

**MINUTES**  
**SPECIAL MEETING of the GREEN BAY HOUSING AUTHORITY**  
**Thursday, April 14, 2016, 10:30 a.m.**  
**100 N Jefferson St, Room 400**  
**Green Bay, WI 54302**

**MEMBERS:** Brad Hansen- Vice Chair, Chiquitta Cotton, and Sandra Popp

**MEMBERS EXCUSED:** William VandeCastle – Chair

**NEW BUSINESS:**

1. Award of Mason Manor Window Washing Contract to the responsive and responsible vendor whose overall proposal offers the best value for the GBHA, Jack's Maintenance Service, for a total of \$16,648 over three years.

R. Hallet expressed her gratitude to the Authority for attending the meeting on such short notice. This proposal is a time sensitive matter since the window washing takes place before the installation of the air conditioners. The residents of Mason Manor are accustomed to having the air condition units installed in the middle of the month of May. R. Hallet further explained this was bid out as an RFP instead of a RFQ since the staff was looking at all aspects of the vendors such as experience, capability, price and whether or not they are a women or minority owned or a Davis Bacon business. Jack's Maintenance Service is the incumbent; they have been performing the service and have scored highest on the RFP.

A motion was made to accept the proposal of Jack's Maintenance Service for the total of \$16,648 by S. Popp and seconded by C. Cotton. Motion carried.

R. Hallet stated the price for Jack's service increased, in the past Jack's has been the lowest bidder. However to stay competitive the price has increased.

S. Schmutzer inquired about if issues the staff has had in the past were addressed in the proposal. Issues included Jack's employees leaving windows open and doors to the residents' apartments unlocked. R. Hallet stated these issues were addressed in the proposal. The previously addressed issues along with employees maintaining a presentable appearance were stressed as well. There were issues in the past with this service; however, Jack's is willing to adhere to the proposal's requirements.

S. Popp inquired if Jack's has complied with the change in requirements in the past. R. Hallet stated Jack's has been compliant with changes in the requirements of the proposals in the past.

B. Hansen inquired if the cleaning of the spandrel glass will be included. R. Hallet explained the staff intended to include this additional cleaning but did not include the additional cost in the dollar amount stated in the agenda item due to an oversight. B. Hansen stated this will increase the total price to \$17,750.

An amendment of the motion to accept the proposal of Jack's Maintenance Service to include the additional cleaning at the cost of \$1,102 to total \$17,750 was made by S. Popp and seconded by C. Cotton. Motion carried.

**STAFF REPORT:**

2. Date of next meeting: April 28, 2016.

R. Hallet reminded the Authority of the date change for the regular April meeting.

A motion for adjournment was made by S. Popp, seconded by C. Cotton. Motion carried. The GBHA meeting for April 14, 2016, adjourned at 10:37 am.

CM: rah:jd