



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 experienced vendor to provide housing services to low income families involved with DSS programs who are in need of temporary housing. Maintenance of the units must be provided by the vendor in addition to security services. It is further expected that the vendor will provide on-site support staff to assist on-site County staff with property management.

Housing Authority of the City of Fresno will provide a 45-unit apartment complex (Sierra Terrace) with six 1-bedroom units, fourteen 2-bedroom units, eighteen 3-bedroom units, six 4-bedroom units, and one 5-bedroom unit for the exclusive use of the County. The Contractor will provide all property management services at Sierra Terrace

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 total maximum cost of the agreement is \$3,348,793. The maximum cost for the initial 12 month period (July 1, 2023 to June 30, 2024) is \$1,069,303. The maximum cost for the period of July 1, 2024 to June 30, 2025 is \$1,114,640. The maximum cost for the period of July 1, 2025 to June 30, 2026 is \$1,164,850.

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.

The Housing Authority has partnered with the County of Fresno for over 40 years to provide a housing program for County clients which includes a stand alone apartment complex. The Housing Authority also provides full-time support staff who work closely with on-site Department staff to provide services to clients.

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.

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 lower cost.

The 45-units at Sierra Terrace will provide families stable, temporary housing and will allow them to focus on developing a permanent housing plan while removing barriers to that plan.

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. Due to its status as a separate public body authorized by a resolution by the City of Fresno, it meets the criteria of Administrative Policy #34 for a suspension of competition.

jvolkov 6/8/2023 9:58:10 AM

Staff Analyst

[\[✕ Sign\]](#) Double click!

Requested By:

Title

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

martik 6/8/2023 11:45:18 AM

[\[✕ Sign\]](#) Double click!

Department Head Signature

gcornuelle 6/8/2023 1:56:55 PM

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Purchasing Manager Signature