

June 29, 2009

The Regular Meeting of the Philadelphia Housing Authority Board of Commissioners for June was held on Monday, June 29, 2009 3:00 pm, at the Philadelphia Housing Authority, Multipurpose Room, 12 S. 23<sup>rd</sup> Street, Philadelphia, Pennsylvania.

A quorum being present, Commissioner John F. Street, Chairman, called the meeting to order. Upon roll call, those present were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman, called the meeting to order. With that he asked for remarks from the Executive Director. Mr. Greene, PHA's Executive Director, advised the Commissioners that PHA was presenting eight (8) Resolutions to be considered as PHA reached a consensus with the residents at the Pre-Board Meeting held last week.

The next order of business was the approval of April 23, 2009 minutes. Commissioner/Councilwoman Blackwell moved for the adoption of the minutes, for which Commissioner Brady seconded. The minutes were unanimously adopted. With that, Commissioner John F. Street, Chairman, presided over the remaining agenda.

I hereby certify that this was  
APPROVED BY THE BOARD ON 9/24/09

  
\_\_\_\_\_  
ATTORNEY FOR PHA



Commissioner Brady moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Eiding;

**RESOLUTION NO. 11323**

**RESOLUTION APPROVING MINUTES OF THE REGULAR BOARD OF COMMISSIONERS MEETING  
HELD ON APRIL 23, 2009**

**BE IT RESOLVED**, that the minutes of the Board Meeting of the Philadelphia Housing Authority Regular Board Meeting held on April 23, 2009 copies of which have already been provided to the members, be the same are hereby ratified, confirmed and approved.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner Eiding moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Brady;

**RESOLUTION NO. 11324**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO SUBMIT THE MOVING TO WORK ("MTW") ANNUAL REPORT AND CONSOLIDATED FINANCIAL REPORT FOR MTW YEAR EIGHT (FISCAL YEAR ENDING MARCH 31, 2009) TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD")**

**WHEREAS**, PHA entered into a Moving To Work Demonstration (MTW) Agreement with the Department of Housing and Urban Development ("HUD") on October 16, 2008 and such Agreement provides that PHA prepare an Annual Report, including a Consolidated Financial Report; and

**WHEREAS**, the MTW Agreement calls for suspension of current evaluation and reporting requirement due to the authority granted to PHA to depart from the standard program requirements; and

**WHEREAS**, as an alternate assessment protocol, HUD will assess PHA's performance on an annual basis by comparing at the end of PHA's fiscal year its goals as stated in its approved MTW Annual Plan, to its actual performance, as stated in its Annual Report.

**WHEREAS**, PHA must include in the MTW Annual Report all required elements as described in the MTW Agreement; and

**WHEREAS**, PHA has prepared the MTW Annual Report for MTW Year Eight (Fiscal Year ending March 31, 2009); and

**WHEREAS**, PHA is required to submit the MTW Annual Report for Board approval prior to submission to HUD.

**THEREFORE, BE IT NOW RESOLVED** that the Board of Commissioners of the Philadelphia Housing Authority does hereby authorize the Executive Director or his designee to submit to HUD the MTW Annual Report for MTW Year Eight (Fiscal Year ending March 31, 2009) along with the Consolidated Financial Report for the period.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner Blackwell moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Eiding;

**RESOLUTION NO. 11325**

**RESOLUTION AUTHORIZING THE EXECUTION OF THE EXECUTIVE INCENTIVE PLAN (EIP) FOR DESIGNATED STAFF IN ACCORDANCE WITH RESOLUTION NO.10355, BASED ON THE TIMELY COMPLETION OF THE STRATEGIC OPERATING PLAN TASKS AND ACCEPTANCE OF THE 2009 ANNUAL ACCOMPLISHMENTS REPORT**

**WHEREAS**, the Philadelphia Housing Authority's Board of Commissioners approved the implementation of PHA's Strategic Operating Plan and the PHA's Executive Incentive Plan under resolution No. 10355, and authorized its implementation by the Executive Director on February 18, 1999; and

**WHEREAS**, the companion plans established the PHA's Executive Director and designated Staff as stakeholders in the success of the proposed Strategic Operating Plan, and authorized the subject staff's participation in an Executive Incentive Plan likewise tied to the achievement of key performance goals; and

**WHEREAS**, monthly and quarterly meetings and updates are made to the Strategic Operating Plan and an annual planning meeting is held to plan, develop, and create new initiatives under the Strategic Operating Plan; and,

**WHEREAS**, PHA's Executive Director is eligible to earn a bonus of fifteen percent (15%) per year if PHA attains specific performance goals; and

**WHEREAS**, PHA's Assistant Executive Directors, General Counsel, Executive General Managers, General Managers, Assistant General Managers and other Executive Staff are eligible to earn a bonus if PHA attains specific performance goals, as determined by the Executive Director; and

**BE IT RESOLVED**, the PHA Board of Commissioners hereby approves the 2009 Accomplishments Report; and

**BE IT FURTHER RESOLVED**, that the PHA Board of Commissioners hereby approves payment of the bonus compensation for PHA's Executive Director and designated staff as set forth below; based on the timely and substantial completion of the Strategic Operating Plan, and other achievements outlined in the 2009 Annual Accomplishments Report:

A.	Executive Director	EX1
B	Assistant Executive Directors	EX3
C.	General Counsel, Executive General Managers and General Managers	EX4
D.	Assistant General Managers and Other Executive Staff	EX5

**BE IT FURTHER RESOLVED**, that the Executive Incentive Plan will provide as follows:

The Executive Director, Assistant Executive Directors, General Counsel, Executive General Managers, General Managers, Assistant General Managers and other Executive Level Staff are deemed eligible to participate in the EIP.

Eligible employees must meet all goals and expectations established for their positions pursuant to the Strategic Operating Plan. Other factors for consideration include actions, which advance PHA's role and overall contributions to the mission of the PHA through superior performance of managerial duties.

For the Executive Director, this EIP bonus of 15% is approved by the PHA's Board of Commissioners through this resolution; for all other eligible employees, EIP bonuses must be recommended by the eligible employee's immediate supervisor and approved by the Executive Director.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner Eiding moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Brady;

**RESOLUTION NO. 11326**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONCLUDE AND TO EXECUTE A CONTRACT WITH THE PHILADELPHIA PUBLIC RECORD FOR THE PROVISION OF NEWSPAPER LAYOUT SERVICES (SOLICITATION NO. P-003811)**

**WHEREAS**, the Philadelphia Housing Authority identified a need for Newspaper Layout Services; and

**WHEREAS**, Solicitation No. P-003811 was developed in accordance with established procedures, and was properly advertised in the Philadelphia Inquirer and the Philadelphia Daily News; and

**WHEREAS**, a request for proposals was mailed to appropriate companies on the PHA Bidders' List, and distributed to those who responded to the invitation through the publications and the PHA website/portal; and

**WHEREAS**, five (5) companies actually responded, as follows:

Proposers

Chandler/White Publishing Co.  
Hollister Creative  
Ife Design & Associates  
JADA Creative Communications  
The Philadelphia Public Record; and

**WHEREAS**, the proposals were reviewed and rated by the Review Committee, Legal Counsel and the Director of Contracts and Procurement; and

**WHEREAS**, based upon those reviews, it is recommended that a contract be awarded to **The Philadelphia Public Record**, 1323 South Broad Street, Philadelphia, PA 19147; and

**WHEREAS**, it is further recommended that the contract, if awarded, shall not exceed a total amount of **ONE HUNDRED THOUSAND DOLLARS, (\$100,000.00)** for the one-year base period and four, one-year option periods for The Philadelphia Public Record.

**BE IT RESOLVED**, by and for the Philadelphia Housing Authority, that the Executive Director is hereby authorized to conclude and execute a contract with The Philadelphia Public Record.

**BE IT FURTHER RESOLVED**, that (1) the recommended contractor complies with all terms required by the solicitation; (2) the contract is subject to approval by PHA's funding source before a contract shall exist; (3) no contract shall exist until signed by the Executive Director; and (4) if PHA and the proposer have not mutually agreed on the terms of a contract within forty five (45) days of the next regularly scheduled Board meeting, then this resolution shall be void and the authority of the Executive Director shall cease.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner/Councilwoman Blackwell moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Eiding;

**RESOLUTION NO. 11327**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONCLUDE AND TO EXECUTE CONTRACTS WITH SYNERTECH, INC, USA ENVIRONMENTAL MANAGEMENT, INC, AND BATTA ENVIRONMENTAL ASSOCIATES, INC., FOR ENVIRONMENTAL CONSULTING SERVICES (SOLICITATION NO. P-003748)**

**WHEREAS**, The Philadelphia Housing Authority (PHA) identified a need for Environmental Consulting Services; and

**WHEREAS**, Solicitation No. P-003748 was developed according to established procedures and was advertised in the Philadelphia Inquirer and several community newspapers; and

**WHEREAS**, the Request for Proposal was mailed to the appropriate companies on PHA Bidders' List, and distributed to those who responded to the invitation through the publications; and

**WHEREAS**, seven (7) offerors responded to the solicitation by submitting a proposal as follows:

G&C Environmental Services, Inc.  
Criterion Laboratories, Inc.  
The Oak Group, Inc.  
Synertech, Inc.  
USA Environmental Management, Inc.  
Coastal Environmental Compliance, LLC  
Batta Environmental Associates, Inc.

**WHEREAS**, the proposals were reviewed and evaluated by the Review Committee and the supporting documents were reviewed by the Director, Contracts & Procurement; and

**WHEREAS**, multiple awards are authorized in accordance with the provisions of the solicitation; and

**WHEREAS**, based upon evaluation, it was recommended that contracts be awarded to Synertech, Inc., USA Environmental Management, Inc., and Batta Environmental Associates, Inc.; and

**WHEREAS**, it is further recommended that the contract shall be for a two (2) year base period with three (3) one-year option periods in an amount not to exceed **TWO HUNDRED SIXTY THOUSAND, FIVE HUNDRED FIFTY DOLLARS (\$260,550.00)** for Base Years 1 and 2; **ONE HUNDRED THIRTY THREE THOUSAND, ONE HUNDRED SIXTY FIVE DOLLARS (\$133,165.00)** for Option Year 1; **ONE HUNDRED THIRTY SIX THOUSAND, TWO HUNDRED SEVENTY FIVE DOLLARS (\$136,275.00)** for Option Year 2; **ONE HUNDRED THIRTY EIGHT THOUSAND, THREE HUNDRED SEVENTY FIVE DOLLARS (\$138,375.00)** for Option Year 3; a total contract amount not to exceed **SIX HUNDRED SIXTY EIGHT THOUSAND, THREE HUNDRED SIXTY FIVE DOLLARS (\$668,365.00)** to Synertech, Inc.; and

**WHEREAS**, it is further recommended that the contract shall be for a two (2) year base period with three (3) one-year option periods in an amount not to exceed **FOUR HUNDRED FIFTY THOUSAND, EIGHT HUNDRED DOLLARS (\$450,800.00)** for Base Years 1 and 2; **TWO HUNDRED TWENTY FIVE THOUSAND, FOUR HUNDRED DOLLARS (\$225,400.00)** for Option Year 1; **TWO HUNDRED THIRTY TWO THOUSAND, ONE HUNDRED SIXTY TWO DOLLARS (\$232,162.00)** for Option Year 2; **TWO HUNDRED THIRTY TWO THOUSAND, ONE HUNDRED SIXTY TWO DOLLARS (\$232,162.00)** for Option Year 3; a total contract amount not to exceed **ONE MILLION, ONE HUNDRED FORTY**

**THOUSAND, FIVE HUNDRED TWENTY FOUR DOLLARS (\$1,140,524.00)** to USA Environmental Management, Inc.; and

**WHEREAS**, it is further recommended that the contract shall be for a two (2) year base period with three (3) one-year option periods in an amount not to exceed **TWO HUNDRED NINETY TWO THOUSAND, THREE HUNDRED SEVENTY EIGHT DOLLARS (\$292,378.00)** for Base Years 1 and 2; **ONE HUNDRED FIFTY THOUSAND, FIVE HUNDRED SEVENTY FOUR DOLLARS SIXTY SEVEN CENTS (\$150,574.67)** for Option Year 1; **ONE HUNDRED FIFTY FIVE THOUSAND, NINETY ONE DOLLARS NINETY ONE CENTS (\$155,091.91)** for Option Year 2; **ONE HUNDRED FIFTY NINE THOUSAND, SEVEN HUNDRED FORTY FOUR DOLLARS SIXTY SEVEN CENTS (\$159,744.67)** for Option Year 3; a total contract amount not to exceed **SEVEN HUNDRED FIFTY SEVEN THOUSAND, SEVEN HUNDRED EIGHTY SEVEN DOLLARS NINETY ONE CENTS (\$757,787.91)** to Batta Environmental Associates, Inc.; and

**BE IT RESOLVED**, by and for The Philadelphia Housing Authority, that the Executive Director is hereby authorized to conclude and to execute contracts with Synertech, Inc., USA Environmental Management, Inc., and Batta Environmental Associates, Inc. for the provision of Environmental Consulting Services.

**BE IT FURTHER RESOLVED**, that (1) the recommended contractors comply with all terms required by the solicitation; (2) the contracts are subject to approval by PHA's funding source before any contracts shall exist; (3) no contracts shall exist until signed by the Executive Director; and (4) if PHA and the offerors have not mutually agreed on the terms of a contract within forty-five (45) days of the next regularly scheduled Board meeting, then this resolution shall be void and the authority of the Executive Director shall cease.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner Eiding moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Brady;

**RESOLUTION NO. 11328**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONCLUDE AND TO EXECUTE A CONTRACT WITH CONTROLLED ENVIRONMENTAL SYSTEMS FOR ENVIRONMENTAL CONTRACTOR SERVICES (SOLICITATION NO. P-003749)**

**WHEREAS**, The Philadelphia Housing Authority (PHA) identified a need for Environmental Contractor Services; and

**WHEREAS**, Solicitation No. P-003749 was developed according to established procedures and was advertised in the Philadelphia Inquirer and several community newspapers; and

**WHEREAS**, the Request for Proposal was mailed to the appropriate companies on PHA Bidders' List, and distributed to those who responded to the invitation through the publications; and

**WHEREAS**, one (1) offeror responded to the solicitation by submitting a proposal as follows:

Controlled Environmental Systems

**WHEREAS**, the proposals were reviewed and evaluated by the Review Committee and the supporting documents were reviewed by the Director, Contracts & Procurement; and

**WHEREAS**, an award is authorized in accordance with the provisions of the solicitation; and

**WHEREAS**, based upon evaluation, it was recommended that a contract be awarded to Controlled Environmental Systems; and

**WHEREAS**, it is further recommended that the contract shall be for a two (2) year base period with three (3) one-year option periods in an amount not to exceed **NINE HUNDRED FOUR THOUSAND, TWENTY DOLLARS (\$904,020.00)** for Base Years 1 and 2; **FOUR HUNDRED SIXTY FIVE THOUSAND, FIVE HUNDRED SEVENTY DOLLARS THIRTY CENTS (\$465,570.30)** for Option Year 1; **FOUR HUNDRED SEVENTY NINE THOUSAND, FIVE HUNDRED THIRTY SEVEN DOLLARS FORTY ONE CENTS (\$479,537.41)** for Option Year 2; **FOUR HUNDRED NINETY THREE THOUSAND, NINE HUNDRED TWENTY THREE DOLLARS FIFTY THREE CENTS (\$493,923.53)** for Option Year 3; a total contract amount not to exceed **TWO MILLION, THREE HUNDRED FORTY THREE THOUSAND, FIFTY ONE DOLLARS TWENTY FOUR CENTS (\$2,343,051.24)** to Controlled Environmental Systems; and

**BE IT RESOLVED**, by and for The Philadelphia Housing Authority, that the Executive Director is hereby authorized to conclude and to execute a contract with Controlled Environmental Systems for the provision of Environmental Contractor Services.

**BE IT FURTHER RESOLVED**, that (1) the recommended contractor comply with all terms required by the solicitation; (2) the contract is subject to approval by PHA's funding source before any contract shall exist; (3) no contract shall exist until signed by the Executive Director; and (4) if PHA and the offeror have not mutually agreed on the terms of a contract within forty-five (45) days of the next regularly scheduled Board meeting, then this resolution shall be void and the authority of the Executive Director shall cease.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner Brady moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Eiding;

**RESOLUTION NO. 11329**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONCLUDE AND TO EXECUTE A CONTRACT WITH AVANT GARDENS, INC. FOR THE PROVISION OF LANDSCAPING SERVICES AT VARIOUS PHA SITES (SOLICITATION NO. P-003846)**

**WHEREAS**, The Philadelphia Housing Authority (PHA) identified a need for landscaping services at various PHA sites; and

**WHEREAS**, Solicitation No. P-003846 was developed according to established procedures and was advertised in the Philadelphia Inquirer and several community newspapers; and

**WHEREAS**, the Request for Proposal was mailed to the appropriate companies on PHA Bidders' List, and distributed to those who responded to the invitation through the publications; and

**WHEREAS**, three (3) offerors responded to the solicitation by submitting a proposal as follows:

Greenscape Landscaping Contractors, Inc.  
Avant Gardens, Inc.  
Bustleton Services

**WHEREAS**, these proposals were reviewed and rated by the Review Committee and the supporting documents were reviewed by the Director, Contracts and Procurement; and

**WHEREAS**, based upon evaluation, it was recommended that a contract be awarded to Avant Gardens, Inc.; and

**WHEREAS**, it is further recommended that the contract, if awarded, shall be for a two (2) year base period with three (3) one-year option periods in an amount not to exceed **SIX HUNDRED THIRTY FIVE THOUSAND, TWO HUNDRED TEN DOLLARS (\$635,210.00)** for Base Year 1; **SIX HUNDRED FIFTY THREE THOUSAND, SIX HUNDRED SIXTY SIX DOLLARS AND THIRTY CENTS (\$653,666.30)** for Base Year 2; **SIX HUNDRED SEVENTY THREE THOUSAND, TWO HUNDRED NINETY FIVE DOLLARS AND SIXTY CENTS (\$673,295.60)** for Option Year 1; **SIX HUNDRED NINETY TWO THOUSAND, THREE HUNDRED SEVENTY EIGHT DOLLARS AND NINETY CENTS (\$692,378.90)** for Option Year 2; **SEVEN HUNDRED ELEVEN THOUSAND, FOUR HUNDRED THIRTY FIVE DOLLARS AND TWENTY CENTS (\$711,435.20)** for Option Year 3; for a Total Contract amount not to exceed **THREE MILLION, THREE HUNDRED SIXTY FIVE THOUSAND, NINE HUNDRED EIGHTY SIX DOLLARS (\$3,365,986.00)** or five (5) years, whichever comes first to Avant Gardens, Inc.; and

**BE IT RESOLVED**, by and for The Philadelphia Housing Authority, that the Executive Director is hereby authorized to conclude and to execute a contract with Avant Gardens, Inc. for the provision of landscaping services at various PHA sites.

**BE IT FURTHER RESOLVED**, that (1) the recommended contractors comply with all terms required by the solicitation; (2) the contracts are subject to approval by PHA's funding source before the contracts shall exist; (3) no contracts shall exist until signed by the Executive Director; and (4) if PHA and the offerors have not mutually agreed on the terms of the contracts within forty-five (45) days of the next regularly scheduled Board meeting, then this resolution shall be void and the authority of the Executive Director shall cease

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner Eiding moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Brady;

**RESOLUTION NO. 11330**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONCLUDE AND TO EXECUTE CONTRACTS FOR THE PROVISION OF COURIER SERVICES TO VARIOUS PHA LOCATIONS WITH HEAVEN SENT COURIER AND AMERICAN EXPEDITING CO. (SOLICITATION NO. P-003777R)**

**WHEREAS**, The Philadelphia Housing Authority (PHA) identified a need for the pick up and delivery of material/cargo, and courier services within Center City, Philadelphia, Pennsylvania; and

**WHEREAS**, Solicitation No. P-003777R was developed according to established procedures and was advertised in the Philadelphia Inquirer and several community newspapers; and

**WHEREAS**, the Request for Proposal was mailed to the appropriate companies on PHA Bidders' List, and distributed to those who responded to the invitation through the publications; and

**WHEREAS**, five (5) offerors responded to the solicitation by submitting a proposal as follows:

**Heaven Sent Courier**

Lambert Worldwide LLC.

**American Expediting Co.**

Njanike Enterprises Inc.

Deluxe Delivery Systems; and

**WHEREAS**, the proposals were reviewed and evaluated by the Review Committee, legal counsel and the supporting documents were reviewed by the Director, Contracts & Procurement; and

**WHEREAS**, multiple awards are authorized in accordance with the provisions of the solicitation; and

**WHEREAS**, based upon evaluation, it was recommended that contracts be awarded to Heaven Sent Courier and American Expediting Co.; and

**WHEREAS**, it is further recommended that the contract, if awarded, shall be for a two (2) year base period with three (3) one-year option periods in an amount not to exceed **TWO HUNDRED AND TWENTY THREE THOUSAND, THREE HUNDRED DOLLARS (\$223,300.00)** for Base Years 1 & 2; **ONE HUNDRED AND ELEVEN THOUSAND, SIX HUNDRED AND FIFTY DOLLARS (\$111,650.00)** for Option Year 1; **ONE HUNDRED AND ELEVEN THOUSAND, SIX HUNDRED AND FIFTY DOLLARS (\$111,650.00)** for Option Year 2; **ONE HUNDRED AND ELEVEN THOUSAND, SIX HUNDRED AND FIFTY DOLLARS (\$111,650.00)** for Option Year 3; for a total contract amount not to exceed **FIVE HUNDRED AND FIFTY EIGHT THOUSAND, TWO HUNDRED AND FIFTY DOLLARS (\$558,250.00)** to Heaven Sent Courier; and **THREE HUNDRED AND FIFTEEN THOUSAND, FOUR HUNDRED AND EIGHTY DOLLARS (\$315,480.00)** for Base Years 1 & 2; **ONE HUNDRED AND SIXTY THREE THOUSAND, ONE HUNDRED AND SIXTY DOLLARS (\$163,160.00)** for Option Year 1; **ONE HUNDRED AND SEVENTY ONE THOUSAND, FOUR HUNDRED DOLLARS (\$171,400.00)** for Option Year 2; **ONE HUNDRED AND EIGHTY FOUR THOUSAND, EIGHT HUNDRED DOLLARS (\$184,800.00)** for Option Year 3; for a total contract amount not to exceed **EIGHT HUNDRED AND THIRTY FOUR THOUSAND, EIGHT HUNDRED AND FORTY DOLLARS (\$834,840.00)** to American Expediting Co.; and

**NOW, THEREFORE, BE IT RESOLVED**, by and for The Philadelphia Housing Authority, that the Executive Director is hereby authorized to conclude and to execute contracts with Heaven Sent Courier and American Expediting Co. for courier services to various PHA locations; and

**BE IT FURTHER RESOLVED**, that (1) the recommended contractors comply with all terms required by the solicitation; (2) the contracts are subject to approval by PHA's funding source before any contracts shall exist; (3) no contracts shall exist until signed by the Executive Director; and (4) if PHA and the offeror have not mutually agreed on the terms of a contract within forty-five (45) days following the next regularly scheduled Board meeting, then this resolution shall be void and the authority of the Executive Director shall cease.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner Blackwell moved for the adoption of the following Resolution, which motion was duly seconded by Commissioner Eiding;

**RESOLUTION NO. 11331**

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO TAKE ALL STEPS NECESSARY TO PROVIDE SERVICES TO ELDERLY AND DISABLED RESIDENTS OF PUBLIC HOUSING AND RESIDENTS OF THE NEIGHBORHOODS ADJACENT TO SERVICE DELIVERY SITES, BEGINNING WITH THE NELLIE REYNOLDS GARDEN AND FURTHER TO PARTNER WITH THE COMMONWEALTH IN PROVIDING SERVICES TO ELDERLY AND DISABLED RESIDENTS. THE EXECUTIVE DIRECTOR OR HIS DESIGNEE IS FURTHER AUTHORIZED TO CREATE AND TO PROVIDE FOR THE CORPORATE ORGANIZATION OF A NON-PROFIT SINGLE MEMBER PENNSYLVANIA LIMITED LIABILITY COMPANY THAT IS AN INSTRUMENTALITY OF PHA IN CONNECTION WITH THE PROVISION OF THESE SERVICES**

**WHEREAS,** it has been determined that the management, operation, oversight and administration of services provided to PHA's elderly and disabled residents may be more effectively and efficiently effectuated by a separate management entity, which shall be responsible for undertaking such duties and/or such other activities as deemed appropriate by the Executive Director; and

**WHEREAS,** the Executive Director, or his designee, on behalf of the PHA will create a Pennsylvania non-profit single member limited liability company to be an integral part of PHA (the "PHA Elderly and Disabled Services Affiliate"), which entity shall be organized under and pursuant to Pennsylvania's limited liability company law and have a Board of Directors comprised of up to three members; and

**WHEREAS,** the PHA Elderly and Disabled Services Affiliate is anticipated to provide certain services to elderly and disabled PHA residents in compliance with requirements of the Commonwealth of Pennsylvania and other applicable government requirements, including, but not limited to, Adult Day Services, Personal Care Services, and any additional services as necessary and desirable pursuant to certain contracts between such entities or such other appropriate parties.

**THEREFORE BE IT RESOLVED,** that the Philadelphia Housing Authority's Board of Commissioners hereby authorizes the Executive Director, or his designee, to take all required action to create the PHA Elderly and Disabled Services Affiliate, including filing all necessary submissions with the Commonwealth of Pennsylvania and/or the United States Department of Housing and Urban Development and/or the United States Department of Health and Human Services, declaring its purpose, filing any notices, letters or correspondence in connection with the PHA Elderly and Disabled Services Affiliate status as an integral part of PHA and taking any or all actions necessary or appropriate to create the PHA Elderly and Disabled Services Affiliate, including determining the organizational structure thereof, including the composition of the Board of Directors and Officers of such entity (which officers may be the same as the Board of Directors), which Board of Directors shall not exceed three members; and

**BE IT FURTHER RESOLVED,** that the Executive Director, or his designee, is hereby authorized, empowered and directed to execute, acknowledge where necessary, attest, deliver, accept, file, and/or implement any documents or contracts, as applicable, or to take any other actions as are necessary and/or appropriate to effectuate these resolutions and to carryout the purpose of the PHA Elderly and Disabled Services Affiliate; and

**BE IT FURTHER RESOLVED,** that all actions taken heretofore by the Executive Director or his designee(s) with respect to the matters set forth in these resolutions are hereby approved and ratified.

A vote being taken thereon, the "Ayes" and the "Nays" were as follows:

Present: Commissioner John F. Street, Chairman  
Commissioner/Councilwoman Jannie L. Blackwell  
Commissioner Debra L. Brady  
Commissioner Patrick J. Eiding

Absent: Commissioner Nellie W. Reynolds, Vice Chairman

Also Present: Carl R. Greene, Executive Director  
Shelley R. James, Chief of Staff

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted.

Commissioner John F. Street, Chairman thereupon declared the Resolution unanimously adopted. The resolutions were adopted. With that, Commissioner John F. Street, Chairman opened the meeting for public comments. With no public comments being heard, Commissioner John F. Street, Chairman adjourned the meeting. (Copies of the actual transcript will be provided upon written request).