

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 29, 2020**

RESOLUTION NO. 2020-22

WHEREAS, the Housing Authority of New Orleans (HANO) issued Request for Quotes (RFQ) on July 31, 2019 for the purpose of procuring a contractor to provide janitorial services at HANO Administrative Offices; and

WHEREAS, Skye's Janitorial, LLC, submitted the second lowest quote in response to the solicitation, but was awarded the contract when the quote submitted by the lowest bidder, KSM Janitorial, was deemed non-responsive, and rejected by HANO; and

WHEREAS, on September 9, 2019, HANO executed Contract #19-913-25 for Janitorial Services at HANO Administrative Offices (Contract) with Skye's Janitorial, LLC (Skye's) under which Skye would provide janitorial services at HANO Administrative Offices; and

WHEREAS, the Contract amount for the provision of janitorial services at HANO's Administrative Offices is \$90,355.59 per year, for up to three (3) years with the provision that "after the initial one year period, HANO may exercise an option to extend the contract for up to two (2) additional one-year periods;" and

WHEREAS, the initial term of the Contract was for an amount less than \$150,000.00, HANO entered into the contract under the authorization of HANO Executive Director Gregg Fortner on September 9, 2019; and

WHEREAS, the Contract expired by its own terms on September 9, 2020; and

WHEREAS, HANO found that the services of Skye's was acceptable and decided to exercise the first of the one-year options that are contained in the terms of Contract; and

WHEREAS, because the original term of the Contract expired on September 9, 2020, it was necessary for HANO Executive Director Evette Hester to exercise the one-year option and execute Amendment #1 to the contract on September 21, 2020; and


WHEREAS, in addition to exercising the first of the one-year option included in the terms of the Contract, Amendment #1 to the Contract also modified the scope of services of the to provide for additional janitorial services at the HANO Administrative Offices related to the COVID-19 pandemic;

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THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby approves and ratifies the Amendment #1 to Contract #19-913-25 for Janitorial Services at HANO Administrative Offices between HANO with Skye's Janitorial, LLC that was executed by HANO on September 21, 2020.

Executed this 29th Day of September, 2020

APPROVAL:



DEBRA JOSEPH
PRESIDENT, BOARD OF COMMISSIONERS



September 29, 2020

MEMORANDUM

To: Board of Commissioners
President Debra Joseph, Vice President Isabel Barrios,
Commissioner Avery Foret, Commissioner Sharon Jasper,
Commissioner Carol Johnson, Commissioner Monika McKay,
Commissioner Hyma Moore, Commissioner Kim Piper and
Commissioner Bill Rouselle

Through Evette Hester
Executive Director

From: Shelley Smith
Deputy Executive Director

Re: Ratification of Amendment #1 to Contract #19-913-25; Janitorial Services at
HANO Administrative Offices – 2019

On July 31, 2019, the Housing Authority of New Orleans (HANO) issued a Request for Quotes (RFQ) for the purpose of procuring a contractor to provide janitorial services at HANO Administrative Offices. Skye's Janitorial, LLC, submitted the second lowest quote in response to the solicitation, but the quote submitted by the lowest bidder, KSM Janitorial, was deemed non-responsive, and rejected by HANO. Therefore, on September 9, 2019, HANO awarded the contract to provide janitorial services at HANO Administrative Offices to Skye's Janitorial, LLC.

The contract amount is \$90,355.59 per year, for up to three (3) years, pending HUD Funding. The term of the contract is "for an initial period of one (1) year [and after the initial one year period, HANO may exercise an option to extend the contract for up to two (2) additional one-year periods." Because the initial term of the contract was for an amount less than \$150,000.00, HANO entered into the contract under the authorization of HANO Executive Director Gregg Fortner on September 9, 2019.

The contract expired by its own terms on September 9, 2020. Finding the services of Skye's Janitorial, LLC to be acceptable, HANO decided to exercise the first of the three one-year options that are contained in the terms of Contract #19-913-25. However, because the original contract expired on September 9, 2020, it was necessary for HANO Executive Director Evette Hester to exercise the one-year option and execute Amendment #1 to the contract on September 21, 2020, which is prior to the regular meeting of the HANO Board of Commissioners on September 29, 2020.

In addition, Amendment #1 to the contract modifies the scope of services of the contract in order to provide for additional janitorial services at the HANO Administrative Offices related to the COVID-19 pandemic. Therefore, Amendment #1 to HANO Contract #19-913-25; Janitorial Services at HANO Administrative Offices provides as follows:

1) The Housing Authority of New Orleans (HANO) hereby modifies the Contract Scope, as set forth in the Contract Documents under the Section titled, "ARTICLE I – SCOPE OF SERVICES", "Features", by adding the following service:

The contractor shall perform COVID-19 cleaning, which shall include an additional day porter, and emergency cleaning supplies. A daytime porter shall be provided five (5) days a week, (8) hours per day. The duties shall include; the use of products that are Environmental Protection Agency (EPA) approved (disinfectants), cleaning and disinfecting periodically all tables, doorknobs, light switches, countertops, exterior and interior door handles and automatic door buttons, toilets, faucets, sinks, all common area doors, copiers, elevator buttons and handrail, exterior within inside/outside of the building, stairwell handrails as well as vending machine buttons.

The contractor shall perform COVID-19 cleaning in all offices, kitchens, conference rooms, and bathrooms throughout buildings A & B. All COVID-19 supplies including, disposable gloves, sanitizers, masks, and disinfectants shall be supplied by the contractor.

2) Further, the Housing Authority of New Orleans hereby increases the Contract Amount, as set forth in the Contract Documents under the Section titled, "ARTICLE II – CONTRACT TYPE /AMOUNT", as follows:

The contractor shall provide additional COVID-19 Cleaning, as outlined in Amendment #1, for an additional monthly cost of \$2,002.39, effective start date is July 2020, for up to one year.

3) The Housing Authority of New Orleans (HANO) hereby further modifies the Contract period set in the Contract Documents under the section titled, "ARTICLE III – TERM OF CONTRACT", by adding an additional year. The contract shall expire on September 13, 2021.

As a result of Amendment #1, the total amount of Contract #19-913-25; Janitorial Services at HANO Administrative Offices between HANO and Skye's Janitorial, LLC will be \$307,682.62, for up to three (3) years.

HANO asks the Board of Commissioners of the Housing Authority of New Orleans to hereby approve Amendment #1 to Contract #19-913-25 for Janitorial Services at HANO Administrative Offices between HANO and Skye's Janitorial, LLC to extend the term of contract, and also to modify the scope and cost of services in order to provide for additional janitorial services related to the COVID-19 pandemic.