Keene Housing

SPECIAL BOARD OF COMMISSIONERS MEETING
WEDNESDAY, MAY 24, 2017
11:00 A.M.
CONFERENCE CALL: 712-432-6100
PARTICIPANT ACCESS CODE: 52253761#

AGENDA

I. Call to Order

II. Roll Call

III. New Business

a. Approval of Project/Contract – Propane Fuel Delivery (Resolution No. 581)

b. Approval of Project/Contract – Trash Disposal (Resolution No. 582)

IV. Public Comment

V. Non-Public Session
Convene to Non-Public Session to discuss:
A personnel matter pursuant to RSA 91-A:3, II (a); and
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

VI. Adjournment

Keene Housing

Resolution No. 581

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: **Approval of project/contract** Propane fuel delivery services

2. Date of Board Meeting: 5/24/2017

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2017 Propane Fuel award to L&G Propane pursuant to the May 22, 2017 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Sandra L Clark Date: 5-22-17

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 5/22/17

7. Executive Director Approval Signature _____ Date: 5/22/17

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of project/contract
Date: May 22, 2017

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: Propane fuel delivery services (entire property portfolio)

- The scope of work for this project includes: Auto delivery of propane fuel
- The budget approved by the Board: $ 145,000 annually
- An open invitation was added to the: KH web page, Facebook page, Monadnock Shopper
- The Request for Proposals were distributed to contractors on: May 3, 2017
- Number of contractors directly invited to bid: Three
- Number of contractors that showed up to the site visit: One
- Formal bid packets received by KH: Four
- Lowest or winning bid: $123,541 for propane fuel ($1.2 per gal). The additional funds needed for the purchase of new tanks is $18,758, the total $142,299 is still under the annual budget. In addition, if you pro-rate all the bid's cost of fuel for two years and compared then this bid to others then it is just slightly over ($3,178) one other bid but KH owns all the underground tanks.
- Winning bid criteria if not price: price of propane and improvement of equipment
- Length of Contract: two year term with three (3) possible one-year extensions
- Board approval is being requested to award contract to : L&G Propane

Additional comments: Current vendor is Keene Gas. Some underground tanks are not currently owned by KH. L&G was the only proposal that included the cost of replacing those underground tanks with new tanks that will be owned by KH. There are two underground tanks that will be replaced with above ground tanks due to their location. Proposal included the cost of new tanks at L&G cost and no charge for the installation of the new tanks. L&G will also replace all the above ground tanks with new tanks/regulators to be owned by them. In the future, propane price per gallon bids will be less since the tanks will be owned by KH. L&G also offered to remove an abandon tank that the previous supplier left at Castle St property and dispose of it at no charge.

Keene Housing

Resolution No. 582

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: **Approval of project/contract** Trash Disposal services

2. Date of Board Meeting: 5/24/2017

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2017 Trash Disposal award to Waste Management pursuant to the May 22, 2017 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Sandra F Clark Date: 5.22.17

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 5/22/17

7. Executive Director Approval Signature _____ Date: 5/22/17

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director
Subject: Approval of project/contract
Date: May 22, 2017

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: **Trash Disposal** (entire property portfolio)

- The scope of work for this project includes: Weekly trash and recycling pick up/disposal
- The budget approved by the Board: $ 98,000 annually
- Any additional funding needed? no
- An open invitation was added to the: KH web page, Facebook page, Keene Sentinel
- The Request for Proposals were to be received by contractors on: 4/14/2017
- Number of contractors that showed up to the site visit: n/a
- Formal bid packets received by KH: one
- Lowest or winning bid: $98,303
- Winning bid criteria if not price: price
- Length of Contract: two year term with three (3) possible one-year extensions
- Board approval is being requested to award contract to: Waste Management Inc.

Additional comments: Waste Management is KH current vendor. Last time (2014) this service went out to bid only had one other vendor bid on the services and Waste Management was significantly lower prices. This year, Waste Management is the only bidder since there continues to be very few vendor options in the Keene area.