

## RESOLUTION 17-28

### TO AUTHORIZE THE EXECUTION OF A CONTRACT FOR ELEVATOR PREVENTIVE MAINTENANCE AND REPAIRS SERVICES

WHEREAS, District of Columbia Housing Authority (“DCHA”) requires elevator preventive maintenance and repair services at various properties;

WHEREAS, on September 10, 2017, DCHA advertised a Request for Proposals (“RFP”) in *The Washington Post*, *Afro American*, *The Current Newspaper*, *The Washington Informer*, *Hill Rag*, *El Tiempo Latino* and *East of the River*. Copies were emailed to all District Government Certified Business Entity members and all District of Columbia Department of Housing and Community Development (“DHCD”) Section 3 vendors;

WHEREAS, on September 11, 2017, Solicitation No. 0020-2017 Elevator Preventive Maintenance and Repair Services was issued to the Department of Small and Local Business Development, bidders interested in doing business with DCHA, posted to the DCHA Website and issued directly to three (3) firms;

WHEREAS, on October 5, 2017 DCHA hosted a site visit, and three (3) interested firms attended;

WHEREAS, by October 26, 2017, DCHA received two (2) proposals for evaluation;

WHEREAS, the solicitation stated that DCHA would make an award to the company that was deemed technically qualified in accordance with the solicitation requirements for elevator preventive maintenance and repair services and in the best interest of DCHA;

WHEREAS, based on the proposal and the results of the evaluation process, DCHA determined that Collins Elevator Service, Inc. has met the technical requirements of the RFP as a qualified firm capable of providing the required elevator preventive maintenance and repair services for DCHA at various properties; and

WHEREAS, DCHA performed a review of the Federal Systems Award Management and the District’s Excluded Parties List on November 15, 2017, and has determined that Collins Elevator Service, Inc. does not appear on that list.

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PREVENTIVE MAINTENANCE AND  
REPAIRS SERVICES**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of District of Columbia Housing Authority hereby authorizes the Executive Director to execute a contract with Collins Elevator Service, Inc. to provide Elevator Preventive Maintenance and Repair Services, for a period of three (3) years, in the aggregate amount of One Million One Hundred Thirty-Eight Thousand Thirty Dollars (\$1,138,030.00, applicable annual amounts: 2018 - \$343,816.00; 2019 - \$378,197.00; and 2020 - \$416,017.00), subject to the availability of funding.

ADOPTED, by the Board of Commissioners and signed in open session in authentication of this passage on this 13<sup>th</sup> day of December 2017.

ATTEST:

APPROVED:

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Tyrone Garrett  
Executive Director/Secretary

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Neil Albert  
Chairman

APPROVED TO FORM AND LEGAL SUFFICIENCY:

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Kenneth S. Slaughter  
General Counsel