

RESOLUTION AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO EXECUTE A CONTRACT WITH HAUSER & SONS, INC. DBA HAUSER SHADE CO. FOR AN INITIAL ONE-YEAR CONTRACT TERM WITH FOUR (4) ONE-YEAR OPTIONS TO EXTEND FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,317,092 PURSUANT TO IFB HA-2020-26 FOR THE PURCHASE OF AS-NEEDED WINDOW SHADES


 Douglas Guthrie
 President and CEO


 Marisela Ocampo
 Housing Services Director

Purpose: The Housing Authority of the City of Los Angeles (the “Housing Authority”) is engaged in the on-going practice of maintenance of its public housing portfolio. Activities that will increase the functionality, maintenance and improvement of its housing stock are crucial in preserving our low-income housing. The proposed contract will allow the Housing Authority to purchase window shades for on-going maintenance at the public housing sites.

Regarding: The proposed contract will provide as-needed window shades for Housing Authority sites at competitive pricing. Window shades are required to support maintenance of units at public housing sites. Staff purchases and installs window shades through requests generated in the work order system either by site staff or in response to residents’ requests. Residents are charged for window shade replacement, at cost, only when shades have been damaged beyond normal wear and tear.

Based on forecasted needs, annual expenditures for window shades over the next five years are expected to be between \$253,096 to \$279,220, thereby resulting in the request for a total contracting amount not to exceed \$1,317,092, which includes an allowance of a 10% sales tax or \$119,736.

Procurement: On February 27, 2020, Invitation for Bid (IFB) No. HA-2020-26 was issued for window shades. The specifications called for the supply and delivery of window shades in a variety of sizes. The Bid Form required bidders to provide annual unit prices for each size specified based on estimated quantities needed per year for a maximum of five (5) years.

Three (3) bids were received by the April 6, 2020 submission deadline as follows:

BIDDER	
1	Hauser & Sons, Inc. dba Hauser Shade Co.
2	Ralph Friedland & Bros, Inc.
3	HD Supply Facilities Maintenance, Ltd.

Based on the bid evaluation and price analysis, Hauser & Sons, Inc. dba Hauser

Shade Co. ("Hauser") is the lowest responsive and responsible bidder.

Vision Plan: PLACE Strategy #1: Stabilize the physical and financial viability of the conventional public housing portfolio

The public housing portfolio has been undergoing modernization and redevelopment efforts in order to sustain and add to the existing housing stock. Most of the fourteen public housing sites were built in the 1940's and 1950's and require numerous capital repairs and improvements. The Housing Authority's maintenance staff requires window shades for site maintenance and improvement projects on an as-needed basis.

PLACE Strategy #9: Manage capital resources and reserves to sustain useful life of existing and new units in the Housing Authority's portfolio

The Housing Authority has to maintain an aging public housing portfolio with limited funding. While the amount of physical needs has grown significantly over the years, the amounts received for improvement and maintenance efforts, other than within the last year, has steadily declined. Managing the limited funds with the goal of keeping the public housing stock at their highest level of usefulness and efficiency is imperative.

Funding: The Chief Administrative Officer confirms the following:

Source of Funds: Public Housing Operating Funds is the primary funding source for public housing maintenance projects.

Budget and Program Impact: The Housing Authority anticipates the following annual expenditures for window shades based on estimated as-needed maintenance needs:

Anticipated Expenditures over the Proposed Contract Period (tax included)				
Year 1	Year 2	Year 3	Year 4	Year 5
\$253,096	\$253,096	\$263,189	\$268,491	\$279,220

These expenditures are included in the Housing Authority's 2020 Operating Budget and will be budgeted in subsequent years as required.

Environmental Review:

Approval of this supplies contract with Hauser is exempt from CEQA and NEPA.

Section 3: Section 3 covers contracts for services and does not apply to contracts for the purchase of supplies and materials (see 24 CFR Part 135.5). Notwithstanding, the Housing Authority extended Section 3 applicability to the procurement in accordance with the Housing Authority's Section 3 Guide and Compliance Plan. Due to the company's geographic location, hiring is not feasible. However, Hauser will participate in the Housing Authority's Section 3 Scholarship program by awarding two scholarships to deserving public housing and/or Section 8 youth.

ATTACHMENT: 1. Resolution
2. Summary of Outreach

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO EXECUTE A CONTRACT WITH HAUSER & SONS, INC. DBA HAUSER SHADE CO. FOR AN INITIAL ONE-YEAR CONTRACT TERM WITH FOUR (4) ONE-YEAR OPTIONS TO EXTEND FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,317,092 PURSUANT TO IFB HA-2020-26 FOR THE PURCHASE OF AS-NEEDED WINDOW SHADES

WHEREAS, the Housing Authority of the City of Los Angeles (the "Housing Authority") requires window shades on an as-needed basis for repairs and improvements at the public housing sites; and

WHEREAS, on February 27, 2020, Invitation for Bid Number HA-2020-26 was issued to solicit window shades; and

WHEREAS, three (3) bids were received by the submission deadline of April 6, 2020; and

WHEREAS, Hauser & Sons, Inc. dba Hauser Shade Co., submitted the lowest responsive and responsible bid; and

WHEREAS, the Chief Administrative Officer confirms the necessary funds are available and included in the Housing Authority's 2020 Annual Budget with additional funds for the contract to be budgeted annually and adopted as part of subsequent years' Annual Budgets.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the President and CEO, or designee, to execute a contract with Hauser & Sons, Inc. dba Hauser Shade Co. for an initial one-year contract term with four (4) one-year options to extend for a total contract amount not to exceed \$1,317,092, which includes an allowance of a 10% sales tax of \$119,736, to provide window shades on an as-needed basis.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

APPROVED AS TO FORM:
JAMES JOHNSON

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

BY: _____
GENERAL COUNSEL

BY: _____
CHAIRPERSON

DATE ADOPTED: _____

Summary of Outreach Activities
IFB No. HA-2020-26 Window Shades

On February 27, 2020, the Housing Authority released Invitation For Bid (“IFB”) HA-2020-26 to invite bidders to submit firm fixed-price sealed bids for window shades.

A. Distribution of IFB

The IFB was posted on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) website. The IFB notice was sent to 49 BAVN users, 35 MBE/WBE organizations in addition to vendors on the Authority’s Section 3 Business Registry and Housing Services vendors list.

.B. Pre-Bid Conference

On March 9, 2020, two (2) firms attended the pre-bid conference.

C. Bids Received

The following three (3) bids were received by the April 6, 2020 bid due date:

1. Hauser & Sons, Inc. dba Hauser Shade Co.
2. Ralph Friedland & Bros, Inc.
3. HD Supply Facilities Maintenance, Ltd.

D. Minority/Women Participation

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process. This outreach includes providing information regarding our solicitations to the U.S. Small Business Administration (SBA), and mailing information to organizations that represent minorities and women.

The recommended contract award is being made in accordance with the Housing Authority’s Procurement Policy and Federal regulations and without regard to race, creed, color, gender or national origin.

<u>Company</u>	<u>Employees</u>
Hauser & Sons, Inc. dba Hauser Shade Co.	Total: 14 8 minorities = 57% 4 women = 29%

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
MBE/WBE ORGANIZATIONS MAILING LIST**

1	Asian American Architects and Engineers Association
2	Asian Business Association of Los Angeles
3	Asian Business League of Southern California
4	Asian Pacific Islander Small Business Program
5	Korean American Chamber of Commerce
6	Pacific Asian Consortium in Employment (PACE) Business Center
7	Black Business Association
8	Greater L.A. African American Chamber of Commerce (GLAAACC)
9	Regional Black Chamber of Commerce of San Fernando Valley
10	US Black Chambers
11	Southern California Black Chamber of Commerce
12	National Black Contractors Association
13	Young Black Contractors Association
14	California Hispanic Chamber of Commerce
15	LA Metropolitan Hispanic Chamber of Commerce
16	Latin Business Association (LBA)
17	Los Angeles Latino Chamber of Commerce
18	National Latina Business Women Association (NLBWA-LA)
19	Regional Hispanic Chamber of Commerce
20	American Indian Chamber of Commerce
21	Build Plus Community Marketplace
22	Greater San Fernando Valley Chamber of Commerce
23	Los Angeles Area Chamber of Commerce
24	Los Angeles Minority Business Enterprise Center USC (MBDA)
25	National Association of Minority Contractors
26	National Association of Women Business Owners Los Angeles
27	Pacific Coast Regional Small Business Development Corp (SBDC)
28	Small Business Majority
29	Southern California Minority Supplier Development Council
30	The New Ninth Business Resource Center
31	US Small Business Administration
32	US Veteran Business Alliance
33	Valley Economic Development Center/Women's Business Center
34	Vermont Slason Economic Development Corporation
35	Vernon Networking Committee