

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2015-17

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF JANUARY 15, 2015 THROUGH FEBRUARY 18, 2015.

WHEREAS, the attached listing of Accounts Payable for the period of January 15, 2015 through February 18, 2015, was reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of January 15, 2015 through February 18, 2015 in the amount of Four Hundred Sixty One Thousand Two Hundred Thirty One Dollars (\$461,231.26) and Twenty Six Cents.

Resolution adopted as read on motion by Commissioner Nest
seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson				✓
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson				✓
Bob Taschler	✓			
Bruce E. Walenczyk	✓			

February 26, 2015
DATE



BRUCE E. WALENCZYK, CHAIRMAN

LYNN BARTLETT

LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2015-18

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF JANUARY 15, 2015 THROUGH FEBRUARY 18, 2015 FOR THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY.

WHEREAS, the attached listing of Accounts Payable for the period of January 15, 2015 through February 18, 2015 for the Housing Development Corporation of Bergen County, was reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of January 15, 2015 through February 18, 2015 in the amount of the amount of Two Hundred Twenty Three Thousand Nine Hundred Seventy Nine Dollars (\$223,979.61) and Sixty One Cents.

Resolution adopted as read on motion by Commissioner Nest
seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson				✓
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson				✓
Bob Taschler	✓			
Bruce E. Walenczyk	✓			

February 26, 2015
DATE


BRUCE E. WALENCZYK, CHAIRMAN


LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2015-19

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF
BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE
DIRECTOR TO EXECUTE A TWO YEAR CONTRACT WITH NATIONAL
TENANT NETWORK FOR BACKGROUND CHECK SERVICES.**

WHEREAS, the Contracting Officer of the Authority identified a need to renew pricing for Background Check Services; and

WHEREAS, a request for price quote was distributed to various firms on December 29, 2014 according to established procedures; and

WHEREAS, three (3) firms responded to the solicitation by submitting a price quote as noted on the attached spreadsheet; and

WHEREAS, due to the serious and important nature of the aforementioned services, it is prudent for the Authority to take appropriate measures to procure the services of a Firm with a national reputation which is well versed and possesses extensive knowledge of resident screening and landlord tenant relations; and

WHEREAS, the Authority requires that the background check reports of the selected firm be accurate, thorough and complete; and

WHEREAS, the Authority that the selected firm had documented and satisfactory experience doing similar work for other Authorities; and

WHEREAS, the proposals were carefully reviewed and evaluated by the Contracting Officer who has identified National Tenant Network (NTN) as the Firm whose proposal meets all of the requirements of the request for price quote, and is the most cost effective, advantageous and in the best interest of the Authority; and

WHEREAS, the Contracting Officer confirms that the Authority has had a continued favorable working relationship with this Firm and it is qualified and possesses the experience to satisfactorily complete these services; and

WHEREAS, it is recommended that a contract be awarded to National Tenant Network; and

WHEREAS, it is further recommended that the contract with National Tenant Network shall be for a period of two (2) years. All multi-year Contracts (if any) shall be subject to fund availability on a yearly basis. Cost for services shall be in accordance with the following fees and as noted on the attached spreadsheet on a case by case and as-needed basis:

core services- package one:	\$14.25
core services- package two:	\$ 8.50
statewide criminal report:	\$18.00
county criminal report:	\$12.00
eviction/criminal verification:	\$11.25
NJ driving record:	\$30.00

WHEREAS, the Finance Manager has certified that sufficient funds are available in the budget to cover these services on a case by case and on an as needed basis which shall be encumbered from the operating budget at such time as the services are rendered, as allowed under *N.J.A.C. 5:30-5 (b)-2*. Amounts in excess of **Thirty Thousand Dollars (\$30,000.00) and Zero Cents** for the two year duration of the contract will require adoption of Board Resolution authorizing the expenditure of additional funds; and

WHEREAS, the Authority reserves the right to add or delete sections of the work from the contract after the award of the bid has been made, due to funding or other reasons; and

WHEREAS, as allowed under *N.J.S.A. 59.4-1 et seq.* neither the Housing Authority of Bergen County nor any of its officers, directors, employees or other agents shall be liable for any injury caused by the specifications plans or design of referenced services (if any), either in its original construction or any improvement thereto, where such specifications plans or design have specifically been approved in advance of the construction by the Board of Commissioners of the Housing Authority of Bergen County or any of its officers, directors, employees or other agents

exercising discretionary authority to give such approval or where such specifications plans or design are prepared in conformity with standards previously so approved; and

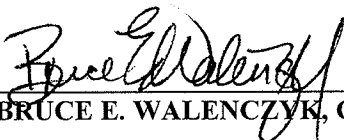
NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, or its designee, is hereby authorized to conclude, execute and deliver on behalf of the Housing Authority of Bergen County, a Contract with National Tenant Network for the provision of Background Check Services at the aforementioned amounts.

Resolution adopted as read on motion by Commissioner Nest, seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson				✓
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson				✓
Bob Taschler	✓			
Bruce E. Walenczyk	✓			

February 26, 2015
DATE


BRUCE E. WALENCZYK, CHAIRMAN


LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
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RESOLUTION 2015-20

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH VIP SPECIAL SERVICES, LLC, 583 VALLEY ROAD, WEST ORANGE, NEW JERSEY, FOR WINDOW WASHING SERVICES AT VARIOUS LOCATIONS.

WHEREAS, the Contracting Officer of the Authority identified a need Window Washing Services at Sixteen (16) locations owned and/or managed by the Authority; and

WHEREAS, Solicitation No. HABC 2014-12-04 dated December, 2014 was drawn up according to established procedures, and was properly advertised in The Record newspaper on January 6, 2015 and on the Authority's website; and

WHEREAS, a request for sealed bid was distributed to those who responded to the invitation through the publication, and

WHEREAS, four (4) Firms responded to the solicitation by submitting a sealed bid on February 3, 2015 as follows:

VIP Special Services, LLC (lowest responsive bidder)
Pritchard Industries (responsive)
Eagle Building Services, LLC (non-responsive)
Cristi Cleaning Service Corp. (non-responsive)

WHEREAS, the sealed bids were reviewed and evaluated by the Evaluation Committee who has identified VIP Special Services, LLC as the lowest responsible bidder whose bid meets all of the requirements of the bid specifications, complies with the requirements of N.J.S.A. 10:5-3.1 et seq. and N.J.S.A. 17:27 et seq., and is the most advantageous to the Authority; and

WHEREAS, the Contracting Officer confirms that the Authority has received favorable references for this contractor and he is qualified and possesses the experience to satisfactorily complete this project; and

WHEREAS, it is recommended that a Contract be awarded to VIP Special Services, LLC; and

WHEREAS, it is further recommended that the contract with VIP Special Services, LLC shall be for a period of one (1) year with the option, at the sole discretion of the Authority to renew the contract for one (1) additional year at pre-determined prices. All multi-year Contracts (if any) shall be subject to fund availability on a yearly basis. Total Lump Sum for all locations for year One **Fourteen Thousand Nine Hundred Forty Two Dollars (\$14,942.00) and Zero Cents**, with individual location amounts as noted on the attached spreadsheet; and

WHEREAS, the Finance Manager has certified that sufficient funds are available in the budget to cover these services on a case by case and on an as needed basis which shall be encumbered from the operating budget at such time as the services are rendered, as allowed under **N.J.A.C. 5:30-5 (b)-2**. Annual amounts in excess of **Fourteen Thousand Nine Hundred Forty Two Dollars (\$14,942.00) and Zero Cents** will require adoption of Board Resolution authorizing the expenditure of additional funds; and

WHEREAS, the Authority reserves the right to add or delete sections of the work from the contract after the award of the bid has been made, due to funding or other reasons, and

WHEREAS, the prices bid for the various items of work shall not be adjusted due to the deflection of any work or due to the variations of any quantity for the various items scheduled in the bid, and

WHEREAS, as allowed under *N.J.S.A. 59.4-1 et seq.* neither the Housing Authority of Bergen County nor any of its officers, directors, employees or other agents shall be liable for any injury caused by the specifications plans or design of referenced services (if any), either in its original construction or any improvement thereto, where such specifications plans or design have specifically been approved in advance of the construction by the Board of Commissioners of the Housing Authority of Bergen County or any of its officers, directors, employees or other agents exercising discretionary authority to give such approval or where such specifications plans or design are prepared in conformity with standards previously so approved; and


NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, or its designee, is hereby authorized to conclude, execute and deliver on behalf of the Housing Authority of Bergen County, a Contract with **VIP Special Services, LLC** for the provision of Window Washing Services at Sixteen (16) locations at the aforementioned amounts.

BE IT FURTHER RESOLVED, that: (1) the Housing Authority of Bergen County shall require that the recommended contractor comply with all terms required by the solicitation; (2) the contract is subject to approval by the Authority's funding source before a Contract shall exist; (3) the Contract shall not exist until signed by the Board of Commissioners, or its designee; and (4) if the Authority and the bidder have not mutually agreed on the terms of the Contract within Twenty One (21) days of being notified of the Contract award, and the contractor is not able or fails to enter into a Contract, then this Resolution with regard to the respective bidder shall be void, and after adopting a new Resolution, the Board of Commissioners or its designee, shall award a Contract to the next lowest responsible bidder.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson				✓
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson				✓
Bob Taschler	✓			
Bruce E. Walenczyk	✓			

February 26, 2015
DATE


BRUCE E. WALENCZYK, CHAIRMAN


LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2015-21

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE DIRECTOR TO EXECUTE A HARDWARE SERVICE AGREEMENT WITH UNICORN FOR AN ANNUAL SERVICE AGREEMENT FOR THE REMOTE HAND PUNCH TIME CLOCK FOR THE BERGEN COUNTY HOUSING HEALTH & HUMAN SERVICES CENTER.

WHEREAS, the Contracting Officer of the Authority identified a need to maintain the custom programming for the Bergen County Housing, Health & Human Services Center on an annual basis to provide a regular backup process and the system is tested and updated with each software upgrade to ensure no disruption in performance; and

WHEREAS, a proposal was provided by Unicorn HRO according to established procedures; and

WHEREAS, the proposal received from Unicorn HRO was reviewed and evaluated and found to meet all of the requirements of the specifications, and is in the best interest and most advantageous to the Authority; and

WHEREAS, the Contracting Officer confirms that the Authority has had a continued favorable working relationship with this Firm and it is qualified and possesses the experience to satisfactorily complete these services; and

WHEREAS, it is recommended that a resolution be authorized to Unicorn HRO; and

WHEREAS, the cost for the Annual Service Agreement for the aforementioned services shall be invoiced at twelve percent (12%) of the total value of the Original Service Agreement on an annual basis commencing with the first anniversary of completion. Additionally all support provided by technical services will be billable on a time and materials basis. Future release upgrades, bug fixes and support are billable on a time and materials basis; and

WHEREAS, the Finance Manager has certified that sufficient funds are available in the budget to cover these services on a case by case and on an as needed basis which shall be encumbered from the operating budget at such time as the services are rendered, as allowed under *N.J.A.C. 5:30-5 (b)-2*; and

WHEREAS, as allowed under *N.J.S.A. 59:4-1 et seq.* neither the Housing Authority of Bergen County nor any of its officers, directors, employees or other agents shall be liable for any injury caused by the specifications plans or design of referenced services (if any), either in its original construction or any improvement thereto, where such specifications plans or design have specifically been approved in advance of the construction by the Board of Commissioners of the Housing Authority of Bergen County or any of its officers, directors, employees or other agents exercising discretionary authority to give such approval or where such specifications plans or design are prepared in conformity with standards previously so approved; and

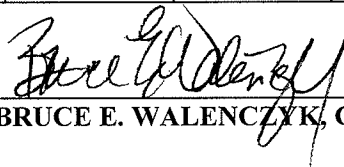
NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, or its designee, is hereby authorized to conclude, execute and deliver on behalf of the Housing Authority of Bergen County, a Contract with Unicorn HRO to maintain the custom programming for the Bergen County Housing, Health & Human Services Center on an annual basis to provide a regular backup process and the system is tested and updated with each software upgrade to ensure no disruption in performance at Bergen County Housing, Health & Human Services Center (BCHHH) at the aforementioned amounts.

Resolution adopted as read on motion by Commissioner Nest, seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson				✓
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson				✓
Bob Taschler	✓			
Bruce E. Walenczyk	✓			

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DATE


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RESOLUTION 2015-22

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ATTACHED ORGANIZATIONAL CHART.

WHEREAS, the Housing Authority of Bergen County has proposed certain changes to the HABC Organizational Chart as attached; and

WHEREAS, proposed changes were submitted to and approved by the Personnel Committee of the Board of Commissioners.

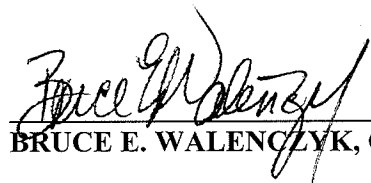
NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby approve the changes made to the HABC Organizational Chart as attached hereto.

Resolution adopted as read on motion by Commissioner Nest
seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson				✓
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson				✓
Bob Taschler	✓			
Bruce E. Walenczyk	✓			

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DATE



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