

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
4/30/2024
4:00 PM

Opening	Roll Call	Chairperson Hawkinson
<input type="checkbox"/> LaToya Carson	Review/Approve Previous Meeting Minutes	Chairperson Hawkinson
<input type="checkbox"/> Jared Hawkinson		
<input type="checkbox"/> Joey Range		
<input type="checkbox"/> Joseph Riley		
<input type="checkbox"/> Sara Robison		
<input type="checkbox"/> Dena Simkins (R)		
<input type="checkbox"/> Dena St. George		
<u>Excused:</u>		
 <u>Others Present:</u>		

Public Comment	Open
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Old Business	None
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New Business	Commissioner Appointment/Reappointment	Derek Antoine
	Review/Approve Application for Change Order 3 – Hein Construction – 504 Modernization Project – Phase 4	Derek Antoine
	Review/Approve Pay Request #6 to Hein Construction – 504 Modification Phase 4	Derek Antoine
	Review/Approve Bid Award/Contract for Lighting and Furnace Replacement Project	Derek Antoine
	Review/Approve Solicitation Award/Contract for Fire Protection Services	Derek Antoine

board agenda

Reports

Executive Director's Report – NO REPORT

Derek Antoine

KCHA Legal Counsel Report – 03-2024

Jack Ball

Other Business

Executive Director Performance Appraisal

Chairperson Hawkinson

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
March 26, 2024**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at the Moon Towers Board Room. Roll call was taken, and the following Commissioners were present:

PRESENT: LaToya Carson
 Jared Hawkinson
 Joseph Riley
 Sara Robison

EXCUSED: Dena St. George

ABSENT:

Also, present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, Legal Counsel; and Dena Simkins, Moon Towers Resident.

Chairperson Hawkinson called the meeting to order at 4:22 p.m. and declared that a quorum was present.

Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner Riley made a motion to approve the previous meeting minutes as presented; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Chairperson Hawkinson then requested the Board review and ratify the February 2024 financial reports. After brief discussion, Commissioner Carson made a motion to ratify the financial reports for February 2024 as presented; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

February 2024 claims against the HA Administration in the sum of \$557,832.81; Central Office Cost Center in the sum of \$144,908.27; Moon Towers in the sum of \$90,073.70; Family in the sum of \$133,933.46; Bluebell in the sum of \$19,935.15; Housing Choice Voucher Program in the sum of \$105,103.40; Brentwood (A.H.P.) in the sum of \$33,901.55; Prairieland (A.H.P.) in the sum of \$29,977.28; Capital Fund '20 in the sum of \$0.00; Capital Fund '21 in the sum of \$0.00; Capital Fund '22 in the sum of \$0.00; and Capital Fun '23 in the sum of \$0.00 were presented for approval. Commissioner Riley made a motion to ratify the claims and bills for February 2024; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Motion Carried, 4-0.

PUBLIC COMMENT

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to Review and Approve Change Order 2 - Hein Construction - 504 Modification Phase 4. Mr. Antoine stated that this is a no cost change order as the changes will be covered by the General Requirements Allowance. Attached to the Board memo was the change order outlining the specified changes. Alliance Architecture reviewed and approved the change order. After brief discussion, Commissioner Carson made a motion to approve Change Order 2 - Hein Construction - 504 Modification Phase 4 which reduces the General Requirements Allowance from \$75,000.00 to \$16,650.00; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Resolution 2024-02 KCHA FYE 03/31/2025 Operating Budget. Mr. Antoine referred to the budget spreadsheets highlighting that there will be a transfer from reserves for Moon Towers and Blue Bell Tower; Family Sites will have a surplus; AHP will implement a rent increase to fund replacement reserves; and HCV will receive monies from COCC to balance the program budget. After brief discussion, Commissioner Carson made a motion to approve Resolution 2024-02 KCHA FYE 03/31/2025 Operating Budget; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Resolution 2024-03 Supply/Service Vendor Listing for FYE 03/31/2025. Mr. Antoine reviewed the resolution and listing. After brief discussion, Commissioner Riley made a motion to approve Resolution 2024-03 Supply/Service Vendor Listing FYE 03/31/2025; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and adopt Resolution 2024-04 Uncollectible Debt Charge-Offs for Period Ending 03/31/2024. After brief discussion, Commissioner Carson made a motion to adopt Resolution 2024-04 Uncollectible Debt Charge-Offs for the Period Ending 03/31/2024 in the amount of \$8,374.25; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

REPORTS

The Executive Director report was included in the board packet. There were no questions about the report.

Mr. Ball reviewed the Legal Counsel Report. There were no questions about the report.

OTHER BUSINESS

Mr. Antoine provided an update about the vending machine that was installed in the Moon Towers vestibule and will provide free Narcan and fentanyl test trips with the potential addition of plan B. This vending machine was installed in partnership with Recovery Oriented System of Care (ROSC).

Mr. Antoine provided an update on the Warming Shelter stating that based on current funding the shelter will run through the end of April. An application for funding is pending from the Hunger Collaborative that would allow the shelter to operate May-October.

Dena Simkins, a Moon Towers resident, was introduced as a candidate for resident commissioner. Ms. Simkins will be recommended for appointment to the KCHA board to the Knox County Board at its April meeting.

ADJOURNMENT

Commissioner Riley made a motion to adjourn the meeting at 5:08 p.m.; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/30/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Hein Construction—Proposed Change Order 3

Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites as well as additional work at Moon Towers and Blue Bell Tower. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 will include the following:

- Installation of three playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center (COCC);
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

Hein Construction has requested a Change Order that would add 59 calendar days to the contract. The new contract completion date would be June 28, 2024. The contract amount would be unchanged.

The request for contract extension letter from Hein Construction is attached to this memo. It outlines the reason for the request related to receiving the playground benches and trash receptacles from the supplier.

All the work outlined in Change Order 2 has been completed except for the installation of benches and trash receptacles and installation of surfacing at Woodland Bend and Cedar Creek Place.

Alliance Architecture has reviewed and approved this proposed change order.

This change order submission meets the requirements of HUD -5370 and the Procurement Handbook for Public Housing Agencies (7460.8 rev-2) in that the request would not result in an increase in the contract amount.

Fiscal Impact

None.

Recommendation

It is the recommendation of the Executive Director that the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 3 from Hein Construction to increase the contract time by 59 days to June 28, 2024.

CHANGE ORDER

Owner x
 Architect x
 Contractor x



PROJECT: 504 MODIFICATIONS - PHASE 4
 Knox County Housing Authority
 Galesburg, Illinois

CHANGE ORDER NO. 3

DATE: April 30, 2024

CONTRACTOR: Hein Construction Co., Inc.
 9130 N. Industrial Road
 Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 2/15/23


You are hereby directed to make the following changes:

- 1. Extend contract to accommodate additional drainage and surfacing elevation design and approval of new site furnishings. NO COST CHANGE

NET CHANGE \$ 0.00

The original Contract Sum was	\$ 1,735,000.00
Net Change by previous Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,735,000.00
The Contract Sum will be UNCHANGED by this Change Order	\$ 0.00
The Contract Sum including this Change Order	\$ 1,735,000.00
The Contract Time will be INCREASED by	59 Days
The Date of Completion as of the date of this Change Order therefore is	June 28, 2024

<u>ALLIANCE ARCHITECTURE</u> Architect	<u>HEIN CONSTRUCTION CO., INC.</u> Contractor	<u>KNOX COUNTY HOUSING AUTHORITY</u> Owner
<u>929 Lincolnway East, Suite 200</u>	<u>9130 N. Industrial Road</u>	<u>255 West Tompkins Street</u>
<u>South Bend, IN 46601</u>	<u>Peoria, IL 61615</u>	<u>Galesburg, Illinois 61401</u>

By:  Andrew J. Mollison	By: _____ J. David Staggs	By: _____ Derek Antoine
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Date: <u>April 30, 2024</u>	Date: _____	Date: _____
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April 25, 2024

Knox County Housing Authority

216 W Simmons St.
Galesburg, IL 61401

Alliance Architects

929 Lincolnway East, Suite 300
South Bend, Indiana

Subject: Request for Extension of Time.

Mr. Burrell,

We are formally requesting an extension of time for the Knox County Housing Authority Phase 4 project. Due to some additional design for elevations and drainage, along with selection and approvals of the new benches and trash receptacles, we cannot complete the project before our April 30th, 2024, substantial completion date. The equipment was ordered after the March 20th change order was received. We are now waiting on the benches and trash receptacles to arrive. Once we receive this equipment, we can install and then finish with the surfacing.

Although my last estimated date of completion was April 30th, 2024. We are asking for another extension until June 28th, 2024, due to these changes. If there are any opportunities to get this playground work completed prior to that, we will make all efforts to do so.

I apologize for the delay. Please let me know if you need any other information.

Sincerely,

Dave Marshall

Vice President/Project Manager

ph. 309-343-5124

fax. 309-343-3690

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/30/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Application for Payment #6 – Hein Construction

Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 will include the following:

- Installation of three playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center (COCC);
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

All the work outlined above 2 has been completed except for the installation of benches and trash receptacles and installation of surfacing at Woodland Bend and Cedar Creek Place.

Alliance Architecture was on site for a visit on 04/10/2024. Alliance Architecture has reviewed and signed approval for Pay Request #6.

Fiscal Impact

This application for payment will be paid from 2020, 2021 and 2022 Capital Fund grants as approved at the 01/31/2023 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #6 from Hein Construction in the amount of \$42,987.51 for the period to 04/30/2024.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

PAGE ONE OF 4 PAGES

TO OWNER:	Knox Co. Housing Authority 255 W Tompkins St Galesburg, IL 61401	PROJECT:	KCHA-504 Modifications-PH 4 Various Sites Galesburg, IL 61401	APPLICATION NO: 6 APPLICATION 45163 PERIOD TO: 4/30/2024	Distribution to: <input checked="" type="checkbox"/> OWNER <input checked="" type="checkbox"/> CONSTRUCTION MANAGER <input checked="" type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER
FROM		VIA CONTRACTOR:	Hein Construction Co., Inc 56 N. Cedar St. Galesburg, IL 61401	CONTRACT DATE: 02/15/23	
Sub-Contractor	Hein Construction Co., Inc. 56 N. Cedar St. Galesburg, IL 61401			PROJECT NO: 23-2314	
CONTRACT FOR:	General Contractor	VIA ARCHITECT:	Alliance Architects		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>1,735,000.00</u>
2. NET CHANGES IN THE WORK	\$	
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>1,735,000.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>1,676,763.90</u>
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	<u>167,676.39</u>
b. 10 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>167,676.39</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$	<u>1,509,087.51</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>1,466,100.00</u>
8. CURRENT PAYMENT DUE	\$	<u>42,987.51</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	<u>225,912.49</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	<u>58,439.40</u>	\$
Total approved this month including		\$
	<u>58,439.40</u>	
TOTALS	<u>-0.00</u>	\$0.00
NET CHANGES IN THE WORK		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **HEIN CONSTRUCTION CO., INC.**
By:  Date: 4/24/24

State of: Illinois
Subscribed and sworn to before me this 24th day of April, 2024
Notary Public: Diane Hein
My Commission expires: 2-2-27



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 42,987.51

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:
By: _____ Date: _____
ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)
By: Aburad **Alliance Architecture** Date: 04.30.2024
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

This Certificate is not negotiable. The amount of payment is payable only to the Contractor named herein. Issuance of this Certificate of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/30/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Review/Approve Contractor for Lighting & Furnace Replacement Project

Executive Summary

The purpose of this Invitation to Bid (IFB) is to retain a contractor to complete a Lighting and Furnace Replacement Project. Specifically, proposals were sought for a single, lump sum General Construction contract which shall include all work related to the following:

- Replacement of furnaces and air conditioning at 154 dwelling units and replacement of other HVAC systems at two offices and three Community Buildings; and
- Replacement of lighting at common areas, office spaces, and maintenance facilities at Moon Towers, Woodland Bend, Cedar Creek Place, Whispering Hollow, and Bluebell Tower with some exterior lighting upgrades as well.

In July 2022, the agency purchased thirty furnaces and air conditioner condensers for units at the Family Sites in response to recurring issues related to the age of equipment. These units are approximately 21 years old, having been purchased in 2001. However, replacement of the remaining systems has become imperative as service calls have increased. New units will be higher efficiency thus presenting cost savings to the families.

The agency has not invested in a lighting project since 2010 with the assistance of a safety and security grant. The lighting portion of this project will make agency facilities more energy efficient as changing conventional bulbs (such as incandescent, fluorescent and halogen) to LEDs can lead to savings. LEDs use less energy and cost less to operate than conventional lighting. LED bulbs also last longer, are more durable and offer comparable or better light quality. Additionally, the proposed exterior lighting upgrades will provide enhanced safety at all the public housing sites.

Outreach efforts for the Lighting and Furnace Replacement Project were as follows:

- 1532 total vendors notified by the eProcurement System;
- 15 vendors viewed the online solicitation;

- Alliance Architecture contacted contractors directly;
- Project Manual sent to four plan houses;
- Local area vendors notified of the solicitation via an advertisement in the Register-Mail;
- 4 contractors attended the pre-bid walk-through;
- 3 bids submitted by:
 - Mechanical Service of Galesburg, Inc.
 - J.P. Benbow Plumbing & Heating
 - Standard Heating & Cooling, Inc.

The deadline for bid submission was originally 04/24/2024, but the deadline was extended to 04/26/2024. Each of the three bid submissions was incomplete at the time of submission. Therefore, each bidder was provided written notice and equal opportunity to complete their bids by 12:00 p.m. on 04/30/2024. Two bidders provided the missing documents to complete their bids.

Alliance Architecture has completed a full review of the bid submissions and has made a recommendation for selection. The bid tabulation as well as the letter of recommendation from Mr. Burrell is attached to this memo.

Fiscal Impact

These projects will be funded through the 2022 and 2023 Capital Fund grants.

Recommendation

It is the recommendation of the Executive Director that the Board follow the recommendation of Alliance Architecture and approve the selection of Mechanical Service of Galesburg, Inc. in the contract amount not to exceed \$1,456,900.00.

ALLIANCE

ARCHITECTURE

April 30, 2024

Mr. Derek Antoine
Executive Director
Knox County Housing Authority
216 West Simmons Street
Galesburg, IL 61401

VIA E-MAIL

RE: LIGHTING & FURNACE REPLACEMENT
Knox County Housing Authority
Galesburg, Illinois

Dear Derek:

As you are aware, bids were received on April 26, 2024, for the referenced project in accordance with the attached Bid Tabulation.

Our review of the bids determined all three were incomplete at the time of submission.

All three bidders were provided written notice and equal opportunity to complete their bids by noon on April 30. Upon passage of this deadline, two bidders provided all the missing documents required to complete their bids. We believe these two bids should be considered for award. We have included herewith copies of all three bids for your reference.

We recommend that the project be awarded to Mechanical Service, Inc. on the basis of their lowest base bid for a total contract amount of \$1,456,900.

Please advise us of your decision with regard to contractor selection, and at the appropriate time, we will send out notification and Bid Tabulations to all bidders.

If you have any questions or require additional information, please feel free to contact us.

Sincerely,

ALLIANCE ARCHITECTURE



Mark A. Burrell

MAB/bf

Attachment

cc: Ms. Cheryl Lefler, via e-mail

BID TABULATION

PROJECT: LIGHTING & FURNACE REPLACEMENT
Knox County Housing Authority
Galesburg, Illinois

DATE/TIME: April 26, 2024
10:00 a.m. (Local Time)

BIDDERS	Mechanical Service of Galesburg, Inc.	J.P. Benbow Plumbing & Heating	Standard Heating & Cooling, Inc.
Base Bid on Proposal Form (including Allowance)	\$1,456,900	\$1,589,235	\$1,724,990
Alternate No. 1: Delete furnace and air conditioner replacement at Cedar Creek Place apartments.	Deduct \$284,625.00	Deduct \$213,727.00	Deduct \$415,000.00
Alternate No. 2: Delete furnace and air conditioner replacement at Woodland Bend apartments.	Deduct \$325,800.00	Deduct \$271,454.00	Deduct \$482,325.00
Alternate No. 3: Delete furnace and air conditioner replacement at Whispering Hollow apartments.	Deduct \$154,972.00	Deduct \$133,408.00	Deduct \$234,000.00
Alternate No. 4: Delete new exterior lighting scope and associated wiring and meters at Cedar Creek Place, Woodland Bend, and Whispering Hollow. Replacement of existing fixtures shall remain in scope.	Deduct \$143,250.00	Deduct \$117,000.00	Deduct \$59,762.00
Completion Time (in calendar days):	Base Bid	180	150
	Alternate No. 1	-50	-48
	Alternate No. 2	-60	-53
	Alternate No. 3	-20	-24
	Alternate No. 4	-30	-18
Acknowledgment of Addenda:	Addendum No. 1 (April 17, 2024)	Yes	Yes
	Addendum No. 2 (April 19, 2024)	Yes	Yes
Bid Bond / Bid Guarantee	Yes	Yes	Yes
Verified Surety is on Circular 570 List of Certified Companies	Yes	Yes	Yes
Unit Price A: State the amount to furnish and install one condenser enclosure. Enclosure shall be a five-sided frame, detached from any side walls, with cutout for power cable and line set.	\$ 678.00 each	\$ 737.00 each	\$ 1,104.00 each
Unit Price B: State the amount to replace one furnace (F-2) and air conditioner (CU-2) at a single apartment. Include the cost of the condenser enclosure, also described in Unit Price A.	\$ 7,556.00/unit	\$ 5,367.00/unit	\$ 8,910.00/uni
Non-Collusive Affidavit	Yes	Yes	Yes

PROJECT: LIGHTING & FURNACE REPLACEMENT
 Knox County Housing Authority
 Galesburg, Illinois

BIDDERS	Mechanical Service of Galesburg, Inc.	J.P. Benbow Plumbing & Heating	Standard Heating & Cooling, Inc.
EEO/Affirmative Action Statement of Policy	Yes	Yes	Yes
Certificate as to Corp. Principal (if bid submitted by Corp.)	Yes	Yes	Yes
MBE/WBE Clause Certification	Yes	Yes	Yes
MBE/WBE Clause Certification: Schedule of Intended Participation	Yes (0%)	Yes (9%) *	Yes (35%)
MBE/WBE Clause Certification: Certificate of Good Faith Efforts	Yes	Yes	Yes
Statement of Bidders Qualifications:	Yes	Yes	Yes
- Current Contracts on Hand	Yes *	Yes	Yes
- Company Personnel Resume	Yes	Yes	Yes
- Related Work Experience	Yes	Yes	Yes *
- Written Evidence of Line of Credit	Yes *	Yes *	Yes
- Financial Statement	Yes (12/1/23 - 12/31/23) *	Yes (3/31/24) *	Yes (1/31/24)
List of Previous Projects (including: Project Name; Project Description; Construction Cost;% Complete; Contact Name and Telephone Number)	Yes *	No	Yes *
Representations, Certifications, and Other Statements of Bidders HUD-5369-A	Yes	Yes	Yes
Non-Debarred Certification	Yes	Yes	Yes
Proposed Subcontractors and Suppliers	Yes *	Yes	Yes
Section 3 Certification	Yes	Yes	Yes *
Proposed Wage Rates for Unlisted Classifications	Yes	Yes	Yes
Evidence of Active/Current Status under System for Award Management (SAM)	Yes (Expires 4/15/25)	Yes * (Received "Unique Entity ID" but is not "registered" in SAM)	Yes (Expires 1/21/25)
Remarks:	* Submitted 4/30/24.	* Submitted 4/30/24. Amp Electric rebates included in bid. <u>Voluntary Alternate:</u> As noticed at walk-thru, the existing HVAC units that have been replaced have reused line sets. We propose to clean existing line set with Rx-11 reuse existing line set and offer a deduct of \$380.00 per HVAC system.	* Submitted 4/30/24.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/26/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Review/Approve Contractor for Fire Protection Services

Executive Summary

A Request for Proposals (RFP) was issued on 04/02/2024 to solicit bids for Fire Protection Services for the period 05/01/2024 through 03/31/2025. The proposal submittal deadline was 04/25/2024.

The bids were sought from qualified, licensed contractors to provide the following fire protection work:

- Fire Sprinkler Inspections;
- Fire Alarm Inspections;
- Fire Pump Inspections; and
- Any other fire protection maintenance, repair, or installation work the Agency may order.

Outreach efforts for Fire Protections Services were as follows:

- 758 total vendors notified by the eProcurement System;
- 12 vendors viewed the online solicitation;
- 2 proposals submitted by:
 - Getz Fire Equipment Company
 - Midwest Alarm Services

KCHA staff has completed a full review of the proposal submissions and has made a recommendation for selection.

Fiscal Impact

Services and supplies purchased under the Fire Protection Services contract will be paid from the operating budgets of each program. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board follow the recommendation to award the contract for Fire Protection Services to Getz Fire Equipment Company for the period 05/01/2024 to 03/31/2025 in an amount not to exceed \$15,000.00.



Jack P. Ball, Esq.
Attorney at Law

A Professional Corporation

190 S. Kellogg St.
P.O. Box 308
Galesburg, Illinois 61402-0308
Phone (309) 345-2255
Fax (309) 345-2258

April 30, 2024

Knox County Housing Authority
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases¹:

Jodi Melton (255 W. Tompkins St. #405)	1 st Appr. - STO/JD
Molly Hicks (255 W. Tompkins St. #702)	1 st Appr. - Trial 04/30/24
Erica Craver (170 S. West St. # 817)	1 st Appr. - JD
Ivy Giron (255 W. Tompkins St. #205)	1 st Appr. - JD
Jamie Lash brook (424 Iowa Ave.)	1 st Appr. - CD
Cynthia West (521 Iowa Ave.)	1 st Appr. - CD
Biannca Johnson (1991 E. Knox St.)	1 st Appr. - JD
Jennifer McCray (1085 W. Berrien St.)	1 st Appr. - CT 05/16/24
Nameiyia Towns (1073 W. Berrien St.)	1 st Appr. - CT 05/02/24

¹ Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, STO - stipulated order upon default JD issued, CT for continued, STI for summons to issue and ASTI for alias summons to issue, CMC case management conference, VMO for voluntary move out, VJCD for vacated judgment case dismissed, ACBA - application for court based assistance, and BW (Atty Bart Wolek) or TM (Atty Tracey Mergener) for Prairie State Legal Services.

LaVonne Garoug (255 W. Tmpkins St. #501)	1 st Appr. - 05/02/24
Douglas Bradford (255 W. Tompkins St. #1109)	1 st Appr. - 05/02/24
Ashley Bornsen (1527 McKnight St.)	1 st Appr. - CD
Rommel McFarland (952 W. South St.)	1 st Appr. - 05/02/24
Tasha Morris (1089 W. Berrien St.)	1 st Appr. - 05/02/24
Melonie May (535 Iowa Ave.)	1 st Appr. - 05/02/24
Tierra Stigger (1596 McKnight St.)	1 st Appr. - 05/16/24

2. Review monthly board packet and attend monthly meeting.

Jack P. Ball, Esq.

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
March 26, 2024**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at the Moon Towers Board Room. Roll call was taken, and the following Commissioners were present:

PRESENT: LaToya Carson
 Jared Hawkinson
 Joseph Riley
 Sara Robison

EXCUSED: Dena St. George

ABSENT:

Also, present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, Legal Counsel; and Dena Simkins, Moon Towers Resident.

Chairperson Hawkinson called the meeting to order at 4:22 p.m. and declared that a quorum was present.

Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner Riley made a motion to approve the previous meeting minutes as presented; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Chairperson Hawkinson then requested the Board review and ratify the February 2024 financial reports. After brief discussion, Commissioner Carson made a motion to ratify the financial reports for February 2024 as presented; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

February 2024 claims against the HA Administration in the sum of \$557,832.81; Central Office Cost Center in the sum of \$144,908.27; Moon Towers in the sum of \$90,073.70; Family in the sum of \$133,933.46; Bluebell in the sum of \$19,935.15; Housing Choice Voucher Program in the sum of \$105,103.40; Brentwood (A.H.P.) in the sum of \$33,901.55; Prairieland (A.H.P.) in the sum of \$29,977.28; Capital Fund '20 in the sum of \$0.00; Capital Fund '21 in the sum of \$0.00; Capital Fund '22 in the sum of \$0.00; and Capital Fun '23 in the sum of \$0.00 were presented for approval. Commissioner Riley made a motion to ratify the claims and bills for February 2024; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Motion Carried, 4-0.

PUBLIC COMMENT

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to Review and Approve Change Order 2 - Hein Construction - 504 Modification Phase 4. Mr. Antoine stated that this is a no cost change order as the changes will be covered by the General Requirements Allowance. Attached to the Board memo was the change order outlining the specified changes. Alliance Architecture reviewed and approved the change order. After brief discussion, Commissioner Carson made a motion to approve Change Order 2 - Hein Construction - 504 Modification Phase 4 which reduces the General Requirements Allowance from \$75,000.00 to \$16,650.00; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Resolution 2024-02 KCHA FYE 03/31/2025 Operating Budget. Mr. Antoine referred to the budget spreadsheets highlighting that there will be a transfer from reserves for Moon Towers and Blue Bell Tower; Family Sites will have a surplus; AHP will implement a rent increase to fund replacement reserves; and HCV will receive monies from COCC to balance the program budget. After brief discussion, Commissioner Carson made a motion to approve Resolution 2024-02 KCHA FYE 03/31/2025 Operating Budget; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Resolution 2024-03 Supply/Service Vendor Listing for FYE 03/31/2025. Mr. Antoine reviewed the resolution and listing. After brief discussion, Commissioner Riley made a motion to approve Resolution 2024-03 Supply/Service Vendor Listing FYE 03/31/2025; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and adopt Resolution 2024-04 Uncollectible Debt Charge-Offs for Period Ending 03/31/2024. After brief discussion, Commissioner Carson made a motion to adopt Resolution 2024-04 Uncollectible Debt Charge-Offs for the Period Ending 03/31/2024 in the amount of \$8,374.25; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

REPORTS

The Executive Director report was included in the board packet. There were no questions about the report.

Mr. Ball reviewed the Legal Counsel Report. There were no questions about the report.

OTHER BUSINESS

Mr. Antoine provided an update about the vending machine that was installed in the Moon Towers vestibule and will provide free Narcan and fentanyl test trips with the potential addition of plan B. This vending machine was installed in partnership with Recovery Oriented System of Care (ROSC).

Mr. Antoine provided an update on the Warming Shelter stating that based on current funding the shelter will run through the end of April. An application for funding is pending from the Hunger Collaborative that would allow the shelter to operate May-October.

Dena Simkins, a Moon Towers resident, was introduced as a candidate for resident commissioner. Ms. Simkins will be recommended for appointment to the KCHA board to the Knox County Board at its April meeting.

ADJOURNMENT

Commissioner Riley made a motion to adjourn the meeting at 5:08 p.m.; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/30/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Hein Construction—Proposed Change Order 3

Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites as well as additional work at Moon Towers and Blue Bell Tower. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 will include the following:

- Installation of three playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center (COCC);
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

Hein Construction has requested a Change Order that would add 59 calendar days to the contract. The new contract completion date would be June 28, 2024. The contract amount would be unchanged.

The request for contract extension letter from Hein Construction is attached to this memo. It outlines the reason for the request related to receiving the playground benches and trash receptacles from the supplier.

All the work outlined in Change Order 2 has been completed except for the installation of benches and trash receptacles and installation of surfacing at Woodland Bend and Cedar Creek Place.

Alliance Architecture has reviewed and approved this proposed change order.

This change order submission meets the requirements of HUD -5370 and the Procurement Handbook for Public Housing Agencies (7460.8 rev-2) in that the request would not result in an increase in the contract amount.

Fiscal Impact

None.

Recommendation

It is the recommendation of the Executive Director that the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 3 from Hein Construction to increase the contract time by 59 days to June 28, 2024.

CHANGE ORDER

Owner x
 Architect x
 Contractor x



PROJECT: 504 MODIFICATIONS - PHASE 4
 Knox County Housing Authority
 Galesburg, Illinois

CHANGE ORDER NO. 3

DATE: April 30, 2024

CONTRACTOR: Hein Construction Co., Inc.
 9130 N. Industrial Road
 Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 2/15/23


You are hereby directed to make the following changes:

- 1. Extend contract to accommodate additional drainage and surfacing elevation design and approval of new site furnishings. NO COST CHANGE

NET CHANGE \$ 0.00

The original Contract Sum was	\$ 1,735,000.00
Net Change by previous Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,735,000.00
The Contract Sum will be UNCHANGED by this Change Order	\$ 0.00
The Contract Sum including this Change Order	\$ 1,735,000.00
The Contract Time will be INCREASED by	59 Days
The Date of Completion as of the date of this Change Order therefore is	June 28, 2024

<u>ALLIANCE ARCHITECTURE</u> Architect	<u>HEIN CONSTRUCTION CO., INC.</u> Contractor	<u>KNOX COUNTY HOUSING AUTHORITY</u> Owner
<u>929 Lincolnway East, Suite 200</u> <u>South Bend, IN 46601</u>	<u>9130 N. Industrial Road</u> <u>Peoria, IL 61615</u>	<u>255 West Tompkins Street</u> <u>Galesburg, Illinois 61401</u>

By:  Andrew J. Mollison	By: _____ J. David Staggs	By: _____ Derek Antoine
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Date: <u>April 30, 2024</u>	Date: _____	Date: _____
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April 25, 2024

Knox County Housing Authority

216 W Simmons St.
Galesburg, IL 61401

Alliance Architects

929 Lincolnway East, Suite 300
South Bend, Indiana

Subject: Request for Extension of Time.

Mr. Burrell,

We are formally requesting an extension of time for the Knox County Housing Authority Phase 4 project. Due to some additional design for elevations and drainage, along with selection and approvals of the new benches and trash receptacles, we cannot complete the project before our April 30th, 2024, substantial completion date. The equipment was ordered after the March 20th change order was received. We are now waiting on the benches and trash receptacles to arrive. Once we receive this equipment, we can install and then finish with the surfacing.

Although my last estimated date of completion was April 30th, 2024. We are asking for another extension until June 28th, 2024, due to these changes. If there are any opportunities to get this playground work completed prior to that, we will make all efforts to do so.

I apologize for the delay. Please let me know if you need any other information.

Sincerely,

Dave Marshall

Vice President/Project Manager

ph. 309-343-5124

fax. 309-343-3690

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/30/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Application for Payment #6 – Hein Construction

Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 will include the following:

- Installation of three playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center (COCC);
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

All the work outlined above 2 has been completed except for the installation of benches and trash receptacles and installation of surfacing at Woodland Bend and Cedar Creek Place.

Alliance Architecture was on site for a visit on 04/10/2024. Alliance Architecture has reviewed and signed approval for Pay Request #6.

Fiscal Impact

This application for payment will be paid from 2020, 2021 and 2022 Capital Fund grants as approved at the 01/31/2023 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #6 from Hein Construction in the amount of \$42,987.51 for the period to 04/30/2024.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

PAGE ONE OF 4 PAGES

TO OWNER:	Knox Co. Housing Authority 255 W Tompkins St Galesburg, IL 61401	PROJECT:	KCHA-504 Modifications-PH 4 Various Sites Galesburg, IL 61401	APPLICATION NO: 6 APPLICATION 45163 PERIOD TO: 4/30/2024	Distribution to: <input checked="" type="checkbox"/> OWNER <input checked="" type="checkbox"/> CONSTRUCTION MANAGER <input checked="" type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER
FROM		VIA CONTRACTOR:	Hein Construction Co., Inc 56 N. Cedar St. Galesburg, IL 61401	CONTRACT DATE: 02/15/23	
Sub-Contractor	Hein Construction Co., Inc. 56 N. Cedar St. Galesburg, IL 61401			PROJECT NO: 23-2314	
CONTRACT FOR:	General Contractor	VIA ARCHITECT:	Alliance Architects		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>1,735,000.00</u>
2. NET CHANGES IN THE WORK	\$	
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>1,735,000.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>1,676,763.90</u>
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	<u>167,676.39</u>
b. 10 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>167,676.39</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$	<u>1,509,087.51</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>1,466,100.00</u>
8. CURRENT PAYMENT DUE	\$	<u>42,987.51</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	<u>225,912.49</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	<u>58,439.40</u>	\$
Total approved this month including		\$
	<u>58,439.40</u>	
TOTALS	<u>-0.00</u>	\$0.00
NET CHANGES IN THE WORK		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **HEIN CONSTRUCTION CO., INC.**
By:  Date: 4/24/24

State of: Illinois
Subscribed and sworn to before me this 24th day of April, 2024
Notary Public: Diane Hein
My Commission expires: 2-2-27



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 42,987.51

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:
By: _____ Date: _____
ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)
By: Abundant **Alliance Architecture** Date: 04.30.2024
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

This Certificate is not negotiable. The amount of payment is payable only to the Contractor named herein. Issuance of this Certificate of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/30/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Review/Approve Contractor for Lighting & Furnace Replacement Project

Executive Summary

The purpose of this Invitation to Bid (IFB) is to retain a contractor to complete a Lighting and Furnace Replacement Project. Specifically, proposals were sought for a single, lump sum General Construction contract which shall include all work related to the following:

- Replacement of furnaces and air conditioning at 154 dwelling units and replacement of other HVAC systems at two offices and three Community Buildings; and
- Replacement of lighting at common areas, office spaces, and maintenance facilities at Moon Towers, Woodland Bend, Cedar Creek Place, Whispering Hollow, and Bluebell Tower with some exterior lighting upgrades as well.

In July 2022, the agency purchased thirty furnaces and air conditioner condensers for units at the Family Sites in response to recurring issues related to the age of equipment. These units are approximately 21 years old, having been purchased in 2001. However, replacement of the remaining systems has become imperative as service calls have increased. New units will be higher efficiency thus presenting cost savings to the families.

The agency has not invested in a lighting project since 2010 with the assistance of a safety and security grant. The lighting portion of this project will make agency facilities more energy efficient as changing conventional bulbs (such as incandescent, fluorescent and halogen) to LEDs can lead to savings. LEDs use less energy and cost less to operate than conventional lighting. LED bulbs also last longer, are more durable and offer comparable or better light quality. Additionally, the proposed exterior lighting upgrades will provide enhanced safety at all the public housing sites.

Outreach efforts for the Lighting and Furnace Replacement Project were as follows:

- 1532 total vendors notified by the eProcurement System;
- 15 vendors viewed the online solicitation;

- Alliance Architecture contacted contractors directly;
- Project Manual sent to four plan houses;
- Local area vendors notified of the solicitation via an advertisement in the Register-Mail;
- 4 contractors attended the pre-bid walk-through;
- 3 bids submitted by:
 - Mechanical Service of Galesburg, Inc.
 - J.P. Benbow Plumbing & Heating
 - Standard Heating & Cooling, Inc.

The deadline for bid submission was originally 04/24/2024, but the deadline was extended to 04/26/2024. Each of the three bid submissions was incomplete at the time of submission. Therefore, each bidder was provided written notice and equal opportunity to complete their bids by 12:00 p.m. on 04/30/2024. Two bidders provided the missing documents to complete their bids.

Alliance Architecture has completed a full review of the bid submissions and has made a recommendation for selection. The bid tabulation as well as the letter of recommendation from Mr. Burrell is attached to this memo.

Fiscal Impact

These projects will be funded through the 2022 and 2023 Capital Fund grants.

Recommendation

It is the recommendation of the Executive Director that the Board follow the recommendation of Alliance Architecture and approve the selection of Mechanical Service of Galesburg, Inc. in the contract amount not to exceed \$1,456,900.00.

ALLIANCE

ARCHITECTURE

April 30, 2024

Mr. Derek Antoine
Executive Director
Knox County Housing Authority
216 West Simmons Street
Galesburg, IL 61401

VIA E-MAIL

RE: LIGHTING & FURNACE REPLACEMENT
Knox County Housing Authority
Galesburg, Illinois

Dear Derek:

As you are aware, bids were received on April 26, 2024, for the referenced project in accordance with the attached Bid Tabulation.

Our review of the bids determined all three were incomplete at the time of submission.

All three bidders were provided written notice and equal opportunity to complete their bids by noon on April 30. Upon passage of this deadline, two bidders provided all the missing documents required to complete their bids. We believe these two bids should be considered for award. We have included herewith copies of all three bids for your reference.

We recommend that the project be awarded to Mechanical Service, Inc. on the basis of their lowest base bid for a total contract amount of \$1,456,900.

Please advise us of your decision with regard to contractor selection, and at the appropriate time, we will send out notification and Bid Tabulations to all bidders.

If you have any questions or require additional information, please feel free to contact us.

Sincerely,

ALLIANCE ARCHITECTURE



Mark A. Burrell

MAB/bf

Attachment

cc: Ms. Cheryl Lefler, via e-mail

BID TABULATION

PROJECT: LIGHTING & FURNACE REPLACEMENT
Knox County Housing Authority
Galesburg, Illinois

DATE/TIME: April 26, 2024
10:00 a.m. (Local Time)

BIDDERS	Mechanical Service of Galesburg, Inc.	J.P. Benbow Plumbing & Heating	Standard Heating & Cooling, Inc.
Base Bid on Proposal Form (including Allowance)	\$1,456,900	\$1,589,235	\$1,724,990
Alternate No. 1: Delete furnace and air conditioner replacement at Cedar Creek Place apartments.	Deduct \$284,625.00	Deduct \$213,727.00	Deduct \$415,000.00
Alternate No. 2: Delete furnace and air conditioner replacement at Woodland Bend apartments.	Deduct \$325,800.00	Deduct \$271,454.00	Deduct \$482,325.00
Alternate No. 3: Delete furnace and air conditioner replacement at Whispering Hollow apartments.	Deduct \$154,972.00	Deduct \$133,408.00	Deduct \$234,000.00
Alternate No. 4: Delete new exterior lighting scope and associated wiring and meters at Cedar Creek Place, Woodland Bend, and Whispering Hollow. Replacement of existing fixtures shall remain in scope.	Deduct \$143,250.00	Deduct \$117,000.00	Deduct \$59,762.00
Completion Time (in calendar days):	Base Bid	180	150
	Alternate No. 1	-50	-48
	Alternate No. 2	-60	-53
	Alternate No. 3	-20	-24
	Alternate No. 4	-30	-18
Acknowledgment of Addenda:	Addendum No. 1 (April 17, 2024)	Yes	Yes
	Addendum No. 2 (April 19, 2024)	Yes	Yes
Bid Bond / Bid Guarantee	Yes	Yes	Yes
Verified Surety is on Circular 570 List of Certified Companies	Yes	Yes	Yes
Unit Price A: State the amount to furnish and install one condenser enclosure. Enclosure shall be a five-sided frame, detached from any side walls, with cutout for power cable and line set.	\$ 678.00 each	\$ 737.00 each	\$ 1,104.00 each
Unit Price B: State the amount to replace one furnace (F-2) and air conditioner (CU-2) at a single apartment. Include the cost of the condenser enclosure, also described in Unit Price A.	\$ 7,556.00/unit	\$ 5,367.00/unit	\$ 8,910.00/uni
Non-Collusive Affidavit	Yes	Yes	Yes

PROJECT: LIGHTING & FURNACE REPLACEMENT
 Knox County Housing Authority
 Galesburg, Illinois

BIDDERS	Mechanical Service of Galesburg, Inc.	J.P. Benbow Plumbing & Heating	Standard Heating & Cooling, Inc.
EEO/Affirmative Action Statement of Policy	Yes	Yes	Yes
Certificate as to Corp. Principal (if bid submitted by Corp.)	Yes	Yes	Yes
MBE/WBE Clause Certification	Yes	Yes	Yes
MBE/WBE Clause Certification: Schedule of Intended Participation	Yes (0%)	Yes (9%) *	Yes (35%)
MBE/WBE Clause Certification: Certificate of Good Faith Efforts	Yes	Yes	Yes
Statement of Bidders Qualifications:	Yes	Yes	Yes
- Current Contracts on Hand	Yes *	Yes	Yes
- Company Personnel Resume	Yes	Yes	Yes
- Related Work Experience	Yes	Yes	Yes *
- Written Evidence of Line of Credit	Yes *	Yes *	Yes
- Financial Statement	Yes (12/1/23 - 12/31/23) *	Yes (3/31/24) *	Yes (1/31/24)
List of Previous Projects (including: Project Name; Project Description; Construction Cost;% Complete; Contact Name and Telephone Number)	Yes *	No	Yes *
Representations, Certifications, and Other Statements of Bidders HUD-5369-A	Yes	Yes	Yes
Non-Debarred Certification	Yes	Yes	Yes
Proposed Subcontractors and Suppliers	Yes *	Yes	Yes
Section 3 Certification	Yes	Yes	Yes *
Proposed Wage Rates for Unlisted Classifications	Yes	Yes	Yes
Evidence of Active/Current Status under System for Award Management (SAM)	Yes (Expires 4/15/25)	Yes * (Received "Unique Entity ID" but is not "registered" in SAM)	Yes (Expires 1/21/25)
Remarks:	* Submitted 4/30/24.	* Submitted 4/30/24. Amp Electric rebates included in bid. <u>Voluntary Alternate:</u> As noticed at walk-thru, the existing HVAC units that have been replaced have reused line sets. We propose to clean existing line set with Rx-11 reuse existing line set and offer a deduct of \$380.00 per HVAC system.	* Submitted 4/30/24.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/26/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/30/2024

SUBJECT: Review/Approve Contractor for Fire Protection Services

Executive Summary

A Request for Proposals (RFP) was issued on 04/02/2024 to solicit bids for Fire Protection Services for the period 05/01/2024 through 03/31/2025. The proposal submittal deadline was 04/25/2024.

The bids were sought from qualified, licensed contractors to provide the following fire protection work:

- Fire Sprinkler Inspections;
- Fire Alarm Inspections;
- Fire Pump Inspections; and
- Any other fire protection maintenance, repair, or installation work the Agency may order.

Outreach efforts for Fire Protections Services were as follows:

- 758 total vendors notified by the eProcurement System;
- 12 vendors viewed the online solicitation;
- 2 proposals submitted by:
 - Getz Fire Equipment Company
 - Midwest Alarm Services

KCHA staff has completed a full review of the proposal submissions and has made a recommendation for selection.

Fiscal Impact

Services and supplies purchased under the Fire Protection Services contract will be paid from the operating budgets of each program. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board follow the recommendation to award the contract for Fire Protection Services to Getz Fire Equipment Company for the period 05/01/2024 to 03/31/2025 in an amount not to exceed \$15,000.00.



Jack P. Ball, Esq.
Attorney at Law

A Professional Corporation

190 S. Kellogg St.
P.O. Box 308
Galesburg, Illinois 61402-0308
Phone (309) 345-2255
Fax (309) 345-2258

April 30, 2024

Knox County Housing Authority
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases¹:

Jodi Melton (255 W. Tompkins St. #405)	1 st Appr. - STO/JD
Molly Hicks (255 W. Tompkins St. #702)	1 st Appr. - Trial 04/30/24
Erica Craver (170 S. West St. # 817)	1 st Appr. - JD
Ivy Giron (255 W. Tompkins St. #205)	1 st Appr. - JD
Jamie Lash brook (424 Iowa Ave.)	1 st Appr. - CD
Cynthia West (521 Iowa Ave.)	1 st Appr. - CD
Biannca Johnson (1991 E. Knox St.)	1 st Appr. - JD
Jennifer McCray (1085 W. Berrien St.)	1 st Appr. - CT 05/16/24
Nameiyia Towns (1073 W. Berrien St.)	1 st Appr. - CT 05/02/24

¹ Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, STO - stipulated order upon default JD issued, CT for continued, STI for summons to issue and ASTI for alias summons to issue, CMC case management conference, VMO for voluntary move out, VJCD for vacated judgment case dismissed, ACBA - application for court based assistance, and BW (Atty Bart Wolek) or TM (Atty Tracey Mergener) for Prairie State Legal Services.

LaVonne Garoug (255 W. Tmpkins St. #501)	1 st Appr. - 05/02/24
Douglas Bradford (255 W. Tompkins St. #1109)	1 st Appr. - 05/02/24
Ashley Bornsen (1527 McKnight St.)	1 st Appr. - CD
Rommel McFarland (952 W. South St.)	1 st Appr. - 05/02/24
Tasha Morris (1089 W. Berrien St.)	1 st Appr. - 05/02/24
Melonie May (535 Iowa Ave.)	1 st Appr. - 05/02/24
Tierra Stigger (1596 McKnight St.)	1 st Appr. - 05/16/24

2. Review monthly board packet and attend monthly meeting.

Jack P. Ball, Esq.