

ADDENDUM TO REGULAR HOUSING COMMISSION AGENDA PACKET

Posted: November 12, 2024

Housing Commission Meeting Agenda Packet posted on: November 8, 2024

Agenda Item No. 5-4: Approve an Amendment to the Contract with I Sterling, Inc. for Housing Inspection Services.

The following staff report was inadvertently omitted from the meeting agenda packet.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: November 13, 2024

Agenda Item No. 5-4.:	Amendment to Contract with I Sterling, Inc. for Housing Inspection Services
Exhibits Attached:	None
Recommendation:	Approve Amendment to the Contract with I Sterling Inc. for Housing Inspection Services
Financial Statement:	\$32,000 which is included in the approved FY2024-2025 Housing Choice Voucher program budget.

BACKGROUND

In April 2019, HACA executed an initial one-year contract with I Sterling, Inc. for \$158,600 for housing inspection services. The Commission subsequently approved three amendments to the contract, for a total current contract amount of \$658,208, and the previous contract term expired on April 9, 2024.

At the April 10, 2024 Commission meeting, the Commission approved an amendment to extend the contract through December 31, 2024, with the existing contract amount of \$658,208, to allow for a seamless transition while HACA completes a new solicitation for HQS inspection services.

DISCUSSION AND ANALYSIS

HACA issued a Request for Proposals (RFP) in October 2024 and is requesting the Commission's approval at the November 13, 2024 meeting to authorize the execution of a new contract for housing inspections services with a new vendor. HACA intends to terminate the I Sterling contract once a new vendor is ready to assume full inspections services, and no later than December 31, 2024.

HACA has determined that additional contract funds are needed for I Sterling to cover inspections services during the transition to a new vendor. Staff recommends the contract amount be increased by \$32,000, based on an estimated maximum of \$16,000 in monthly expenses for November and December, for a total not to exceed amount of \$690,208. The FY 2024-2025 budget already incorporates these anticipated expenses for inspections services.

RECOMMENDATION

Staff recommends the Commission approve the amendment to the contract with I Sterling, Inc. to increase the contract amount by \$32,000, for a total contract amount of \$690,208. This will ensure minimal disruption in inspections during the transition period and allow for the close out of pending inspections conducted by I Sterling before the end of the contact term on December 31, 2024.