directors:

Mark O'Loughlin	President
Mercedes Núñez	Secretary
Karyne Pompilus	Treasurer (attended via conference call)
Michael Long	Director
Russell Marcus	Director (attended via conference call)

Staff and Legal Counsel in Attendance:

Ann Deibert	Assistant Secretary
Parnell Joyce	Deputy Assistant Secretary
David N. Tolces	Legal Counsel, Goren, Cherof, Doody & Ezrol, P.A.

Also in attendance for all or a portion of the meeting:

Peter Jannis	Chief Financial Officer
Anna Jaime	VP Real Estate Management
Tisha Pinkney	Resident Relations Manager
Marie De La Rosa	Assisted Housing Director – Housing Choice Voucher
Nivia Roldan	Assisted Housing Director – Compliance
Emmanuel Dice	Occupancy Specialist
Tiffany Colquitt	Administrative Assistant II
Iryna Chapman	Human Resources Manager
Noah Szugajew	Executive Assistant
Don Kozich	Member of the Public (attended via conference call)
Charee Russell	Vice President, SPM Property Management
Marlene Siberski	Regional Property Manager, SPM Property Management

III. Approval of Minutes: Action: Motion was made by Director Núñez approving the Minutes of April 16, 2019 as submitted. The motion was seconded by Director Long and passed unanimously.

IV. Approval of Agenda: Action: Motion was made by Director Long approving the Agenda for May 21, 2019. The motion was seconded by Director Núñez and passed unanimously.

V. Comments from the Public on Agenda Items: No comments.

VI. Motion: Action: Motion was made by Director Long to accept Financial Report for Quarter Ended March 31, 2019. The motion was seconded by Director Núñez and passed unanimously.

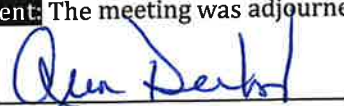
VII. Resolution 2019-02: Motion was made by Director Núñez to award contract to SPM Property Management for property management services. The motion was seconded by Director Long and passed unanimously.

VIII. Comments from the Public: No comments.

IX. Comments from the Assistant Secretary: No comments.

X. Comments from the Directors: No comments.

XI. Adjournment: The meeting was adjourned at 10:51AM.

Submitted by: 
Ann Deibert, Assistant Secretary (Note: These minutes are not verbatim)

Directors:

Mark O'Loughlin, President ■ Mercedes J. Núñez, Secretary ■ Karyne Pompilus, Treasurer ■ Michael S. Long ■ Russell Marcus




Building On Success


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MEMORANDUM 2019-05 (PD)

TO: BCHA Board of Commissioners

THRU: Ann Deibert, Chief Executive Officer 

THRU: Peter Jannis, Chief Financial Officer 

FROM: Stacie-Ann Richards, Procurement Specialist 

DATE: June 03, 2019

SUBJECT: Elevator Shaft Structural Upgrade/Improvement for Highland Gardens – IFB 18-273 Re-bid

REQUESTED ACTION:

Motion to award a fixed contract to the low responsive, responsible bidder, Marvi Builders, LLC, for Elevator Shaft Structural Upgrade/Improvement, IFB 18-273-R, in the amount \$139,140.00.

WHY ACTION IS NECESSARY:

In accordance with the BCHA Procurement Policy, the Board is required to approve all purchases over \$100,000.

WHAT ACTION ACCOMPLISHES:

Provides a contract for additional work for the elevator shaft structural upgrade/improvement at Highland Gardens.

SUMMARY EXPLANATION/BACKGROUND:

On October 18, 2018, the Invitation for Bid (IFB 18-273) was publicly advertised on Demandstar and BCHA's website, and opened on November 09, 2018; one (1) bid was received. However, after specification review the bid was cancelled and was updated upon re-solicitation.

On January 30, 2019, the Invitation for Bid (IFB) No. 18-273-R was publicly re-advertised on Demandstar and BCHA's website, and opened on February 22, 2019, one (01) bid was received with no declinations.

FISCAL IMPACT/COST SUMMARY:

Each requirement processed against this contract will be funded by the appropriate source at the time of release.

ATTACHMENTS:

- Exhibit 1 – Bid tabulation
- Exhibit 2 – User Concurrence

EXHIBIT 1




IFB No: 18-273- Re-Bid
Solicitation: Highland Gardens Apartment: Elevator Shaft Structural Upgrade/Improvement
Department: Asset Management
Contact: Stacie-Ann Richards
Date of Issue: 1/30/2019
Due Date: 2/22/2019
of Proposals Submitted: 1


No.	BIDDERS	TOTAL ESTIMATE COST	RFA
1	Marvi Builders LLC	\$139,140.00	

RFA - Recommended for Award

INTER-OFFICE MEMORANDUM

TO: Ann Deibert, Chief Executive Officer

THRU: Stacie-Ann Richards, Procurement Specialist 

FROM: Derick Morgan, Construction Manager 

DATE: June 11, 2019

SUBJECT: Justification for acceptance of re-bid price increase - IFB No. 18-273-R Elevator Shaft Upgrade/Improvement for Highland Gardens

Justification for acceptance of the submitted re-bid price.

The original Independent Cost Estimate (ICE) was provided by the Architects but they failed to account for Davis Bacon Wages under Heavy Construction. The price substantially increased when Davis Bacon Wages was applied. The project was re-bid.

We reviewed the initial bid returned with the General Contractor to verify that the price quoted included all intended work. It was then that it was brought to our attention that the Mechanical and Electrical sheets of the architectural plans had failed to upload to the websites. Hence, the contractor's price did not include those two disciplines.

We attempted to solve the problem by requesting a change order for additional work to which the General Contractor responded with a quote that exceeded a third of his original price. This would have violated BCHA's Procurement policy; therefore it was decided to re-bid the project. Due to the specificity of the work only one (1) bid was received from the same contractor that responded initially. This was despite an email notification blast which was sent out to invite various General Contractors to bid and the bid being re-advertised publicly on Demand Star and BCHA's website.

The qualifications of the General Contractor were reviewed and the requirements of the Invitation for Bid (IFB) were discussed with the General Contractor and the Elevator Company. Upon review of the aforementioned, we are satisfied that Marvi Builders, LLC is capable of performing the required work. I recommend the award of contract to Marvi Builders, LLC.



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DATE: February 25, 2019
TO: Stacie-Ann Richards, Procurement Specialist
FROM: Derick Morgan, Construction Manager
RE: IFB No. 18-273-Re-Bid: Elevator Shaft Structural Upgrade/ Improvement at Highland Gardens.

CONCURRENCE:

- Checked boxes for: The Asset Management Department has reviewed the quote/bid submitted by Marvi Builders, LLC... I have reviewed/contacted the vendor's references... I have reviewed the Vendor's Past Performance Evaluations... I have reviewed the quote/bid submitted by the recommended vendor...

NON-CONCURRENCE:

- Box for 'I do not concur.' followed by a line for 'Reason for rejection/non-concurrence:'

The processing of the award of this item(s) is contingent upon receipt of this Memorandum of Concurrence, which should be returned to the Purchasing Department within three (3) working days.

TYPED NAME OF SIGNER: DERICK MORGAN

TITLE: Construction Manager

SIGNATURE: [Handwritten Signature]

DATE: 2/25/19

This Tabulation provides preliminary information regarding the quotes received by the opening deadline. It is for informational purposes only and is not a recommendation for award.



IFB No: 18-273- Re-Bid

Solicitation: Highland Gardens Apartment: Elevator Shaft Structural Upgrade/Improvement

Department: Asset Management

Contact: Stacie-Ann Richards

Date of Issue:

1/30/2019

Due Date:

2/22/2019

of Proposals Submitted:

1

No.	BIDDERS	TOTAL ESTIMATE COST
1	Marvi Builders LLC	\$139,140.00

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER IFB 18-273**


Elevator Shaft Structural Upgrade/Improvement Services at Highland Gardens Apartments

FEE INFORMATION – ATTACHMENT E

- A. Instructions: Please indicate the cost:
- B. Note: Price shall include all labor, materials, equipment, permits and associated costs.
- C. Note: Schedule of value and time schedule may be requested prior to award.

Item	Description	Total Price
1.	<u>Elevator Shaft Structural Upgrade/Improvement at Highland Gardens:</u> All labor, materials, equipment, permits and associated costs as per Scope of Work.	\$ <u>139,140.00</u> / Total Lump Sum

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	Manager Member
Date Signed	11/08/2018
Printed Name	Marcelo Arnedo
Firm or Company	Marvi Builders LLC

COPY

Resolution No. 2019-3

Corporate Resolution

Approve Award of Contract to Marvi Builders, LLC for Elevator Shaft Structural Upgrade/Improvements

THE UNDERSIGNED, Secretary of HG Senior Housing, Inc., a Florida not-for-profit corporation (the "Corporation"), does hereby certify that:

1. The Corporation is duly formed and a validly existing corporation in good standing under the laws of the State of Florida.
2. The following is a true and correct copy of a resolution duly adopted by the Directors of the Corporation on June 18, 2019:

BE IT RESOLVED, that the Board of Directors has approved the award of a contract to Marvi Builders, LLC for Elevator Shaft Structural Upgrade/Improvements as outlined in Memorandum 2019-05 (PD).

4. That the President, Secretary, Assistant Secretary, Deputy Assistant Secretary, and Treasurer are hereby authorized to take any action consistent with the intent of this Resolution.
5. The undersigned further certifies that the foregoing directors' resolution was duly and regularly enacted at a meeting of the Board of Directors held in accordance with the Articles of Incorporation and By-laws of the Corporation, and the laws of the State of Florida; that the Directors of the Corporation have full power and authority to bind the Corporation pursuant thereto; and that the resolution is in full force and effect as of the date of this Certificate and has not been altered, modified, or rescinded.

IN WITNESS WHEREOF, I have affixed my name in my capacity as the Secretary of the Corporation set forth below my signature to this certificate this **18th** day of **June, 2019**.

Mercedes Núñez, Secretary