

**NOTICE OF QUINCY HOUSING AUTHORITY BOARD OF
COMMISSIONERS' MEETING**

DATE: October 20, 2021
TIME: 5:30 p.m.
PLACE: Tobin Towers, 80 Clay Street, Quincy, MA

The meeting location is fully accessible to persons with disabilities. Upon reasonable notice, the Authority will attempt to provide auxiliary aids which will allow persons requiring such aid to participate fully in the meeting.

Topics anticipated to be discussed:

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes of the September 15, 2021 Regular Board Meeting
- IV. Harborview Residents' Committee, Inc.
- V. Residents' Council for Elderly/Disabled Residents of the QHA

Maintenance/Mod

1. Motion to Approve Change Order No. 1 to the contract with Contracting Specialists, Inc. for the Exterior Balcony Renovations at O'Brien Towers. Change Order No. 1 will result in a **decrease** of \$3,381.22 to the contract amount with a Forty One (41) calendar day extension to the contract time. (See Items One through Eight on the attached Change Order Number One)
2. Motion to Approve Change Order No. 1 to the contract with Zander Corporation for the High Cost Vacancy Rehabilitation at 73 South St. Change Order No. 1 is for the installation of a New Exterior Meter Bank and will result in an increase of \$13,356.95 to the contract amount with a three (3) day increase in the contract time. (See attached Change Order Proposal)
3. Motion to Approve Change Order No. 2 to the contract with Zander Corporation for the High Cost Vacancy Rehabilitation at 73 South St. Change Order No. 2 is for the Installation of a New Subfloor in the Upper Unit and will result in an increase of \$4,983.51 to the contract amount with a two (2) day increase in the contract time. (See attached Change Order Proposal)
4. Motion to Approve Change Order No. 3 to the contract with Zander Corporation for the High Cost Vacancy Rehabilitation at 73 South St. Change Order No. 3 is for the Installation of New Telephone and Cable Wiring and will result in an increase of \$3,622.62 to the contract amount with a ten (10) day increase in the contract time. (See attached Change Order Proposal)

5. Motion to Approve a Three Month Extension to the contract with American Service Co., Inc. for the Fire Alarm Service, Testing and Monitoring for all properties managed by the Quincy Housing Authority. The current contract is scheduled to expire on September 30, 2021, this extension will extend the expiration date to December 31, 2021.

6. Motion to Approve Change Order No. 1 to the contract with Thomas E Snowden, Inc. for the Bathroom Exhaust Fan Replacement and Door Operators at O'Brien Towers. The Change Order includes the following:
 1. The removal of a 20"x20" sheetrock enclosure at the ceiling (asbestos material) which must be removed to remove & replace the fan. Additionally, the contractor must in-fill the opening with blue-board as the new fan does not cover the opening which will require taping and skim-coating the new sheetrock in all 270 units. The cost for Item 1 of the change order is broken down into: **\$50,017.50** for the cost to remove & replace the sheetrock enclosure around the fan housing (including material and labor in 270 units), **\$40,491.61** for the cost to abate the sheetrock enclosure around the fan (including material and labor in 90 units that were previously abated), and **\$15,517.60** for the cost to paint, prime and finish (including material and labor in 90 units), for a grand total cost of: **\$107,457.71**
 2. Cost to provide 2-4"x 4" openings for the electrician to snake wires from the wall switch to the exhaust fan in all 270 units. The second part of the change order is broken down into: **\$32,343.30** for the cost to remove and replace the openings for the electrician to snake the wires from the wall switch to the exhaust fans (including material and labor in 270 units), **\$10,378.71**, for the cost to abate the sheetrock from the openings (including material and labor for 270 units), for a grand total cost of **\$43,298.77**
The grand total cost of the change order is **\$150,756.48**.
with no change in the contract time. (See attached Engineer's letter and Change Order Proposals)

7. Motion to award Employee of the Quarter to Christine Chan and Meixia Lin, who are both Occupancy Specialists.

Finance

1. Motion to award the contract for:
 - Federal Property Insurance
 - General Liability,
 - Public Official's Liability, and
 - Crime insurance policies

To the lowest, most responsible bidder.

Executive Director's Report

Adjournment to Executive Session for Purpose 2, to discuss Executive Director Contract Extension