

RESOLUTION NO. 1971

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RICHMOND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH PATEL & ASSOCIATES TO PERFORM ANNUAL AUDITS FOR FISCAL YEARS ENDING JUNE 30, 2013, 2014 AND 2015 AND A SEPARATE AUDIT FOR THE WESTRIDGE AT HILLTOP APARTMENTS FOR FISCAL YEAR ENDING JUNE 30 2013 FOR AN AMOUNT NOT TO EXCEED \$111,275

WHEREAS, the Housing Authority is in need of audit services and on July 29, 2013 an RFP was posted on the City of Richmond's bids online, with proposals due on August 19 2013; and

WHEREAS, there were 94 vendors that were notified and the RFP was downloaded by 16 interested parties resulting in three (3) proposals being submitted; and

WHEREAS, the proposals were evaluated by committee consisting of Tina McKenney, City of Richmond Chief Accountant, Tony Taplin, City of Richmond Housing Authority Finance Manager and Tracy Stabler, CPA the Oakland Housing Authority's Chief Financial Officer; and

WHEREAS, the three responses received were reviewed and ranked absent their cost proposals, and after initial points were assigned the cost proposals were then considered by committee assigning an additional 10 points for cost for a maximum score of 145 points; and

WHEREAS, the RFP provides that the Housing Authority may select the bidder determined to be the most responsive and responsible to provide the services needed, and Patel & Associates was determined to be the most responsive and responsible bidder scoring the highest maximum points and submitting the lowest cost proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RICHMOND, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, THAT:

The executive Director is hereby authorized to execute a contract with Patel & Associates for an amount not to exceed \$111,275, and the Executive Director is hereby authorized to take all actions necessary to implement the foregoing resolution.

The foregoing resolution was passed and adopted by the Commissioners of the Housing Authority of the City of Richmond at a special meeting thereof held on October 15, 2013, by the following vote:

AYES: Commissioners Beckles, Butt, Rogers, Myrick, Housing Tenant Commissioners Hall, Thompson, and Chairperson McLaughlin.

NOES: None.

ABSTENTIONS: None.

ABSENT: Commissioner Bates and Vice Chairperson Boozé.

GAYLE MCLAUGHLIN
Chairperson

[SEAL]

ATTEST:

DIANE HOLMES
Secretary

Approved as to form:

BRUCE GOODMILLER
Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of Resolution No. 1971 finally passed and adopted at a Special Housing Authority Meeting held on October 15, 2013.