



## Berkeley Housing Authority

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*Office of the Executive Director*

Item 7C  
NEW BUSINESS  
February 9, 2017

To: Honorable Chairperson and  
Members of the Berkeley Housing Authority Board

From: William Wilkins, Executive Director

Subject: Procurement of professional services for labor negotiator

### RECOMMENDATION

- (1) Adopt a Resolution authorizing the Executive Director to solicit written or verbal price quotations from at least three firms for purchase of professional services of a labor negotiator in compliance with sections of the HUD Procurement Handbook 7460.8 Rev 2 and BHA Procurement Policy adopted April 21, 2008 on Small Purchases.
- (2) Adopt a Resolution authorizing the Executive Director to execute a contract with the most competitive firm that provides the best value for the BHA for a term of one year , with an option to renew for another year, for a not to exceed amount of \$50,000.

### BACKGROUND AND CURRENT SITUATION

The Berkeley Housing Authority has thirteen (13) budgeted positions represented by two bargaining units. Eight (8) employees are being represented by Local 1021, three (3) by Local One, and two (2) are unrepresented. Both union contracts are set to expire on June 30, 2017.

Public Housing Authorities (PHAs) use a variety of models in conducting a successful negotiation with bargaining units. Some use HR firms, private law firms, or their own staff of experts to sit during negotiations. In the last negotiation, BHA employed the expertise of Goldfarb and Lipman; and spent approximately \$53,000 in personnel related services, including labor negotiation.

As detailed within Chapter 5 of HUD Procurement Handbook 7460.8 Rev 2 and 24 CFR 85.36(d)(1), small purchase procedure is a simplified methods for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold. These procedures are the simplest method of procurement and will be used for the vast majority of a PHA's purchases. If small purchase procurements are used, price or rate quotations may be obtained from an adequate number of qualified sources in writing or verbally.

Section IV.C of the BHA Procurement Policy allows the Executive Director to solicit written price quotations from at least three suppliers for purchases and contracts with a dollar value of \$2,500 to \$50,000 on an annual basis.

FISCAL IMPACTS OF RECOMMENDATION

Up to \$46,800 is budgeted for a labor negotiator in FY2017.

CONTACT PERSON

William Wilkins, Executive Director, 981-5471

Attachments:

1. Resolution

RESOLUTION NO. 17-\_\_

AUTHORIZING THE EXECUTIVE DIRECTOR TO:

- (1) ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SOLICIT WRITTEN OR VERBAL PRICE QUOTATIONS FROM AT LEAST THREE FIRMS FOR PURCHASE OF PROFESSIONAL SERVICES OF A LABOR NEGOTIATOR IN COMPLIANCE WITH SECTIONS OF THE HUD PROCUREMENT HANDBOOK 7460.8 REV 2 AND BHA PROCUREMENT POLICY ADOPTED APRIL 21, 2008 ON SMALL PURCHASES.
- (2) ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE MOST COMPETITIVE FIRM THAT PROVIDES THE BEST VALUE FOR THE BHA FOR A TERM OF ONE YEAR , WITH AN OPTION TO RENEW FOR ANOTHER YEAR, FOR A NOT TO EXCEED AMOUNT OF \$50,000.

WHEREAS, the Housing Authority is comprised of 13 budgeted position, of whom 11 are represented by two bargaining units; and

WHEREAS, the Memorandum of Agreements for both Unions are expiring on June 30, 2017; and

WHEREAS, the Housing Authority needs experts to represent the agency during labor negotiations; and

WHEREAS, HUD Procurement Handbook 7460.8 Rev 2 and 24 CFR 85.36(d)(1)) allows for small purchase procedures which are simplified method for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold; and

WHEREAS, if small purchase procurements are used, price or rate quotations may be obtained from an adequate number of qualified sources in writing or verbally; and

WHEREAS, Section IV.C of the BHA Procurement Policy allows the Executive Director to solicit written price quotations from at least three suppliers for purchases and contracts with a dollar value of \$2,500 to \$50,000 on an annual basis.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is authorized to solicit written or verbal price quotations from at least three firms for purchase of professional services of a labor negotiator in compliance with sections of the HUD Procurement Handbook 7460.8 Rev 2 and BHA Procurement Policy adopted April 21, 2008 on Small Purchases.

FURTHER RESOLVED, that the Executive Director authorized to execute a contract with the most competitive firm that provides the best value for the BHA for a term of one year , with an option to renew for another year, for a not to exceed amount of \$50,000.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on February 9, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
William Wilkins, Secretary