



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.

The Department of Social Services (DSS) is seeking an apartment complex with sufficient space and a variety of bedroom capacity to provide housing services to low-income families who are involved with DSS programs and in need of temporary housing. The vendor will be responsible for general maintenance of the units and providing security services for the property. On-site support staff will be necessary to assist on-site County staff and provide property management services.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

Housing Authority of the City of Fresno
1331 Fulton Street, Fresno, CA 93721
Contact: Tracy Navarro, Senior Manager of Property Management
Phone: (559) 457-4189
Email: tnavarro@fresnohousing.org

3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The Agreement is a two-year base term with the option for three additional twelve-month extensions. The total budget for the contract will be \$4,767,897 for the entirety of the two-year base term and three optional extensions.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.

The creation of the Housing Authorities was authorized under the United States Housing Act of 1937 and State law. The City of Fresno created the Housing Authority of the City of Fresno by resolution in 1940. Since its inception, the Housing Authority has operated as a separate public body (similar to a special purpose district) with the goal to promote and support quality housing and services that are accessible to low income residents to build strong communities.

As a separate public body, the Housing Authority is the local administrative agency for housing assistance programs funded by the Federal Department of Housing and Urban Development (HUD) and is able to provide services above and beyond what a private apartment complex can provide and at a significantly lower cost.

The Housing Authority owns and has available a 44-unit apartment complex (Sierra Terrace) with six 1-bedroom units, fourteen 2-bedroom units, eighteen 3-bedroom units, five 4-bedroom units, and one 5-bedroom unit for the exclusive use of the County. The Housing Authority will also provide all of the property management services listed above and has extensive experience spanning over a 40+ year partnership with the County to provide these services to the target population.

5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.

- In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
- When the contract is with a federal, state, or local governmental agency.
- When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$5,000 whichever is more.
- When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
- When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
- When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

6. Explain why the unique qualities and/or capabilities described above are essential to your department.

The 44 units at Sierra Terrace will continue to provide families stable, temporary housing and allowing them to focus on developing a permanent housing plan while removing barriers to that plan. The County utilizes this apartment complex to provide Project-Based Rapid Rehousing services to households who are experiencing housing instability and engaged in Court-Ordered Family Reunification services, Voluntary Family Maintenance, or eligible to CalWORKs, which the Housing Authority has extensive experience working with.

7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.

Staff completed research and confirmed that the Housing Authority of the City of Fresno is a government agency authorized by the United States Housing Act of 1937 and State law, and created by a City of Fresno resolution in 1940 to develop and operate housing and housing programs for low-income families. This vendor shows the unique qualities necessary for this service due its status as a separate public body authorized by a resolution by the City of Fresno, and its ability to provide an apartment complex with the requisite management services of the units.

The Housing Authority owns and operates the site, which is currently in use by the County to provide Project-Based Rapid Rehousing services. Staff completed research to determine if there were other vacant apartment complexes which met the County's needs at Fair Market Rent values. Staff determined that, while there are other vendors that own housing complexes with rents at or below Fair Market values, the complexes were already in use by other housing programs and did not have the available space to meet the County's needs. There are no other agencies within Fresno County that own a suitable property at equivalent rates or lower rates with sufficient space available for the program to be moved from one site to another.

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Requested By:

Staff Analyst

Title

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I approve this request to suspend competition for the service(s) and/or product(s) identified herein.

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Department Head Signature

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rblackburn 3/27/2026 11:32:06 AM

Purchasing Manager Signature

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