

# **PORT ARTHUR HOUSING AUTHORITY**

## **Board of Commissioners Special Meeting**

**May 17<sup>th</sup>, 2023 at 12:15 p.m.**



### **Board Membership**

Roosevelt Petry, Chairman  
Debra Ambrose, Vice-Chairman  
Rhonda Conner  
Fred Vernon  
Brent Smith

### **Executive Director**

Seledonio "Cele" Quesada



EXECUTIVE DIRECTOR  
CELE QUESADA

COMMISSIONERS:  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**HOUSING AUTHORITY OF THE CITY OF PORT ARTHUR  
BOARD OF COMMISSIONERS**

Notice is hereby given that on **Wednesday the 17<sup>th</sup> day of May, 2023 at 12:15 p.m.**, the Board of Commissioners of the Housing Authority of the City of Port Arthur will hold a special meeting. The Port Arthur Housing Authority offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Port Arthur Housing Authority office for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

Open Meeting – 12:15 p.m.

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Minutes for March 29, 2023 & April 12, 2023 Special Meetings
6. Executive Director/Secretary Report
  - A. Financial Reports
    - i. Section 8
    - ii. Business Activities
  - B. Reports
    - i. Section 8
    - ii. Affiliates
    - iii. 50058 PIC Submission reports
    - iv. Police Reports
    - v. Home Ownership
  - C. Internal Control Reports
    - i. Listing of all the contracts executed
    - ii. List of all the public notices and procurement notices published
    - iii. List of all the checks paid for goods and services greater than \$10,000.
7. Consideration and discussion of a motion to approve award of Contract No. C23001, HQS Inspection Services.
8. Consideration and discussion of a motion to approve award of Contract No. C23002, Temporary Employee Services.
9. Consideration and discussion to move into Executive Session – Convene an Executive Session to discuss:
  - A. Personnel matters in accordance with Section 551.074 of the Texas Government Code
  - B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
  - C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code
10. Future Agenda Items
11. Adjournment

Done and posted the 12<sup>th</sup> day of May, 2023 at 11:39am, at the PORT ARTHUR HOUSING AUTHORITY ADMINISTRATION BUILDING and PROPERTIES, in Port Arthur, Texas before 12:15 p.m.

Delivered by: [Signature] Received by: [Signature]

# Housing Authority of the City of Port Arthur

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May 17, 2023

### OPEN MEETING 12:15 P.M.

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance

### MISSION STATEMENT

To provide adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

*- Board of Commissioners  
Port Arthur Housing Authority*

### MINUTES

Approval of Minutes

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### EXECUTIVE DIRECTOR/SECRETARY REPORTS

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**DISCUSSION/POSSIBLE ACTION**

- Consideration and discussion of a motion to approve award of Contract No. C23001, HQS Inspection Services 45-50
- Consideration and discussion of a motion to approve award of Contract No. C23002, Temporary Employee Services 51-63



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**May 17, 2023**

**Subject: Consideration and discussion of a motion to approve the minutes from the Board of Commissioners Special Meeting on March 29, 2023.**

**Recommendation:**

A recommendation is being made for the Board to approve the minutes for the Board of Commissioners Special Meeting on March 29, 2023.

**Background:**

A special meeting was held on March 29, 2023 at 920 DeQueen Blvd., Port Arthur, TX 77640 and via teleconference. See attached copy of the minutes.

**Budget/Fiscal Effect:**

None

**Staffing/Employee Effect:**

None

MINUTES OF THE SPECIAL  
MEETING OF THE HOUSING AUTHORITY  
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON  
THE 29<sup>TH</sup> OF MARCH, 2023.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Special Session on Wednesday, March 29, 2023 at 920 DeQueen Blvd., Port Arthur, TX 77640.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:40 p.m. by Roosevelt Petry, Chairman.

Agenda Item No. 2 – Roll Call. Seledonio Quesada, Executive Director noted the following attendance:

PRESENT: Board Members in Attendance:  
Roosevelt Petry, Chairman  
Debra Ambrose, Vice-Chairman  
Rhonda Conner, Commissioner  
Fred Vernon, Commissioner (arrived at 5:54 p.m.)  
Brent Smith, Commissioner

ABSENT: None

STAFF: Wendy Bledsoe, Operations HR/ Finance Analyst  
Jaclyn Herrington, Procurement Officer  
Anicia Salinas, HCV Program Manager  
Horatio Dumas, Accounting Director  
Tonja Roberts, Lead Property Manager  
Lydia Williams, HCV Supervisor

CONTRACTORS: Chris Akbari, ITEX  
John Pecore, ITEX  
Paula Watts, ITEX  
Leanna Ledet-McGown, ITEX  
Bobken Simonians, ITEX  
Cris Feldman, Attorney (arrived at 5:56 p.m.)  
Hanna LaCour, Legal Assistant (arrived at 5:56 p.m.)  
Torri Armstrong, Attorney (via ZOOM)

VISITORS: None

Agenda Item No. 3 – Invocation. The invocation was given by Commissioner Brent Smith.

Agenda Item No. 4 – Pledge of Allegiance. This was spoken by all.

Agenda Item No. 5 – Consideration and discussion of a motion to approve the minutes from the Special Board of Commissioners Meeting held on Friday, March 10<sup>th</sup>, 2023 and Monday, March 20<sup>th</sup>, 2023. The motion was made by Commissioner Conner and seconded by Commissioner Smith.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 6 – Executive Director/Secretary Report – Reports were made available by the Executive Director/Secretary regarding the various housing programs. An Internal Control Report was given that addressed any procurements, contracts and checks, open audit findings.

Agenda Item No. 7 – Point of clarification on the O. W. Collins forensic audit committee responsibilities. The committee will work with staff to prepare a scope of work to obtain a quote or proposal to recommend to the board.

Agenda Item No. 8 – Consideration and discussion of a motion to approve award of Contract No C23003, Mixed Finance Real Estate and Project Management Consulting Services to Sengsouvana Consulting, LLC. A motion was made by Vice-Chairman Ambroise and seconded by Commissioner Conner.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 9 – Discussion to address identified issues at O. W. Collins (the “Property”) and utilizing the Operating Deficit Reserve and Replacement Reserve Account to fund shortfalls and Capital Improvements at the Property with our Partner ITEX. Chris Akbari, ITEX was given five (5) minutes to present comments to the Board of Commissioners. No action was taken.

Agenda Item No. 10 – Consideration and discussion to move into Executive Session-Executive Session - Convene an Executive Session to discuss:

A. Personnel matter in accordance with Section 551.074 of the Texas Government Code

B. Legal Issues in accordance with Section 551.071 of the Texas Government Code

C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code

The Board of Commissioners moved into Executive Session – In accordance with Texas Open Meetings Act, Section 551.072 at 6:12 p.m.

PRESENT: Board Members in Attendance:  
Roosevelt Petry, Chairman  
Debra Ambroise, Vice-Chairman  
Rhonda Conner, Commissioner  
Brent Smith, Commissioner

ABSENT: Fred Vernon, Commissioner

STAFF: Wendy Bledsoe, Operations HR/ Finance Analyst

CONTRACTORS: Cris Feldman, Attorney  
Hannah LaCour, Legal Assistant

VISITORS: None

The Board of Commissioners reconvened Open Session at 7:09 p.m.

Agenda Item No. 11 – Future Agenda Items – FEMA – April 12, 2023, 11:30 a.m. – 1:30 p.m.

Agenda Item No. 12 – Adjournment

The motion to adjourn was made by Commissioner Conner and seconded by Commissioner Smith, the following was recorded:

AYES: All

NAYS: None

Meeting adjourned at 7:11 p.m.

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Chairman, Board of Commissioners

ATTEST:

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Executive Director/Secretary



EXECUTIVE DIRECTOR  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**May 17, 2023**

**Subject: Consideration and discussion of a motion to approve the minutes from the Board of Commissioners Special Meeting on April 12, 2023.**

**Recommendation:**

A recommendation is being made for the Board to approve the minutes for the Board of Commissioners Special Meeting on April 12, 2023.

**Background:**

A special meeting was held on April 12, 2023 at 920 DeQueen Blvd., Port Arthur, TX 77640 and via teleconference. See attached copy of the minutes.

**Budget/Fiscal Effect:**

None

**Staffing/Employee Effect:**

None



MINUTES OF THE SPECIAL  
MEETING OF THE HOUSING AUTHORITY  
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON  
THE 12<sup>TH</sup> OF APRIL, 2023.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Regular Session on Wednesday, April 12, 2023 at 920 DeQueen Blvd., Port Arthur, TX.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 11:30 a.m. by Roosevelt Petry, Chairman.

Agenda Item No. 2 – Roll Call. Seledonio Quesada, Executive Director noted the following attendance:

PRESENT: Board Members in Attendance:  
Roosevelt Petry, Chairman  
Debra Ambrose, Vice-Chairman  
Rhonda Conner, Commissioner

ABSENT: Fred Vernon, Commissioner  
Brent Smith, Commissioner

STAFF: Shanel Dixon, Director of Affordable Housing  
Wendy Bledsoe, Operations HR/ Finance Analyst  
Horatio Dumas, Accounting Director

CONTRACTORS: ChiChung Chang, STOA  
Elijah Karnley, STOA  
Azeez Aleshe, STOA (via ZOOM)  
Tiffany Guerra, GP Strategies (via ZOOM)  
Lazaro Gutierrez, GP Strategies (via ZOOM)

VISITORS: None

Agenda Item No. 3 – Invocation. The invocation was given by Vice-Chairman Ambrose.

Agenda Item No. 4 – Pledge of Allegiance. This was spoken by all.

Agenda Item No. 5 – Presentation of FEMA operations with the Port Arthur Housing Authority. The presentation was given by Tiffany Guerra and Lazaro Gutierrez from GP Strategies, Program Assistant Consultants for FEMA project under the Port Arthur Housing Authority. STOA Architects presented potential possibilities under an Alternate Project to be presented to FEMA.

Agenda Item No. 6 – Consideration and discussion to move into Executive Session-Executive Session - Convene an Executive Session to discuss:

- A. Personnel matter in accordance with Section 551.074 of the Texas Government Code
- B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
- C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code

Agenda Item No. 9 – Future Agenda Items – None

Agenda Item No. 10 – Adjournment

No motion for adjournment was made. Commissioner Conner left the meeting at 12:09 p.m. and without a quorum, the meeting adjourned at 12:09 p.m.

\_\_\_\_\_  
Chairman, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Executive Director/Secretary

**Port Arthur Housing Authority**  
**Operating Statements**

**6 Months Ending**  
**March 31, 2023**

**UNAUDITED**

<b>Rental Assistance Demonstration (RAD) Lakeview Palms</b>	<b>Annual Budget FYE 9-30-2023</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Favorable (Unfav) Variance</b>	<b>Notes</b>
<b>Operating Income</b>					
RAD PBV HAP Subsidy - Dwelling Rental Income	720,000	360,000	360,145	145	RAD-1
Other Income	12,500	6,250	4,228	(2,022)	
<b>Total Operating Income</b>	<b>732,500</b>	<b>366,250</b>	<b>364,373</b>	<b>(1,877)</b>	
<b>Operating Expenses</b>					
Administrative Expenses	222,000	111,000	97,633	13,367	
Utilities	90,000	45,000	56,606	(11,606)	
Maintenance	229,500	114,750	135,907	(21,157)	RAD-2
Protective Services	27,000	13,500	13,325	175	
Insurance Expense	118,200	59,100	74,230	(15,130)	RAD-3
Employee Benefits	107,000	53,500	38,102	15,398	
Other General Expense	18,500	9,250	0	9,250	
<b>Total Routine Operating Expenses</b>	<b>812,200</b>	<b>406,100</b>	<b>415,802</b>	<b>(9,702)</b>	
<b>Cash Flow (Deficit) from Operations</b>	<b>(79,700)</b>	<b>(39,850)</b>	<b>(51,429)</b>	<b>(11,579)</b>	
<b>Other (Uses) Sources of Cash Flow</b>					
<i>less: Contribution to Replacement Reserve</i>	(43,000)	(21,500)	(21,500)		
<i>plus: Reimbursement from Replacement Reserves</i>	43,000	21,500	0		
<b>Total Other (Uses) Sources of Cash Flow</b>	<b>0</b>	<b>0</b>	<b>(21,500)</b>		
<b>ADJUSTED Cash Flow (Deficit) from Operations</b>	<b>(79,700)</b>	<b>(39,850)</b>	<b>(72,929)</b>	<b>(33,079)</b>	
<b>10/1-Replacement Reserves</b>	<b>793,585</b>	<b>793,585</b>	<b>793,585</b>		
<b>09/30-Replacement Reserves</b>	<b>793,585</b>	<b>793,585</b>	<b>815,085</b>		
<b>10/1-Operating Reserves</b>	<b>868,475</b>	<b>868,475</b>	<b>868,475</b>		
<b>09/30-Operating Reserves</b>	<b>788,775</b>	<b>828,625</b>	<b>795,546</b>		

Notes: RAD-1 - Timing of OCAF rent increases-effective on tenant lease anniversary dates  
RAD-2 - Appliance replacements  
RAD-3 - Insurance renewals exceeded budgets

# Port Arthur Housing Authority

6 Months Ending

## Operating Statements

March 31, 2023

UNAUDITED

	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
<b>Housing Choice Voucher Program</b>					
<b>Administrative Operating Income</b>					
Total Operating Income - Budget @ 80% proration	2,318,250	1,159,125	1,384,065	224,940	
<b>Operating Expenses</b>					
Salaries and Benefits	1,330,000	665,000	601,098	63,902	
Office Facilities Expense	115,000	57,500	29,048	28,452	
Other Administrative Expenses	585,000	292,500	263,833	28,667	
Total Operating Expenses	2,030,000	1,015,000	893,979	121,021	
<i>Transfer to Villa Main for Repairs</i>			(90,803)		
Cash Flow (Deficit) from Operations	288,250	144,125	399,283	255,158	
<i>Beginning Admin Operating Reserves</i>	3,112,475	3,112,475	3,112,475		
<i>Ending Admin Operating Reserves</i>	3,400,725	3,256,600	3,511,758		
<b>Housing Assistance Payments (HAP)</b>					
				Over (Under)	
Housing Assistance Payment Subsidy	23,397,080	11,698,540	12,874,105	1,175,565	
Fraud Recovery	70,000	35,000	28,631	(6,369)	
Housing Assistance Payments	23,467,080	11,733,540	12,867,020	1,133,480	
HAP Current Year Excess (Use)	0	0	35,716		
<i>Beginning PAHA HAP Reserves</i>	0	0	0		
<i>Ending PAHA HAP Reserves</i>	0	0	35,716		HCV-1

Notes: HCV-1: Add'l HAP Reserves are held by HUD...A request to release HUD Held Reserves is made following month end.

# Port Arthur Housing Authority

6 Months Ending

## Operating Statements

March 31, 2023

UNAUDITED

	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
<b>Business Activities</b>					
<u>Operating Income</u>					
Total Operating Income	500	250	0	(250)	
<u>Operating Expenses</u>					
Salaries and Benefits	160,000	80,000	45,070	34,930	
Development and Other Administrative Expenses	150,000	75,000	71,685	3,315	
Total Business Activities Expenses	310,000	155,000	116,755	38,245	
Cash Transfer from Sec 8 Admin to PAAH for Villa Main-current fiscal year			90,803		
Loan to Villa Main-current fiscal year			(90,803)		
Purchase Villa Main LP Interest			(6,500)		
Net Cash Transfer from (to) Affiliates	300,000		560,000		
and Internal Bridge Funding for CDBG Work		0			
Increase (Decrease) Business Activities Reserves	(9,500)	(154,750)	436,745	591,495	
Beginning Cash Reserves	(48,612)	(48,612)	(48,612)		
Ending Cash Reserves	(58,112)	(203,362)	388,133		
Outstanding Developer Fee Receivable+Accrued Interest	1,278,077	1,278,077	1,278,077		
Outstanding Operating Villa Main + FEMA Loan Receivable	1,816,538				
Includes: Port Arthur Housing Opportunities and Port Arthur Affordable Housing					

Notes:

	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
<b>ValleyView, Brittany Place Apts &amp; Bellbrook</b>					
<u>Operating Income</u>					
Tenant Rental Income	3,480,000	1,740,000	1,796,468	56,468	
Other Tenant Charges-Other Income	47,750	23,875	48,832	24,957	
Total Operating Income	3,527,750	1,763,875	1,845,301	81,426	
<u>Operating Expenses</u>					
Administrative Expenses	601,500	300,750	293,931	6,819	
Utilities	320,200	160,100	133,399	26,701	
Maintenance & Protective Service	926,600	463,300	471,361	(8,061)	
Insurance Expense	511,000	255,500	395,789	(140,289)	AF-1
Employee Benefits	386,285	193,143	162,936	30,207	
Other General Expense	35,000	17,500	0	17,500	
Interest Expense	437,100	218,550	218,783	(233)	
Total Routine Operating Expenses	3,217,685	1,608,843	1,676,199	(67,356)	
Cash Flow (Deficit) from Operations	310,065	155,033	169,102	14,069	
<u>Other (Uses) Sources of Cash Flow</u>					
less: Principal Loan Payments	(219,161)	(109,581)	(109,343)	238	
less: Contribution to Replacement Reserves	(110,600)	(55,300)	(55,300)	0	
plus: Reimbursement from Replacement Reserves	120,000	60,000	0	(60,000)	AF-2
Total Other (Uses) Sources of Cash Flow	(209,761)	(104,881)	(164,643)	(59,762)	
Transfer from (to) Business Activities	(300,000)	(150,000)	(560,000)	(410,000)	AF-3
<b>ADJUSTED Cash Flow (Deficit) from Operations</b>	<b>(199,696)</b>	<b>(99,848)</b>	<b>(555,541)</b>	<b>(455,693)</b>	
10/1-Replacement Reserves	568,593	568,593	568,593		
09/30-Replacement Reserves	559,193	563,893	623,893		

Notes:

AF-1: Insurance renewals far exceeded budgets. Budgets prepared-approved prior to renewal notifications.

AF-2: Replacement reserve request reimbursements done semi-annually for any eligible replacement costs.

AF-3: Internal bridge funding for CDBG repairs pending reimbursement



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

## **Explanation of HCV Program Activities**

### **New Admission**

- These are applicants who were recently issued vouchers who have successfully leased a unit.

### **Certifications**

- Certifications are conducted annually to determine continued eligibility of the family and rent subsidy based on household composition, income, expenses and deductions.

### **Moves**

- These are clients who are currently on the Section 8 Program who have chosen to move to another unit prior to or after their annual certification.

### **Cancels**

- Are conducted on families who fail to comply with the program guidelines.

### **Interims**

- Interims are changes in household composition, income, expenses and deductions that occur between the next annual certification.
- All changes must be reported in writing to the Housing Authority within 10 days of such change. Families may report multiple changes.

### **Inspections**

- Annual inspections are conducted 90 – 120 days prior to the anniversary month of the contract. The PHA shall not make any housing assistance payments if the contract unit does not meet HQS. (Housing Quality Standards) If at any time the family or owner / landlord notifies the PHA that the unit does not meet HQS, an inspection may be conducted. Inspections are also done to determine rent increases.

\*\*\* McCright has been contracted to inspect our affiliate units.

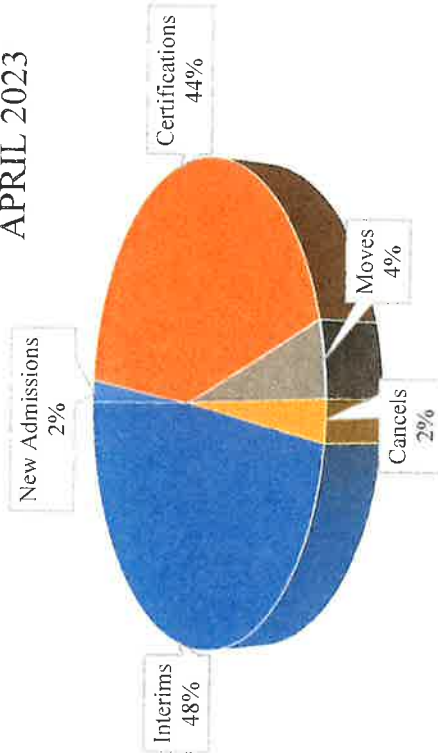
The increase or decrease in specific areas will vary from month to month depending on the information reported by the families and /or the needs of the families / landlords.

**HCV PROGRAM MONTHLY ACTIVITY REPORT APRIL 2023**

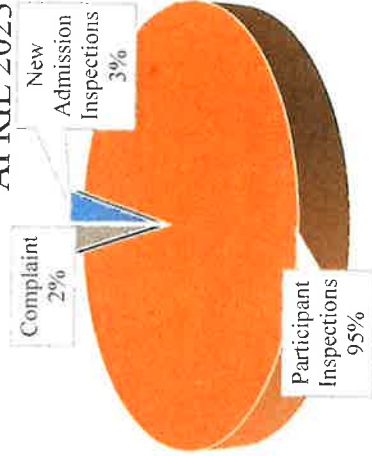
Month	New Admissions	Certifications	Moves	Interims	Total
APRIL	11	269	27	296	618

Month	New Admission Inspections	Participant Inspections	Complaint
APRIL	11	390	10

**APRIL 2023**



**APRIL 2023**



**SEM-AP REPORTS  
TX034 Utilization Report**

	# Housed	# EOP	Utilization	
	11	15	3150	
<b>ACC3</b> Units (enter only if change)				<b>Cumulative Annual Expended</b>
3078	3104	100.8%	100.9%	102.0%
				<b>Cumulative ABA1 Expended %</b>
				99.2%

**ABA1** Annual Budget Authority ( for HAP expenses in the HCV program)  
**ACC2** Annual Contributions Contract. Annual Contracts with Public Housing Authorities for payments toward rents. Financing debt service, and financing for modernization.  
**UMA3** Unit Months Available.  
**UML4** Unit Months Leased.

**“Bellbrook Estates”**  
 Month Reporting April 2023

- **Property Narrative-None**

- **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b</i> % Gross Occupancy
3 Bedroom	100	100	0	0	100%

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	00	05
Move-outs	02	05
Evictions (included with move-outs)	00	00
Make-ready time (Avg. Days)	21	21
Lease-up time (Avg. Days)	10	10
<b>Total Turnaround Time (Avg. Days)</b>	<b>21</b>	<b>21</b>

- **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease/ Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>

- **Annual Unit Inspections**

Total units to be inspected for the year	100
Number completed/start of month	94
Number inspected for the month	01
Number completed year to date	95
Total left to be inspected for the year	05

- **Lease Enforcements**

Lease warnings issued (72 Hour Vacate)	16
Lease infractions issued	01
Abandonment letters	00
30-day lease terminations	00
72-hour lease terminations	00

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

- **Non-Emergency Work Orders**

Beginning balance	01
Received	40
Closed	35
Ending Balance	06

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	310	

- **Rent Collections**

	This Month
Rent charges	\$96,112
Other charges	\$-13,077
<b>Total new charges</b>	<b>\$83,035</b>
Previous Month Balance	\$1,522
<b>Total charges</b>	<b>\$83,779</b>
Collections (Inactive Tenants)	\$11
End of Month Balance	\$400
<b>Collection rate</b>	<b>99%</b>

- **Delinquencies-End of Month**

OUTSTANDING ACCOUNTS	
Total number of households (Owes <.01)	04
Amount	\$400
Number under legal	0
Amount under legal	0

- **Other Comments/Notes:**



## “Brittany Place Townhomes”

Month Reporting April 2023

- **Property Narrative-None**

- **Physical Occupancy-First of the Month**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>E</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	50	48	2	2	96%
2 Bedroom	16	15	1	1	93%
3 Bedroom	30	28	2	2	93%
<b>Total</b>	96	91	5	5	94%

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	03	20
Move-outs	00	18
Evictions (included with move-outs)	00	02
Make-ready time (Avg. Days)	30	30
Lease-up time (Avg. Days)	10	10
<b>Total Turnaround Time (Avg. Days)</b>	21	21

- **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>
3500 Normandy #1301	1	05/05/2023	05/15/2023	N
3500 Normandy #4206	1	05/01/2023	05/15/2023	N
3500 Normandy #2101	2	05/15/2023	05/22/2023	Y
3500 Normandy#4303	3	05/29/2023	06/01/2023	N
3500 Normandy #1105	3	05/22/2023	05/29/2023	

- **Annual Unit Inspections**

Total units to be inspected for the year	96
Number completed/start of month	09
Number inspected for the month	05
Number completed year to date	14
Total left to be inspected for the year	82

- **Lease Enforcements**

Lease warnings issued (72 Hour Vacate)	02
Lease infractions issued	02
Abandonment letters	0
30-day lease terminations	0
72-Hour termination	0

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action
Trinell Brown	Non-payment of rent	04/17/2023	Eviction granted

- **Non-Emergency Work Orders**

Beginning balance	05
Received	23
Closed	22
Ending Balance	06

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	614	

- **Rent Collections**

	This Month
Rent charges	\$78,202
Other charges	\$-2,797
<b>Total new charges</b>	<b>\$75,405</b>
Previous Month Balance	\$12,751
<b>Total charges</b>	<b>\$88,156</b>
Collections (Inactive Tenants)	\$0
End of Month Balance	\$13,778
<b>Collection rate</b>	<b>84%</b>

- **Delinquencies-End of Month**

OUTSTANDING ACCOUNTS	
Total number of households (Owes <.01)	18
Amount	\$13,778
Number under legal	0
Amount under legal	0

- **Other Comments/Notes**

# “Lakeview Apartments”

Month Reporting April 2023

- **Property Narrative**

- **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	18	17	1	1	94%
2 Bedroom	34	33	1	1	97%
3 Bedroom	34	33	1	1	97%
<b>Total</b>	<b>86</b>	<b>83</b>	<b>3</b>	<b>3</b>	<b>97%</b>

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	00	08
Move-outs	00	05
Evictions (included with move-outs)	00	03
Make-ready (Ave Day)	20	20
Lease-up time (Ave Days)	10	10
<b>Total Turnaround Time (Ave Days)</b>	<b>20</b>	<b>20</b>

- **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>
5200 Gulfway #201	1	04/30/2023	05/11/2023	Yes
5200 Gulfway #502	3	04/30/2023	05/15/2023	Yes
5200 Gulfway # 903	2	04/30/2023	05/15/2023	Yes

- **Annual Unit Inspections**

Total units to be inspected for the year	86
Number completed/start of month	80
Number inspected for the month	6
Number completed year to date	86
Total left to be inspected for the year	00

- **Lease Enforcements**

Lease warnings issued	0
Lease violations issued	2
Abandonment letters	0
30-day lease terminations	0
72-hour lease terminations	0

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

- **Non-Emergency Work Orders**

Beginning balance	16
Received	41
Completed	34
Ending balance	27

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	304	

- **Rent Collections**

	This Month
Rent charges	\$55,578
Other charges	\$-4,048
<b>Total new charges</b>	\$5,530
Previous Month Ending Balance	\$10,360
<b>Total charges</b>	\$61,890
Collections (M/O's in Collections)	\$8,864
End of Month Balance	\$13,210
<b>Collection rate</b>	79%

- **Delinquencies**

<b>OUTSTANDING ACCOUNTS</b>	
Total number of households	20
Amount	\$13,210
Number under legal up-to-date repayment agreement	00
Amount under legal up-to-date repayment agreement	00
Amount under legal (other than repayment agreement)	00

- **Other Comments/Notes**

## “O.W. Collins Apartments”

Month Reporting April 2023

- **Property Narrative**

- **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Studio	95	65			68%
1 Bedroom	100	78			78%
2 Bedroom	05	04			80%
<b>Total</b>	200	147	15	48	73.5%

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>, This Month</b>	<b>Year-to-Date</b>
Move-ins	10	30
Move-outs	05	10
Evictions (included with move-outs)	00	03
Make-ready (Ave Days)	10	20
Lease-up time (Ave. Days)	14	30
<b>Total Turnaround Time (Ave. Days)</b>		

- **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>
4440 Gulfway Dr, #104	E	04/21/2023	04/21/2023	Yes
4440 Gulfway Dr, #108	E	05/01/2023	05/08/2023	Yes
4440 Gulfway Dr, #112	E	Not Ready	09/2023	No
4440 Gulfway Dr, #114	E	Not Ready	09/2023	No
4440 Gulfway Dr, #118	1	Not Ready	10/2023	No
4440 Gulfway Dr, #120	1	Not Ready	10/2023	No
4440 Gulfway Dr, #121	E	Not Ready	10/2023	No
4440 Gulfway Dr, #124	E	Not Ready	10/2023	No
4440 Gulfway Dr, #200	E	Not Ready	10/2023	No
4440 Gulfway Dr, #211	1	Not Ready	10/2023	No
4440 Gulfway Dr, #213	1	Not Ready	10/2023	No
4440 Gulfway Dr, #214	1	Not Ready	10/2023	No
4440 Gulfway Dr, #216	1	Not Ready	10/2023	No
4440 Gulfway Dr, #219	1	05/10/2023	05/10/2023	Yes
4440 Gulfway Dr, #235	1	Not Ready	11/2023	No
4440 Gulfway Dr, #303	1	Not Ready	11/2023	No
4440 Gulfway Dr, #304	1	Not Ready	11/2023	No
4440 Gulfway Dr, #306	1	05/22/2023	05/22/2023	Yes
4440 Gulfway Dr, #308	1	Not Ready	11/2023	No
4440 Gulfway Dr, #310	1	Not Ready	11/2023	No

4440 Gulfway Dr, #313	1	Not Ready	11/2023	No
4440 Gulfway Dr, #323	1	05/15/2023	05/15/2023	Yes
4440 Gulfway Dr, #325	1	Not Ready	09/2023	
4440 Gulfway Dr, #338	E	Not Ready	09/2023	
4440 Gulfway Dr, #401	E	Not Ready	09/2023	
4440 Gulfway Dr, #402	1	Not Ready	09/2023	
4440 Gulfway Dr, #410	E	Not Ready	09/2023	
4440 Gulfway Dr, #415	E	Not Ready	09/2023	
4440 Gulfway Dr, #416	E	Not Ready	09/2023	
4440 Gulfway Dr, #418	E	Not Ready	09/2023	
4440 Gulfway Dr, #419	E	Not Ready	09/2023	
4440 Gulfway Dr, #426	1	Not Ready	09/2023	
4440 Gulfway Dr, #429	1	Not Ready	11/2023	
4440 Gulfway Dr, #431	E	Not Ready	11/2023	
4440 Gulfway Dr, #435	E	Not Ready	11/2023	
4440 Gulfway Dr, #439	1	Not Ready	11/2023	
4440 Gulfway Dr, #501	E	Not Ready	11/2023	
4440 Gulfway Dr, #502	E	Not Ready	11/2023	
4440 Gulfway Dr, #506	E	Not Ready	11/2023	
4440 Gulfway Dr, #512	E	Not Ready	11/2023	
4440 Gulfway Dr, #514	E	Not Ready	11/2023	
4440 Gulfway Dr, #515	E	Not Ready	11/2023	
4440 Gulfway Dr, #517	E	Not Ready	12/2023	
4440 Gulfway Dr, #526	1	Not Ready	12/2023	
4440 Gulfway Dr, #535	1	Not Ready	12/2023	
4440 Gulfway Dr, #536	2	Not Ready	12/2023	

• **Annual Unit Inspections**

Total units to be inspected for the year	200
Number completed/start of month	0
Number inspected for the month	0
Number completed year to date	0
Total left to be inspected for the year	0

• **Lease Enforcements**

Lease warnings issued	1
Lease violations issued	10
Abandonment letters	1
30-day lease terminations	1
72-hour lease terminations	0

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action
Cleveland Thomas	Non-Payment		
Harold Jones	Non-Payment		

- **Non-Emergency Work Orders**

Beginning balance	
Received	91
Closed	0
Ending Balance	0

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	2	6
Completed within 24 hours	2	4
Percent completed within 24 hours	0	0
Total work orders for the year	10	

- **Rent Collections**

	This Month
Rent charges	\$114,538
Other charges	\$0.00
<b>Total new charges</b>	\$0.00
Previous Month Ending Balance	
<b>Total charges</b>	\$21,146.36
Collections (Inactive tenants)	\$0.00
End of Month Balance	
<b>Collection rate</b>	

- **Delinquencies,**

<b>OUTSTANDING ACCOUNTS</b>	
Total number of households	12
Amount	\$13,212.63
Number under legal	0
Amount under legal	0

# “Valley View Apartments”

Month Reporting April 2023

- **Property Narrative**

- **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	32	30	02	02	94%
2 Bedroom	58	57	01	01	98%
3 Bedroom	58	56	02	02	97%
<b>Total</b>	<b>148</b>	<b>143</b>	<b>05</b>	<b>05</b>	<b>97%</b>

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	03	14
Move-outs	02	09
Evictions (included with move-outs)	00	05
Make-ready (Ave Days)	20	20
Lease-up time (Ave. Days)	10	10
<b>Total Turnaround Time (Ave. Days)</b>	<b>20</b>	<b>20</b>

- **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>
5801 Twin City Hwy #1004	2	03/30/2023	04/30/2023	Make Ready
5801 Twin City Hwy #2201	1	03/30/2023	04/30/2023	Make ready/pending
5801 Twin City Hwy #601	1	03/30/2023	04/30/2023	Make ready/pending
5801 Twin City Hwy #2502	3	03/30/2023	04/30/2023	Make ready
5801 Twin City Hwy #2604	2	03/30/2023	04/30/2023	Make ready/pending

- **Annual Unit Inspections**

Total units to be inspected for the year	148
Number completed/start of month	65
Number inspected for the month	05
Number completed year to date	70
Total left to be inspected for the year	78



• **Lease Enforcements**

Lease warnings issued	02
Lease violations issued	00
Abandonment letters	00
30-day lease terminations	00
72-hour lease terminations	35

• **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

• **Non-Emergency Work Orders**

Beginning balance	04
Received	42
Closed	37
Ending Balance	09

• **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	518	

• **Rent Collections**

	This Month
Rent charges	\$127,625
Other charges	\$-5,942
<b>Total new charges</b>	<b>\$121,683</b>
Previous Month Ending Balance	\$24,289
<b>Total charges</b>	<b>\$145,972</b>
Collections (Inactive tenants)	\$0
End of Month Balance	\$32,889
<b>Collection rate</b>	<b>77%</b>

• **Delinquencies,**

<b>OUTSTANDING ACCOUNTS</b>	
Total number of households	30
Amount	\$32,889
Amount under legal (other than repayment agreement)	0



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**May 17, 2023**

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**PIC SUBMISSION  
DELINQUENCY REPORT  
As of April 30, 2023  
Field Office Code: 6EPH**

**Field Office Name: HOUSTON AREA OFFICE REPORT  
Effective Dates Included: January 1, 2022 – April 30, 2023**

HA Name	HA FYE	Program Type	ACC Units	VMS Units Leased	As of (MM/YY)	Port Outs	Port Ins
Port Arthur Housing Authority	09/30	Public Housing	0				
Port Arthur Housing Authority	09/30	Voucher Funded Assistance	3078	2946	03/23	35	0

HA Code	50058 Required	50058 Received	Difference	Reporting Rate	Last Month	Last 3 Months	Last 6 Months
TX034	0	0	0	0	0	0	0
TX034	2911	3142	-231	107.94	817	1741	2475

A PHA uses this report to monitor its monthly Form HUD-50058 submission and resulting reporting rate. The reporting rate reflected in the Delinquency Report as of the Public Housing Agency's (PHA's) fiscal year end is used by HUD for the Section Eight Management Assessment Program (SEMAP) scoring (Voucher-Funded Assistance only) or for potential Public Housing and Voucher-Funded Assistance sanctions.



Port Arthur Police Dept  
All Calls For Service For  
Bell Brook Estates



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/02/2023 6:50:40AM	2404 Julian Dr		Unk Call / 911 Hang Up	Gone on Arrival
03/03/2023 8:31:44PM	2469 Guzman Dr		Harassment/Threats	Inf Rec/No Rpt
03/06/2023 7:57:51AM	2419 Guzman Dr		Runaway	Subject Locatec
03/10/2023 2:34:27PM	2473 Guzman Dr		Followup	Assnmt Complete
03/11/2023 10:48:52PM	2462 Guzman Dr		Suspicious Activity/Person	Disregard Call
03/17/2023 12:45:56PM	2405 Julian Dr	5484850	Alarm	Disregard Call
03/31/2023 5:35:24PM	2450 Guzman Dr		Missing Person	Attempt to Loc

Total CFS: 7





Port Arthur Police Dept  
All Calls For Service For  
Brittany Place Apts



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/10/2023 12:07:46AM	3500 Normandy Ave		Disturbance	Settled
03/12/2023 9:41:25PM	3500 Normandy Ave		Assist Other Agency	Disregard Call
03/20/2023 12:15:43PM	3500 Normandy Ave	6102	Family Disturbance	Accidental/Dupo
03/23/2023 6:11:19AM	3500 Normandy Ave	1303	Burglary	See Blotter

**Total CFS: 4**





Port Arthur Police Dept  
All Calls For Service For  
Lakeview Palms



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/01/2023 6:56:43PM	5200 Gulfway Dr		Accident Minor/Major	Wreck Report
03/02/2023 3:37:39PM	5200 Gulfway Dr		Vice Related Activity	Recvr/Plcd Evid
03/04/2023 10:17:50PM	5200 Gulfway Dr		Intoxicated Driver	Offense Report
03/05/2023 6:47:02AM	5200 Gulfway Dr	501	Misc Call For Service	Assnmt Complete
03/11/2023 1:22:02PM	5200 Gulfway Dr		Accident Minor/Major	Wreck Report
03/19/2023 3:47:33PM	5200 Gulfway Dr		Check On Rounds	Check on Rounds
03/21/2023 7:52:15PM	5200 Gulfway Dr		Accident Minor/Major	Wreck Report
03/25/2023 9:02:39AM	5200 Gulfway Dr		Check On Rounds	Checks Ok
03/25/2023 10:29:35PM	5200 Gulfway Dr		Traffic Offense	Citation Issued
03/28/2023 3:12:05PM	5200 Gulfway Dr		Check On Welfare	Referred to

**Total CFS: 10**







Port Arthur Police Dept  
All Calls For Service For  
Legacy Senior Homes



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/08/2023 3:55:15PM	3225 Lake Arthur Dr	7104	Burglary	Unfounded
03/11/2023 3:13:07PM	3225 Lake Arthur Dr	7101	Theft/Shoplifter/Driveoff	Inf Rec/No Rp:

**Total CFS: 2**





Port Arthur Police Dept  
All Calls For Service For  
O W Collins Apts



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/02/2023 10:16:50PM	4440 Gulfway Dr		Trespassing	Inf Rec/No Rpt
03/05/2023 5:51:06PM	4440 Gulfway Dr	336	Check On Welfare	Checks Ok
03/14/2023 1:05:15PM	4440 Gulfway Dr	438	Trespassing	Settled
03/18/2023 6:25:49PM	4440 Gulfway Dr	339	Disturbance	Settled
03/25/2023 9:09:59AM	4440 Gulfway Dr		Community Policing	Comm Policing
03/29/2023 5:37:45PM	4440 Gulfway Dr	301	Disturbance	Unable to Loc
03/31/2023 9:38:05AM	4440 Gulfway Dr		Disturbance	Unable to Loc
03/31/2023 8:20:07PM	4440 Gulfway Dr	127	Disturbance	Settled

Total CFS: 8





**Port Arthur Police Dept  
All Calls For Service For  
Park Central Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/01/2023 6:14:18PM	8580 Park Central Blvd	710	Suicide/Attempted Suicide	Referred to
03/02/2023 6:34:57PM	8580 Park Central Blvd	123	Harassment/Threats	Inf Rec/No Rpt
03/03/2023 8:09:49AM	8580 Park Central Blvd	3010	Check On Welfare	Checks Ok
03/03/2023 3:44:13PM	8580 Park Central Blvd	510	Sexual Assault	Unfounded
03/03/2023 7:11:28PM	8580 Park Central Blvd	5273727	Violation Of Court Order	Inf Rec/No Rpt
03/03/2023 7:44:57PM	8580 Park Central Blvd	5273727	Shots Fired	Unable to Loc
03/04/2023 9:42:54AM	8580 Park Central Blvd	1110	Simple Assault	Offense Report
03/06/2023 5:22:41PM	8580 Park Central Blvd		Simple Assault	Inf Rec/No Rpt
03/07/2023 12:06:01AM	8580 Park Central Blvd	5273727	Shots Fired	Unable to Loc
03/08/2023 1:43:01PM	8580 Park Central Blvd	1713	Family Disturbance	Settled
03/12/2023 1:52:57AM	8580 Park Central Blvd	2415	Simple Assault	See Blotter
03/16/2023 4:39:49PM	8580 Park Central Blvd	2112	Shots Fired	Unable to Loc
03/17/2023 1:25:05AM	8580 Park Central Blvd	2122	Shots Fired	Unfounded
03/17/2023 8:11:33PM	8580 Park Central Blvd	2112	Misc Call For Service	Inf Rec/No Rpt
03/19/2023 9:24:18PM	8580 Park Central Blvd	710	Family Disturbance	Referred to
03/20/2023 10:30:31PM	8580 Park Central Blvd	2714	Criminal Mischief	Inf Rec/No Rpt
03/24/2023 10:43:52AM	8580 Park Central Blvd	2612	Sexual Assault	Offense Report
03/24/2023 3:06:57PM	8580 Park Central Blvd	5273727	Followup	Assnmt Complete
03/26/2023 9:35:42PM	8580 Park Central Blvd	2121	Disturbance	Unfounded
03/27/2023 1:15:38AM	8580 Park Central Blvd	2712	Family Disturbance	Settled
03/27/2023 10:21:40AM	8580 Park Central Blvd	1314	Harassment/Threats	Check on Rounds
03/30/2023 12:54:20PM	8580 Park Central Blvd	5273727	Misc Call For Service	Inf Rec/No Rpt
03/30/2023 2:58:39PM	8580 Park Central Blvd	1314	Violation Of Court Order	Offense Report
03/31/2023 6:36:25PM	8580 Park Central Blvd	1314	Disturbance	Settled
03/31/2023 9:19:59PM	8580 Park Central Blvd	2112	Check On Welfare	Checks Ok

**Total CFS: 25**





**Port Arthur Police Dept  
All Calls For Service For  
Southwood Crossing Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/01/2023 10:09:39PM	3901 73 Hwy	1511	Loud Noise / Music	Quieted
03/02/2023 2:20:56PM	3901 73 Hwy	424	Harassment/Threats	Disregard Call
03/03/2023 9:46:23PM	3901 73 Hwy	922	Warrant Service	Prsnr In Custdy
03/05/2023 12:19:12AM	3901 73 Hwy	721	Simple Assault	Offense Report
03/09/2023 1:19:54AM	3901 73 Hwy	1622	Prowler	Gone on Arrival
03/09/2023 2:14:46AM	3901 73 Hwy	1622	Disturbance	Settled
03/10/2023 12:04:56AM	3901 73 Hwy	424	Unk Call / 911 Hang Up	Unable to Loc
03/12/2023 7:20:20PM	3901 73 Hwy	524	Family Disturbance	Settled
03/13/2023 5:48:28PM	3901 73 Hwy	1511	Loud Noise / Music	Referred to
03/17/2023 7:22:15PM	3901 73 Hwy	1511	Loud Noise / Music	Quieted
03/17/2023 11:44:05PM	3901 73 Hwy		Simple Assault	Offense Report
03/18/2023 10:15:47PM	3901 73 Hwy	9629292	Pedestrian Stop	Checks Ok
03/19/2023 12:06:35AM	3901 73 Hwy	BLDG 20	Traffic Stop	Checks Ok
03/21/2023 1:35:26AM	3901 73 Hwy	111	Disturbance	Unable to Loc
03/26/2023 4:40:01PM	3901 73 Hwy	712	Family Disturbance	Settled
03/26/2023 6:33:38PM	3901 73 Hwy	1123	Disturbance	Refer to File
03/28/2023 2:09:58AM	3901 73 Hwy	1713	Check On Welfare	Checks Ok
03/28/2023 7:27:30PM	3901 73 Hwy	1312	Theft/Shoplifter/Driveoff	Offense Report

**Total CFS: 18**







Port Arthur Police Dept  
All Calls For Service For  
Valley View Estates



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/11/2023 9:45:48PM	5801 Twin City Hwy	904	Assist Other Agency	Referred to
03/16/2023 1:17:14AM	5801 Twin City Hwy	1404	Suspicious Activity/Person	Checks Ok
03/21/2023 10:02:09AM	5801 Twin City Hwy	903	Asst Public/Civ Stand By	Assnmt Complete
03/23/2023 4:11:49PM	5801 Twin City Hwy	902	Harassment/Threats	Offense Report
03/28/2023 8:09:09PM	5801 Twin City Hwy	903	Runaway	Subject Located

**Total CFS: 5**





**Port Arthur Police Dept  
All Calls For Service For  
Villa Main Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
03/03/2023 9:38:56PM	901 Main Ave	229	Fight	Unable to Loc
03/05/2023 1:35:36AM	901 Main Ave	125	Shooting	Offense Report
03/05/2023 9:07:58AM	901 Main Ave	211	Auto Burg	Offense Report
03/05/2023 11:34:26AM	901 Main Ave		Followup	Referred to
03/06/2023 10:58:54AM	901 Main Ave		Person W/Gun/Weapon	Unable to Loc
03/06/2023 10:09:45PM	901 Main Ave	125	Unk Call / 911 Hang Up	Checks Ok
03/08/2023 3:27:44AM	901 Main Ave		Check On Rounds	Checks Ok
03/08/2023 12:51:14PM	901 Main Ave		Man(Person) Down	Unable to Loc
03/10/2023 3:12:12PM	901 Main Ave	129	Disturbance	Settled
03/11/2023 8:38:26PM	901 Main Ave	124	Misc Call For Service	Disregard Call
03/11/2023 11:10:28PM	901 Main Ave	125	Check On Welfare	Checks Ok
03/15/2023 11:59:02AM	901 Main Ave		Followup	Assnmt Complete
03/15/2023 12:05:59PM	901 Main Ave	143	Auto Theft	Offense Report
03/18/2023 4:59:41PM	901 Main Ave		Shots Fired	Offense Report
03/18/2023 7:15:02PM	901 Main Ave		Check On Rounds	Checks Ok
03/18/2023 9:33:13PM	901 Main Ave		Check On Rounds	Checks Ok
03/19/2023 9:29:20AM	901 Main Ave		Check On Rounds	Check on Rounds
03/19/2023 1:26:58PM	901 Main Ave		Check On Rounds	Check on Rounds
03/19/2023 3:26:30PM	901 Main Ave		Check On Rounds	Check on Rounds
03/19/2023 7:26:19PM	901 Main Ave		Check On Rounds	Checks Ok
03/19/2023 8:23:11PM	901 Main Ave		Person W/Gun/Weapon	Unable to Loc
03/20/2023 9:27:47AM	901 Main Ave		Community Policing	Comm Policing
03/20/2023 4:54:26PM	901 Main Ave		Check On Rounds	Checks Ok
03/20/2023 9:07:10PM	901 Main Ave		Check On Rounds	Check on Rounds
03/21/2023 9:28:32PM	901 Main Ave		Check On Rounds	Checks Ok
03/23/2023 11:51:36AM	901 Main Ave		Followup	Assnmt Complete
03/24/2023 1:49:07AM	901 Main Ave	BACK	Simple Assault	Offense Report
03/24/2023 3:58:56PM	901 Main Ave		Check On Rounds	Checks Ok
03/24/2023 4:25:08PM	901 Main Ave	186	Evading / Resisting	Offense Report
03/24/2023 6:44:58PM	901 Main Ave		Check On Rounds	Check on Rounds
03/25/2023 4:50:16PM	901 Main Ave		Check On Rounds	Checks Ok
03/26/2023 4:21:40PM	901 Main Ave		Check On Rounds	Check on Rounds
03/28/2023 7:54:33AM	901 Main Ave		Check On Rounds	Checks Ok
03/28/2023 10:20:43AM	901 Main Ave		Community Policing	Comm Policing
03/28/2023 6:01:44PM	901 Main Ave	178	Disturbance	Unable to Loc
03/30/2023 6:18:08PM	901 Main Ave		Reckless Driver	Checks Ok
03/30/2023 11:53:36PM	901 Main Ave	208	Harassment/Threats	Inf Rec/No Rpt

**Total CFS: 37**





**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

## **HOMEOWNERSHIP REPORT**

### **Summary**

**April 2023**

Currently there are five Homeowners left on the Homeownership program. We have escrow accounts set up for four of the Homeowners regarding their property taxes and insurance. Only one Homeowner isn't escrowed. That Homeowner provide copies of their payments regarding property taxes and insurance.



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BRENT SMITH

**May 17, 2023**

**Subject: Internal Control and Monthly Board Report**

**Policy:** It is the Policy of the Port Arthur Housing Authority that staff will report to the Board of Commissioners on the following information as part of the background material for their review:

- 1. Contracts: A listing of all contracts issued during the month of March.**  
None.
- 2. A listing of all public notices and procurement notices published during March.**  
Port Arthur News AD# 1606108 – P23002 – Temporary Employee Services (Reissuance)  
PAHA Website – P23002 – Temporary Employee Services (Reissuance)  
Port Arthur News AD# 1619364 – B22014 – Villa Main Roof Renovations  
PAHA Website – B22014 – Villa Main Roof Renovations
- 3. A listing of all major procurements currently in preparation.**  
B22014 – Villa Main Roof Restoration  
Quote – OW Collins Forensic Audit  
Q23005 – A&E Services  
B23006 – Lakeview Palms Exterior Repair & Painting
- 4. A listing of all checks paid for goods and services that exceed a Board-set threshold (\$10,000).**  
The listing is attached.

April 2023  
Checks over \$10,000

<b>Bellbrook</b>			
Date	Check#	Vendor	Amount
4/5/2023	5129	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 35,336.36
<b>Subtotal</b>			<b>\$ 35,336.36</b>
<b>Brittany</b>			
Date	Check#	Vendor	Amount
4/5/2023	4903	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 24,707.44
<b>Subtotal</b>			<b>\$ 24,707.44</b>
<b>Low Rent - COCC</b>			
Date	Check#	Vendor	Amount
4/27/2023	57023	HEALTH CARE SERVICE CORP	\$ 41,551.86
4/13/2023	57009	TML INTERGOVERNMENTAL RISK POOL	\$ 24,373.50
4/5/2023	56998	TEXAS BEST LAWN, LLC	\$ 13,130.00
<b>Subtotal</b>			<b>\$ 79,055.36</b>
<b>Lakeview Palms RAD</b>			
Date	Check#	Vendor	Amount
4/13/2023	2487	HOUSING AUTHORITY GENERAL FUND	\$ 15,809.32
<b>Subtotal</b>			<b>\$ 15,809.32</b>
<b>Port Arthur Affordable Housing Corporation</b>			
Date	Check#	Vendor	Amount
4/20/2023	3896	GP STRATEGIES CORPORATION	\$ 25,572.75
4/5/2023	3881	GP STRATEGIES CORPORATION	\$ 18,667.35
4/13/2023	3894	VAIL & PARK P.C.	\$ 13,500.00
<b>Subtotal</b>			<b>\$ 57,740.10</b>
<b>Section 8</b>			
Date	Check#	Vendor	Amount
4/4/2023	D000155085	P A HOUSING INITIATIVE I, LP	\$ 68,922.00 H
4/4/2023	D000154752	CC AVERY LLC	\$ 51,263.00 H
4/4/2023	D000155179	SOUTHWOOD CROSSING LP	\$ 45,988.00 H
4/4/2023	D000154695	BEAUMONT APARTMENT HOME, LP	\$ 44,860.00 H
4/4/2023	D000154826	3501 EDISON SQUARE LLC	\$ 43,822.00 H
4/4/2023	D000155106	PINE CLUB APARTMENTS	\$ 41,349.00 H
4/10/2023	D000155339	LAKEVIEW PALMS, LLC	\$ 36,849.00 H
4/4/2023	D000155242	VALLEY VIEW ESTATES	\$ 33,349.00 H
4/4/2023	D000154701	BELLBROOK ESTATES	\$ 32,467.00 H
4/4/2023	D000155199	SUNSET WAY APARTMENTS	\$ 30,407.00 H
4/4/2023	D000155226	TRL SOLUTIONS	\$ 28,954.00 H
4/4/2023	D000155080	ONE SOUTHWOOD CROSSING LP	\$ 27,993.00 H
4/4/2023	D000155074	NORMANDY MANAGEMENT TX LLC	\$ 26,202.00 H
4/4/2023	D000154691	BAYTOWN APARTMENT GROUP LLC	\$ 26,111.00 H
4/4/2023	D000155002	LEGACY SENIOR HOUSING	\$ 24,104.00 H
4/27/2023	411957	HOUSING AUTHORITY GENERAL FUND	\$ 22,971.89
4/4/2023	D000155087	PAHA BRITTANY PLACE APARTMENTS	\$ 22,834.00 H
4/4/2023	411935	ENTERGY SERVICES, INC. (FINA)	\$ 22,707.00 U
4/4/2023	D000155217	THE LANDMARK	\$ 21,185.00 H
4/4/2023	D000154824	EDGE ESTATES LLC	\$ 20,538.00 H
4/4/2023	D000154677	AZURE POINTE LTD	\$ 18,483.00 H
4/4/2023	D000154671	AUTUMN OAKS APARTMENTS	\$ 18,453.00 H
4/4/2023	D000155238	TURTLE CREEK OTM HARMONY LP	\$ 18,187.00 H
4/4/2023	D000154868	GRACELAKE TOWNHOMES	\$ 17,968.00 H
4/4/2023	D000154788	CYPRESSWOOD CROSSING	\$ 17,411.00 H
4/4/2023	D000155129	REFRESH LLC	\$ 16,658.00 H

April 2023  
Checks over \$10,000

4/4/2023	D000155044	MONTERREY RENTALS, LLC	\$	16,011.00	H
4/4/2023	D000154692	BAYTOWN HOUSING AUTHORITY	\$	15,828.31	H
4/4/2023	D000155175	SORREAL LEAF CAPITAL 4	\$	15,774.00	H
4/4/2023	D000155230	TRAILS ON TREADWAY LLC	\$	15,554.00	H
4/4/2023	D000155081	ORANGE NAVY	\$	14,059.00	H
4/4/2023	D000155193	STONE WAY LIMITED PARTNERS	\$	13,859.00	H
4/4/2023	D000155193	CEDAR RIDGE APARTMENTS	\$	13,848.00	H
4/13/2023	411951	MCCRIGHT & ASSOCIATES, LLC	\$	13,739.25	
4/4/2023	D000155090	PALM HARBOR APTS LLC	\$	13,043.00	H
4/4/2023	D000155219	THE POINTE	\$	12,559.00	H
4/4/2023	D000154862	GOBAR MANAGEMENT, LLC	\$	12,122.00	H
4/4/2023	D000155287	ZLB PALMS, LLC	\$	11,933.00	H
4/4/2023	D000154781	CREEL INVESTMENT	\$	11,745.00	H
4/4/2023	D000155033	LUCILLE HOMES & REMODELING	\$	11,142.00	H
4/4/2023	D000155057	NEDERLAND HILLCREST APARTMENTS	\$	11,121.00	H
4/4/2023	D000155094	PARKWAY APARTMENTS	\$	10,606.00	H
4/4/2023	D000155100	PEBBLE CREEK APARTMENTS	\$	10,566.00	H

**Subtotal** **\$ 1,003,545.45**

		<b>Valley View</b>		
Date	Check#	Vendor	Amount	
4/5/2023	5407	CITY OF PORT ARTHUR WATER UTILITIES	\$	13,111.84

**Subtotal** **\$ 13,111.84**

**Grand Total** **\$ 1,229,305.87**

U=Utility Check  
H=Hap Check  
V=Vacancy Payments





**EXECUTIVE DIRECTOR**  
CELE QUESADA

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RHONDA CONNER  
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BRENT SMITH

**May 17, 2023**

**Subject: Consideration and discussion of a motion to approve award of Contract No. C23001, HQS Inspection Services**

**Recommendation:**

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Gilson Software of Fort Lauderdale, FL with an NTE amount of \$108,250.00.

**Background:**

A Request for Proposals (RFP) was conducted in keeping with the Agency's Procurement Policy and Procurement Procedures to obtain a firm for HQS Inspection Services. The solicitation has been open since February 2<sup>nd</sup> of 2023; four proposals were received. The proposals received were evaluated based on pre-determined criteria listed in the RFP documents. For your perusal, the Compilation of all Evaluations, and the Scope of Work are attached hereto.

Proposer	Final Rank	Average of Points Awarded	Total Calculated Sum Proposed**
<b>Gilson Software Services</b>	<b>1</b>	<b>88.7</b>	<b>\$108,250.00</b>
<b>McCright &amp; Associates</b>	<b>2</b>	<b>84.0</b>	<b>\$114,000.00</b>
<b>The Nelrod Company</b>	<b>3</b>	<b>81.0</b>	<b>\$297,260.00</b>
<b>PROPOSER #4</b>	<b>4</b>	<b>65.0</b>	<b>\$188,000.00</b>

**\*The top-rated responsive and responsible proposer.**

**Budget/Fiscal Effect:**

Total Not-To-Exceed amount of \$108,250.00 as recommended above.

**Staffing/Employee Effect:**

None.

## Compilation of all Evaluations

(1)	(2)	(3)	(4)	(5)	(6)
Name of Proposer	Final Rank	Total Objective Points Awarded*	Total Subjective Points Awarded**	Total Points Awarded	Average of Points Awarded
<b>Maximum Points Available:</b>		<b>90*</b>	<b>210**</b>	<b>300</b>	<b>100.0</b>
Gilson Software Services	1	90	176	266	88.7
McCright & Associates	2	84	168	252	84.0
The Nelrod Company	3	33	210	243	81.0
PROPOSER #4	4	51	144	195	65.0
*Cost Factor #1 only: 30 points/evaluator x 3 evaluators = 90 points maximum available.					
**Technical Factors #2 - #5 only: 70 points/evaluator x 3 evaluators = 210 points maximum available.					

Number of Evaluators: 3

- Criteria #1:** Proposed Cost (30 Points/Evaluator)
- Criteria #2:** Demonstrated Understanding (10 Points/Evaluator)
- Criteria #3:** Quality of Services Proposed (10 Points/Evaluator)
- Criteria #4:** Technical Capabilities (10 Points/Evaluator)
- Criteria #5:** Demonstrated Experience (30 Points/Evaluator)
- Criteria #6:** Appearance of Proposal Submitted (10 Points/Evaluator)

### Scope of Work for P23001

**2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified, licensed, insured and/or individuals for the services that shall include, but are not limited to the services detailed herein:

**2.1 Types of Inspections/Services/Duties.** The selected firm shall perform all the duties and responsibilities normally associated with the Inspection function (including scheduling, notification, inspections, quality control, and reporting). The Agency may require of the successful proposer at any time during the ensuing contract period any one or more of the individual services utilizing Housing Quality Standards (HQS) tasks listed below:

- 2.1.1 Annual Inspections;
- 2.1.2 Emergency Inspections;
- 2.1.3 Initial Inspections;
- 2.1.4 Follow-up Inspections;
- 2.1.5 Complaint Inspections;
- 2.1.6 Inconclusive Inspections; and,
- 2.1.7 When requested, assist the Agency with rent negotiations for the following:
  - 2.1.7.1 Initial Rent Comparable
  - 2.1.7.2 Rent Increase Comparable

- 2.1.8 Within one business day of completion of the inspection, provide reports/results indicating the units inspected and the outcome of the inspection. Such reports must be made available to tenant, landlord, and Agency as necessary via electronic media (please see the following Section 2.3 for additional detail). Inspections that reveal life-threatening deficiencies must be reported to the Agency the same day that the inspections occurred.
- 2.1.9 Any reports/results submitted via electronic media by the contractor pertaining to the preceding Section 2.1.1.7 herein must be accompanied by digital pictures of items failing HQS inspections. The severity of the items requiring digital picture documentation will be determined during contract negotiations between the Agency and awarded contractor.
- 2.1.10 Any reports/results submitted via electronic media by the contractor pertaining to the preceding Section 2.1.1.7 herein must be accompanied by signatures appropriate and/or required for the inspection. Appropriate and required signatures will be determined by the Agency.
- 2.1.11 Conduct exterior sweep surveys of the entire complex, including all common areas and building exteriors, and deliver to the Agency ensuing reports of same.
- 2.1.12 All work and reports provided must meet or exceed acceptable industry standards and, in all cases, meet or exceed the requirements of HUD and the Agency.
- 2.1.13 Provide all correspondence, written and telecommunications, to landlords and tenants informing them of upcoming inspections, results of inspections, and other communications as deemed necessary by the Agency or required by HUD.
  - 2.1.13.1 **Scheduling of Inspections.** The successful proposer will be responsible for scheduling all inspections in accordance with industry best practices and the Agency's policies and procedures. The selected offeror will be responsible for the cost of scheduling the inspections (forms, telephone cost, stamps, etc.) and associated notifications. All letters must, at a minimum, include the following information:
    - 2.1.13.1.1 Date the notification was printed;
    - 2.1.13.1.2 Name and complete mailing address of landlord/agent;
    - 2.1.13.1.3 Name and complete mailing address of client;
    - 2.1.13.1.4 Type of Inspection;
    - 2.1.13.1.5 Date of Inspection;
    - 2.1.13.1.6 Scheduling Timeframes of the inspection;
    - 2.1.13.1.7 Name of the Inspector; and,
    - 2.1.13.1.8 Contact telephone number and email address.

**2.1.13.1.9** If a "Deficiency Notification" is issued, provide a complete detailed listing of all deficiencies identified during the inspection.

**2.1.13.1.10** Inspection documents must be customized with both the Agency and Fair Housing logo.

**2.1.13.2** Provide a customer support call center to handle communication between the Agency, landlord, tenant, and contractor.

**2.1.13.3** Complete the utility sheet for utility allowance.

**2.1.13.4** All inspectors must possess a certification indicating proficiency with HUD's HQS.

**2.1.13.5** The Agency has a total of over 3,500 Housing Voucher units (including PBV and RAD), all located within the geographic boundaries of Jefferson County, TX.

## **2.2 General Requirements.**

**2.2.1 Required Equipment, Hardware, and Software.** The contractor shall be responsible for providing the following items and all other ancillary equipment necessary to provide for the specified services and reports:

**2.2.1.1** Mobile computing devices with internet connectivity and digital photography capabilities

**2.2.1.2** Any transportation necessary for the contractor to provide the services.

**2.2.1.3** Any other equipment required by the contractor to conduct the inspections and provide the reports, including, but not limited to: tape measures; flashlights; test equipment; cell phones; office supplies; etc.

**2.2.2 Media.** The contractor must be capable of providing all reports and accompanying documentation (pictures, signatures, etc.) required by the Agency in the following formats:

**2.2.2.1** Secure searchable, sortable, and printable results, contractor website;

**2.2.2.2** Secure internet connection between Agency and contractor;

**2.2.2.3** E-mail;

**2.2.2.4** Mobile Data storage drives such as flash drives.

**2.2.3 Delivery.** The contractor shall download the inspection reports/results at the end of each day and deliver via internet connection to the contractor's secure website and the Agency core inspection software.

- 2.2.3.1 The Agency will make available to the contractor a software bridge necessary for the contractor to integrate with the Agency core inspection software for specified data fields as determined by the Agency.
  - 2.2.3.2 Periodic backups via mobile media storage device which shall be delivered to the Agency.
  - 2.2.3.3 Always inform the Agency in writing of any terminations or abatement as of the day such occurs and include a copy of any related correspondence.
  - 2.2.3.4 Web Based Portal. The selected offeror will provide a web-based portal for the HABD that is accessible 24/7 and 365 days per year that incorporates schedules, results, and histories for the Agency, owners, and clients, and input inspection results into the Agency's system of record
- 2.2.4 **Contractor's On-site Personnel.** The contractor shall perform criminal history checks and drug screening tests on all contractor personnel that perform work (either on-site or off-site) for the Agency, and, if the Agency so requests, the contractor shall provide the Agency such results. Such persons whose criminal history check discloses a misdemeanor or felony involving moral turpitude or harm to persons or property or any sexual offenses will not be employed to perform work under the ensuing contract. Such tests and screening shall be performed at the sole expense of the contractor. Agency reserves the right to request the removal of any contractor personnel from performing services for the Agency.
- 2.2.5 **Contractor's Staff Identification.** The contractor's staff shall, at all times, wear identification clothing and contractor ID when conducting on-site services for the Agency.
- 2.2.5.1 Both the representatives for the successful proposer and the Agency representative are required to wear identification badges at all time while performing the services. All identification material must be visible to the resident before entering the dwelling unit.
  - 2.2.5.2 The representatives of each party are not to smoke in or use sanitary facilities in any dwelling units, occupied or vacant.
  - 2.2.5.3 The successful proposer's representative shall inform the resident to contact the proper Agency department of any requests for repairs or management assistance.

**PORT ARTHUR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
WEDNESDAY, MAY 17, 2023**

**RESOLUTION NO. 05172023 – 01**

**APPROVAL OF AWARD OF A CONTRACTS FOR  
HQS INSPECTION SERVICES**

**WHEREAS**, The Agency conducted a Request for Proposals in keeping with its Procurement policy and procedures; and

**WHEREAS**, The Port Arthur Housing Authority seeks to retain a contractor to conduct HQS Inspections; and

**WHEREAS**, four proposals were received and evaluated; and

**WHEREAS**, the top-rated firm is Gilson Software of Fort Lauderdale, FL.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port Arthur Housing Authority that a one-year contract for HQS Inspection Services shall be awarded to Gilson Software of Fort Lauderdale, FL in the amount of \$108,250.00 for one year with four option years at the Agency's discretion.

**EXECUTED THIS 17<sup>th</sup> DAY OF MAY 2023.**

\_\_\_\_\_  
**CHAIR**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY**



EXECUTIVE DIRECTOR  
CELE QUESADA

COMMISSIONERS:  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

May 17, 2023

**Subject:** Consideration and discussion of a motion to approve award of Contract No. C23002, Temporary Employee Services

**Recommendation:**

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Infinity Staffing Solutions, Texas with an NTE amount of \$58,000.00.

**Background:**

A Request for Proposals (RFP) was conducted in keeping with the Agency's Procurement Policy and Procurement Procedures to obtain a firm for Temporary Employee Staffing Services. The solicitation has been open since March 3<sup>rd</sup> of 2023; eight proposals were received. The proposals received were evaluated based on pre-determined criteria listed in the RFP documents. For your perusal, the Final Results of the individual lots, the Evaluation Results, and the Scope of Work are attached hereto.

**Budget/Fiscal Effect:**

Total Not-To-Exceed amount of \$58,000.00 as recommended above.

**Staffing/Employee Effect:**

None.

**Lot #1: Clerical/Administrative**

(1) Proposer	(2) Final Rank Lot #1	(3) Average Total Points Awarded Lot #1	(4) Rate Proposed **	(4) Ensuing Points Awarded for Evaluation Factor No. 1***	(4) Total Calculated \$ Proposed
Infinity Staffing Solutions, LLC*	1	95.0	.29 (29%)	39	\$17,400.00
Infojini, Inc*	2	88.7	.30 (30%)	40	\$18,000.00
22 <sup>nd</sup> Century Technologies, Inc.	3	87.0	.26 (26%)	36	\$15,600.00
Smarter HR Solutions, LLC	4	85.3	.29 (29%)	31	\$17,400.00
Clark Personnel	5	74.3	.42 (42%)	9	\$25,200.00
Noor Staffing Group, LLC	6	74.3	.32 (32%)	9	\$19,200.00
Cambay Consulting, LLC	7	72.7	.32 (32%)	0	\$19,200.00
Talantage****	8	56.0	1.30 (130%)	0	\$78,000.00

\*Top-rated Responsive and Responsible Proposer and award recipient.

\*\*Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.2.2, and most specifically Section 3.2.2.4, of the RFP 1.0 Document issued.)

\*\*\*Points award of the maximum 40 points available.

\*\*\*\*Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas this firm scored an average of less than 70.0 points (due to submitting a very high cost) this firm is not eligible to receive an award pursuant to this RFP.

(Lot #2 results con'd on next page)



**Lot #2: Finance**

(1) Proposer	(2) Final Rank Lot #1	(3) Average Total Points Awarded Lot #1	(4) Rate Proposed **	(4) Ensuing Points Awarded for Evaluation Factor No. 1***	(4) Total Calculated \$ Proposed
Infinity Staffing Solutions, LLC*	1	95.0	.29 (29%)	39	\$11,600.00
Infojini, Inc*	2	88.7	.30 (30%)	40	\$12,000.00
22 <sup>nd</sup> Century Technologies, Inc.	3	87.0	.26 (26%)	36	\$10,400.00
Smarter HR Solutions, LLC	4	85.3	.29 (29%)	31	\$11,600.00
Clark Personnel	5	74.3	.42 (42%)	9	\$16,800.00
Noor Staffing Group, LLC	6	74.3	.32 (32%)	9	\$12,800.00
Cambay Consulting, LLC	7	72.7	.32 (32%)	0	\$12,800.00
Talantage****	8	56.0	1.30 (130%)	0	\$52,000.00

\*Top-rated Responsive and Responsible Proposer and award recipient.

\*\*Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.2.2, and most specifically Section 3.2.2.4, of the RFP 1.0 Document issued.)

\*\*\*Points award of the maximum 40 points available.

\*\*\*\*Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas this firm scored an average of less than 70.0 points (due to submitting a very high cost) this firm is not eligible to receive an award pursuant to this RFP.

(Lot #3 con'd on next page)

**Lot #3: Building & Grounds (Maintenance)**

(1) Proposer	(2) Final Rank Lot #1	(3) Average Total Points Awarded Lot #1	(4) Rate Proposed **	(4) Ensuing Points Awarded for Evaluation Factor No. 1***	(4) Total Calculated \$ Proposed
Infinity Staffing Solutions	1	95.0	.29 (29%)	36	\$29,000.00
22nd Century Technologies, Inc	2	87.0	.26 (26%)	40	\$26,000.00
Smarter HR Solutions, LLC	3	85.3	.29 (29%)	36	\$29,000.00
Infojini, Inc	4	79.7	.40 (40%)	26	\$40,000.00
Clark Personnel	5	74.3	.47 (47%)	22	\$47,000.00
Noor Staffing Group, LLC	6	74.3	.32 (32%)	33	\$32,000.00
Talantage, LLC	7	56.0	1.31 (131%)	8	\$131,000.00

**Cambay Consulting, LLC THIS FIRM DID NOT RESPOND TO THIS LOT**

**\*Top-rated Responsive and Responsible Proposer and award recipient.**

**\*\*Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.2.2, and most specifically Section 3.2.2.4, of the RFP 1.0 Document issued.)**

**\*\*\*Points award of the maximum 40 points available.**

**\*\*\*\*Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas this firm scored an average of less than 70.0 points (due to submitting a very high cost) this firm is not eligible to receive an award pursuant to this RFP.**

**EVALUATION RESULTS**

### LOT #1 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
22nd Century Technologies, LLC	120	23	23	23	49	23	261.00	87.00
Cambay Consulting LLC	99	21	20	20	44	14	218.00	72.67
Clark Personnel	75	26	26	25	55	25	232.00	77.33
Infinity Staffing Solutions, LLC	108	29	29	30	60	29	285.00	95.00
Infojini, Inc	105	25	27	27	56	26	266.00	88.67
Noor Staffing Group, LLC	99	19	19	20	44	22	223.00	74.33
Smarter HR Solutions, LLC	108	24	24	24	51	25	256.00	85.33
Talantage, LLC	24	25	25	25	48	21	168.00	56.00

### LOT #2 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
22nd Century Technologies, LLC	120	23	23	23	49	23	261.00	87.00
Cambay Consulting LLC	99	21	20	20	44	14	218.00	72.67
Clark Personnel	75	26	26	25	55	25	232.00	77.33
Infinity Staffing Solutions, LLC	108	29	29	30	60	29	285.00	95.00
Infojini, Inc	105	25	27	27	56	26	266.00	88.67
Noor Staffing Group, LLC	99	19	19	20	44	22	223.00	74.33
Smarter HR Solutions, LLC	108	24	24	24	51	25	256.00	85.33
Talantage, LLC	24	25	25	25	48	21	168.00	56.00

### LOT #3 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
22nd Century Technologies, LLC	120	23	23	23	49	23	261.00	87.00
Clark Personnel	66	26	26	25	55	25	223.00	74.33
Infinity Staffing Solutions, LLC	108	29	29	30	60	29	285.00	95.00
Infojini, Inc	78	25	27	27	56	26	239.00	79.67
Noor Staffing Group, LLC	99	19	19	20	44	22	223.00	74.33
Smarter HR Solutions, LLC	108	24	24	24	51	25	256.00	85.33
Talantage, LLC	24	25	25	25	48	21	168.00	56.00
Cambay Consulting LLC	This firm did not submit a proposal for Lot #3							

- Criteria #1: Proposed Cost (120 maximum points)
- Criteria #2: Demonstrated Understanding (30 maximum points)
- Criteria #3: Quality of the Technical Approach and Services Proposed (30 maximum points)
- Criteria #4: Technical Capabilities (30 maximum points)
- Criteria #5: Demonstrated Experience and Successful Past Performance (60 maximum points)
- Criteria #6: Appearance of the Proposal Submitted (30 maximum points)

## SCOPE OF WORK (SECTION 2.0 OF THE RFP DOCUMENT)

- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified and licensed firms/individuals (a.k.a., “the proposer”) to provide the Housing Agency with the following detailed services listed herein:
- 2.1 General Overview of Services.** The Housing Agency, on an as-needed basis, periodically has need to retain temporary employees in a variety of disciplines. The Housing Agency anticipates that, as a result of the award of this RFP, the Housing Agency will retain an Employment Agency to:
- 2.1.1** Coordinate the recruitment and placement of such temporary employees (though the Housing Agency may choose to refer preferred candidates to the firm for any such retention).
  - 2.1.2** Provide temporary personnel to typically work standard hours (i.e., 7:30 AM to 5:30 PM, Monday through Thursday and Friday 8:00 AM to 12:00 PM) unless otherwise determined and approved by the Housing Agency department head. Overtime is typically discouraged but shall be at the discretion of the Housing Agency. In the event overtime is authorized by the Agency, overtime compensation will be paid by the Agency when temporary personnel exceed forty (40) hours of actual/physical time worked per week.
  - 2.1.3** Provide temporary personnel who meet at least the minimum qualifications for specified duties, required qualifications will be provided to the Housing Agency by the Employment Agency at the time of request by the Housing Agency. The Employment Agency will also be informed of the specific duties, length of assignment, and any specific skills or abilities required.
  - 2.1.4** Provide temporary maintenance personnel who will work as (including, but not limited to): laborers, maintenance aides, maintenance technicians, and/or maintenance mechanics that are able to work in apartments (units) occupied by the Housing residents, unoccupied apartments, perform vacancy preparation, and monitor the property.
  - 2.1.5** Provide temporary personnel who will work as administrators in an office setting to include managers, clergy, accountants, specialist, assistants, receptionist, etc. that are able to work in public and private sector for resident/client living in public, private, and multifamily housing.
  - 2.1.6** Provide temporary personnel eligible to work in the United States who possess the necessary documentation from the Immigration and Naturalization Service.
  - 2.1.7** The Employment Agency shall carefully pre-screen and perform background/drug-screen checks on all applicants prior to referral to Housing Agency to assure that they possess all the required skills and abilities to perform the assigned tasks.
  - 2.1.8** The Housing Agency shall have the right to interview and/or to examine any prospective employee to be assigned to the Housing Agency Department to determine the skills of the individual provided.
  - 2.1.9** Any of the Employment Agency temporary employees who do not meet the requirements specified or do not otherwise satisfactorily complete an interview shall be immediately replaced by the Employment Agency or secondary Employment Agency chosen.

- 2.1.10 Should the Housing Agency determine that a temporary individual does not have the required skills and dismisses that person within the first four (4) hours of employment, the Employment Agency shall not charge the Housing Agency for that person's time worked.
- 2.1.11 Temporary personnel shall remain the Employment Agency's employees and shall not receive Housing Agency benefits.
- 2.1.12 The Employment Agency shall be responsible for all payroll withholding requirements and shall provide any and all benefits required by law to each temporary person as well as conform to the provisions of the Immigration Reform and Control Act of 1986 by verifying the employment eligibility of each person referred to the Housing Agency.
- 2.1.13 The Employment Agency shall be responsible for communicating its benefits, timecards, and safety practices to its employees and to the Housing Agency.
- 2.1.14 The Employment Agency will serve as liaison between the temporary employee and the Housing Agency for any disciplinary action or periodic performance evaluation. The Employment Agency must be willing to recall the temporary employee at any time and for any reason, at the sole discretion of Housing Agency.
- 2.1.15 The Employment Agency's temporary employees performing work for the Housing Agency may be required at any time to comply with federal, state and/or the Housing Agency's executive orders, guidelines, and protocols regarding COVID-19 safeguards.
- 2.1.16 The Employment Agency shall submit weekly invoices and applicable timecards in a format to which both parties have agreed. Payment shall be made upon receipt of verified timecards and accurate invoices. Payment for holidays observed by the Housing Agency and/or any time as the result of early dismissal by the Housing Agency or the State due to weather and/or any other situation will not be covered unless otherwise specified.
- 2.1.17 The positions most often required include but are not limited to: administrative assistant; file clerk; accounting clerk; maintenance; mechanic; assistant maintenance; and seasonal grounds laborer. These positions may also require an individual to be bilingual (English/Spanish fluency).

**2.2 The Contractor's Additional Responsibilities.** The chosen Employment Agency shall administer the services and/or be responsible as follows:

- 2.2.1 Utilizing employees who are sensitive to the cultural diversity of the Housing Agency's employees and resident population, coordinate the recruitment, screening, and placement of such temporary employees in accordance with the job descriptions provided by the Housing Agency (PLEASE NOTE: The Housing Agency may choose to refer preferred candidates to the firm for any such retention; and, there is an option herein for the Housing Agency to provide direct placement of certain temporary employees, meaning persons to who referred to the Contractor by the Housing Agency).
- 2.2.2 The proposer shall, as detailed otherwise herein, provide the appropriate contact person and phone numbers which the Housing Agency can call to make requests. Answering machines or voicemail systems are not acceptable.
- 2.2.3 The administration of and payments to such temporary employees (the Housing Agency will set the rate of compensation for each such temporary employee).

- 2.2.4** The withholding and payment to the appropriate governmental agencies and reporting of all taxes and issuance to the employee of the W-2 forms at the end of each year, each as required by law.
- 2.2.5** All insurance claims pertaining to the required insurance coverage.
- 2.2.6** Coordinate the screening of such temporary and/or direct hire employees to include national criminal background check; education verification; 10-panel drug screening; and, when directed by Housing Agency for specific positions that may require such, pre-employment physical. If the person in the position will be required to drive Housing Agency vehicles, a Department of Motor Vehicle (DMV) check will be required.
- 2.2.7** The contractor shall verify that personnel provided for assignment to agency positions are I-9 compliant, fully documented and authorized to work in the United States. Such documentation shall be provided to the Housing Agency by the Employment Agency upon request.
- 2.2.8** Hours worked will be reported in whole and quarter hours. The Housing Agency will specify the time for the temporary employee's arrival and departure from the work site. Temporary employees are responsible for their own transportation to and from the work site. The Housing Agency will not be responsible for payment for time spent applying and testing/interviewing for agency jobs nor for any time not actually spent in productive work for the Agency.
- 2.2.9** The Housing Agency reserves the right to immediately terminate any employee provided by the Housing Agency when dissatisfied with the performance of the work or for any other reason. The contractor shall ensure that all temporary employees filling the requirements of this contract report to their workplace dressed in the proper attire for the position being filled and shall meet the minimum job skill requirements of the assignment as indicated on the job descriptions.
- 2.2.10** If the temporary employee terminates employment with the Contractor while working at the Housing Agency, the Contractor agrees to notify the Housing Agency within four business hours for confirmation of the temporary employee who will report to the job on the next business day as a replacement.
- 2.2.11** As compensation for providing the services pertaining to temporary employees, the Contractor will charge the Housing Agency a set percentage of each such "rate of pay" set by the Housing Agency (please see the following Section 3.2 herein).
- 2.2.12** Promptly inform the Housing Agency of, in so far as the Contractor is aware, any wage and hour practices affecting the temporary employees and to ensure that the retention of the temporary employees are in compliance with all applicable State and Federal laws, codes, and regulations (NOTE: The Contractor shall not, of course, have any responsibility for any such laws that the Housing Agency may choose to not be in compliance with or; meaning, such actions that the Housing Agency may take without informing the Contractor of and which the Contractor does not observe).
- 2.2.13** In the case of any suits filed against the Contractor by a temporary employee, the Contractor agrees to immediately (within 24 hours) notify the Housing Agency in writing of such.
- 2.2.15** Perform and pay, without reimbursement from the Housing Agency, for all Criminal History Background Checks required on the temporary employees provided to the Housing Agency. The Housing Agency will not assign employees to temporary positions

until a complete copy of a National Criminal History Background Check and a 10-panel drug screening and alcohol screening results are available, if requested, by the Housing Agency from the Contractor. **NOTE: The Employment Agency is hereby advised that the Housing Agency shall not collect background checks from the Employment Agency due to liability related to Title VII and discrimination.**

- 2.2.16 The Contractor shall provide to each temporary employee initial "Right-to-Know" training on general safety and health topics, including OSHA's hazard communication standard. The Housing Agency shall provide temporary workers with worksite-specific and task-specific training on safety hazards. The Housing Agency shall provide Personal Protective Equipment (PPE) to assigned temporary workers, as well as applicable training on the use of PPE.
- 2.2.17 Injury and illness reporting, and recordkeeping, shall, as detailed following, be the joint responsibility of both that Housing Agency and the Contractor. The Contractor shall provide, at the Contractor's expense, Workers' Compensation coverage for all temporary workers and ensure that injuries and illnesses are reported for Workers' Compensation purposes
- 2.2.18 The Contractor shall provide assigned temporary workers with a handbook before beginning each assignment. The handbook shall be customized for the Housing Agency to include the most important aspects of Housing Agency's workplace policies and Work Standards, including Data Practices, Information Technology, Discrimination, and the Housing Agency's workplace policy.
- 2.2.19 The Housing Agency will not typically (meaning, such will only occur at the sole discretion of the Housing Agency, and in the case of an extreme emergency) authorize overtime work for temporary help employees. As a result, the contractor shall advise their employees that Housing Agency will not typically authorize overtime work.
- 2.2.20 Typically, once a task order has been received from the Housing Agency the Contractor will, within one work day, begin work on fulfilling that request and will, within no more than 5 work days (unless otherwise approved by the Housing Agency in writing), present the requested temporary employee to the Housing Agency for review by the Housing Agency. If this requirement is not fulfilled, the Agency reserves the right, and most likely will, move to another provider.

**2.3 The Housing Agency's Responsibilities.** The Housing Agency will be responsible to:

- 2.3.1 Provide the Contractor with a job description specifying job duties and the scope of temporary assignment for each temporary position.
- 2.3.2 Promptly, within a reasonable timeframe (i.e., no more than 1 week), notify the Contractor in writing in the event there is any material change in the terms and conditions of any employee's temporary assignment or the job duties, including the job description and location assignment.
- 2.3.3 Review, approve, and sign all time cards for the temporary employees on assignment at the Housing Agency, which signature will authorize the Contractor to pay the employee for the hours detailed thereon and to bill the Housing Agency accordingly.
- 2.3.4 Promptly, within a reasonable timeframe (i.e., no more than 1 week), notify the Contractor in writing of any in-ordinary wage and hour practices such as alternative work schedules, split shifts, shift differentials, etc., that might affect the temporary employee.

- 2.3.5** The Housing Agency shall exercise good judgment and management relating to the day-to-day supervision of the temporary employees. The Housing Agency shall, as with its other employees, provide appropriate supervision and training (including, but not limited to, on-the-job safety and the handling of any hazardous materials), specifically tailored to the job requirements of the temporary employee. The Housing Agency shall provide all tools and equipment, including safety equipment that the temporary employee will need to complete his /her assigned duties (NOTE: Unless otherwise agreed to by the Housing Agency in writing, such "tools and equipment" shall remain the property of the Housing Agency).
- 2.3.6** In the case of a temporary employee that is injured during the performance of his/her duties; the Housing Agency shall cooperate fully with the Contractor in addressing any ensuing issues and tasks that must be addressed accordingly. In the case of any suits filed against the Housing Agency by a temporary employee, the Housing Agency agrees to notify the Contractor within a reasonable timeframe in writing of such.
- 2.3.7** The Housing Agency retains the right to terminate any temporary employee whenever the Housing Agency feels such is in the best interests of the Housing Agency. The Housing Agency shall immediately (within 24 hours) inform the Contractor in writing to terminate said temporary employee.

## **2.4 General Description of the Lots.**

**2.4.1 Lot #1, Clerical/Administrative Temporary Employees.** All levels of analytical, administration and clerical type work, including, but not limited to, working knowledge of standard office practices and procedures. Ability to multitask, have professional phone and keyboarding skills, with the ability to learn quickly and work in a fast-paced setting and possess excellent customer service skills. Candidates must possess the ability to effectively communicate with people of varied economic, social, and ethnic backgrounds. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Work varies from entry level to highly skilled analytical work task. Must know and understand Microsoft Office, beginner to expert level, based on the Housing Agency's need. Position titles filled in the past were pertaining to these services include, but are not limited to:

- 2.4.1.1** Administrative Assistant.
- 2.4.1.2** HCV Clerk
- 2.4.1.3** Admissions Clerk
- 2.4.1.4** Assistant Property Manager.
- 2.4.1.5** File Clerk – Section 8.
- 2.4.1.6** Housing Coordinator.
- 2.4.1.7** Housing Specialist - Section 8.
- 2.4.1.8** HQS Inspector.
- 2.4.1.9** Human Resources Assistant.



**2.4.2 Lot #2, Finance-related Temporary Employees.** Assists with month-end close processes in housing management software, including closing, reconciling, preparing, and posting journal entries for the programs and properties. Maintains General Ledger, prepares monthly Bank Reconciliations Prepares Monthly Journal Entries in Financial Software. Assists in the review and reconciliation of general ledger accounts, monthly; analyzes general ledger variances; and resolves any discrepancies. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Process and reconcile Accounts Payable. Any other Financial/Accounting Duties assigned by the CFO, including procurement-related tasks.

**2.4.2.1** Accounting Clerk

**2.4.2.2** Accounting Specialist

**2.4.2.3** Accounting Assistant

**2.4.2.4** Administrative Finance Assistant

**2.4.2.5** Procurement Specialist

**2.4.2.6** Procurement Assistant

**2.4.3 Lot #3, Maintenance Temporary Employees.** Routine janitorial duties in properties owned by the Housing Agency. Prepares vacant properties for re-rental. Exterior grounds maintenance including lawn and garden care as an example. Minor building maintenance duties. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Monitor the property.

**2.4.3.1** Maintenance Assistant.

**2.4.3.2** Maintenance Technician.

**2.4.3.3** Mechanic.

**2.4.3.4** General Laborer

**2.4.3.5** Janitor

**2.4.4 Preceding listed positions not all-inclusive.** The positions listed within the preceding Sections No. 2.4.1 through 2.4.3 are not to be considered to be all-inclusive of all positions that the Agency may retain temporary employees to perform.

**2.4.5 Ability by the Housing Agency to choose multiple firms (Contractors).** The Housing Agency reserves the right to, at any time during the ensuing contract period(s), make award to more than one firm (Contractor) for any positions within a Lot. For example, the Housing Agency may contract with a firm for services pertaining to Lot #1, the Clerical/Administrative area; then, during the ensuing contract period(s), the Housing Agency discovers that the Contractor cannot or is not successful ("successful," as determined by the sole decision by the Housing Agency) in providing a certain temporary employee. In such case the Housing Agency reserves the right to choose another proposer to provide the temporary employee to the Housing Agency. Such "choosing" shall occur with another firm that is "next-rated" during either the initial evaluation of proposals or, if the Housing Agency chooses, as the result of an additional evaluation of proposals (an additional evaluation would be especially appropriate, for example, if the Finance Department needs a temporary employee to perform specialized skill-sets and there is another firm that has such a temporary employee available or that specializes in the placement of such temporary employees).

**2.5 Method of and Procedure to Award (Task Order).** The Housing Agency shall retain the right to contract with any of the proposers as a result of this RFP, which contracting shall occur in the following manner (this is sometimes called “forming a pool” of contractors that the Agency may draw from):

**2.5.1** As detailed within the following Section 3.3 herein (most specifically, Section 3.3.1), if a pool of contractors is formed, each proposer will be ranked by the total calculated bid sum submitted in response to this RFP.

**2.5.2** When the Agency has need of work in each service area, the Agency staff assigned will contact the 1<sup>st</sup>-ranked Contractor to ascertain as to whether or not that Contractor is available to do the work within the reasonable time-frame (set forth in Section in 2.2.20) the Agency has established for that work. If the 1<sup>st</sup>-ranked Contractor is not available, the Agency will proceed to the next-ranked Contractor, and so forth, until the Agency has located an available Contractor. The Agency will use the form attached as RFP Attachment H, attached hereto, to record this information.

**2.5.2.1 “Typical” Definition Pertaining to Emergencies.** There may be instances when it is not reasonable to wait for the needed services to be completed, when service is required from a Contractor immediately, meaning a Contractor is needed to drive to the site quickly. In such cases the Agency reserves the right to (and probably will) suspend the one-day required response time defined within the immediate-preceding Section 2.5.2 herein and will seek a Contractor who within the previously described pool rotation who is immediately available.

**PRICING INSTRUCTIONS PER SECTION 3.2.2 OF THE RFP DOCUMENT:**

(1) RFP Section	(2) Pricing Item No.	(3) Qty	(4) U/M	(5) Description
<b>3.2.2.1</b>	<b>Lot #1: Clerical/Administrative Temporary Employees</b>			
<b>3.2.2.1.1</b>	<b>1</b>	<b>60,000</b>	<b>Dollars</b>	<b>Proposed percentage above the temporary employee’s hourly rate of pay.</b>
<b>3.2.2.2</b>	<b>Lot #2: Finance-related Temporary Employees</b>			
<b>3.2.2.2.1</b>	<b>2</b>	<b>40,000</b>	<b>Dollars</b>	<b>Proposed percentage above the temporary employee’s hourly rate of pay.</b>
<b>3.2.2.3</b>	<b>Lot #3: Buildings and Grounds (Maintenance) Temporary Employees</b>			
<b>3.2.2.3.1</b>	<b>3</b>	<b>100,000</b>	<b>Dollars</b>	<b>Proposed percentage above the temporary employee’s hourly rate of pay.</b>
<b>3.2.2.4</b>	<b>IMPORTANT INFORMATION PERTAINING TO HOW TO ENTER THE PROPOSED COSTS WITHIN THE E-PROCUREMENT MARKETPLACE!</b> Each proposer shall enter the proposed costs for the immediate-preceding Pricing Items No. 1, 2, and 3, where provided for within the eProcurement Marketplace, as a percentage over the hourly fee that the proposer pays the temporary employee. For instance, if the proposer wishes to provide the services at 30% over each such hourly fee paid to the temporary employee, he/she shall enter “.30” within the cost area for this item; and so forth. The eProcurement Marketplace will perform the extended calculations. Please note that this fee proposed shall be the <b>ONLY</b> fee that the Contractor shall receive from the Housing Agency to provide these services, except as otherwise may be provided herein.			

**PORT ARTHUR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
WEDNESDAY, MAY 17, 2023**

**RESOLUTION NO. 05172023 – 02**

**APPROVAL OF AWARD OF A CONTRACTS FOR  
TEMPORARY EMPLOYEE SERVICES**

**WHEREAS**, The Agency conducted a Request for Proposals in keeping with its Procurement policy and procedures; and

**WHEREAS**, The Agency has an ongoing need for Temporary Employee Services; and

**WHEREAS**, eight proposals were received and evaluated; and

**WHEREAS**, the top-rated firm is Infinity Staffing Solutions, LLC of Nederland, Texas.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port Arthur Housing Authority that a one-year contract for Temporary Employee Services shall be awarded to Infinity Staffing Solutions, LLC of Nederland, Texas in the amount of \$58,000.00 for one year with four option years at the Agency's discretion.

**EXECUTED THIS 17<sup>th</sup> DAY OF MAY 2023.**

\_\_\_\_\_  
**CHAIR**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY**