



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 emergency temporary housing. The vendor must provide an apartment complex with 28 to 32 furnished 2-bedroom apartments that at minimum includes bedding, dishes, pots/pans, couches and tables. The complex must include a community room, laundry facilities available to the residents free-of-charge, and an office to house County staff. Maintenance of the units must be provided by the vendor in addition to 24 hour security services. It is further expected that the vendor will provide on-site support staff to assist on-site County staff with program management.

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 Mall, Fresno, CA 93721
Contact: Shaneece Childress
Phone: (559) 443-8400
Email: SChildress@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.

Maximum cost for the initial 12 month period is \$426,946. Annual increases, not to exceed three percent per each subsequent 12 month period, may be approved with submitted justification of actual increased costs. The cumulative maximum cost for the five year agreement is \$2,263,768.

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 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 lower cost.

The Housing Authority has partnered with the County of Fresno for approximately 38 years to provide an emergency housing program for County clients which includes a stand alone apartment complex and additional services not normally provided by apartment complexes such as a free onsite laundry room, bedding, dishes, and support staff. 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 \$1,000 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.

To facilitate reunification of families where child abuse and/or neglect have been significant issues, the Department requires safe housing in which to send newly reunified families or families receiving extended visitation with their children. When a family does not have safe and stable housing, the Court may not allow the child(ren) to be reunified with their family. Additionally, families granted extended visits by the courts must have safe and appropriate housing for the visit. If none exists, the court may order the Department to provide said housing. Without a housing program that provides safe and stable housing, many children will remain in out-of-home care and will not reunify with their family.

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 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 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 resolution by the City of Fresno, it meets the criteria of Administrative Policy #34 for a suspension of competition.

casteaa 8/22/2017 2:12:25 PM

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.

dneira 8/23/2017 10:48:59 AM

Department Head Signature

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gcornuelle 8/29/2017 8:06:14 AM

Purchasing Manager Signature

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